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SPEED-POST से भेजें

संख्या

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प्रेषक

Dated: 21 January, 2014

From
मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

To

The Directors/Heads of all national labs/institutes of CSIR

Sub: Purchase on Proprietary / Proprietary Usages Basis – Need for Caution and Due Diligence -Regarding.

Madam/Sir,

Of late it has been observed that the volume of proprietary purchase is rising phenomenally across CSIR. Further, there is no secondary level of scrutiny of proprietary purchases under the present purchase procedure since such cases are not required to be referred to Purchase Committees. This calls for all the more caution and due diligence on the part of the indenters as they themselves are accountable for the correctness of their proprietary certificates.

The following irregularities have generally been observed during preventive checks / Investigations in respect of proprietary purchases:

- 1) Items are claimed to be proprietary merely on the ground that the manufacturer holds an exclusive legal rights over the product by way of patent/copy/design or trademark rights. It should be ensured by the indenter that **there is no effective alternative or suitable substitute** to the item being proposed for purchase on proprietary basis. This can be decided on the basis of a thorough analysis of the technical or other requirements or situations.
- 2) Often Proprietary Article Certificates (PACs) are being issued on technical grounds without any perceivable unique technical features/processes and essentiality thereof for the research/assignment at hand.
- 3) Stores/Equipments are being purchased on proprietary basis merely on the self-certification/ claims of proprietary status for their products by the OEMs/Principals.

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- 4) Proprietary certificates are being issued in favour of the dealers/marketing agents of the principal proprietors. Consequently, quotations are being solicited and purchases made from such agents/ dealers. This leads to purchase of items at extraordinarily higher price.
- 5) Reasonability of Price (ROP) is not being checked in case of Proprietary/Proprietary Usage purchases. Due diligence for establishing the ROP in all cases of purchases, especially in proprietary cases, is very important.

It is requested, therefore, that the above common irregularities may kindly be brought to the notice of all concerned so as to avoid recurrence of the same.

Yours faithfully,


(Sushma Singh)
Chief Vigilance Officer

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1. Sr. COSPs/COSPs/SPOs of all national Labs./Instts.
2. Sr. COFAs/COFAs/FAOs of all national Labs./Instts.
3. O/o DG, CSIR
4. O/o JS(Admin.), CSIR
5. O/o FA, CSIR
- ✓ 6. IT Division, CSIR Headquarters for posting the circular on CSIR Website.