

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



No. 13-5(1)/2002-Pur

Dated 27.07.2007

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

Serial Circular No. 364

To

All the Directors / Heads of CSIR Labs /Instts.

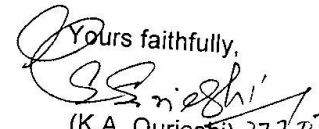
Subject: Clarification on Purchase Procedure, 2002

Sir,

I am directed to refer to the CSIR Purchase Procedure.2002 and the amendments issued thereto vide Serial Circular No. 289 dated 5th may 2006 and to state that under Para 8.5.0 of the Purchase Procedure, 2002 (as amended), item of any nature i.e. consumable or Non-consumable can be procured on any occasion by the Sr. COSP/COSP/SPO/SO(S&P)/Project Leader without calling for quotation upto Rs. 15,000/ after submission of the required certificate as per Annexure 'A' attached with the amendments issued to the procedure referred above. Further, the material can be procured from any supplier irrespective of the location. However, the requirement shouldn't be deliberately split to avoid the necessity of obtaining sanction of higher authorities.

The spirit behind the provision is to reduce over-stocking of stores and to simplify the procurement of small value items which are needed on on-going basis. Moreover, the provision also aims to cater to any immediate / unforeseen need or needs of emergent nature that keep on arising during day-to-day working in the Labs/Institutes.

It is therefore requested that the contents of this circular may please be brought to the notice of the concerned functionaries for compliance.

Yours faithfully,

(K.A. Qurieshi) 27.7.07

Controller of Stores & Purchase

Copy to:

1. All Sr. COSP/COSP/SPO
2. DS, DG Office
3. PS to JS(A), CSIR
4. PS to FA, CSIR
5. SPO, CSIR