

CHAPTER XII

MAINTENANCE OF STATISTICS

12.1. (a) The stores Purchase Rule 30 provides that the Stores Purchase Department is authorised to charge at the rate of 2%, departmental notional charges, for purchases effected and inspections carried out by it on behalf of other Govt. departments. These notional charges are allowed for the purpose of preparation of financial review at the end of each financial year and are not actually to be charged from non-commercial departments of the State.

(b) To enable the department to prepare a financial review and to compile detailed information regarding the purchases effected, to be incorporated in the annual administrative report of the department, it becomes essential to maintain the statistics.

12.2. The statistics regarding purchases are maintained separately for rate contracts and adhoc purchases from year to year. The information regarding adhoc purchases is compiled for each purchase section separately. The information is kept in a register in form SP 24 and SP 25 respectively.

12.3) A copy of each purchase order or rate contract is endorsed to the Statistical Section by the respective purchase sections. The official concerned in the Statistical Section enters the value of the purchase order in the register immediately on receipt of the copy of adhoc purchase order. Monthwise totals are made for the value of adhoc purchases made by each section and a grand total is also made to indicate the total purchases made during a month for all the sections. Progressive total of purchases made upto date is also worked out for each section as well as for all sections. At the end of the year, total purchases made by each section, as well as, total collective purchases of the department will also be ascertained.

On receipt of copy of rate contract, the official of the Statistical Section enters the same in the register of statistics for rate contracts, yearwise. Against each entry four columns are provided to register quarterly progress of supplies made. The figures in these columns are posted from the quarterly reports to be received from the suppliers under condition No. 12 (iv) of Schedule 'B', conditions of contract. At the end of the year a grand total of all the four columns will indicate the total purchases made against each rate contract and a grand total of purchases made against all the rate contracts during the year is worked out.

12.4. The statistics for disposal section are maintained in two parts i.e. (1) disposal of stores through auctions conducted by the Haryana Roadways, in accordance with note below rule 4 of Condemnation and Disposal Rules. These are entered in a separate register in form CD-13 and (2) Disposal of stores done by the Directorate of Supplies & Disposals by calling tender, in Form CD-11.

12.5. The entries in the statistics registers should be made from day to day. The register should be put up to the Branch incharge responsible for maintaining statistics who should initial the entries.

(b) The register should be put up to the Branch officer by 10th of every month. The Branch officer will check the accuracy of the entries by a random check with reference to purchase orders/sale orders.

(c) The branch incharge of purchase section shall also check the relevant statistics register once in a month with reference to the supply orders/Rate Contracts issued by them.