

## STANDARD FORM

### Directorate of Supplies & Disposal, Haryana Hand Book For The Guidance Of Indenting Departments

- 1 Directorate of Supplies and Disposals is responsible for arranging the purchase of stores for various Government Department and also for the condemnation and disposal of unserviceable/ surplus stores. However, the following items of stores do not fall within its purview:-
  - (i) Lethal Stores.
  - (ii) Printing & Stationery items except Printing Machinery and Photostat Equipment .
  - (iii) Food grains food-stuffs.
  - (iv) Cement, stone, Road Metal, Bricks and sand.Parts of machinery already installed also fall outside the purview of this Directorate provided the purchase of the same is made from original manufacture of the machinery or their accredited agents. In case such spare parts are not available from the above sources, the same are to be purchased through this Directorate.
- 2 The Directorate also arranges purchase of stores for various public Sector Undertaking Board, Local Bodies and Co-operative Societies of the State on payment of 2 % departmental charges.
- 3 3.1.Rules for purchase of stores are contained in chapter 15 of the Punjab Financial Rules Vol. I read with Appendix 14 and 17 of Vol. II whereas those relating to condemnation and disposals of unserviceable/ surplus stores are laid down in Annexure 'C' to Chapter 15 of Punjab Financial Rules Vol. I.  
  
3.2.The salient features of procedures for the purchase of stores have been brought out in Part-I and those relating to condemnation and disposals of unserviceable/ Surplus stores in Part-II below.

#### PART 1- PURCHASE OF STORES

- 4 4.1. All Government Departments are required to purchase the stores through this Directorate except where otherwise provided in the stores purchase Rules or elsewhere. However, in the case of transport Department, being a commercial organization, purchase above RS.5 Lac in value only have to be made through this Directorate.  
  
4.2.Petty purchase can be made by the Departments directly from the local market within the financial delegation of powers contained in Punjab financial Rules, Departmental financial Rules or Government instructions in the manner laid down therein. The latest financial delegation as provided in rule 19.6 (at Sr. No. 20) P.F.R. Vol. I is given in Annexure I. Where the value of any particular items does not exceed RS. 250/-, the department can purchase the same without inviting any quotation provided that the total value of such purchase during any financial year does not exceed RS. 3000/- for any item. But in case the value of any items (s) exceeds RS. 250/-, and there is no approved source or rate contract available, the department must obtain at least three quotations and place the order on the basis of the lowest offer.
- 5 Approved Sources  
  
In order to enable government department to draw their day to day requirements of stores of common use without any difficulty, the State Government declares certain public Sector Undertakings/ Institutions as approved sources. Government Department can place orders on these sources direct.  
  
5.1.It is obligatory on all Government Department to meet their requirements in respect of such items of stores from approved sources on a preferential basis. Even petty purchase which can be made with or without inviting quotations should be made from such sources as far as practicable. Direct purchase from the local market within financial delegation can be made only after exhausting such approved sources and rate contracts, if any.  
  
5.2.The following have been declared as approved sources by the Government from time to time in respect of various items shown in brackets:-
  - (a) Jail Factories. (All items manufactured by them).
  - (b) Co-operative Societies/ Industries Institutions run by various Department of the State Government. (All items manufactured by them).
  - (c) Haryana Red Cross Society. (All items normally dealt with by it).
  - (d) Haryana Agro Industries Corporation. (Agricultural Implements).
  - (e) Haryana State Handloom & Export Corporation Ltd., Chandigarh.
  - (f) Shoes Production Center at Karnal run by Haryana Harijan Kalyan Nigam Ltd., Chandigarh. (Shoes/ Chappals).
  - (g) Haryana Tanneries, Jind. (Leather & Leather goods e.g. Shoes Chappals).
  - (h) Haryana State Handloom and Handicrafts Corporation Ltd., Chandigarh (Handloom and Handicrafts articles).

- (i) Khadi and Village Industries Board. (Cotton Khadi Woolen Khadi & Village industries items).
- (j) Indian Drugs & Pharmaceuticals Ltd. (Medicines/ Drugs / Surgical/ Medical Instruments/ Laboratory Chemicals).
- (k) M/S. Bengal Chemicals & Pharmaceuticals Ltd., Calcutta. (Medicines)
- (l) Bengal Immunity Co. (Medicines).
- (m) Hindustan Antibiotics Ltd. (Medicines & Drugs).
- (n) M/s Smith Stani street pharaeuticals Ltd., Calcutta. (Medicines).
- (o) Steel Authority of India Ltd. (Rolled Steel Items).
- (p) Haryana Concast Ltd., Hissar. (Rolled Steel Items/ Concast steel & Alloy Steel)
- (q) Haryana Television Ltd., Faridabad. (T.V. Sets)
- (r) Bhartiya Grameen Mahila Sangh, 1182, Sector 36-C, Chandigarh. (Certain Stationery items)
- (s) Coir Board, Chandigarh/ Delhi. (Coir Prosecutes)
- (t) Chief Conservator of Forests, Haryana. (Round & Sawm timber, Firewood & crates etc).
- (u) Bharat Aluminum Co.Ltd. New Delhi. (Aluminum Products)
- (v) IDDC Ambala & ETDC Gurgaon of Haryana Electronics Development Corporation  
(Repair of Instruments & equipment's for their respective Districts only).

5.3 These sources are approved sources for the supply of only those items of stores which are actually manufacture by them and not any other items. Government Department can therefore, purchase only such items of stores from these sources as are manufactured by them, even through these approved sources may be dealing in or be in a position to supply a number of other articles. It is, therefore, advisable that Government Departments should first categorically ascertain whether any particular item of stores required by them is being actually manufactured by such an approved sources and only there after place a supply along with invoice that the articles supplied by them is actually manufactured by them to avoid audit objection.

5.4 However exception has been made in respect of the Haryana State shall Industries and export Corporation Ltd. And Red Cross Society which are not actual manufactures of the items for which they have been declared as approved sources.

Haryana State shall Industries & export Corporation has been declared as an approved sources for 28 items (Annexure II\_ which are manufactured by the Tiny rural Industrial Units with them for providing marketing support.

The State Govt. has directed that the rural industries Co-operative Societies registered with the Haryana State Industries Co- operative Federation Ltd. (INFED) Chandigarh should be treated at per with HSSI & EC for the purchase of these items except Hospital garments & liners and order be placed on the organization quoting lower rates and offering the products as per required specifications vide Govt. Letter dt. 25-1-85 reproduced in annexure III. The industries Deptt. Should therefore, issue enquiries both to HSSI & EC and INFED indicating specifications and delivery schedule and place order on the organizations lower rate and offering the product as per specifications and within the stipulated delivery schedule. In case neither of these organizations is in a positions to meet the requirement within the stipulated delivery period, it shall issue a non availability certificate promptly If it neither makes the supplies within time nor issues the non availability certificate promptly the indenting Department may make purchase as provided in para 5.8 and 5.9 below.

5.5 The Red Cross Society has also been declared as a concurrent approved source for the supply of Hospital Garments and linen which is also one of items reserved for Haryana State small industries & Export Corporation . In cases where the Society is not in a position to make the supplies within the stipulated delivery schedule, it is required to forward the indent to the Haryana state Small industries & Export Corporation either for making the supply or issuing a non availability certificate as the case may be . It cannot issue non- availability certificate at its own level.

5.6 In case of Co- operative Societies, INFED (Haryana State Industries Co- operative Federation Ltd.) SCO NO. 20 Sector 178-E, Chandigarh, which is the organization of such societies may be contacted for guidance and assistance in respect of items actually manufacture by the various Co- operative Societies and orders placed on INFED instead of the individual societies . HAFED, H.D.D.C, CONFED, Haryana Handloom weavers apex Co- operative are Co- operative societies and there fore, approved sources for the articles manufactured by them and should be approached directly. Co- operative stores are not approved sources a they do not manufacture any items them selves.

Training cum production center Panipat run by social welfare Department and similar other manufacturing/ service units run by other Govt. Department e.g. Vocational Training centers are also approved source in terms of Govt. letter dated 17-7-75.

5.7 In case there are more then approved sources manufacturing a particular item of stores, the Indenting officer should issue enquires to all of them simultaneously and place order on the one, whose offer happens to be the lowest valid offer. Obviously this does not good in respect of items mentioned above for which Haryana State small industries & export corporation and INFED have been declared as approved sources, except in case of Hospital Garment and lines vide para 5.5. In the case of these items, enquiries have to be issued to these two sources only.

5.8 If on receipt of the indent the sources concerned is unable to comply there with, it shall at once inform the indenting officer accordingly who will then be at liberty to resort to purchase against rate contract, if available, or may make a local purchase within his competence, or place an indent with this Directorate, as the case may be.

5.9 If the sources concerned is unable to comply with the indent within the required period and the supply is urgently needed, the indenting officer may with the sanction of the Head of the Department (or if he is himself a Head of Department without further sanction) proceed to obtain the stores in the manner indicated in para 5.8 above.

5.10 Indenting officers should indicate the specifications and reasonable period of delivery in their orders and should accept the stores only after are fully satisfied on inspection that they confirm to the required specifications. They must record an inspection note in the form given as annexure VIII accepting or rejecting the stores and supply copies thereof to the approved sources as well as the actual manufacturing unit.

5.11 An article of stores shall be purchase from the approved sources only of its price is upto the one provided in the rate contract, if any arranged by this Directorate, or market price whichever is less. But this shall not apply in case of items reserved for purchase from HSSI & EC and INFED.

5.12 The relevant rules and instructions on the subject and list of approved sources for various items are given in annexure III.

6

### **Rate Contracts**

6.1 Rate Contracts are finalized by the Directorate for the facility of Govt. Departments in respect of items of common use so that can readily draw their requirements direct without making any reference to this Directorate. Copies of rate contracts are circulated to all Department and can be had from this Directorate whenever so required.

6.2 All Government Department are under contractual obligation to draw their supplies in respect of such stores from the firms borne on the rate contracts even though the stores required are of slightly different specifications.

6.3 Indenting officer should place orders upto Rs.5 lacs in value direct with such firms and endorse a copy to this directorate.

6.4 Where the value of purchase exceeds Rs.5 lac, the indenting officer shall not place the order direct with the firms on rate contract, but shall instead place an indent in form UF 88 (Annexure IV) with this Directorate for obtaining the prior approved of the High Powered committee headed by the Chief Minister for the purchase of these stores. The supply order shall be placed by the indenting officer as per decision of the High Powered Committee.

6.5 Rate contracts are also arranged by DGS&D in respect of various types of stores such as Vehicles, Air Conditioners, Refrigerators, fans etc. on all India level. In case of such rate contracts, only Direct Department Officers named as such in the contract can place orders direct with the firms in form DGS&D 131 Annexure V while other indenting officers have to place indents in form UF-88 with this Directorate. However, the Direct Demanding Officer must also place an indent in form UF-88 with the Directorate where the value of purchase exceeds Rs.5 lac.

6.6 In case where more then one firm is on DGS&D rate contract, Government Department should place their orders on the firms located in Haryana to the extent to their capacity to supply the material according to the delivery schedule stipulated by such Department but where ISI marked stores are required by any Govt. Department and the products brought on the rate contract for supply by Haryana firms do not have any ISI mark, Government Department are free to place orders on firms located outside the state for meeting their requirements.

6.7 Rate Contracts shall not be operated in respect of such items for which an approved sources has been declared by Government without first obtaining the non availability certificate from it. But rate contract can be operated without obtaining such N.A.C., If the rate quoted by the approved sources happen to be higher then those given in the rate contract, except in the case of reserved items to be purchased from HSSI&EC and INFED.

6.8 A list of important items in respect of which rate contracts have been finalized by this Directorate and DGS&D is given in Annexure VI. The list in respect of these rate contracts is only illustrative.

### **7 Publication of Tender Notices**

Tenders for the purchase of stores are invited through press advertisement normally twice a month i.e. on 1<sup>st</sup> and 16<sup>th</sup> through Director of public relations, Haryana and are opened after one month on the same dates or the next working day. The indents which are received by 1<sup>st</sup> day of the month can be included at the earliest in tender notice to be published on 16th day if they are complete in all respects. Similarly indents received complete in all respects by 15<sup>th</sup> can be included in the tender notice appearing in the press on the 1<sup>st</sup> day of the next month. The

indenting officers should therefore take note of this schedule and place their indents with the Directorate accordingly to enable their earliest publication.

## 8 Indenting Procedure

8.1 The Head of the Department or other officers duly authorized by them may exhausting approved sources/ rate contracts, if any or being unable to arrange supplies from the local market their financial delegation place their indents in form UF-88 (Annexure IV). These forms are available from the office of the controller of printing & stationary.

8.2 While placing such indents, care should be taken in respect of the following namely:-

- (i) A separate and consolidated indent should be placed for each category of stores.
- (ii) The indent form should be complete in all respects.
- (iii) The financial certificate given in the indent form which even is applicable must be recorded without fail.
- (iv) The Head of Account should also be very carefully indicated.
- (v) The certificate of authority to purchase such stores as given in the indent form must be invariably recorded.
- (vi) Detailed complete and generalized specifications should be stated in clear terms to avoid any back reference. Where ISI specifications exist, the same should invariably be adopted, and the latest ISS No. should also be mentioned. As a genre I rule preference for ISI marked products should be indicated in indent. ISS booklets can be purchase from the office of ISI mohali to a (Tel. No. 87823). Where the stores are required conforming to a certain sample/ muster pattern in the matter of feel, finish, shade etc., the indent should be accompanied by such a sample/ muster pattern along with detailed specifications.
- (vii) No brand names should ordinarily be mentioned in the specifications except in the case of articles of proprietary nature. But where in the interest of quality, it is considered necessary to specify particular known brands this may be done indicating at least three brands along with reasons.
- (viii) Where the items of stores required is of proprietary nature, the indent shall be placed by the Head of the Department the only who shall record the proprietary articles certificate in the following form on the indent:-

"Certified that the items of stores mentioned in the indent is a proprietary product of M/s-----and no substitute of this product is available." In case a substitute through available, does not serve the purpose , the Head of Department shall record the following certificate:-

"Certified that the items of stores mentioned in the indent is a proprietary product of M/s-----and no substitute of this product is available." but the same will not serve the purpose for the following reasons, namely:-

- (i)
- (ii)
- (iii)
- (ix) Where samples or test reports are to be submitted by the tenders, this fact should be clearly mentioned in the indent.
- (x) At least 20 copies of Drawings should be supplied along with the indent wherever required and spare copies should be kept ready in stock so that the same can be supplied to the tenders wherever asked for.
- (xi) All units of measurement & weight should be mentioned in the metric system.
- (xii) The normal time taken by the Directorate in finalizing a purchase is 8 to weeks. Keeping this in view, a realistic delivery period should be indicated. Where the delivery is required in a phased manner, the phased program should be clearly indicated. Where the supplies are required emergently, this fact should be mentioned in the covering letter giving reasons for such emergent requirements and the precise delivery period should be indicated.
- (xiii) The names and addresses of known supplies should be stated without fail.
- (xiv) Dispatch instructions regarding the names of the consignees, destination stations and the quantity to be dispatch to each consignee should be indicated in the indent.
- (xv) Information in respect of inventory control in form (Annexure VII) must be furnished.
- (xvi) Name designation and telephone No. of officer dealing with the purchase should be indicated the covering letter.

## 9 Scrutiny of Indents/ Tenders

9.1 All enquiry's made by this Directorate asked for clarifications etc. in respect of indents should be attended to very promptly and as far as possible, knowledgeable and experienced officer should be deputed to sort out the issues raised in the communications of this Directorate instead of carrying on routine and protracted correspondence.

9.2 The meeting of the technical committees and purchase Committees which are help to evaluate and

scrutinize the tenders should be attended by qualified, senior and experienced officers of the Department punctually. The proceedings of such meetings should be signed as soon as they are presented. If the same are not receipt back within 15 days from the date they are presented/ sent to the officer concerned, it will be presumed that he agrees with them in to and any objection raised by them to the contracts of the proceedings at any later stage will not be entertained.

10

#### **Supply Order**

10.1 On receipt of a copy of the supply order, the indenting officer/ inspection officer/ consignee must go through it carefully. In case any errors in technical specifications on terms of supply etc. are noticed, the same must be brought to the notice of this Directorate immediately for necessary action.

10.2 Dispatch instructions, name of the bank through which the dispatch documents to be negotiated and nearest rail head should be sent to the contractor with a copy of the same to all consignees as well as to this Directorate within the minimum possible period but not later then 15 days in any case from the date of receipt of supply order.

10.3 Drawings where ever required to be supplied as per supply order should be sent to the contractor immediately but not later then 15 days from the date of placement of the supply order.

10.4 Where approval of sample is required to be got done by the contractor in advance of the execution of the supply order, the sample submitted by the contractor should be examined and tested and report sent within 15 days to the contractor as well as to this Directorate.

10.5 Supply order once placed cannot be modified or can celled by the indenting officer / Consignee at any cost. In case any amendment is required in the supply order a reference should be made by the indenting officer to this Directorate for taking further necessary action.

#### **11 Budget Provision for Supply of Stores**

The indenting officer is duty bound to arrange funds for the payment to the contractor against supplies. If the supplies do not materialize in a particular financial year as anticipated, the indenting officer is under obligation to arrange fund during the next financial year to enable him to meet the commitments.

#### **12 Inspection of Stores**

12.1 Where as per supply order, the inspection is to be arranged by the indenting officer or his representative exclusively or jointly with the representative of any other Department and a request for inspection is receipted from the contractor, the inspection of stores should be arranged immediately but positively within 15 days from the date of receipt of such request and only in exceptional circumstances a longer date not exceeding 21 days may e fixed. The Indenting officer should immediately get into touch with the Department concerned at personal level instead of carrying on routine correspondence for deputing its reprehensive for joint inspection.

12.2 All calls made for inspection by the contractor within the delivery period originally in the contract must be answered. A request for inspection cannot be declined simply because the lot earlier offered by the contractor had been once rejected . A contractor is well within his right to offer fresh stores again in place of the rejected lot within the delivery period and the indenting officer is legally bound to inspect them. However, if the contractor repeatedly offers sub- standard stores, the inspection may be refused and matter referred to this Directorate for penal action against the contractor.

12.3 In case the call is made after the expiry of the delivery period and the demand has in the meanwhile ceased to exist, the inspection may be refused under advice to this Directorate.

12.4 Where the request for inspection is made after the expiry of the delivery period and stores are still required by the indenting officer, the same should be inspected subject to imposition of penalty or extension of delivery period after obtaining an undertaking from the contractor that he agrees to the inspection subject to the imposition of penalty/ extension of delivery period by this Directorate on merits. In such cases inspection should not be put off simply because the delivery period has in the meanwhile expired and the contractor should not be asked to have the delivery period extended from the Director as a pre- requisite to undertaking the inspection.

12.5 Once the stores have been inspected and accepted the delivery cannot be refused simply because it has been made after the expiry of the delivery period.

12.6 Technically qualified and experienced officers of unquestionable integrity should be deputed for inspection. They should be provided with a seal for marking the accepted stores after inspection.

12.7 The inspection officer shall bear in mind the following points:-

i) He should ordinarily give the contractor at least seven clear days advance notice of his visit so that the contractor is ready with the stores and testing facilities, except where the stores are ungente required and the delivery period is very short.

ii) He must carry the officer seal along with a copy of the supply order and relevant I.S.S. (Indian Standard Specifications) booklet and also collect the approved sample wherever required from this Directorate before proceeding for inspection.

iii) In the case of rate contracts and purchase orders where the number of consignees is quite large, a counter samples duly approved is kept with the contractor to facilitate comparison of stores offered for inspection. He should also ask for the counter sample, satisfy himself about its genuineness and carefully compare the stores under inspection with it.

iv) He should draw the sample from the lots, wherever required, in the presence of authorized representative of the contractor. samples should be drawn as provided in relevant I.S.S. If there are no I.S.S., the inspection officer should draw the samples at random out of the lot to ensure effective inspection.

v) He should put his own seal and also have the seal of representative of the firm put on such samples in his presence. In addition he should also put his seal on the whole lot to facilitate its identification.

vi) He should have such sealed samples dispatched right from the premises of the firm to the laboratory concerned either by registered post or post parcel or through special messenger as may be considered expedient.

vii) He should direct the contractor to pay testing fee to the concerned laboratory on receipt of their bill or in advance, as the case may be.

viii) He should take all possible precautions to see that the rejected stores are not mixed up with accepted stores or undisputed stores.

ix) He shall prepare the inspection note in from (Annexure- VIII) on the very day of inspection and get it signed from the representative of the contractor and put his signature and seal there on.

x) In the inspection note, he must categorically mention the following facts:-

- a) Whether the stores were offered for inspection. if not, it should be mentioned as such.
- b) Where the stores were not found to be according to be required specification and hence rejected, the detailed reasons for rejection should be clearly spelt out.
- c) Where the sample have been drawn for testing and sent to laboratory it should be clearly mentioned as to how many samples have been sent for testing, indication the manner the samples have been sealed and marks/ details given on the samples. The particulars of the seal and its facsimile shall also be printed on the inspection note.
- d) Whether the stores which have been accepted on inspection conform to the required specifications and quality and are correct in number and weight etc. It should be mentioned that seals have been put on the inspected and accepted stores.

xi) He shall prepare an adequate number of copies of such inspection note and send/ supply copies to:-

- a) Contractor (equal to number of consignees plus two).
- b) Indenting Officer (one).
- c) All consignees Concerned (One each).
- d) Directorate (2 Copies).

xii) On receipt to test report from the laboratory he shall supply a certified copy of such report to the contractor immediately. In case the test reports are found to be satisfactory, he will issue a direction to the contractor to dispatch the material to the consignees but in the event of unsatisfactory report, he shall ask the contractor to offer fresh stores as per specifications. In the case, he will endorse to all concerned as mentioned in (xi) above.

xiii) He shall not pass stores which do not exactly conform to the specifications.

12.8 He shall be fully responsible for the quality of stores inspections and accepted by him.

12.9 If any complaint received by the indenting officer either directly or through this Directorate about the fairness of the inspections, he will promptly enquiry into the matter and send a detailed report to the Directorate about his findings for further action.

12.10 Cases involving malpractices or misconduct on the part of the Inspecting officers should be dealt with promptly and officer wherever called for, sever punishment be awarded to them.

13

#### **Payment**

13.1 Payment should be made strictly in accordance with the terms stipulated in the supply order/ rate contract. As soon as an intimation is received the Bank, it should be made sure from the Bank that the documents include R.R., inspection note showing acceptance of stores and invoice before they are got retried. In no case shall the documents be retired if they include G.R. (Goods Receipts of Road Transport) and not R.R., (Railway Receipt ) supported with inspection note showing acceptance of stores. No payment shall be made whatsoever against G.R. through bank. As regards R.R. it should be checked that the dispatching stations indication indicated therein is the same as the place of inspection given in the inspection note or the rail head nearest thereto. However, if either as per supply order or otherwise the contractor dispatches the stores by road transport , the payment should be made only against physical delivery of the stores confirming to the required specifications duly supported with inspection note showing acceptance of stores by the Inspection officer at the premises of the consignee.

13.2 Subject to the provisions of para 13.3, the balance payments due to the contractor, if any should be released within 30 days from the date of correct receipt of the stores at destinations or satisfactory completion of erection/ commissioning of the equipment, as the case may be.

13.3 In case the delivery / installation has not been effected within the delivery period and request of the contractor for extension of the delivery period etc. is pending, the balance payment should be withheld until the decision regarding the extension of the delivery period had been finally taken.

13.4 In case of actual physical delivery by road transport after the expiry of delivery period should be made after deducting the penalty liable on account of belated supplies, and amount deducted by way of penalty should be withheld until the matter regarding the extension of delivery period is finally decided.

13.5 In case the stores are found shorts, damaged or sub standard at destination, the balance payment, if any shall be withheld till the deficiencies are made up to the entire satisfaction of the indenting Department.

13.6 Payment due to a contractor shall not be withheld or the documents negotiated by him through bank should not be dishonored simply on the ground that the contractor has been debarred/ banned from transacting business with Govt. unless there are specific orders to that effect.

14

#### **Sales Tax**

14.1 The Government Department are entitled to concessional rate of sales tax on furnishing certain declaration forms prescribed under the sales tax law. The Indenting officer/ consignees will take careful note of the stipulation regarding sales tax made in the supply order and furnish the prescribed sales tax forms to the contractors at the supply order the type of sales soon thereafter. Normally in the supply the type of sales tax form to be furnished is indicated but in case it is not so done, the Indenting officer/ consignee may ask for the relevant preformed of the sales tax form from the contractor and return the same to him duly filled and signed.

14.2 In case this prescribed sales tax form is not furnished by the indenting officer consignee, the responsibility for the payment of full sales tax will devolve upon him. It is therefore, in the interest of the indenting officer / consignee to furnish these forms very carefully and in time.

15

#### **Payment of Octroi**

15.1 Certain items of stores purchase by the Govt. Department are exempted from octroi duty. In such cases, the indenting officer/ consignee should send exemption certificate to the contractor well before the dispatch of stores so that no octroi is charged by the local bodies. In cases where no such exemption is available under the Haryana Municipal Act, the octroi is payment by the indenting officer/ consignee extra against actual receipt, if payment has been by the contractor, unless otherwise stipulated in the supply order.

15.2 If the Octroi is payment by the contractor as per supply order the amount paid on this account by the indenting officer/ consignee shall be deducted from the pending payment of the contractor.

#### **16 Variation in Statutory Levies such as Sales Tax/ Excise duty etc.**

If during the currency of the delivery period stipulated in the supply order, there is any variation in the statutory levies e.g. Sales Tax, Excise duty custom duty etc. The same shall be allowed against documentary proof produced by the contractor. No extra payment resulting from such variation shall, however , be made if the same becomes effective after the expiry of the delivery period originally stipulated in the supply order.

17

#### **Insection at consignees end- Action Regarding Short/ Damaged/ Substandard Stores.**

17.1 Immediately after the receipt of the stores, the consignee shall verify that the same are in satisfactory condition. Wherever he finds that the stores are short or have been damaged in transit, he should immediately send a detailed report to this Directorate and the indenting officer and issues a notice to the contractor to make up the shortage or replace the damaged stores within 10 days from the date of notice.

17.2 Where the stores found short/ damaged are received under insurance cover or at Railway risk the consignee will in addition immediately obtain a certificate from Railway authorities regarding such shortage/ damage and will lodge claim with Issuance Company or the railway, as the case may be either himself or through the contractor under advice to indenting officer and the Directorate.

17.3 Where the consignee finds that the stores received are substandard or do not conform to the specification he should immediately inform the contractor, Indenting officer and this Directorate pointing out the defects in detail whereupon the Indenting officer should order inspection by another officers in the presence of the representative of the contractor and the previous Inspection officer, and take a decision in the matter promptly under advice to this Directorate. If the stores are found be substandard, the consignee shall ask the contractor to remove the stores within 10 days from the date of issue of notice under intimation to this Directorate and the Indenting officer. If the contractor fails to comply with the notice the rejected stores shall be at the contractors risk and cost. However, the consignee will take reasonable steps for safe custody of these stores and send a detailed report to the Director through I.O. for taking further action against the contractor and for disposals of such stores.

17.4 Where any defective stores are removed by the contractor with the assurance that he would replace the same or return them duly rectified, but he neither replaces them nor returns the stores despite repeated requests of the indenting officer/ consignee, the matter should be reported to this Directorate for taking further legal action. while handing over such stores to the contractor, the indenting officer / consignee should obtain the proper receipt the contractor and also suitable security in the from of Bank guarantee equivalent to the value of stores, so returned and also an undertaking on a non judicial stamp paper of Rs.3/- that he would replace or return the stores as the case may be within the specified period . In case the contractor fails to honors his commitment, the indenting officer/ consignee should proceed to have recourse against the bank guarantee or/ and take legal action against him for the breach of trust under advice to this Directorate.

17.5 Where the stores are purchase in items of weight, the net weight shall be taken into account after excluding the weight of the packing material containers.

18

#### **Extension of Delivery Period**

18.1 The Indenting officer are competent to extent the delivery period for 14 days on the request of the contractor after recording reasons in writing that the exceptional circumstances mentions by the contractor were beyond his control and there was no loss to Government on the account.

18.2 Where, however the lower offers have been ignored on account of longer delivery period then prescribed , such extension should not be granted even through there are exceptional circumstances justifying this delay and there is no loss to the Govt. In such cases, penalty @ 2% per month calculated on the value of delved consignment should be recovered in addition to any amount which may be stipulated in the contract on account of the difference between the offer accepted and the lower offer rejected and deducted form his pending payments under advice to this Directorate.

18.3 If the extension in the delivery period as requested by the firm happens to be in excess of 14 days the matter should be reported to this Directorate for necessary orders giving detailed comments on the geniuses of the circumstances for delay explained by the firm and whether there has been or will be any loss to the Government due to such delay.

18.4 While recommending extension in delivery the following certificate should be recorded:-

"Certified that he reasons for delay in marking the supplies are genuine and beyond the control of the contractor and there has been/ will be no financial loss to the Govt. On account of this delay."

18.5 The certificate should not incomplete and should cover both the aspects namely:-

- (i) The reasons for delay are genuine and beyond the control of the firm; and.
- (ii) There has been / will be no loss to Govt.

The I.O. has to arrive at a just and judicious conclusion in respect of (i) on the basis of documentary and circumstantial evidence adduced by the contractor. In respect of (ii), the I.O. should take into account the direct loss as distinguished from indirect or remote loss resulting from such delay as for instance, on account rent or by direct purchase etc.

#### **19 Penalty for delay in supplies**

Clause 14 of the condition of the contract provides that in case the supplies ate not made by the contractor within

the stipulated delivery period, the belated supplies have to be accepted subject of levy of penalty @2% per month recoverable on the value of stores supplied late. In working out the period of delay, the following points may be borne in mind:-

(i) The word "delivery period " used here will include extended delivery period also.

(ii) The delivery period will be computed from the date of amendment in the supply order only when it is so stipulated therein, otherwise the delivery period mentioned in the supply order shall be adhered to.

(iii) In case of phased delivery, the period of delay shall be worked out in respect of each consignment which is supplied after the expiry of the due date.

(iv) If the request for inspection is made by a contractor within the delivery period and no inspection the stores are accepted ,no penalty shall be imposed even if the inspection is carried out after the expiry of the delivery period.

(v) If the first call for inspection of stores is found to be fake or the material is found to be substandard on inspection and hence rejected but subsequent call is made after the expiry of the delivery period and the stores are found acceptance on inspection, the consignment will be treated as belated supply.

(vi) In computing the period for imposition of penalty the crucial dates are the date of expiry of the delivery period and the date on which the offer has been made by the the contractor for the inspection of stores which have been found to be acceptable. As such the date of inspection and issuance of inspection note of the stores are immaterial for the purpose of computing the period of delay.

(vii) For working out quantum of penalty for a faction of a month, will be taken as comprising of 30 days, and value of stores shall include taxes and statutory levies.

(vii) Ordinarily the contractor is required to dispatch the material within 14 days from the date of receipt of the inspection note evincing acceptance of stores. In case the time taken in dispatching the material exceeds 14 days, the excess period should be counted toward delay for the purpose of penalty unless condoned by the I.O. for just and sufficient cause shown in this behalf by the contractor.

#### **Illustration:**

(i) The delivery period expires on 15-6-1983 and letter dated 14-6-83 is sent by the contractor to the Indenting officer requesting for inspection of stores . The inspection is carried out on 30-6-1983 and the inspection note is issued on 10-7-1983. On inspection the material is found to be acceptable and stores are actually received at destination on 25-7-1983. There is no delay on the supplies and hence no penalty can be imposed on the contractor, because the offer for inspection has been made within the delivery period and the stores have been found acceptable on inspection.

(ii) The delivery period expires on 15-6-83. The contractor makes the first call on 15-5-83 and inspection is carried out on 30-5-83, when either the stores are not found on the premises or they are found to be sub standard and hence rejected. The subsequent offer is made on 19-6-83 1983 i.g. four days after the expiry of the delivery period and on inspection which is carried out on 1<sup>st</sup> July, 1983, the stores are accepted . This is a case of delayed supply, because the genuine offer for inspection of stores was made after the expiry of the delivery period and the period of delay is only four days i.e. from 16-6-83 to 19-6-83 and the penalty is, therefore, livable @ 2% per month for four days only.

20

#### **No Demand Certificate**

20.1 Where the contract has been duly executed and there is absolutely no dispute of any kind with the contractor about the supplies a "No Demand certificate " should be sent to this Directorate in the following form within one month from the date of completion of supplies:-

"Certificate that the contractor has completed the supplies satisfactorily according to the terms of contract with in the delivery period , and there is nothing outstanding against him."

20.2 In case the contractor has completed the supply but there are trivial shortages therein, the matter shall be reported to the Directorate for decision.

21

#### **Release of security**

Where a reference is made by this Directorate to the Indenting officer asking for a No Demand Certificate in respect of any contractor and no reply is received within one month as specified in that reference, it would be presumed by this Directorate that there is nothing against the contractor and the security of the contractor will be released forthwith any further reference to the indenting officer and the responsibility for any consequences will rest upon him. The indenting officer should , therefore, treat such references with utmost sense of expedition in

their own interest and collect the requisite from all quarters by deputing special messengers for this purpose.

22 **Risk Purchase**

22.1 Where, however, the contractor fails to execute the supply order within the stipulated delivery period the matter should be immediately reported by the indenting officer to this Directorate so that necessary action for effecting risk purchase against the contractor be started. It should be borne in mind that the risk purchase can be effected within 6 months from the date of expiry of stipulated / extended delivery period and the purchase procedure being quite time consuming, every care should be taken to period the default without any loss of time to this Directorate and invariably brought to the notice of the senior officers personally or demy officially. Any delay on this account will be the responsibility officer.

22.2 Excess amount spent on risk purchase should be worked out immediately on receipt of risk purchase supply order keeping in view the difference in rates sales tax and freight charges etc. and the same be intimated to this Directorate for effecting recovery from the defaulting . Pending payments of the defaulting contractor. Equivalent to the above amount in the relevant or any other contract should be with held till further orders and intimated to this Directorate.

23 **Penal Action**

23.1 Even when the risk purchase is not possible against the contractor for any reason , penal action can still be taken by this Directorate by way of banning and debarring the contractor from transaction business with Government. Recommendations to this effect should be made by the indenting officer to this Directorate at the earliest suo moto or on a reference made by the Directorate in this behalf comments wherever considered justified.

23.2 Any order passed against any contractor debarring / banning business with Govt. shall not affect the existing contracts unless there are specific instructions to that effect.

24 **Repeat Order**

24.1 A repeat order should generally be avoided. However following conditions have been prescribed by Government for placing the respect order:-

(i) Repeat order can be placed within two months of the date of issue of original soupy order.

(ii) The value of repeat order shall not exceed the value of the original order.

(iii) The indenting officer should intimate the reasons as to why the quantity proposed to be covered by repeat order could not be included in the original indent .He should certify that there is no downward trend in prices in the market since the placement of original order.

(iv) The respect order cannot be placed where original purchase has been finalized on the basis of short terms quotations or by making spot purchase.

(v) repeat order cannot be placed where the lower rates have been ignored due to longer delivery period or no submission of tested sample/ test report.

(vi) Where the quantity has been reduced in the original indent subsequently so as to bring the committee of within the purview of standing purchase committee of lower competence the repeat order shall not be placed.

(vii) The indenting officer shall have to send requirements within 45 days of the placement of original supply order so as to give 15 days to the Directorate to process the case for placing the repeat order.

24.2. The procedure laid down in respect of placing original supply order shall equally apply to the repeat orders as well.

25 **Warranty/ Guarantee**

Where the stores are covered by any warranty / Guarantee clause as stipulated in the supply order, a careful watch should be exercised by the indenting officer/ consignee over the use of the stores strictly in accordance with the instructions which are normally supplied by the contractors along with the stores . If however despite all precautions certain defects appear in the course of the warranty / Guarantee period , they should be immediately reported to the contractor with in the request that the defects may be remedied promptly . If within the reasonable time the defects are not rectified by the contractor, a show cause notice should be issued to the contractor to rectify the defects within the specified period failing which the same would be got done at his risk and cost. If the contractor fails to detail this Directorate for necessary directions. In the meanwhile due care and caution should be taken so that the stores are not unduly tampered with nor should any major defect be got rectified.

## 26 Installation

Where the installation of any machinery / equipment is involved as provided in the supply order, the indenting officer/ consignee shall take immediate steps for getting the same installed/ commissioned to his entire satisfaction. He should ensure that the period of warranty / guarantee should not expiry on account of delay in the installation/ commissioning of the equipment.

## 27 Legal Proceedings/ Audit Objections

Quite often the Directorate is Drawn into legal battles with the contractors and has also to meet the audit objections. It is incumbent upon the indenting Department to lend all possible assistance to this Directorate . All enquiry's made by this Directorate in respect of any information which may be required in connection with the legal/ arbitration proceedings should be given top priority and dealt with by senior officers in view of the high Govt. stakes involved in such litigation. similarly the audit objections should also receive due and prompt attention of the indenting officers themselves as far as possible.

## 28 Information Regarding Supplies

28.1 All indenting officers should send quarterly statistical reports in respect of purchase made against DS&D rate contracts in the form given in Annexure IX to this Directorate by 15<sup>th</sup> day of the month immediately following the close of each quarter i.e. July, October, January & April.

28.2 The should invariably endorse to this Directorate copies of the orders placed by them against each rate contract arranged by this Directorate or DGS&D separately.

### PARA II- DISPOSALS OF STORES

29.1 (a) The relevant rules governing the condemnation and disposals of unserviceable/ surplus stores are contained in Annexure 'C' to chapter 15 of Punjab Financial rules Vol. 1.

(b) The stores of Govt. Department , Public Sector under takings, Local Boards, etc. are condemned / declared surplus and disposed of by this Directorate. Department charges @ 5% of the sale value excluding sales Tax/ Surcharge are required to be paid by organizations other than Govt. Departments.

29.2 Unserviceable stores whose book value is not more then RS.100/- may be condemned and disposed of by the Heads of Department/ District Head officer of the Department concerned respectively through public auction, without making any reference in this behalf to this Directorate. They should ensure that the purchase has paid the due amount of sales tax to the excise and Taxation Department before the delivery is given to him.

29.3 In respect of unserviceable stores whose book value exceeds RS. 5,000/- but does not exceed Rs.10,000/- which are condemned and disposed of by Heads of Department, a report should be sent be to the finance and Vigilance Department with in a week of the condemnation and disposals of such stores.

29.4 All stores whose book value exceeds Rs. 10,000/- have to be condemned or declared surplus by the condemnation Board constituted by this Directorate every quarter in the month of January, April, July and not by the indenting Departments.

29.5 (a) All Head Department should send their indents of such unserviceable / surplus stores to this Directorate in the prescribed form given in Annexure X by 15<sup>th</sup> day of December, March, June and September, as the case may be before the board for quarter is constituted.

(b) following points should be borne in mind while preparing the indents:-

- (i) Consolidated indents should be sent well in time.
- (ii) Separate indent should be sent for surplus and unserviceable stores, and items should be properly grouped.
- (iii) The indent should include only such items of stores as fall within the purview of this Directorate as mentioned in para 1 of this handbook should not be included.
- (iv) Only such stores as are not required by any office of the department or have become obsolete should be included in the list of surplus stores.
- (v) The stores which have become unserviceable due to normal wear and tear, or accident or have completed their prescribed life as provided in Government instructions and are beyond economical repairs should be included in the list of unserviceable stores.
- (vi) The instructions of the Government regarding the fixation of life of vehicles are given in Annexure XI.
- (vii) The book value of the stores to be condemned or declared surplus should be actual purchase price as mentioned in the relevant officer record. In case no such record is available, the estimated price prevailing at the time of purchase or procurement should be indicated.

29.6 All such stores should be produced before the condemnation Board on the date and time notified in the agenda of the meeting of the Board circulated by this Directorate. If for any exceptional reason any indenting officer has not been able to send the indent by the due date, it shall be open to him to approach the Board for inspection of such stores for the purpose of condemnation on the date of such meetings.

29.7 It shall be duty of the officer in whose office the meeting of the Board has been fixed to inform the other local members of the Board well in time to ensure their presence so as to avoid delay in starting the proceedings of the Board.

29.8 The Indenting officer should complete the Performa circulated to them along with agenda before and also keep all the documents of title and other record in readiness for the perusal of the members of the Board. In case the original documents of title are not available, the indenting officer shall obtain the duplicate of the same from the authority concerned before the Board meets, failing which the Board may decline to carry out the inspection.

29.9 At least 6 copies of the inspection report and proceedings of condemnation Board shall be prepared out of which 2 copies shall be retained by the officer of this Directorate and the remaining will be handing over to the indenting Department.

29.10 The Indenting officers shall then move the case for obtaining the administrative approval by sanding the copies of the said inspection report and proceedings of the Board of their Head of the Dept. Government, as the case may be within 15 days from the date of meeting of the Condemnation Board.

29.11 The Heads of Departments shall as quickly as possible but not later than one month from the date of receipt of such reference from the indenting officers process the case for obtaining the sanction from the competent authority for condemnation and disposals of the stores under rule 19.14 of SI. No.1and 2 (for Civil Department) and SI No.27 and 28 (for PWD) of Punjab Financial rules, Vol.1. and convey the same to this Directorate for further necessary action.

29.12. The Indenting officer shall take care that during the period from the date of condemnation upto the disposals , the stores are kept intact and no pilferage/ removal of parts/ accessories is allowed by them . However, in case of vehicles which cannot be grounded immediately after the Condemnation Board meeting, in the interest of exigencies of service, minor should be allowed to keep the vehicles on road. In case major repairs are carried out the matter should be immediately reported to this Directorate giving all details so that the reserve price may be re fixed or the vehicles should be removed from the list of condemned stores.

29.13 Whenever the purchase produces the sale order issued by this Directorate, the indenting officer should immediately hand over the possession of the stores / vehicles after getting the price deposited as mentioned in the sale and also ensure that the stores are handed over complete in all respects as mentioned in the inspection report of condemnation Board including the document of title and toolkit, accessories steeply, seats and battery etc. No. parts or accessories should be removed after the date of publication of tender notice unless it is unavoidable in the exigencies of service.

29.14 The Indenting officer shall issue a receipt to the purchase in taken of having received the price and shall obtain the receipt from the purchase to the effect that he has taken the delivery of the stores intact, along with documents of title etc.

29.15 The Indenting officer shall then inform his Directorate the same day about having received the price and delivery the stores and in case it happens to be a vehicles has been sold inform the Registering Authority that the vehicles has been sold to the purchase and as such it may be transferred in his favour. He shall also endorse a copy of this communication to this Directorate and to the purchase.

29.16 In case the documents of title happen to be missing or not available, the indenting officer shall the Registering authority accordingly and also made a request that a duplicate copy may be issued to the purchase on an application made by him in this behalf.

29.17 In the case of stores belonging to organizations other then Govt. Department ,the departmental charges @5% of the sale price excluding sales tax/ surcharge shall be deposited within 15 days from the date of issue of a letter by this Directorate under Head "0.57-Supplies & Disposals, Haryana Stores Department (Misc. Receipt). The sale order will be issued only after the receipt of the copy of the Treasury challan in his behalf.

### **PARA III- ANNEXURES**

#### **ANNEXURE-1** (Rule 19.6 PFR Vol. I)

Sr. No.

20.	To sanctions direct purchase of stores from local market after exhausting all the approved sources of supply mentioned in Appendix 17 of Punjab Financial Rules, Volume II and the Rate Contract arranged by the Director Supplies & Disposals ; if any	All Departments of Government  Heads of Departments  Controlling officers  Disbursing officer    I.G.P.  D.I.G.	Upto Rs.15,000/- in each case.  Upto Rs.12,000/- for any one items during a financial year in respect of each disbursing officer under his control.  Upto Rs.3,000/- for any one item. Upto Rs.1,000/- for any one item on any one occasion subject to the proviso that the aggregate purchase relating to such an item during the course of financial year do not exceed the amount of Rs.2,000/-  Rs.15,000/-  Rs.2,500/-
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#### ANNEXURE- II

List of 28 items for which Haryana State small Industries and export Corporation and INFEED have been declared as approved sources:-

- (1) Steel and Wooden Furniture.
- (2) A.C.C.Cement Pipes.
- (3) Bandages.
- (4) Polyphone Begg.
- (5) Hospital Garments and Linens.
- (6) Hand made paper file cover/ flying covers.
- (7) Tasla as per weight of 20 G.C.R. sheet.
- (8) Bucket as per size of 24 G.G.P. sheet.
- (9) Spade as per weight 16, G.C.R. sheet.
- (10) Khurpa as per weight 28 G.C.R. sheet
- (11) Pick axe(Gutti) as per weight of pig/ weight Iron.
- (12) Shovel (Belcha) as per weight of pig wrought Iron.
- (13) Jumper do do
- (14) Nakka Plate do do
- (15) Grass Cutter Blade do do
- (16) Steel Trunks with various sizes and material .
- (17) Soaking / Mortar tanks do
- (18) Storage Bin do
- (19) Water Storage tanks do
- (20) Boards do
- (21) Wheel Barrows do
- (22) Railing do
- (23) Tarring equipment do
- (24) Window grills do
- (25) Dust Bins do
- (26) Copper enamel Wire
- (27) Copper enamel wire
- (28) Hand made paper items manufactured by the units working under khadi & Village Industries or assisted by item.

#### ANNEXURE III

##### Important Circulars issued by Haryana State Government Regarding Approved Sources.

- (1) Copy of Haryana Government Finance Department Regulations Notification No. 2633-2FR-75/19027, dated 17<sup>th</sup> July 1975.

In exercise of the Powers conferred by Article 283 of the constitution of Indian and all other powers enabling him

in this behalf, the Governor of Haryana Makes the following rules to amend the Punjab Financial rules , Volume II in their application to the State of Haryana , Namely:-

1. These rules may be called the Punjab Financial Volume II (Haryana Third Amendment ) Rules, 1975.
2. In the Punjab Financial Rules, Volume II, for appendix 17, the following appendix shall be substituted namely:-  
"Appendix 17"

Rules for the supply of articles (other than khadi for which there are separate institutions (hereinafter referred to as the source) specified in the schedule hereto against Government requirements.

1. It is obligatory on all officers to obtain the articles against Government requirements from the sources.
2. Head of Department in respect of the sources will supply annually in the month of January to all Heads of departments and disbursing officers under advice to Government in the industries Department, a detailed Upto date list showing :-
  - (i) The sources under their control with a list of articles manufactured therein with prices.
  - (ii) The amount of each articles or class of articles which each source is required to keep in stock ready made;
  - (iii) The articles of which samples can be sent on demand or seen at the source; and.
  - (iv) The particulars which should be specified by officers indenting for the various articles.

Note: Addendum, corrigendum and/ or amendments to those lists should be issued at any time during the course of a year as and when considered necessary.

3. In case there is more than one source manufacturing a particular item of stores , the indenting officer shall issue enquiries to all of them simultaneously and place order on may one of them.]
4. If on receipt of the indent the source concerned is unable to comply there with, it shall at once inform the indenting officer accordingly who shall then be at liberty to resort to purchase against rate contract, if available, other wise may make local purchase within his competence.
5. If the source concerned is unable to comply with the indent within the required period and the supply is really urgently needed, the indenting officer may with the sanction of the Head within further sanction proceed to obtain the articles in the manner indicated in rule 4 above.
6. Every endeavor should be made by the indenting Government servant to anticipate his requirements and to place his orders with the sources well in time small supplementary indents should, as far as possible. Care should be exercised not to crowd indents towards the end of the financial year.
7. Where there is any likelihood of disputes to the quality of an articles indented for the indenting government servants should, when possible ,either obtain a sample from the sources or provide the source concerned with a sample provided he should address the Head of Department of the source supplying the material direct on the subject.
8. The following are exempted from the obligation referred to in rule I above for the purchase of furniture and may purchase their financial competence:-
  - (i)Agriculture settlement, Bir Thetbani in Karnal District.
  - (ii)Agriculture settlement , Bir Bidala, Karnal District.
9. An articles of stores shall however, be purchase from the approved sources only if its price is upto the one provided in the rate contract, if an, arranged by the controller of Stores, Haryana, or the market price, Whichever is less. (Inserted vide F.D. Notification No. 4415-II/ 258/81-5FD III dt.31-12-81).

#### SCHEDULE

1. Jails – factories.
2. Co- operative Societies/ Industries Institutions run by various Department of the State Government.
3. Haryana Red, Cross Society.
4. Haryana Agro- Industries corporation (for the supply of Agricultural to all Haryana Government officers).\
5. Shoes Production Center at karnal run by Haryana Harijan Kalyan Nigam Ltd. Chandigarh (for the supply of shoes / Chappals required by the police, Transports, Home Guards and other Department of the State Government).
6. Haryana State small Industries and export corporation Ltd., Chandigarh.
7. Copy of letter No. 11 (5) 25-51BII-79 dated 25-6-79 from the Commissioner & Secretary to Govt., Haryana Industries Department, Chandigarh to all heads of Department, Commissioner, Ambala/ Hisar Divisions Deputy Commissioners.

-X-

I am directed to say that the State Government have introduced a rural Industirs scheme to eradicate unemployment in the State. The tiny units set up under this scheme are facing marketing problem for the sale of goods manufactured by them. After careful consideration, the Govt. have decided to reserve the under noted 6 items being manufactured by the tiny rural units to be purchase by all Govt. department under Harvana Govt.

exclusively through medium of Haryana State small Industries & export Corporation Ltd. Subject to the following observations :-

Items reserved:-

1. Steel and Wooden Furniture.
  2. A.C.C. Cement Pipes .
  3. Bandages.
  4. Polythene Begg.
  5. Hospital Germents and Linens.
  6. Handmade Paper file covers/ Flying covers.
- (i) The purchasing Departments shall indent their requirements on the HSSI & EC specifying the delivery schedule . In case the corporation is not in a position to meet the requirements in full or within the time limit it shall give a non availability certificate promptly.
- (ii) The rates charged shall be reasonable and reviewed from time to time by the corporation so as to ensure that these are competitive. For this purpose a committee consisting of General Manager (Marketing), Controller of Account, Cost by the corporation which will scrutinize the rates and revise the same in such a way that they remain competitive.
- (iii) The goods supplied should conform to the specifications and their quality should be acceptable.
- (iv) Bed sheets to be supplied to Director Health Services should be made out of mill cloth and woolen items like blankets shouldnot be included in the category of linen.
- (v) Gauze cloth and bandages to be supplied to the Director of Health Services should be manufactured by units which have already obtained the requisitedurg license.
- (vi) Wherever ISI marked items are required to be supplied, the corporation shall arrange to produce a certificate from a quality marking Center of Industries Department to the effect that the goods offered conform to ISI specifications.
- (vii) Hospital equipment is not covered under the item steel furniture.
- (viii) The corporation will see that the goods supplied are properly inspected and there after these will be stamped properly.
- (2) These instructions be complied with strictly.
8. Copy of Haryana Govt. Industries Department letter No. 11(3)- 21-IB-II-79, dated 15-4-81 addressed to all Heads of Departments , Commissioners, Ambala & Hissar Divisions. All Deputy Commissioners and Sub-Divisional Officer (Civil) Haryana State. The registrar, Punjab & Haryana High Court.

Sub: Approved Sources.

The following sources of supply have been declared as approved source vide Haryana Government notification No. 2633-2FD-19027, dated 17-7-1975 and memo No. 6114-51B-II-77, dated 20-3-78.

1. Jail Factories.
2. Co. operative Societies/ Industries Institution run by various Departments of the State Govt.
3. Haryana Red Cross Cociety.
4. Haryana Agro Industries Corporation ( For the supply of tractors and other Agriculture Implements to all Haryana Govt. Officer).
5. Shoes production Center at karnal run by Haryana Harijan Kalyan Nigam Ltd. Chandigarh (for the supply of shoes /Chappals required by the police, Transports, Home Guards and other Department of the State Government).
6. Haryana State small Industries and export corporation Ltd., Chandigarh.
7. Haryana State small Handloom & Handicraft cooperation Ltd., Chandigarh.

After careful consideration of Haryana the Government have decided as under:-

In partial modification of Haryana Govt. Letter No. 11(3)-25-51B-79, dated 25-6-79 the Haryana Red Cross Society shall continue to be approved sources for the supply of hospital garments/ Linens but in case the Red Cross Society is unable to meet the demands for the supply of these items it shall refer such indents to Haryana State shall Industries & export corporation and shall not issue non availability certificate. On receiving such demands the said corporation shall arrange to make supplies and if necessary issue non availability certificate.

(ii) As far as supply of inlets / outlets is concerned orders for manufacture and supply of inlets/ outlets shall be first placed with Harvana State shall industries & export corporation . In case Harvana State shall Industries &

export corporation is unable to meet a portion of the demand, the orders for balance requirements shall be placed with Haryana Agro Industries corporation. Non availability certificate shall be issued by Haryana Agro Industries corporation in case they are unable to meet the demand.

(iii) The following items are declared as reserved items being manufactured by the tiny units exclusively to be marketed through State shall Industries & export corporation.

- |   |                                    |
|---|------------------------------------|
| (1) Tasla   | as per weight of 20 G.C.R. sheet.  |
| (2) Bucket  | as per size of 24 G.G.P. sheet.    |
| (3) Spade   | as per weight 16, G.C.R. sheet.    |
| (4) Khurpa  | as per weight 28 G.C.R. sheet      |
| (5) Pick axe(Gutti)                                 | as per weight of pig/ weight Iron. |
| (6) Shovel (Belcha)                                 | as per weight of pig wrought Iron. |
| (7) Jumper  | as per weight of pig wrought Iron. |
| (8) Nakka Plate do                                  | Size of various                    |
| (9) Grass Cutter Blade do                           | do                                 |
| (10) Steel Trunks with various sizes and material . |                                    |
| (11) Soaking / Mortar tanks                         | do                                 |
| (12) Storage Bin                                    | do                                 |
| (13) Water Storage tanks                            | do                                 |
| (14) Boards   | do                                 |
| (15) Wheel Barrows                                  | do                                 |
| (16) Railing  | do                                 |
| (17) Tarring equipment                              | do                                 |
| (18) Window grills                                  | do                                 |
| (19) Dust Bins                                      | do                                 |
- These instructions be complied with strictly.

9. Copy of letter No. 11(3)-25-5IB-II-79, dated 1<sup>st</sup> April 1983 from the Financial Commissioner & Secy. to Govt., Haryana, Industries department , Chandigarh to all Heads of Departments, Commissioner, Ambala & Hissar Divisions, All Deputy commissioners and

Sub Division officers (Civil) Haryana State. The Register Punjab & Haryana High Court, Chandigarh.

Subject:- Marketing Assistance – Reservation of "Enameled copper wire" for purchase of Govt. Departments.

I am directed to invite a reference to Haryana Govt. Industries Departments Letter No.11(3)-25-5IB-II-79, dated 25-6-79 and 15-4-81 on the subject Noted above and to say that Govt. have also decided to declare 'Enameled copper Wire' as reserved items being manufacture by the tiny rural units exclusively to be marked through Haryana State small Ind. & export corporation for the purchase by the Govt. Departments.

You are therefore, requested to bring these instructions to the notice of all concerned for strict compliance.

10. Copy of letter No. 11/11-5IB-II-80, dated 4<sup>st</sup> Nov. 1981 from Commissioner & Secy. to Govt., Haryana, Industries department, addressed to all Heads of Departments, Commissioner, Ambala & Hissar Divisions, All Deputy Commissioners and Sub Division officers (Civil) Haryana State. The Register Punjab & Haryana High Court, Chandigarh.

Subject:- Method of purchase made by the Department, through approved sources.

I am directed to invite a reference to the subject noted above and to say that according to rule 2.2 of the Finance Departments Notification dated 17-7-75 contained in appendix 17 of P.F.R. Volume II all Heads of department in respect of the approved sources are required to supply annually in the month of January, to all heads of departments and disbursing officers under advice to Government in the Industries Department a detailed upto date list showing :-

- (i) The sources under their control with a list of articles manufactured therein with pieces.
  - (ii) The amount of each articles or class of articles which each sources required to keep in stock readymade.
  - (iii) The particulars of which should be specified by officers indenting for the various articles.
  - (iv) The articles of which samples can be sent on demand or at the source.
2. According to the above said rule , approved sources are supposed to supply only those articles which are manufacture by themselves and not other articles which are not manufacture by them. Generally, it has been seen that while making Govt. purchase the aforesaid instructions are not being observed carefully by the departments as well as approved sources.
3. You are therefore requested to being these instructions to the notice of all concerned disbursing officers working under their control for strict compliance in future. It is further clarified that if any approved sources does not comply with further these instructions , than no purchase should be made from them. Inspire of the position explained above if any purchase is made, both the concerned Disbursing officers and head of the

Departments will be held responsible for it.

4. These instructions may please be complied with strictly. The receipt of this Communication may please be acknowledged.
5. Copy of letter No. 11(3)-65-5IB-II-80, dated 12-9-831 from the Financial Commissioner & Secy. to Govt., Haryana, Industries department , to all Heads of Departments, Commissioner, Ambala & Hissar Divisions, All Deputy Commissioners and Sub Division officers (Civil) . The Register Punjab & Haryana High Court, Chandigarh.

Subject:- Marketing Assistance – Reservations of Hand made Paper items for purchase of Govt. Departments

I am directed to invite a reference to Haryana Govt. Industries Departments Letter No.11(3)-25IB-II-79, dated 25-6-79 and 1-4-83 vide which certain items being manufacture by the tiny rural units have been reserved for Government purchase exclusively to be marketed through Haryana State small Ind. & Export Corporation.

2. Government have now decided to declare that following items of Hand made Paper as reserved items being manufactured by the units who are working under Khadi and Village Industries Boards or such units as have been financially assisted by them for the purchase by the govt. Departments: -

- (i) Files / Flying covers in various colors, shades & thickness.
- (ii) Drawing paper in different sizes, thickness, weight finishes.
- (iii) Degree/ diploma , certificate paper.
- (iv) Colored and white pulp Board in various size & thickness.
- (v) Bond paper for D.O. Letters and letter pads.
- (vi) Cards sheets for greeting card / invitation cards.
- (vii) Wrapping envelops file Bonds / Flapper paper.

3 The purchase of these items will exclusively be made through the Haryana State small Industries and Export corp. and the price of these items should not exceed the market price.

4 You are therefore, requested to bring these instructions to the notice of all concerned for strict compliance.

#### **D.I.G.**

Subject : marketing products manufacture by S.S.I./ R.I Units through Haryana State small Industries & Export Corporation.

I am directed to invite a reference to Haryana Govt. Industries Departments circular Letter No.11(3)-25IB-II-79, dated 25-6-79 and 15-4-81 and 1-4-83 vide which certain items (list enclosed) being manufacture by R.I units were reserved for Government purchase exclusively to be marketed through Haryana State small Ind. & Export Corporation. The matter has been examined further and it has now been decided that State Government undertakings like Boards, Corporations and Agencies should also make purchase chases of the reserved items R.I Units through the Haryana State small Industries and Export Corporation.

2. It has further been decided that the departments/ Boards Corporations / Agencies indenting goods manufacture by R.I Units must make payment to the HSSIEC within 30 days of the receipt of the goods.

3. You are, requested to bring these instruction to the notice of all the corporation / Boards any Govt. Agencies for compliance.

#### **ANNEXURE**

List of the reserved items manufacture by the R.I Units:-

- (1) Steel and Wooden Furniture.
- (2) A.C.C.Cement Pipes.
- (3) Bandages.
- (4) Polyphone Begg.
- (5) Hospital Garments and Linens.
- (6) Hand made paper file cover/ flying covers.
- (7) Tasla as per weight of 20 G.C.R. sheet.
- (8) Bucket as per size of 24 G.G.P. sheet.
- (9) Spade as per weight 16, G.C.R. sheet.
- (10) Khurpa as per weight 28 G.C.R. sheet
- (11) Pick axe(Gutti) as per weight of pig/ weight Iron.
- (12) Shovel (Belcha) as per weight of pig wrought Iron.
- (13) Jumper do do
- (14) Nakka Plate do do
- (15) Grass Cutter Blade do do
- (16) Steel Trunks with various sizes and material .
- (17) Soaking / Mortar tanks do

- (18) Storage Bin do
- (19) Water Storage tanks do
- (20) Boards do
- (21) Wheel Barrows do
- (22) Railing do
- (23) Tarring equipment do
- (24) Window grills do
- (25) Dust Bins do
- (26) Copper enamel Wire

7. Copy of letter No. 11(1)-12-5IB-II-81, dated 19-9-84 from the Financial Commissioner & Secy. to Govt., Haryana, Industries department, Chandigarh addressed to (i) all Heads of Departments, Commissioner, Ambala & Hissar Divisions, All Deputy Commissioners and Sub Division officers (Civil) in Haryana & (ii) The Register, Punjab & Haryana High Court, Chandigarh.

Subject: Functioning of Approved Sources.

I am directed to invite a reference to the subject noted above and to inform that Government (in the Industries Department) has revived the functioning of the approved sources and after careful consideration, the decisions have been taken:-

1. Hafed will not be an approved source for pesticides and fertilizers. It will participate in the tender invited by the Director Supplies & Disposals.
  2. Agro Industries corporation will not be an approved source for pesticides and fertilizers as well as tractors, pumping sets and electric motors and will have to participate in the open tenders invited by D.S.&D.
  3. Infed will be an approved source for the supply of tarpaulins and polythene sheets and it will have to participate open tenders invited by D.S.&D.  
You are, therefore, requested to bring these instructions to the notice of all concerned for compliance.
8. Copy of letter No. 11(1)-2-5IB-II-80, dated 27-9-84 from the Financial Commissioner & Secy. to Govt., Haryana, Industries department, addressed to the Director, Supplies & Disposals Haryana, Chandigarh.  
Subject: Declaring of Haryana Khadi & Village Industries Boards as an approved sources.
1. Reference your memo No. E-11-200-9440, dated 23-5-84 on the subject noted above.
  2. The Governor of Haryana is pleased to declare the Haryana Khadi & Village Industries Boards to be an approved source for the supply of items (Specified in the Annexure) which are manufacture by the Board or the units registered with it to Haryana Governments.

This issues with the concurrence of the finance departments conveyed vide their U.O. No. 2373-2 FD-III-84, dated 28-8-84.

#### ANNEXURE

Specified items of Haryana Khadi & Village Industries Boards, Panchkula.

1. Cotton Khadi
  - (i) Dusters
    - (ii) Bastas
    - (iii) Towels
    - (iv) White Khadi
    - (v) Overalls (Dungarees)
    - (vi) Khadi Dasuti
    - (vii) Durees, Curtain Cloth, Bed Sheet, Mattresses and Pillows.
    - (viii) Tatpatti
    - (ix) Blankets
    - (x) Cotton Khadi
2. Woolen Khadi
  - (i) Woolen Cloth.
  - (ii) woolen Blankets.
  - (iii) Table Cloth
  - (iv) Tweed
3. Village Industries Items
  - (i) Toilet Soap and detergents.
  - (ii) shoes Chappals etc.
  - (iii) Woolen, Steel, Cane & Bamboo furniture.
  - (iv) Shutters Grills. Gates etc.

- (v) Buckets, Nails and Rivets.
- (vi) Edible Oils
- (vii) Red Clay.
- (viii) Strings Ropes Ban.
- (ix) Baskets and Sirki Murah.
- (x) Gardening Tools e.g. Khupa, Kassi, Shovel etc.
- (xi) Steel Trunks.
- (xii) Tasles

(9) Copy of letter No. 11(1)-12-5IB-II-81, dated 13-12-84 from the Financial Commissioner & Secy. to Govt., Haryana, Industries department, addressed to the Director, Supplies & Disposals Haryana, Chandigarh.

Sub:- Functioning of approved sources – Constitution of a standing price & Quality control Committee for each approved source.

(1) Reference your letter No. 25819, dated 8-9-83. on the subject noted above.

(2) The Governor of Haryana is pleased to constitute a Standing prices & Quality control Committee for each approved source consisting of the following members & for the fixation of reasonable price of products manufacture by such sources:-

- (i) Managing Director/ Chief/ Executive of the concerned approved source. Chairman
- (ii) Director Supplies & Disposals or his representative. Member
- (ii) Technical expert from the percent Department. Member
- (iv) Where the annual off take of the product is likely to exceed Rs.2.5 lac, a representative of Finance Department

The Chairman may co-opt. Any other officer as member in respect of a particular product at any time.

3. The Committee will be respective for laying down specifications for the products for which the organization is an approved source and well ensure that these products are manufacture strictly a per these specifications. Wherever I.S.I. specification exist, the same shall be adopted as per as practice able keeping in view the requirements of the indenting departments.

4. The committee will fix the rates of each items and lay down period for which such rates will be in force, provided that those rates may be reviewed before the expiry of that period for reasons to be recorded in writing.

5. The Committee will meet at least once in each quarter.

6. These orders may please be brought to the notice of all concerned.

7. This sanction issues with the concurrence of the Finance Department conveyed vide their U.N.O. 1982FD-III-84, dated 2-8-84.

(10) Copy of letter No. 11(1)-12-5IB-II-81, dated 13-12-84 from the Financial Commissioner & Secy. to Govt., Haryana, Industries department, addressed to the Director, Supplies & Disposals Haryana, Chandigarh.

Sub:- Functioning of approved sources – Constitution of a Standing price & quality Control Committee for each approved source.

In continuation of Haryana Govt. Memo No. 11(1)- 12-5IB-II-81, dated 13-12-84, on the subject noted above, the Government of Haryana is pleased to nominate the addl. Director of Industries (V.I) as additional member of the Standing prices & Quality control Committee for the Haryana State small Industries & Export Corporation, Chandigarh only.

(11) Copy of letter No. 11(3)-12-5IB-II-81, dated 25-1-85 from the Financial Commissioner & Secy. to Govt., Haryana, Industries department, Chandigarh addressed to (i) all Heads of Departments, Commissioner, Ambala & Hissar Divisions, (ii) All Deputy Commissioners and Sub Division officers (Civil) .in Haryana & (iii) The Register, Punjab & Haryana High Court, Chandigarh.

Subject:- Marketing of products manufacture by S.S.I./R.I Units/ Rural Industries Co-operative Societies through Haryana State small Industries and export corporation federation (IFFED).

I am directed to invite a reference to Industries Dept, Circular Letter No. 11(3)-25-5-IB –11-79, dated, 25-6-79, 15-4-81, 1-4-83 and No. 11(3)-65-5IB-II-83, dated 12-9-83 vide which the items (mentioned in the enclosed list) being manufacture by R.I units and the which are working under khadi and village industries Boards were reserved for purchase by Govt. Depts. Exclusively through Haryana State small industries and export Corporation. The Matter has been examined further and it has now been decided that rural Industries Co-operative Societies registered with the Haryana State Industries Co-operative Federation Ltd. (INFED) Chandigarh should also be treated at per with Haryana state small Industries & Export Corporation for the purchase of reserved items.

2. Now, therefore, the purchase of reserved items except Hospital Garments linens is to be made from either of

the above mentioned two organizations where the rates are lower and the product is according to required specifications.

In case of Hospital Garments and Lines , it has already been decided vide Government letter No. 11(3)-25-51B-II-79, dated 15-4-81 that Haryana Red Cross Society shall continue to be concurrent approved sources in the matter of Hospital Garments and Linens. Hence, this relaxation in favour of Red Cross Society will continue.

3.You are, therefore requested to bring these instructions to the notice of all concerned (including Corporation/ Board for compliance.

**(11) STATEMENT SHOWING THE APPROVED SOURCES IN RESPECT OF VARIOUR IMPORTANT ITEMS**

Sr. No.	Name of item	Name of approved source
<b>1. Furniture, Steel items, Timber etc.</b>		
1.	Furniture Steel & Wooden excluding Hospital furniture and iron safes.	Haryana State small Industries & Export Corporation , INFED, Jails, Khadi Board.
2.	Steel items e.g. sheet , M.S. Bars, Angles , Channels, ingot, Strips.	Steel Authority of India, Haryana Concerts, Hissar.
3.	Copper Enameled Wire	Haryana State small Industries and Export Corporation, INFED.



- 52. Conduit Pipes.
- 53. Road Rollers.
- Building and Roads Materials**
- 54. A.C.C. Sheets.
- 55. Timber.
- 56. Road Dressing Material
- Electrical Goods**
- 57. Generators/ Starters.
- 58. Tubes/ GLS Lamps.
- 59. Electrical Fittings
- 60. PVC Aluminum Cables
- 61. Electrical Accessories.
- Medical Stores.**
- 62. Medicines and Durgs
- 63. Chemicals
- 64. X-ray Films

**B-LIST OF ITEMS BORNE ON DS&D RATE CONTRACTS**

Sr. No.	Name of the items	
1		2

**Medical Stores**

- 1. English Medicines.
- 2. Ayurvedic and Unani Medicines.
- 3. dressing material.
- 4. Cotton Wool Absorbent.
- 5. X-ray Accessories.
- 6. Hospital Furniture & Enameled Goods.
- 7. Suction Machines.

**Veterinary Medicines**

- 8. Veterinary English Medicines and Vaccines.
- 9. Vets. Drugs/ Chemicals.

**Textiles**

- 10. Terracotta Cloth.
- 11. Woolen Jerseys.
- 12. Woolen Serge and Navy blue Blazer Cloth.
- 13. Woolen Blankets.
- 14. Tarpaulins.
- 15. Cotton Waste.

**Chemicals**

- 16. Insecticides & Pesticides
- 17. Paints, Enamels and Varnishes.
- 18. Laboratory chemicals.
- 19. Azzo Ammonia Paper.
- 20. filter Paper.
- 21. Anti- stripping Compound.

**Engineering's and other Stores**

- 22. Scientific Apparatus. (Biology)
- 23. do (Physics)
- 24. do (Chemistry)
- 25. Glassware Apparatus (Coming)
- 26. Microscopes (Biology)
- 27. R.C.C. Pipes NP-2
- 28. R.C.C. Pipes NP-3
- 29. G.I Fittings
- 30. Iron Safes
- 31. Plant Protection (Equipment)
- 32. C.I Steps
- 33. Sewing machines

**Miscellaneous**

- 34. Mulberry Baskets.
- 35. Bryshes (Brown Katool, and Fibre)
- 36. Steel Wire Brushes.
- 37. Sports Goods.
- 38. Tarring Goods.
- 39. Sisal Rope.

**ANNEXURE-VII**

**PROFOMA REGARDING INVENTORY CONTROL**

1. Total annual requirement for the financial year-----of the Department as a whole
2. Stock Physically available on 31<sup>st</sup> March, Last.(year to be indicated).
3. Pending orders on 31<sup>st</sup> March last (Year to be indicated) for which Deliveries are yet to be received.
4. Extent to which deliveries against (3) above have been received in the Current financial year.
5. Extent to which deliveries against (3) above are likely to be received in the current financial year.
6. Extent, which orders, have been placed in the current financial year.
7. Extent to which deliveries against (6) above are likely to be received in the Current financial year.
8. Amount of budget provision for the current financial year.
9. Amount for which orders have already have placed in the current financial Year. (I.e. amount of 6 above)
10. Value of Supplies likely to be received in the current financial year against Already pending orders (i.e. value of 5 and 7).

Signature of the Indenting  
Officer/ Head of the Department

**ANNEXURE-VIII**

**INSPECTION NOTE**

1. Date and place of inspection.
2. Designation of the Indenting Officer.
3. No. & date of Supply order.
4. No. & date of Rate Contract, if any.
5. Name and address of the contractor.

Sr. No.	Description of Stores	Qty. ordered	Qty. offered	Qty. accepted	Qty. rejected
1	2	3	4	5	6

1. Reasons for rejection if stores are rejected.
2. The stores have been inspected and accepted as strictly conforming to the specifications/ approved samples muster pattern.
3. The stores have been inspected visually and samples drawn and sent to -----(Name of Laboratory ) for testing duly sealed with the seals of the undersigned and the contractor. The whole lot has also been stamped with the seal and shall be taken as accepted subject to satisfactory test report.
4. The accepted stores have been marked as (facsimile of the mark).
5. The inspection note has been issued with out prejudice to the terms of the contract.

Signatures of  
The Contractor  
(Name and Status)  
Seal;

Signature of inspecting Officer (S)  
(Name and Designation-----)  
Seal.

Note:- Strike off whatever is not applicable.  
Ends No. ----- Date-----

- Copies forwarded to the following for information and necessary action:-
1. M/s-----Two copies plus one copy (Name of the Contractor) for each consignee.
  2. Indenting Officer----- One copy.
  3. Consignee(s)- One copy each.
  4. Director, Supplies & Disposals, Haryana, Chandigarh. Two copies.

Inspection Officer's Signature  
Designation-----

**ANNEXURE-IX**

**STATEMENT SHOWING THE QUANTITY STATISTICAL REPORT REGARDING PURCHASE OR STORES**

Designation of Indenting Officer \_\_\_\_\_ Quarter ending June/ Spet.  
Dec./ March, 1998.

Sr. No.	Particular of Rate Contracts	Description of stores purchased	Value of stores purchase during the quarter	Progressive total value of stores purchase up to date during the year	Remarks
1	2	3	4	5	6

**ANNEXURE- X**

**REPORT OF UNSERVICEABLE/ SURPLUS STORES**

Name of officer to be contracted-----

Sr. No.	Particulars of stores	Qty.	Weight	Date of purchase	Book value
1	2	3	4	5	6

No. ----- Date-----

Forwarded in triplicate to the Director, Supplies & Disposals, Haryana Chandigarh. This from has been filled in accordance with the instructions on the reverse.  
Station. Signature of reporting officer,

**FOR CONSEMATION AND DISPOSAL**

Location, of stores-----Owning Authority-----

Present condition	Head of account to which disposals proceeds should be credited	Head of account the which the price of the articles was debited at the time of purchase.	Why such stores were indented for by the department when the same were not actually needed for the word.	Remarks
7	8	9	10	11

**For use in the Directorate of Supplies & Disposal.(Disposal section).**

1. Date of receipt.
2. Sr. No.
3. Included for meeting fixed for-----
4. Remarks by stores Inspection officer.
5. Orders of the Board.

**INSTRUCTIONS**

1. Separate reports should be prepared for each group of items of similar type.
2. Rate and book value should always be reported. If value is not known then the column should be filled with either of the following " Not known " or will be intimated later or.' This column must not be left blank on any account.
3. In the case of textiles in the column ' Condition also be stated in the matter of packing and the finish stores.
4. In column 4 weight may be expressed in toners or kgs. or fractions thereof.

5. Head of account to which the disposal proceeds shall be credited should be started in detail viz. The major, and detailed head of account should be clearly started to avoid misclassification.

**ANNEXURE- XI**

Copy of the letter No. 11035-4T-72 dated November, 72 from the Secretary to Government Haryana, Transport Department to the State Transport Controller, Haryana, Chandigarh.

Sub:- Fixation of the life of light petrol Vehicles of Government Department.

Reference your letter No. 9644/GCI, dated 5-9-72 on the subject noted above and in suppression of Haryana Government letter No. 6990-4T-72/34680 dated 8-72.

2. Sanction of the Government of Haryana is accorded to the fixation of life of light Vehicles of Governments other than those in the use of ministers as under:-

- |                                   |                          |
|-----------------------------------|--------------------------|
| (i) Big Carg (Imported)           | 7 Years or 2,50,000 K.M. |
| (ii) Medium Cars (Imported)       | 5 Years or 2,25,000 K.M. |
| (iii) Small Car (Ambassador etc). | 5 Years or 1,20,000 K.M. |
| (iv) Jeeps.                       | 5 years or 1,20,000 K.M. |

3. This sanction is subject to the condition that the vehicles may be considered for condemnation by condemnation Board after they have covered life in terms of mileage and years.

4. This sanction issues with the concurrence of the finance Department, conveyed, vide their U.O. No. 4890-IFGI- dated 23-10-1972.