

Chandigarh, dated the

To

All Head of Departments,  
Chandigarh Administration.

**Subject:- Checklist for obtaining concurrence/approval of the Finance Department.**

I am directed to address to the subject cited above and to say that as per delegation of financial powers, the expenditure/financial proposals are submitted by the various departments to the Finance Department for obtaining the concurrence/approval. It has been observed that number of times, such proposals are incomplete and therefore, referred back for clarifications. This lead to unnecessary delay. Resultantly, the possibility of lapse of funds may not be ruled out particularly at the fag end of the financial year. In order to ensure that all such proposals are complete in consonance with the provisions as contained in General Financial Rules and the Delegation of Financial Power Rules, checklist separately for procurement of goods/equipment and for outsourcing of manpower/activity have been prepared 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 along with the proposals. These instructions may please be followed meticulously.

CHANDIGARH  
9/9/13  
8679  
AS

21/8/13  
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: 0172-2609360)

**(ESTABLISHMENT BRANCH-IV)**

Endst. No. GMCH-E-IV-EA-1(24/3)-2013, **35489-1** Dated, **20 SEP 2013**, Chandigarh the,

A copy alongwith its enclosures i.e. checklist for obtaining financial approval for procurement of goods/equipments/machinery/stores (from page no. 1 to 6) is forwarded to the Computer Programmer, GMCH, Chandigarh with a request to e-mail the same to the followings for information & necessary action at their end:

1. The DC(F&A), GMCH-32, Chandigarh.
2. All Office Superintendent, GMCH-32, Chandigarh.

*[Signature]*  
20/9/13  
Superintendent (Est.-IV)



GOODS/EQUIPMENTS/MACHINERY/STORES

DEPARTMENT OF \_\_\_\_\_

S.No	Particulars	Reply	Remarks
1	Subject matter of the proposal		
2	The total financial implications including AMC/CAMC, if any		
3	Whether the Administrative approval of the competent authority to undertake the said works/goods was taken?	Yes/No	
4	Whether goods/items to be purchased are of capital nature or of consumable	Capital/ consumable	
5	(i) Whether press/e-bids were invited? (ii) Whether press/ e-bids were invited under Two Bid System? (if applicable) (iii) Whether the press tenders have also been given in the Indian Trade Journal published from Kolkata in terms of GFR? (iv) Number of shortlisted agencies/bidders based on evaluation of the technical bids (if applicable). (v) Whether certificate of reasonability of rates submitted by HOD. (vi) In case of single bids. (a) Competent level as per GFR (b) Have F.D's instructions No.F&PO(5)-2008/2061 dated 17.3.2008 complied with? (c) Rate reasonability certificate (vii) Comparison with the last tender rates with details regarding date of awarding of the last tenders as per Annexure 'A'	Yes/No   Yes/No  Yes/No  Yes/No  Yes/No  Yes/No  Yes/No  Yes/No	
6	(i) Whether the item/goods is of proprietary nature?  (ii) If so, proprietary article certificate has been submitted by the HOD in terms of GFR?	Yes/No  Yes/No	



7	Whether the items are to be purchased on Annual Rate Contract or one time purchase?	ARC/ One time purchase	
8	Whether EMD of the requisite amount as required under GFR taken?	Yes/No	
9	Whether performance guarantee/security is to be taken from the successful bidder.		
10	<p>(i) In case of AMC/CAMC, whether the rates quoted and to be accepted are reasonable?</p> <p>(ii) If so, rate reasonability certificate has been submitted by HOD?</p> <p>(iii) Whether DGS&amp;D rates of the items are available and</p> <p>(iv) If so, whether the comparison of the rates with the tendered rates has been made?</p> <p>(v) Whether any rates to be accepted are to be frozen for any specified period/during the warranty/CAMC period.</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>	
11	Whether any item has been reserved by the Central Govt. to be purchased from SSI Units/MSME/Pharma CPSE.	Yes/No	
12	Whether approval of Govt. of India is required in terms of GFR/Delegation of Financial Power Rules 1978 and instructions there under.	Yes/No	
13	Whether the funds for the purpose are available in the budget estimate for the relevant year.	Yes/No	

NOTE: Strike out whatever is not applicable.



ANNEXURE-A, Regarding comparison of the last tender rates.

Last tender rate	Tender under consideration
(i) Date when it was allotted	(i) Period for which it is proposed to be allotted
(ii) Period for which it was allotted	(ii) Rates to be approved
(iii) Rate at which it was approved	(iii) Estimated quantity to be purchased
(iv) Quantity purchased	



CHECKLIST FOR SEEKING FINANCIAL APPROVAL FOR OUTSOURCING OF  
ACTIVITY/MANPOWER OR EXTENSION OF THE EXISTING CONTRACT THEREOF

DEPARTMENT OF \_\_\_\_\_

S.No	Particulars	Reply	Remarks
1	Subject matter of the proposal		
2	Total proposed contract period		
3	The total financial implications for the entire proposed contract period		
4	Whether the Administrative approval of the competent authority to outsource the activity/ manpower was taken?	Yes/No	
5	The agency for providing requisite services is proposed to be selected is on the basis of open bids or by choice.  In the latter case, whether justification for selection of agency by nomination given in a separate sheet	Open bids/ by choice  Yes/No	
6	(i) Whether press/e-bids were invited? (ii) Whether press/ e-bids were invited under Two Bid System? (if applicable) (iii) Whether the press tenders have also been given in the Indian Trade Journal published from Kolkata in terms of GFR? (iv) Number of shortlisted agencies/bidders based on evaluation of the technical bids (if applicable). (v) Whether certificate of reasonability of rate submitted by HOD. (vi) In case of single bids:- (a) Please indicate competent level as per GFR (b) Have F.D's instructions No.F&PO(5)-2008/2061 dated 17.3.2008 complied with? (c) Rate reasonability certificate (vii) Comparison with the last tender rates with details regarding date of awarding of the last tenders as per Annexure 'A'	Yes/No   Yes/No  Yes/No  Yes/No  Yes/No  Yes/No	



ANNEXURE-A, Regarding comparison of the last tender rates.

Last tender rate	Tender under consideration
<div data-bbox="363 486 1388 1072"><div>(i) Date when it was allotted</div><div>(ii) Period for which it was allotted</div><div>(iii) Rates including Administrative charges, if any</div><div>(iv) Manpower hired/activity/area outsourced.</div></div>	<div data-bbox="1599 486 2691 1072"><div>(i) Period for which it is proposed to be allotted</div><div>(ii) Rates including Administrative charges, if any</div><div>(iii) Manpower to be hired/activity/ area to be outsourced.</div></div>



7	<p>In case, the proposal is for extension of the existing contract for outsourcing of activity/manpower:-</p> <p>(i) Whether contract agreement was executed</p> <p>(ii) Is there any provision in the tender documents/contract agreement for extension of the existing contract on the expiry of the initial period</p> <p>(iii) If so, is there any condition for any enhancement in the Administrative charges or existing charges are to be paid</p> <p>(a) Expenditure incurred/payment made till date Rs. _____</p> <p>(b) Expenditure to be incurred/payment to be made for proposed period of contract to be extended Rs. _____</p> <p>Total Rs. _____</p>	<p>Yes/No</p> <p>Yes/No</p>	
8	Whether the manpower are to be hired at DC rates or ALC rates or any other amount	<p>DC rates/</p> <p>ALC rates/</p> <p>Any other</p>	
9	Whether EMD of the requisite amount as required under GFR taken?	Yes/No	
10	Whether performance guarantee/security is to be taken from the successful bidder.	Yes/No	
11	Whether approval of Govt. of India is required in terms of GFR/Delegation of Financial Power Rules 1978 and instructions there under.	Yes/No	
12	Whether the funds for the purpose are available in the budget estimate for the relevant year.	Yes/No	

NOTE: Strike out whatever is not applicable.

Signature