

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DEPARTMENT OF SOCIAL WELFARE**  
**(PROCUREMENT BRANCH)**  
**GLNS COMPLEX: DELHI GATE: NEW DELHI**

No.F.4 (12)/Account-II/DSW/07-08/ 478-495

Dated: 13 APR 09

**CIRCULAR**

In pursuance of Cabinet Decision NO. 1514 dated 02-03-2009 vide No. F.3/2/2009-GAD/CN-1200-1211 dated 04-03-2009, the Secretary, Social Welfare is pleased to order the following on procurement of dietary and non-dietary items in the Department of Social Welfare, Govt. of NCT of Delhi.

1. The DDO/HO of the Home/Institution will procure dietary and non-dietary items/ including office stationeries from Kendriya Bhandar as per Departmental norms and scale.
2. The procurement of vegetable, fruits, milk and milk products shall continue to be made from Mother Dairy and Delhi Milk Scheme as per existing practice.
3. The DDO/HO of the concerned Home/Institution will be delegated the Financial powers separately to verify and pass the bills raised by Kendriya Bhandar in r/o dietary and non-dietary items within 20 working days from the date of receipt of bills so that 1% special discount offered by the Kendriya Bhandar is availed and penalty avoided as in case of delay in releasing payment within 20 working days, Kendriya Bhandar may charge interest @ 10% per annum.
4. The DDO/HO of the concerned Home/Institution would ensure that the timely payment to the Kendriya Bhandar is released through the account payee cheque only.

5. To ensure compliance with procurement processes quarterly procurement audit will be conducted by the Committee constituted by the Head Quarters.
6. The DDO/HO will forward their indent for dietary Items & non-dietary Items as per actual requirement based on number of inmates etc. to the following units of Kendriya Bhandar: -
  - Dietary Items - Incharge, ISU, Pushpa Bhawan, Madangir Road, New Delhi-1100062, Tel No. (O) 29955139, (Mob) 9810384047.
  - Non Dietary Items - Mr. Brij Chowdhry, AGM (Stationery), R.K. Puram (East) New Delhi, Tel No. (O) 26713780 (Mob) 9811991599.
7. DDO/HO to ensure that the bills raised by Kendriya Bhandar are according to the price list provided by them in the first week of every month. A copy of the price list will be provided to each Home by Kendriya Bhandar and also posted on the website of the Department by the 10<sup>th</sup> of each month.
8. Kendriya Bhandar shall supply the items against the indent raised by various institutions at their doorstep. Delivery of the items will be taken in the presence of Superintendent/a Gazetted officer two executive officials like Welfare officers and Storekeeper.
9. DDO/HO to ensure safe stock of the dietary items however, the items should not be purchased in excess of the requirement for one month.

10. DDO/H.O would ensure that goods received are in good condition and their quality is in accordance with the specification of the supply order.
11. DDO/H.O will ensure that proper stock entries are made in the relevant registers prescribed as per GFR.
12. DDO/H.O will ensure that departmental norms and scale fixed for procurement for dietary & non-dietary Items are observed before placing the order.
13. DDO/HO will ensure that the quantity of good/items procured is based on a realistic and logical calculation on the basis of actual strength of the inmates and should not result in excess stock more than fixed norms.
14. DDO/HO should seek prior administrative approval and expenditure sanction of the competent authority before incurring expenditure on the procurement till further orders. The proposal should be complete in all respect i.e. should reflect stock position, number of inmates, monthly consumption, previous year budget and expenditure incurred.
15. One copy of the sanction will be sent in the office of the Director, Social Welfare in addition to the normal dispatch.

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Joint Director (Admn)

**Copy to: -**

1. The Secretary, Department of Social Welfare
2. The Director, Department of Social Welfare, GLNS Complex, Delhi Gate, New Delhi.
3. Dy. Controller (Audit), Directorate of Audit, Delhi Secretariat.
4. Dy. Secretary (Finance), Finance Department, Delhi Secretariat

5. The Joint Director (Admn), Department of Social Welfare,  
GLNS Complex, Delhi Gate, New Delhi.
6. Dy Director (Institution), Delhi Gate
7. Sr. Account Officer (HQ), Delhi Gate
8. All District Officers/HOO/Supdtts of the Department of Social  
Welfare
9. Guard file

**-SD-**

Joint Director (Admn)