



GOVERNMENT OF INDIA  
MINISTRY OF MINES  
GEOLOGICAL SURVEY OF INDIA  
CENTRAL HEAD QUARTER, KOLKATA



No. 737..CHQ/Finance/Procurement Process/2019-20

Date: 01-05-2019

**CIRCULAR**

**Subject: Guidelines to “Streamline The Procurement Process in GSI”**

**Reference:** Recommendation made in the “*Programme for enhancing Visibility, Activity & Quality (VAQ) of GSI; Theme#09: Review and Accountability system for STSS, AdSS, Point No.59 stressed on “Streamline of Procurement process in GSI”*”. At the time of VAQ session the existing procurement process flow chart was presented which seems to be complicated and time consuming. Hence Ministry of Mines, New Delhi desired that the existing procurement procedure needs to be modified for smooth and timely implementation of GSI activities/projects.

As directed by the Additional Secretary, Ministry of Mines, New Delhi, a committee was constituted under the chairmanship of the ADG (Finance) to provide a guideline to simplify the procurement procedure. The committee’s recommendation was reviewed by the Ministry of Mines, New Delhi. The approved guidelines are hereby communicated for further circulation and immediate implementation.

Sl. No.	Modified guidelines for Procurement Procedure
01.	The major procurement of Goods & Services should be planned in advance by June of every year. ADG, STSS should get the proposal for procurement for the entire next financial year from all the region by June, after due approval of the respective HODs. All procurement in GSI will be done henceforth as per GFR & Manual of Procurement of Goods 2017 of Dept. of Expenditure. There will be no separate Manual for Procurement of Goods in GSI henceforth.
02.	<b>Central Procurement Management Committee (CPMC) &amp; Central Technical Specification Committee (CTSC)</b> stands abolished with immediate effect as it is inconsistent with Manual for Procurement of Goods 2017 of Dept. of Expenditure.
03.	<b>Formation of Central Purchase Committee (CPC):</b> A small committee, <b>Central Purchase Committee (CPC)</b> under the Chairmanship of Director General, GSI with following members be constituted:- <ul style="list-style-type: none"><li>➤ ADG, Finance.</li><li>➤ Head of Engineering Division.</li><li>➤ ADG, STSS-Member Secretary</li></ul> (ADG STSS will be Member Secretary, who will work with Appointed Transaction Advisor).
04.	<b>Purchase Advisory Committees (PAC) &amp; other standing committees</b> at Central Headquarter / Regional /State level stand abolished with immediate effect as they are inconsistent with Manual of Procurement of Goods 2017 of Dept. of Expenditure.
05.	<b>Regional Approval Committee (RAC)</b> will be constituted, consisting of not more than 03 members under the Chairmanship of HODs of Regions/CHQ, RSAS, M&CSD. The Committee should invariably have members from head of Finance Division, AP&M Division and Indenting Division. The Committee may co-opt one member on need basis. The DDG(STSS)/Head of AP&M Division for CHQ and OIC AP&M Division for Regions will act as Member Secretary. The committee will meet twice preferably 1 <sup>st</sup> and 3 <sup>rd</sup> week of every month. All the Procurement proposals should be sent to RAC, who will approve the Procurement on the basis of merit.
06.	CPC will meet once a month to consider the proposal for procurement of CHQ. CPC will closely coordinate with Regions to get proposals of above Rs.5.00 Crores. Above Rs.5.00 Crores Central Procurement will be done. After approval of Annual Procurement Plan of GSI, CPC will supervise purchase of items to be procured under Central Procurement. The concerned Indenting Division will send the specification of items to be procured to AP&M Division of CHQ. AP&M Division will do procurement as per procedure. CPC will review progress of the procurements in its monthly meeting.

07.	The Regional Approval Committee will finalise the procurement plan of the Region by the end of May and submits it to CPC/ADG(STSS) for consideration clearly indicating the items which are within the powers of the Region for which the purchases are to be done at the Region. This indication to CPC/ADG(STSS) is only for information of CPC to include it in the Annual Procurement Plan of GSI and allocation of Budget. Purchases beyond the delegated power will be sent to CPC for consideration. CPC then, with the help of Transaction Adviser will prepare a Procurement Plan for the entire GSI and indicate Budget requirement in B.E. After allocation of Budget in April the Procurement Plan will be adjusted and finalized as per availability of funds and funds will be allocated to all Regions as per plan.
08.	CPC will hold a meeting in the first week of last month of the quarter to review progress in procurement of all the Regions to ensure full utilization of allotted funds for procurement. Regions who are lagging behind will be reprimanded by CPC and CPC will reallocate Budget, if found necessary.
09.	<b>Decentralised procurement, upto Rs.5 crores</b> at Regional level and <b>upto Rs. Fifty Lakh upto State Level</b> – Procurement should be done at Regional/State Headquarters' level (as per Delegated Financial Power of GSI and as amended from time to time). Powers delegated has to be exercised by HODs in Regions & DDGs in State Units. In no case Procurement file proposal be sent to higher authority. Higher authority should not entertain any such file even if sent to them & return them to relevant authority.
10.	<b>Procurement through Yearly/Half yearly Rate Contract</b> Procurement related to consumables used in Laboratories (Gas, Lab Chemicals etc) /office running items (furniture/office stationeries/etc) is to be processed through rate contract as far as possible.
11.	<b>Merger of TEC and TAC</b> Technical Evaluation Committee (TEC) and Tender Advisory Committee (TAC) will merge and form only Tender Evaluation Committee (TEC) as per the provision of GFR and Manual of Procurement of Goods 2017. Who will do technical as well as financial evaluation of Tender. The committee should invariably have members of head of AP&M Division, Finance Division and Indenting Division and should be chaired by ADG(STSS) at CHQ level and HOD at Regional/State level. Committee can co-opt one member on need basis. The DDG(STSS)/Head of AP&M Division for CHQ and OIC AP&M Division for Regions will act as Member Secretary
12.	Direct Purchase/Local Purchase Committee should be constituted as per GFR, 2017. However, the items available on GEM should be purchased through GEM without compromise on quality.
13.	It is proposed that the charge of procurement division in all the regions and SU should be given to Engineers, preferably Mechanical Engineers if posted there at Rs.8700 G.P or 7,600 G.P. level.
14.	The Procurement Process to be followed is explained in a Flow chart annexed as <b>Annexure 'A'</b> to the circular.
15.	Flow chart of the new procurement procedure along with the number of days is placed at <b>Annexure 'B'</b> to the circular.
16.	Each procurement proposal is to be combined by a procurement movement proforma is placed at <b>Annexure 'C'</b> . This will enable to point out delay/accountability at different level and help to take corrective measures.
17.	Apart from above no Standing committee including Software Standing Committee shall be formed for procurement proposal by CHQ or Regional Offices or State Units without approval of Ministry.

This issues with the approval of the competent authority.

  
**(Kamalakanta Panda)**  
**Additional Director General (Finance)**  
**GSI, CHQ, Kolkata**

**Copy for information to:**

1. All the ADG & HOD of the Regions / all ADG & NMH, ADG (STSS), DDG & HOD, RSAS, M&CSD, all SUs and all concerned.
2. The Chief Vigilance Officer, GSI, CHQ, Kolkata.
- ✓ 3. The Dy. Director General (IT), with a request to upload the same in GSI portal.
4. The Director & Nodal Officer implementation cell VAQ, CHQ, Kolkata.

FLOW CHART ON PROCUREMENT PROCEDURE



