

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



No. 13-5(1)/2002-Pur

Dated 27.07.2007

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

Serial Circular No. 364

To

All the Directors / Heads of CSIR Labs /Instts.

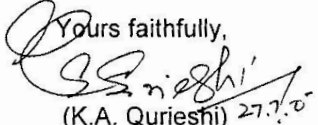
Subject: Clarification on Purchase Procedure, 2002

Sir,

I am directed to refer to the CSIR Purchase Procedure, 2002 and the amendments issued thereto vide Serial Circular No. 289 dated 5th may 2006 and to state that under Para 8.5.0 of the Purchase Procedure, 2002 (as amended), item of any nature i.e. consumable or Non-consumable can be procured on any occasion by the Sr. COSP/COSP/SPO/SO(S&P)/Project Leader without calling for quotation upto Rs. 15,000/ after submission of the required certificate as per Annexure 'A' attached with the amendments issued to the procedure referred above. Further, the material can be procured from any supplier irrespective of the location. However, the requirement shouldn't be deliberately split to avoid the necessity of obtaining sanction of higher authorities.

The spirit behind the provision is to reduce over-stocking of stores and to simplify the procurement of small value items which are needed on on-going basis. Moreover, the provision also aims to cater to any immediate / unforeseen need or needs of emergent nature that keep on arising during day-to-day working in the Labs/Institutes.

It is therefore requested that the contents of this circular may please be brought to the notice of the concerned functionaries for compliance.

Yours faithfully,

(K.A. Qurieshi) 27.7.07

Controller of Stores & Purchase

Copy to:

1. All Sr. COSP/COSP/SPO
2. DS, DG Office
3. PS to JS(A), CSIR
4. PS to FA, CSIR
5. SPO, CSIR

14-2(1)/2002-Pur

15.6.2006

Serial Circular No. 296

All The Directors of CSIR National Labs/Instts.

Sub: Clarifications to Purchase Procedure 2002

Sir,

I am directed to refer to Purchase Procedure 2002 and the amendments issued thereto vide Serial Circular No. 289 dated 5th may 2006 and to state that these are applicable for procurement of goods only as defined under Rule 136 of GFR 2005.

In view of the above, I am therefore directed to inform you that the issues for providing services relating to Infrastructure/house keeping/outsourcing activities including security, cleaning and horticulture including civil/electrical works etc. outsourcing of jobs of DTP / scanning/ outputting/ printing of SR & VP, Off-set printing (job work), screen printing, binding, data entry work, packing and dispatching work, empanelment of media agency including graphic designer, cartoonist etc. were discussed by the committee constituted for reviewing the Purchase Procedure on 2nd June 2006 and it was decided that these issues do not fall under the scope of PP 2002 and Stores & Purchase Division but relate to Administration.

It is however, informed that the guidelines for provision of services are covered under Section-II of Chapter-6 of GFR 2005.

It is therefore requested that the contents of this circular may please be brought to the notice of the concerned functionaries for compliance.

Yours faithfully,

(R.K. Rao)
Controller of Stores & Purchase