



वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली – 110 001
Council of Scientific & Industrial Research
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001
Email: sridebnanda@csir@csir.res.in; spo.policy@csir.res.in

सं/No. SP-13029/3/2022-S and P-CSIR HQ

दिनांक:/Date: 14/09/2022

सेवा में/To

सी एस आई आर के सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/इकाइयों के निदेशक/प्रमुख

The Director/Head of CSIR National Labs/Instts/Units of CSIR

विषय:/Sub: **INFORMATION REQUIRED FOR BUDGET OF CSIR RE 2021-22 & BE 2022-23.**

Madam/Sir,

Kindly find attached the format for submission of information on GeM procurement during 2021-22 and 2022-23 (Till 30th September 2022). The information pertains to both Goods procured by Purchase Units and Services procured by Admin/ Business Development Units. Consolidated information is required to be furnished. Works, however is excluded.

This information is required by Budget Division of CSIR for onward submission to Ministry of Finance, Govt. of India by closing of this half yearly financial year.

Accordingly, you are requested to kindly furnish the requisite information in the prescribed format by 5:30 pm of 30.09.2022 including transactions up to 30.09.2022 through email on spo.policy@csir.res.in.

This may please be treated as **MOST URGENT**

Yours faithfully,

सतीश चन्द्र/(Satish Chandra)

भण्डार एवं क्रय अधिकारी/

Stores & Purchase Officer

Enclosure: As above

Format for GeM data

Name of the Lab/ Instt/Unit: _____

Total Procurement through GeM during 2021-22 (In Rs)	Actual through 2021-22 (In Rs)	Total Procurement during 2021-22 (In Rs)	Eligible* during	Actual procurement through GeM during 2022-23 (Up to 30.09.2022) (in Rs)

* **Eligible procurement** means all procurement excluding works contracts, tenders through CPPP. This means All GeM procurements + Rate Contract Purchases+ Direct Purchases+ LPC Purchases+ GTE + Services procurements by other sections. In other words, **eligible procurement** means all procurements (Goods & services) excluding works contracts and CPPP procurements.

Signature
Name
Designation