



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
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No. 13-4(21)/16-17/S&P/Policy

Dated 01.08.2016

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

All COSPs/SPOs/S.O.(S&P)s of CSIR Labs./Instts.

I am directed to inform that Ministry of Commerce & Industry vide their correction slip No.69 dated 12th April, 2016 have informed that all the Government Indenters/Users including Central Government, Union Territories, State Governments, Autonomous Organisations, PSUs, Municipalities and Corporations are authorised to operate Rate Contract of DGS&D as Direct Demanding Officers (DDOs). They further informed that all DDOs need to place on line supply orders on DGS&D e-portal against DGS&D Rate Contracts for which user login ID and password shall be given to them. All supply orders against DGS&D rate contract need to be placed online only to treat such transactions under the purview of DGS&D rate contract.

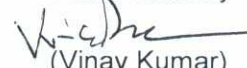
By declaring CSIR as DDO one distinct advantage that would emanate is that all the orders thus placed against DGS&D rate contract would now be monitored by DGS&D and any default on the part of the vendor would attract penalties by DGS&D thus ensuring prompt and timely execution of the purchase orders placed by CSIR.

It is informed that as per the existing procedures in vogue in DGS&D, only SAG officers with grade pay of Rs.10,000/- or more are being allotted the **user id** and **password**. To obtain User ID and Password, application duly filled needs to be submitted to Director, System, DGS&D off-line. The SAG level officers may delegate the responsibility down the ladder in writing. Alternatively, the primary user may add one or more DDO(s) according to the functional requirement and allot user IDs and password to the junior officers.

In view of the foregoing, all CSIR Labs/Instts are requested to approach DGS&D to obtain the user IDs and password as per the **INDENTOR'S USER ID APPLICATION FORM(ATTACHED)**.

For any clarification/assistance, the labs/instts. may approach the help desk of DGS&D on Tel. No. 011-45738408(contact person: Mr. Anuj).

Yours faithfully


(Vinay Kumar)
SPO, Hqrs.

Copy to

1. DS to DG, CSIR
2. PS to JS(A)
3. PS to JS&FA, CSIR
4. CSIR website

*Pl. host on CSIR website
in file
10/8/16*

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① 12 DGS 18 21 2010 for chm. 24th May 2010 DGS

3. **Para 17.1.2(a) & (b)**

For: Existing Entries

Read: For Inspection

- (a) (i) Online supply orders through DGS&D portal by Central Government Ministries/Departments:

Inspection activities has been decentralized, indentors can select Inspection Agency of their choice, including third party or Quality Assurance Office of DGS&D, while placing the Supply Order against Rate Contract vide Correction Slip No. 53, dated 10.9.2013. Inspection fee for Inspection service, if opted by user Department, shall be levied @ 1% of the value of the supply order in case of stores procured under DGS&D Rate Contracts by Central Govt. Ministries/ Departments.

- ii) Online supply orders through DGS&D portal by State Govt Departments/ Organisations/ PSUs/ Autonomous Bodies or Corporations

Inspection fee for Inspection service, if opted by user Department, shall be levied @ 2% of the value of the supply order in case of stores procured under DGS&D Rate Contracts by State Govt Departments/ Organizations, PSUs, Autonomous Bodies . Corporations or Municipalities etc.

- (b) The expenses on TA/ DA of the DGS&D officers and test charges for confirmatory tests shall be borne by the DGS&D for a(i) &(ii) above.

Para 17.1.2(c) and (d)

For: (c) Existing Entries

Read: (c) Normally, DGS&D would not undertake inspection for Non-Departmental supply orders/contracts placed directly by the Departments/Agencies and also the Direct/Referral orders against DGS&D Rate Contract not placed on-line through DGS&D portal. However, in exceptional circumstances, inspection fee @ 3.5% of value of Supply Orders (all inclusive) shall be levied, if inspection is opted by user department. This shall require to have prior approval of DG(S&D).

4. **Para 7.2**

For: Existing Entries

Read: No ad-hoc indents for procurement shall be entertained by DGS&D from any Central or State Govt Ministries/ Departments/ Organizations, PSUs, Autonomous Bodies, Corporations or Municipalities.

5. The above shall be effective mutatis mutandis to DGS&D Manual dated 01.10.1999, DGS&D 68(Revised) and DGS&D 1001, etc. wherever applicable.

File No DGS 20/ Misc/ Use charges/ 2011 - P26-3


(Sanjoy Shankar)

Under Secretary to the Government of India
Tel: 23062805

Standard Distribution

File No.I (2)/2010-Pol. (Pt.)

Dir (C&T)

Anil Sahasr - 233647112

Anil Sahasr DGS&D

Government of India
Ministry of Commerce and Industry
Department of Commerce
(Supply Division)
Nirman Bhawan, New Delhi

R.W. 251

EAC 45738-334

Correction Slip No. 69

Dated 12.04.2016

Sub: - Discontinuation of levy of Departmental Charges by DGS&D.

In supersession of provisions of Correction Slip No. 43 dated 27.05.2013, following amendments are carried out in DGS&D Manual with immediate effect

1. **Para 13.32.1 of DGS&D Manual:**

Add as under after existing entries:

- a) All the Government Indentors/Users including Central Government, Union Territories, State Governments, Autonomous Organizations, PSUs, Municipalities, and Corporations are authorized to operate Rate Contract of DGS&D as Direct Demanding Officers (DDOs).
- b) They will place online supply orders on DGS&D e-portal against DGS&D R/Cs for which user Login ID and Password shall be given to them. **All supply orders against DGS&D Rate contract shall be placed on-line only to treat such transactions under the preview of DGS&D rate contract.**
- c) Furthermore, the payment has been decentralized and is to be made by User Department. The inspection of stores by DGS&D has already been made optional and left to the Indentor to get stores inspected by any competent agency, if it desires so.

2. **Para 17.1.1(a) & (b)**

For existing Entries:

Read: For Purchase

- (a) The departmental charges for Purchase Service of DGS&D shall be 'Nil' for online supply orders through DGS&D portal for all category of user departments i.e. Central or State Govt Ministries/ Departments/ Organizations, PSUs, Autonomous Bodies, Corporations or Municipalities etc.
- (b) **Direct/Referral Orders:** Para 17.1.6 stands deleted. Consequently, all the user departments i.e. Central or State Govt Ministries/ Departments/ Organizations, PSUs, Autonomous Bodies, Corporations or Municipalities etc. shall place online orders through DGS&D portal.

Contd.../-

INDENTOR'S USER ID APPLICATION FORM

1.	Indentor's Ref. file no. & date	
2.	Category of Indentor*	
3.	Controlling Ministry	
4.	Department	
5.	Name of Organisation	
6.	Office Address	
7.	City	
8.	State	
9.	Pin Code	
10.	Name of SAG level officer	
11.	Designation (Not below the rank of SAG level)	
12.	Grade Pay (Not Less than Rs.10,000/- for Central Govt.)	
13.	Phone No. (with STD Code)	
14.	Mobile No. of applicant officer as mentioned in S. No. 10.	
15.	Fax No. (with STD Code)	
16.	E-Mail ID of applicant officer as mentioned in S. No.10.	
17.	AADHAR card no.	

*Please specify any one of the following:

- (i) Central Govt
- (ii) State Govt.
- (iii) Autonomous Bodies

- (iv) Public Sector Undertaking
- (v) Union Territory
- (vi) Others

Counter signed by any Gazetted Officer
(Name & Designation with Rubber Stamp)
Date:
Place:

To
The Director (C&T)
C&T Dte., DGS&D,
Room No.251, Jeevan Tara Building,
Parliament Street, New Delhi-110001.

Signature of SAG level officer
(Name & Designation with Rubber Stamp)
Date:
Place: