

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
MAHARANA PRATAP I.S.B.T, Kashmere Gate, Delhi-06
(Care Taking Branch)

F.No 39(207)CTB/Misc. Matters/2020-21

4871-75

Dated:

29 JUN 2021

Circular

Subject:- Regarding- Purchase of Recurring / Non- recurring items through GeM / Open Market.

All the DDO/HOOs of Homes, District Offices & ICDS projects are hereby requested to furnish the details of purchase of recurring & non-recurring items from 01.01.2021 to 31.05.2021 in the prescribed format:-

A.) For Recurring Items:-

S.No	Period	Name of items	Quantity Procured	Total Cost (In Rs.)	Head of Account used for purchase	Procured through GeM / Open Market

B.) For Non-recurring items:-

S.No	Period	Name of items	Quantity Procured	Total Cost (In Rs.)	Head of Account used for purchase	Procured through GeM / Open Market

The above information may please be furnished latest by 05.07.2021 via email at ddctbdwcd2019@gmail.com failing which it will be assumed that there was no procurement in respect of recurring & non-recurring items from 01.01.2021 to 31.05.2021.

Nary
28.6

Joint Director (CTB)

To

All the DDO/HOOs of Homes, District offices and ICDS projects (through Email)

F.No 39(207)CTB/Misc. Matters/2020-21

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Copy to :-

1. PA to Director (WCD)
2. PA to Joint Director (WCD)
3. System Analyst for uploading on website
4. Guard file

Nary
26.6

Joint Director (CTB)