Office Order

Sub: Procurement being made on an urgent basis.

It has been observed that indenters/end-users initiate the purchase process citing the urgency of some planned events approaching or the expiry of the contract period (in the case of goods, services, software etc.); they take special approvals to bypass the purchase procedure laid down in GFR-17.

This usually happens due to late initiation of the purchase process at the indenter end.

Bypassing the purchase procedure (GeM/CPP Portal) may attract AG-UP audit paras, which will be hard to defend.

Rule 149 (vi) of GFR-17 states - "The Ministries/Departments shall work out their procurement requirements of Goods and Services on either "OPEX" model or "CAPEX" model as per their requirement/ suitability at the time of preparation of Budget Estimates (BE) and shall project their Annual Procurement Plan of goods and services on GeM portal within 30 days of Budget approval."

In view of the above, it is advised to all the indenters/end-users to initiate the purchase procedure well in advance to avoid any future issues.

Also, kindly encourage the suppliers to register on the GeM portal for a swift purchase process.

This issues with the approval of the competent authority.

Dean, Administration

Copy to:
1. Director
2. Dy Director
3. All Deans / HODs
4. OICs