

## CHAPTER I

### ORGANISATION AND FUNCTION OF DIRECTORATE OF SUPPLIES AND DISPOSALS

#### 1.1. Organisation

(a) The Stores Purchase Organisation was created in the erstwhile Punjab in the year 1939. Ever-since it has been functioning as a central agency for making purchases for various Government Departments in the State. Subsequently, in 1960 the work relating to the condemnation and disposal of unserviceable and surplus stores was also entrusted to this Organisation.

(b) Since its inception, this organisation had been functioning as a sub-office of Directorate of Industries, under the charge of Additional Controller of Stores, with Director of Industries as the ex-officio Controller of Stores. On 17-10-1975, it was declared as a full fledged independent Department thereby relieving the Director of Industries of the ex-officio charge. The nomenclature of this Department has been changed as Directorate of Supplies and Disposals, in May, 1983. The Head of the Department is Director, Supplies and Disposals and the office is known as the Directorate of Supplies and Disposals, Hariana, which is located at Chandigarh.

#### 1.2. Scope and Functions

(a) This Directorate is responsible for the purchase of stores required by all the Departments of the State Govt. and their attached/subordinate offices and also for local bodies, like Municipal Committees, Public Sector Undertakings, Boards etc., which may place indents of their requirements. The list of such items of stores is appended as Annexure I to the Stores Purchase Rules referred to in Chapter II. This list is not exhaustive, but only illustrative. However, the following categories of stores are excluded from its purview :—

- (i) Lethal Stores.
- (ii) Printing & Stationery items.  
(Except Printing Machines & Photostat equipments).
- (iii) Foodgrains and Food-Things.
- (iv) Cement, Stone, Road metal, Bricks and Sand.

† Spare parts of machinery already installed also fall outside the purview of this Directorate provided the purchase of the same is made from original manufacturers of the machinery or their accredited agents vide Govt. instructions in Annexure I. In case such spare parts are not available from the above sources, the same are to be purchased through this Directorate.

(b) The functions of the Directorate are as under :—

- (1) To act as purchasing agency for all the State Government Departments (except where otherwise provided, in the Govt. instructions/

rules). Local Bodies, Public Sector Undertakings and Boards etc. can also avail its services on payment of departmental charges as prescribed by the Government from time to time. At present the rate of Departmental charges is 2%. The purchases are made :—

- (i) by declaring certain Public Sector Undertakings/Institutions as approved sources.
  - (ii) by arranging rate contracts.
  - (iii) by operating rate contracts arranged by D.G.S & D ; and
  - (iv) by inviting tenders/quotations on receipts of indents from departments from time to time.
- (2) To tender advice on matters connected with the purchase and disposal of stores to State Govt. Departments, Public Sector Undertakings etc.
- (3) To arrange the disposal of surplus/unserviceable stores (above Rs. 10,000/— in value);
- (4) To arrange for inspection of stores ; and
- (5) To arrange for settlement of disputes between suppliers and Indenting Departments arising out of purchase orders/rate contracts etc. and where necessary, refer the matter to arbitrators or Courts and to defend all cases brought before Arbitrators/Courts.

### 1.3 Strength of the Directorate

The Head of the Directorate is the Director, Supplies and Disposals. He is assisted by one Deputy Director and five Assistant Directors. The existing sanctioned strength of the officers as well as of the staff is given below :—

Name of the Post	Numerical strength	Remarks
1	2	3
Director Supplies & Disposals (I.A.S. Cadre)	1	
Deputy Director of Supplies & Disposals (H.C.S. Cadre)	1	
Assistant Director Supplies & Disposals (General), (Misc.), (Engg.), (Textile) & (Chemicals)	5	
Assistant District Attorney	1	
Superintendent	1	
Section Officer	1	
Head Assistants	2	

1	2	3
Assistants	16	
Senior Scale Stenographer	1	
Junior Scale Stenographer	1	
Steno-typist	5	(Out of 5 posts, one post has been kept in abeyance).
Clerks	20	
Draftsman	1	
Restorer	1	
Car Driver	1	
Gestetner Operator	1	
Daftri	1	
Peons	12	
Chowkidar	1	
Sweeper	1	

#### 1.4. Distribution of Duties

As shown in the Organisation Chart (Annexure II) the work has been distributed in different sections. The functioning of each section is briefly discussed below :—

##### (a) Purchase Sections

There are three Purchase Sections viz :—

- (i) Engineering
- (ii) Textile & Leather ; and
- (iii) General.

The purchase of all types of Engg. stores/machinery and Scientific apparatus etc. is dealt with in the Engg. section. Textiles & Leather section deals with purchase of all kinds of cloth, Yarn, fabrics, ropes, Jute tat, Leather & Sports goods and other allied items. The purchase of other items is handled by the General Section. Each of these sections is under the charge of a Head Assistant.

##### (b) Disposal Section

This section is entrusted with the job of disposal of the old, unserviceable and surplus stores of various Govt. Departments and Public Sector Undertaking,

Local Bodies etc. The condemnation and disposal of the stores is done, keeping in view the provisions of Condemnation and Disposal Rules contained in annexure 'C' to Chapter 15 of P.F.R. Vol. I. This section is under the charge of the Section Officer.

*(c) Statistical & Registration Section*

This section handles the work relating to the registration of firms as approved contractors and maintains complete data of purchase figures. It also deals with the debarring/blacklisting of firms which are found by the Govt. to have indulged in business misconduct or unbusiness like dealings or failed to fulfil their contractual obligations. The work relating to the audit objections and P.A.C. paras is also handled by this branch. This section is under the charge of the Section Officer.

*(d) Accounts Section*

This section deals with the Budget matters, scrutiny of pay fixation and other claims and drawal of bills from Treasury and maintains cash book and registers of Accounts. The section also deals with the sale of tender forms, registration forms etc. Earnest money/security deposits received from the tenderers/approved contractors are kept under the custody of this section and proper accounts record of such securities is also maintained. The work relating to the release of earnest money/security deposits and forfeiture thereof is also undertaken by this section after the receipt of proper orders from the competent authority. The Section Officer who is in charge of this section has to scrutinise all the pay fixation cases and supply orders personally.

*(e) Sales Tax Section*

This section deals with the collection and deposit of sales tax on the transactions relating to the disposal of surplus and unserviceable stores. This Directorate has been registered as a "Dealer" under Haryana General Sales Tax Act. It is a legal obligation to maintain all accounts and records of sales tax, file quarterly sales tax returns with the Assessing Authority of sales tax at Ambala and have the assessment finalised. This section is also under the charge of the Section Officer.

*(f) Administration and Establishment Section*

This section deals with establishment and administrative matters of the Directorate and is under the charge of the Office Superintendent.

*(g) Sample Section*

This section deals with the receipt, custody and disposal of samples. The samples are received and kept in a separate building under the charge of Sample Assistant. The work of this section is supervised by the Office Superintendent.

## ANNEXURE 'T'

(referred to in para 1.2)

Copy of letter No. 7158/5 IB (II) 43903 dated 29-12-75 from the Commissioner & Secretary to Govt. Haryana, Industries Department to all Heads of Departments, Commissioners, Ambala & Hissar Division, Registrar, Punjab & Haryana High Court, District and Sessions Judges, Deputy Commissioners & Sub Divisional Officers (Civil) in Haryana.

*Subject :* Purchase of Spare parts for machinery.

I am directed to invite a reference to the subject noted above and to say that proposals for the purchase of Spare parts for Machinery already installed and under the charge of various departments are being received in this department. In this connection I am to invite your attention to the instructions contained in Punjab Govt. Memo No. 7834—4 CB (CH)—1252 dated 28-1-57(copy enclosed) in which it was made clear that such proposals need not be referred to the Controller of Stores for arranging supply of spare parts for Machinery already installed and that the Department should arrange such purchases themselves under the financial powers delegated to them.

The instructions contained in Punjab Govt Memo referred above are again brought to the notice of various departments for careful compliance in future.

*Sd/—*

Under Secretary, Industries  
for Commissioner & Secy. to Govt. Haryana,  
Industries Department.

Copy of memorandum No. 7834—4 CB (CH)57/1252, dated the 28th January, 1957, from the Secretary to Govt. Punjab, Industries Department, Chandigarh, to all the Heads of Departments etc.

*Subject :—*Report of the Stores Purchase Committee recommendation No. 14 regarding Purchase of Spare parts for Machinery.

The Stores Purchase Committee appointed by Govt. to examine the working etc. of the State Stores Purchase Organisation has recommended in its report that "the purchase of spare parts for machinery already installed and under the charge of various departments should be allowed to be made by the departments concerned direct from the makers of that branch officer or their accredited agents."

The Government have accepted this recommendation and it accordingly advised that in future you need not refer your demand for such items to the Controller of stores, Punjab for arranging the supply.

**ANNEXURE II**  
(Referred to in para 1.4)

**DIRECTORATE OF SUPPLIES & DISPOSALS, HARYANA, CHANDIGARH**  
**Organisation Chart**

DIRECTOR SUPPLIES & DISPOSALS (On post for I.A.S.)

	1	1	1	1	1
Deputy Director (One post) (HCS Officer)	Asstt. Director, (General)	Asstt. Director, (Misc.)	Asstt. Director, (Textile/Leather)	Asstt. Director, (Chemical) Vacant	Asstt. Director, (Engg.) Vacant
Establishment Section (Supervised by Superintendent)	(i) Engineering (Supervised by H. Asstt. Engg.)	(i) General Section (Supervised by H. Asstt. General)	(i) Textile Leather Section. (Supervised by H. Asstt. T & L)		
Accounts Section Super- vised by Section Officer	(ii) Sample Sec- tion. (Super- vised by Superinten- dent).		(ii) Registration of approved suppliers (Supervised by H. Asstt. T & L)		
Disposals Section/Sales Tax Work Supervised by Section Officer					
Maintenance of Statistics (Supervised by Section Officer)					
PAC/Draft PAC Paragraphs Audit Reports (Supervised by Section Officer)					