

**GOVERNMENT OF NCT OF DELHI  
DEPARTMENT OF SOCIAL WELFARE  
GLNS COMPLEX : DELHI GATE : NEW DELHI  
(ACCOUNTS-I BRANCH)**

No.F.1(Misc.)/A.O.-I/DSW/PT. File/2016-17/ 15263-332

Dated:

28 AUG 2017

**ENDORSEMENT**

The copy of the under mentioned paper is forwarded herewith for information and strict compliance to the following:-

1. All DD/DDOs/HOO/DSWO/Branch Incharges, Department of Social Welfare, Delhi/New Delhi.
2. Guard File.
3. Website of Social Welfare Department.

*Sudhir S. Verma*  
(SUDHIR S. VERMA)

**DY. CONTROLLER OF ACCOUNTS  
Ph.23392479**

**List of paper forwarded**

S. No.	Name of the Deptt.	O.M. No. and Date	Subject
1.	Finance (Accounts) Department, Govt. of NCT of Delhi	No.F.20/08/2017/ AC/JSFINA?718- 724 Dt.24/08/2017	Procedure for procurement of Goods and Services, in continuation to FD's OM No.F.20/08/2017/866-873 dated 26/04/2017.

(18) P/R  
28/08/2017

Sh. Santosh Kumar, A. S.

26/100  
28/08/17

No.F.20/08/2017/AC/JSFINA/718-724  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE (ACCOUNTS) DEPARTMENT  
4<sup>th</sup> Level, 'A' Wing, Delhi Secretariat, New Delhi-113

Dated: 24/08/2017

OFFICE MEMORANDUM

It has been brought to the notice of FD that departments are facing several difficulties in the use of GeM. In view, the following procedure is laid down for procurement of Goods and Services by the departments, in continuation to FD's OM No.F.20/08/2017/866-873 dated 26-4-2017:

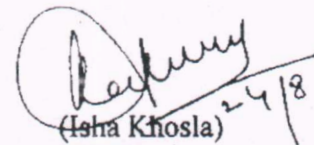
(i) The Procurement of Goods and Services by Departments will be mandatory for all those Goods or Services which are available on GeM in terms of FD's OM dated 26-4-2017. The departments shall follow the prescribed procedure as laid down in Rule 149 of GFR.

(ii) Procurements by the departments based on their own rate contracts could be made till the validity of contract/RC.

(iii) If the departments face any problem for procurement of items available on GeM, the departments are advised to follow the standard method of obtaining bids / tendering process as per the provisions laid down in GFR, by recording detailed reasons as to why GeM was not used. This relaxation is applicable only for procurement of goods in accordance with Rule 154 and Rule 155 of GFR, 2017.

(iv) In addition to above, Medical Superintendents / Heads of the Hospitals and Medical Colleges, may procure Medicines & Medical equipments through tendering process as per the provisions laid down in Rule 162 of GFR, 2017 in case of extreme exigencies. However, the Purchase Committee will bring on record the exigencies & detailed reasons as to why GeM was not used.

This issues with the prior approval of Competent Authority.

  
(Isha Khosla) 24/8

Jt. Secretary (Finance)

To

All Pr. Secretaries / Secretaries / HODs  
Govt. of NCT of Delhi

Copy forwarded to:

1. Secretary to Hon'ble Chief Minister, GNCT of Delhi
2. Secretary to Hon'ble Dy. Chief Minister/FM, GNCT of Delhi
3. PA to Secretary (Finance), GNCT of Delhi
4. All Jt. Secretaries/ Dy. Secretaries of Finance Department, GNCTD
5. The Controller of Accounts - Pr. Accounts Office / Dte. of Audit, GMCTD
- ✓ 6. Website of FD