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It has been observed that while making procurement of items, hasty decisions are taken without assessing the functional requirement and operational justification and conducting feasibility study coupled with lack of planning thereby resulting in avoidable and wasteful expenditure. The specifications are laid down in hazy manner. The tender documents are not well defined in line with the extant rules, regulations, directives, procedure etc. The Govt. of India, Ministry of Home Affairs has conveyed its concern vide their letter No. U-15029/4/2015-ANL dated 26.2.2015 and has desired to immediately issue necessary instructions/guidelines to all concerned authorities so as to avoid occurrences of such instances in future.

Accordingly, it is hereby ordered that in future all the Head of Departments shall ensure that all the provisions of General Financial Rules including penalty clause/liquidated damages and other guidelines as issued by the Ministry of Finance, Ministry of Home Affairs and Chandigarh Administration are strictly kept in view and implemented in its letter and spirit without fail. The following aspects may also be kept in view, while processing any proposal for procurement of any items :

1. Realistic future demand has been worked out to ensure that procurement does not result in any over stocking or quantity lying idle, requiring inventory cost as well.
2. The specifications in term of quality, types etc should be clearly spelt keeping in view the specific needs of the procuring department, without including superfluous and non-essential features which may result in unwarranted expenditure. Specifications and qualitative requirements should aim at procuring the latest technology and avoid procuring obsolete items.
3. The delivery period should be reasonably worked out keeping in view the nature of items and their functional requirements.
4. The warranty requirement, if any, including long term warranty/guarantee be laid down specifically and wherever required, provision for training of staff be made.
5. To assess costs and benefits in a realistic manner feasibility study be got done, where necessary.
6. All codal formalities be followed.

It may be noted that failure to follow the guidelines will be viewed seriously and action as deemed fit under the rules will be initiated against the delinquent officials.

Dated, Chandigarh the

Finance Secretary,
Chandigarh Administration.

Endst. No. F&PO(5)-2015/

3241

Dated, Chandigarh the : 09.4.15

- A copy is forwarded to the following for information and strict compliance :
- i) All the Administrative Secretaries of their respective departments, Chandigarh Administration.
 - ii) The Registrar General, Punjab and Haryana High Court, Chandigarh.
 - iii) All the Head of Departments, Chandigarh Administration.

Special Secretary Finance
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)

Endst. No.: GMCH/EIV/EA1(24/1)/2015/

22 APR 2015
Dated, Chandigarh the

A copy of letter No. F&PO(5)-2015/3241 dated 09.04.2015 received from Finance Department (Accounts Branch), Chandigarh Administration, is forwarded to the followings for information & necessary action :

1. The Medical Superintendent, GMCH, Chandigarh.
2. The Deputy Controller (F&A), GMCH, Chandigarh.
3. The Office Superintendent (PB-I & PB-II), GMCH, Chandigarh.
4. The Stores Officer, Central Store, GMCH, Chandigarh.
5. The System Analyst, IT Centre, GMCH with a request to **e-circulate/email** the same to all the HODs/Branch Incharges of GMCH, Chandigarh.

[Signature]
22.04.15
Superintendent (Est.-IV)
GMCH, Chandigarh.

iii) All the Head of Departments, Chandigarh Administration.

[Signature]
Special Secretary Finance
for Finance Secretary,
Chandigarh Administration.