

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, SECTOR-32, CHANDIGARH

PROCUREMENT BRANCH – I

CIRCULAR

It has been noticed that various bills are being raised by the firms towards the payment of CAMC/AMC are being sent by the branch concerned to the Central Store for getting its verifications/entries from Central Store as well as from the user departments. The said process is not only very lengthy but also leads unnecessary delay to release the payments to the concerned firms.

Since there is no physical stock involved in the services invoices of the CAMC/AMC, therefore, it has been decided to minimize the above lengthy process and in order to avoid the delay to make the payments timely to the respective firms, henceforth the procurement branches (I & II) will send the bills/invoices on account of CAMC/AMC of the firms directly to respective departments for getting its entry/verification instead of Central Stores. Further, the concerned HODs will get the amount verified as per agreement and make the entries in the relevant register maintained by the department, in order to avoid the over payment. Thereafter, the relevant bill will be returned by the concerned HODs to the procurement branches alongwith quarter wise preventive maintenance services reports (PMS) duly signed and stamped as early as possible, but not later than 07 working days from the date of issue of letter.

Dated 15.03.2019

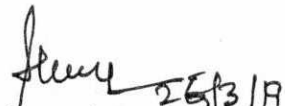
Director Principal
GMCH-32, Chandigarh

Endst. No. GMCH/PB-I/Steno/2019 / 64369-75

Dated: 26 MAR 2019

A copy is forwarded to the following for information & necessary action.

1. All the HODs, GMCH-32 Chandigarh.
2. PA to DP for information of DP, please.
3. PA to MS for information of MS, please.
4. Deputy Controller (F&A), GMCH-32, Chandigarh.
5. The System Analyst to e-circulate to all the HODS and Branch Incharges.
6. The Store Officer, GMCH-32.
7. The OS(PB-I) & OS(PB-II), GMCH-32, Chandigarh.
8. Copy for master File.


Office Superintendent (PB-1),
for Director Principal,
GMCH-32, Chandigarh