

All Purchase Officers of HQ/ Depots and Divisions

**OFFICE PROCEDURE ORDER NO. 47 /2017**

विषय Sub: Scrutiny of Purchase Case Files – reg.

संदर्भ Ref: Dy.CVO/Stores's Lr.No.G.265/PC/2017/08/02066/S/N/HYB dt.16/10/2017.

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During a Preventive Check conducted by Vigilance Branch the following inadequacies were noticed.

1. Frequent purchase of the same item within a short gap of 10 days.
2. It is noticed that the Pos were placed at variable rates for the same item procured during the period.
3. Sometimes, in the Indents the description including Properties were given. However, these properties are matching to a particular model of the Corium make. Thus, the descriptions appear to be different on prima facie but the same item was indented with the different descriptions.
4. The rate reasonability was not justified w.r.t the previous Purchase Data.
5. There were lot of delays in floating of the Tenders in some files.
6. Call attention of approved/likely sources was not given in some of the tenders.
7. Re-tendering was done on the pretext of higher rates. However, on re-tendering, the same rates were accepted. Thus, there are cases of re-tendering on flimsy grounds.
8. It was further stated that, ideally the demands would have been consolidated and submitted at one go for obtaining the benefits of bulking the demand. This procedure would have avoided the piecemeal purchases.

In view of the above, it is advised,

1. Not to resort piece-meal procurement .
2. Greater emphasis to be given for stream lining/ reiterating the procedures in place, for clubbing of demands, justifying the rates and other issues .
3. To explore the possibility of stocking these items.

It is advised to follow the above.

This issues with the approval of the Competent Authority

(ए.प्रदीप A.FRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

Dy.CVO/Stores w.r.t. letter dated 12/10/2017.