

Controller General of Defence Accounts,

Ulan Batar Road, Palam, Delhi Cantt-110010

No. AN/XIV/19007/DOP&T/Vol-III

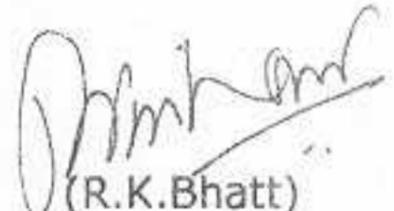
Dated: 01/09/2010

TO

All PCsDA/CsDA
PC of A(Fys) Kolkata
Jt. CDA(AF) Nagpur

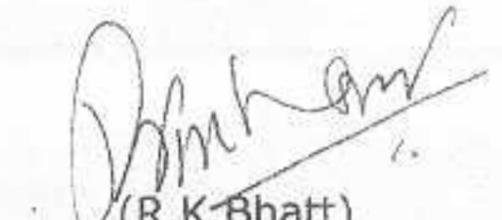
Sub:-Procurement of Uniforms(Summer/Winter) for employees of Non-Statutory Departmental Canteens/Tiffin Rooms located in Central Govt. Offices- regarding.

A copy of Government of India, Ministry of Personnel, Public Grievances and Pensions(Department of Personnel & Training) OM NO. 18/1/2009-Dir.(C) dated 27/08/2010 on the above subject is forwarded herewith for information, guidance and necessary action.


(R.K.Bhatt)
For C.G.D.A

Copy to:

1. AN-IV Section (Local)
2. AT-I & AT II Section (Local)
3. AT-IV Section (Local)
4. AT-Coord (Local)
5. EDP Center (Local) ----- With a request to upload the circulars on CGDA website.
6. CENTRAD, Barar Square Delhi Cantt
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8. MNB (AN-XIV) (Local)


(R.K.Bhatt)
Account Officer(AN)

No.18/1/2009-Dir.(C)

Government of India

Ministry of Personnel, P.G. and Pensions
(Department of Personnel and Training)

Lok Nayak Bhawan, Khan Market,
New Delhi, dated 27th August, 2010

OFFICE MEMORANDUM

Subject : Procurement of Uniforms (Summer/Winter) for employees of
Non-Statutory Departmental Canteens/Tiffin Rooms located in
Central Govt. Offices – regarding.

Reference Ministry of Finance O.M. No.1/12/E.II(A)/94, dated
29.7.2005.

2. - Consequent to the coming into force of the new General Financial Rules, 2005 (GFRs), it has become necessary to review and modify the existing 'procedure for procurement/purchase of summer/winter uniforms' for Group 'C' and erstwhile Group 'D' employees serving in the Non-Statutory Departmental Canteens so as to bring it in the line with the provisions of the revised GFRs. In this connection, it is also mentioned that the Ministry of Finance (Department of Expenditure) vide O.M. dated 29.7.2005 has clarified that the special dispensation from the process of inviting tenders/quotations provided to NCCF/Kendriya Bhandar in DOPT Welfare Division's O.M. dated 14.7.1981 and 11.4.1994 under Chapter 8 of the old GFRs no longer holds good and that purchase/procurement of goods by Government of India Offices will now be solely guided by the provisions of GFRs 2005.

3. Accordingly, it has been decided to allow the concerned Administration of the canteen service to procure uniforms/liveries for the employees of Non-Statutory Departmental Canteens by following the Purchase Procedure as mentioned in the relevant rules of the GFRs 2005, which are also outlined below :

.....2/-

- (i) Chapter 6 of the GFR's 2005 pertaining to Procurement of Goods and Services may be carefully perused to ensure that the procurement/purchase procedure adopted is strictly in line with the prescribed rules. In this connection attention is also drawn to some of the following important provisions, details of which may be obtained from GFR's 2005 :-

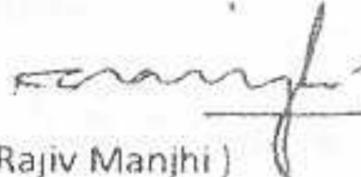
- Rule 137 - Fundamental Principles of Public Buying
Rule 144 - Reserved items
Rule 145 - Purchase of Goods without Quotation
Rule 146 - Purchase of Goods by Purchase Committee
Rule 148 - Demand should not be divided into small quantities to make price-meal purchase
Rule 160 - Transparency, competition, fairness and elimination of Arbitrariness
Rule 161 - Efficiency, Economy and Accountability in Public Procurement System

- (ii) All purchase should be made through a duly constituted Purchase Committee comprising of three members of an appropriate level as decided by the Head of the Department, including one member from the Internal Finance Division and two belonging to the Administration Division. In addition, a fourth member may be associated with the Purchase Committee, to be nominated by the concerned canteen staff Associations/Unions.

4. The list of items as admissible to the canteen employees is **Annexed**. An Office Memorandum issued by DOPT **vide** O.M. No. 14/7/2003-JCA, dated 21.11.2005 on procurement of uniforms (summer/winter) for common categories of employees in the Central Government Ministries/Departments – revised procedure under the General Financial Rules, 2005 is also attached for facilitation of reference.

5. Hindi version of this O.M. will follow.

Encls : As above


(Rajiv Manjhi)
Director(Canteens)

To :

1. All Ministries/Departments of the Government of India.
(Director/Deputy Secretaries Incharge, Administrative
Division/Wing, as per standard list).
2. President's Secretariat, Rashtrapati Bhawan, New Delhi.
3. Vice-President's Secretariat, Maulana Azad Road, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Deputy Secretary(Admn.), DOPT, North Block, New Delhi.
6. Comptroller & Auditor General of India, New Delhi.
7. Director of Audit, Central Revenue, New Delhi.
8. Controller General of Accounts, Ministry of Finance, New Delhi.
9. Supreme Court of India, Tilak Marg, New Delhi.
10. Controller General of Defence Accounts, R.K. Puram, West Block,
New Delhi.
11. CAO's Office, Ministry of Defence, DHQ, PO, New Delhi-110011.
12. Administrator, all Union Territories as per standard list.
13. Tech. Dir. (NIC), Room No. 381, Lok Nayak Bhawan, New Delhi.
14. Section Officer (Canteens) with 30 spare copies.

Annexure to O.M. No.18/1/2009-Dir.(C), dated 27.8.2010 regarding uniforms for canteen employees.

Sl.No.	Category of Employees	Articles of Uniforms authorised	Quantity entitled to
1	2	3	4
1	Bearers		
	(a) Male	(i) Set of Coat, Pant & Cap (Terene Cotton) White/Grey	2 sets per year
		(ii) White Canvas Shoes	3 pairs per year
	(b) Female	(i) Sarees (Mem Sahib Light Blue Terene Cotton), Blouse and Fall for Sarees OR Salwar Kameez (Light Blue Terene Cotton)	2 sets per year
		(ii) Chappals/Canvas Shoes	3 pairs per year
2.	Halwais, Asstt. Halwais, Cooks & Tea/Coffee Makers		
	(a) Male	(i) Set of Bush-Shirt, Pant, Apron & Cap (Terene Cotton) Grey	3 sets per two years
		(ii) White Canvas Shoes	1 pair per year
	(b) Female	(i) Sarees(Mem Sahib Light Blue Terene Cotton), Blouse and Fall for Sarees OR Salwar Kameez (Light Blue Terene Cotton) and Apron	3 sets per two years
		(ii) Chappals/Canvas Shoes	1 pair per year
3.	Dish Cleaners		
	(a) Male	(i) Set of Over-all and Cap (Terene Cotton) Grey	3 sets per two years
		(ii) White Canvas Shoes	1 pair per year
		(iii) Gum Boots	Once in three years

4.	(b) Female	(i) Sarees (Mem Sahib Light Blue Terene Cotton), Blouse & Fall for Sarees OR Salwar Kameez (Light Blue Terene Cotton)	3 sets per two years	
	Sweepers	(ii) Chappals/Canvas Shoes	1 pair per year	
		(iii) Gum Boots	Once in three years	
	(a) Male	(i) Set of Bush-Shirt, Pant and Cap (Terene Cotton Khakhi)	3 sets per two years	
		(ii) White Canvas Shoes	1 pair per year	
	(b) Female	(i) Sarees (Mem Sahib Light Blue Terene Cotton), Blouse & Fall for Sarees OR Salwar Kameez (Light Blue Terene Cotton)	3 sets per two years	
5.	For all categories mentioned at Serial Nos. 1 to 4 at Winter Stations	(ii) Chappals/Canvas Shoes	1 pair per year	
		(a) Male	(i) Jerseys (ii) Woolen Socks	2 in 3 years 2 pairs in 3 years
		(b) Female	(i) Cardigans (ii) Woolen Socks	2 in 3 years 2 pairs in 3 years
6.	For the entitled categories	Turban for Sikh employees	2 per year	
7.		(For Winter)		
	(a) Male	(i) Woolen Pant (White/Grey)	Once in 2 years	
	(b) Female	(i) Woolen Salwar or appropriate woolens	Once in 2 years	

IMMEDIATE

Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Personnel and Training
North Block, New Delhi

No. 14/7/2003-JCA

Dated the 21st November, 2005

OFFICE MEMORANDUM

Subject: Procurement of uniforms (summer/winter) for common categories of employees in the Central Government Ministries/Departments - revised procedure under the General Financial Rules, 2005 - reg.

Reference: Ministry of Finance OM No. 1/12/E.II(A)/94 dated 29-7-2005

The undersigned is directed to refer to the consolidated instructions issued in this Department OM No. 14/8/90-JCA dated 29.6.1990 and further orders issued from time to time dealing with the procedure for procurement and supply of summer/winter uniforms to common categories of Group 'C' and 'D' employees serving in various Ministries/ Departments of the Central Government and to say as follows.

2. Consequent to the coming into force of the new General Financial Rules, 2005 (GFRs), it has become necessary to review and modify the existing 'procedure for procurement/purchase of summer/winter uniforms' for common categories of Group 'C' and 'D' employees serving in various Ministries/ Departments of the Central Government so as to bring it in line with the provisions of the revised GFRs. In this connection, it is also relevant to note that *vide* OM dated 29-7-2005 cited above, the Ministry of Finance (Department of Expenditure) has clarified that the special dispensation from the process of inviting tenders/quotations provided to NCCF/Kendriya Bhandar in DOPT Welfare Division's OM dated 14.7.1981 and 11.4.1994 under Chapter 8 of the old GFRs no longer holds good and that purchase/procurement of goods by Government of India offices will now be solely guided by the provisions of GFRs 2005.

3. In the circumstances, in supersession of the extant instructions regarding procurement of summer/winter uniforms relating to Groups 'C' & 'D' employees in the Central Secretariat Ministries/ Departments and its attached and subordinate offices, the purchase procedure to be followed in different exigencies and the relevant rules in the GFRs are outlined below:-

- (i) Chapter 6 of the GFR's 2005 pertaining to Procurement of Goods and Services may be carefully perused to ensure that the procurement/purchase procedure adopted is strictly in line with the prescribed rules. In this connection attention is specially drawn to some of the following important provisions, details of which may be obtained from the GFR's 2005:-

Rule 137 - Fundamental Principles of Public Buying

Rule 144 - Reserved items

Rule 145 - Purchase of Goods without Quotation

Rule 146 - Purchase of Goods by Purchase Committee

Rule 148 - Demand should not be divided into small quantities to make price meal purchase

Rule 160 - Transparency, competition, fairness and elimination of Arbitrariness in the procurement process

Rule 161 - Efficiency, Economy and Accountability in Public Procurement System

STATEMENT

- (ii) All purchases should be made through a duly constituted Purchase Committee comprising of three members of an appropriate level as decided by the Head of the Department, including one member from the Internal Finance Division and two belonging to the Administration Division. In addition, a fourth member may be associated with the Purchase Committee to be nominated by the concerned staff Associations / unions.
- (iii) In case of purchase of goods of a value above Rs.15,000/- and upto Rs.1,00,000/-, on each occasion, purchase may be made only on the recommendation of a duly constituted Purchase Committee defined in para (ii) above, and as decided by the Head of the Department. The Committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Also, before placing the purchase order, the members of the Committee will jointly record a certificate and authenticate it, as under:
- "Certified that we, S/Shri..... members of the purchase committee, are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question"*
- (iv) Subject to the exceptions incorporated in Rules 151 and 154 of GFR's, 2005, invitation to tenders by advertisement should be used for procurement of goods of estimated value of Rs 25 lakhs and above.
- (v) In case the Ministry / Department directly procures DGS&D rate contract goods from suppliers, the prices to be paid for such goods should not exceed the rates mentioned in the rate contract and the other terms and conditions of purchase should also be in line with those specified in the rate contract. In addition, the Ministry/Department has to make its own arrangement for inspection and testing of the goods, where so required.

3. While observing the above change in procedure, the Purchase Committee / Competent Authority may also keep in view the provisions of Rule 144 of the GFRs, 2005, that reads as under:-

***Rule 144. Reserved Items.** The Central Government, through administrative instructions, has reserved all items of handspun and hand-woven textiles (Khadi goods) for exclusive purchase from Khadi Village Industries Commission (KVIC). It has also reserved all items of handloom textiles required by Central Government departments for exclusive purchase from KVIC and / or the notified handlooms units of ACASH (Association of Corporations and Apex Societies of Handlooms). The Central Government has also reserved some items for purchase from registered Small Scale Industrial Units. The Central Departments or Ministries are to make their purchases for such reserved goods and items from such units as per the instructions issued by the Central Government in this regard."

Hindi version will follow.


(R. Vaidyanathan)

Under Secretary to the Govt. of India

To

All Ministries/ Departments of the Government of India