

**Purchase Section
ICAR-National Dairy Research Institute
Karnal-132 001.**

F.No.Misc/Purchase/2022-2023 -

Dated: 13th Feb., 2023.

CIRCULAR

In partial modification of this office circular issued No.F. Misc/Purchase/22-23 dated 21.6.2022, it is informed that the issue for purchase of Goods/Services under Rule 154 of GFR, 2017 has been reviewed in consultation with the Comptroller/JD(A)& Sr.Registrar/Director and the Competent Authority has decided the following purchase procedure under Rule 154 or 154/198 and Rule 155 or 155/198 of GFR, 2017(as the purchase may be) with effect from the date of issue of this circular:-


“Purchas of Goods & Services through Gem is mandatory except in case of item(s) could not purchase through Gem. In case, where purchase as per GFR, Rule 154 or 154/198 and 155 or 155/198(as the purchase may be) is to be resorted, Purchase Section will process the indent for purchase under Rule 154 or 154/198 and Rule 155 or 155/198 for the approval of the Competent Authority irrespective of Audit's concurrence & confirmation of funds in the concerned Budget head. Purchase Section will send the file to IO to take procurement action under Rule 154 or 154/198 and Rule 155 or 155/198 (as the purchase may be). Accordingly, IO shall survey the market and collect the Quotation/Proforma Invoice under Rule 154 or 154/198 and attach the same in TOC in e.office along with relevant applicable Annexure 7 duly properly filled up & signed and will send the same to Purchase Section for Audit's concurrence & confirmation of funds in the concerned Budget head and approval of the Competent Authority for placing the PO/Work Order.

Similarly, after nomination of the Chairman of the Purchase Committee under Rule 155 or 155/198, Purchase Committee shall survey the market and collect the Quotation(s) and complete the codal formalities and attach the same in TOC in e.office along with relevant applicable Annexure 8/9 duly properly filled up & signed and will send the same to Purchase Section for Audit's concurrence and confirmation of funds in the concerned Budget head and approval of the Competent Authority for placing the PO/Work Order.

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Purchas Section will take only one time Audit's concurrence & confirmation of funds before placing the Purchase/Work Order.


13.02.2022
Admn. Officer(P)

Distribution:-

1. PPS to Director for kind information of Director, ICAR-NDRI, Karnal.
2. PS to Comptroller for kind information of Comptroller, ICAR-NDRI, Karnal.
3. AAO, C&B-III Section.
4. AAO, Central Store.
5. All DAs of Purchae Section for necessary action.
6. I/c, Computer Centre with the request to please upload on ndri'swebsite.
7. Nodal Officer, e.office with the request to upload on e.office also.