

**DELHI KHADI & VILLAGE INDUSTRIES BOARD  
GOVT. OF NCT OF DELHI**

**DELHI FINANCIAL CORPORATION BUILDING  
37-38, INSTITUTIONAL AREA, D-BLOCK, PANKHA ROAD, JANAKPURI, NEW DELHI-110058.**

F.1(01)/PA/MD/DKVIB/2012-13/ 505

Dated : 20.04.2012

**OFFICE ORDER**

The office of the DKVI Board is being shifted to Nigam Bhavan, Kashmere Gate, Delhi and has temporarily been set up in the Delhi Financial Corporation Building, Institutional Area, D-Block, Janakpuri, New Delhi. The setting up of a new office would involve a lot of procurement of goods and services. Accordingly, all goods and services shall be procured in the following manner : -

1). As per G.F.R. ( Rule 145), all goods and services up to value of Rs. 15,000/- only, on each occasion, may be made without calling quotations or bids. The Competent Authority in this regard shall be Sh. R.K. Jajoria, Asstt. Director (Admn.) who shall record the certificate in the following format : -

“ I, R.K. Jajoria, Asstt. Director, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price”.

2). Procurement of goods as per Rule G.F.R. (Rules146), goods above Rs. 15,000/- and up to Rs. 1.00 lac, on each occasion, shall be made by a Local Purchase Committee, comprising of the following :-

1. Sh. R.K. Jajoria, Asstt. Director.
2. Sh. Deep Ram, AAO.
3. Sh. Manvir Singh, Dev. Officer (CT).

The Local Purchase Committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier.

This Local Purchase Committee shall comply with all the conditions laid down in Rule 146 of GFR and also record the certificate required. The Local Purchase Committee shall make its recommendations directly to the Managing Director and take his administrative approval and expenditure sanction.

3). Under G.F.R. ( Rule 151), goods costing above Rs. 1.00 lac and up to Rs., 25.00 lacs shall be procured through limited tender inquiry. These cases shall also be processed by the Local Purchase Committee, as laid down above, after taking administrative approval from the Managing Director. They shall follow the procedure laid down in G.F.R. (Rule 151).

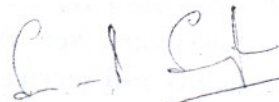
4). The same Local Purchase Committee shall process the purchase of goods and services where they are sought to be procured under Rule 150 of GFR and in addition Sh. R.K. Gupta, Dy. Director and FA&CAO will also be involved in the process.

5). The goods available directly under rate contract, shall also be purchased by the Local Purchase Committee, which shall submit its recommendations directly to the Managing Director.

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- 6). The goods to be procured under single tender inquiry i.e. Rule 154 of GFR, shall also be purchased by the Local Purchase Committee, who shall submit their recommendations to the Managing Director.
- 7). All purchase orders shall be issued only by Sh. R.K. Jajoria, Asstt. Director (Admn.) No other officer shall be competent to issue purchase orders. The Managing Director reserves the right to sign any purchase orders, as and when the situation requires.

All codal formalities should be strictly followed.

  
( SANJAY PRATAP SINGH, IAS )  
MANAGING DIRECTOR

27/4/2012

Copy forwarded for information and n.a. to :-

1. DD(Gen.)/DD(Prog.)
2. FA&CAO/AAO/AD/DO(CT).
3. All concerned Dealing Asstt.
4. ~~Guard File.~~