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No.689(M)-UTFII(10)-2014/
Chandigarh Administration
Finance Department

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18.3.14

Chandigarh, dated the

To

The All Heads of Departments,
Chandigarh Administration.

Subject:- Pro-forma seeking concurrence of Finance Department for filling/extension of existing posts and approval of tenders for procurement of goods and services.

Please refer to the subject cited above.

Various proposals are submitted by the different Departments for seeking the concurrence of the Finance Department for filling up/extension of existing posts and for approval of the tenders for procurement of goods and services. It has been observed that in number of cases such proposals are incomplete and therefore referred back for clarifications leading to unnecessary delay. In order to ensure that all such proposals are timely disposed off, separate checklists have been prepared for filling up/extension of existing posts and for approval of tenders/purchases and are sent herewith.

It is requested that while sending any proposal to Finance Department for approval/concurrence, the checklist duly filled in and signed by the responsible officer should invariably be furnished alongwith the proposals. These instructions may please be followed meticulously.

Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph:0172-2665253-59, Fax: 0172-2608488)

(ESTABLISHMENT BRANCH-IV)

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28 MAR 2014

Endst. No. GMCH-E-IV-EA-1(24/2)-2014/

Dated, Chandigarh the

A copy alongwith its enclosures is forwarded to the followings for information & necessary action:

1. All the Office Superintendents, GMCH, Chandigarh.
2. The Store Officer (Gr.-II), GMCH, Chandigarh.
3. The Computer Programmer, GMCH, Chandigarh. He is requested to **"e-circulate"** the same among all the HODs/Br. Incharges of this Institute.

Amal 27.3.14
Superintendent (Est.-IV)

**PRO-FORMA SEEKING CONCURRENCE OF FINANCE
DEPARTMENT FOR FILLING / EXTENSION OF EXISTING
POSTS**

Department			
Regular Recruitment	Deputation	Contract Employment	Outsourcing
Reasons for not doing regular recruitment (if applicable):			
Post (Name) to be filled		Number	
Sanctioned Strength		Vacancies	
Files / Work being handled per regular employee		Norm	
New Case or Renewal		If case for renewal, the date of start	
Employee Name, Parent Department and State in cases of deputation		If procedure for seeking employees on deputation or extending tenure not followed, reasons thereof	
* Fill 2 rows below in cases of Outsourcing and Contract only			
Funds Required for an year	Proposed Source of Funds	Is such expenditure valid charge on the source mentioned	
Verified by Administrative Head and Head of Finance Division of the Department		Recommended / Not Recommended by	

PROFORMA SEEKING APPROVAL OF TENDERS / PURCHASES

Department	Work Description	Revenue or Capital Work	Estimated value in Rs. cr
Source(s) of Funding (Head of Budget / Scheme / Centre: State Ratio in case of Centrally Sponsored Schemes)			Competence Level as per extant instructions
Tick the appropriate one below			
e tender	Quotation/ Limited tender	By choice	Proprietary Item
Date of publication of tender	Number of Clear days for notice given	Date of opening Technical Bid	Date of opening Financial Bid
Names of News Papers in which advertisement given:			
Total Bidders	Number of Technically Qualified Bidders whose financial bids opened		
Rates quoted in value	L1	L2	L3
Rates quoted as % of estimate	L2	L3	L4

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