

To

✓ All Heads of Boards/Corporations/Federations/Universities/Govt. Agencies of Haryana

Memo No. DS&D/Admn/EA-II/ 2016/ 5925-6011

Dated the: 02.8.2016

Subject:- Processing charges of Director, Supplies & Disposals, Haryana for processing the indents of Boards/Corporations/Federations/Govt. Agencies - Regarding recovery of processing charges.

As per provisions contained at para 6 of Government Instructions No.2/1/2004-4IB-II of dated 06/05/2005, it has been provided that all the Boards/Corporations/Federations/Govt. Agencies of the State will deposit the processing charges to Directorate of Supplies & Disposals, Haryana @ 1% of the value of the supply orders for which they send their indents to Directorate of Supplies & Disposals, Haryana for tendering/processing. Further as per Para 16.8 of Chapter 16 of Manual of Office Procedure for Supplies & Disposals, provisions have been made for payment of department charges @5% on the sale proceeds to Supplies & Disposals Department, Haryana for the condemnation/ disposal of stores & vehicles belonging to all the Public Sector Undertakings/ Boards/ Corporations/ Local Bodies etc. of the State. But as on date, there is no proper mechanism in place for the management of information regarding details of supply orders for fixed purchases arranged by DS&D office, No. of supply order placed by these Govt. Agencies on the rate contract arranged by this office, Sale order for the condemnation/ disposals of Stores & vehicles, total amount due on Government Agencies as processing/ departmental charges and amount received in the office as processing/ departmental charges. This issue has also been pointed out by A.G. Audit Team vide their audit Para No.07 of dated 09.09.2014 and Audit Para No DS&D/HR/Audit Para/2015-16/5477 dated 21.07.2016. The matter has been examined by this office and the following decisions are taken for the recovery of processing/departmental charges from Govt. Agencies and its reconciliation.

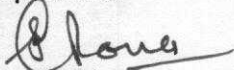
1. In the cases of fixed purchases where the indents of the Govt. Agency is tendered/ processed/ finalized by the DS&D, it may be ensured by all the Boards/Corporations/Federations/Govt. Agencies to deposit the processing charges @1% to this office within 3 months of the issue of Purchase Order.
2. In the Purchase cases where Rate contracts are arranged by DS&D for Govt. Departments/Govt. Agencies for items such as RCC pipes/Cement/AC's/Vehicles etc., all the Boards/Corporations/Federations/ Govt. Agencies while placing the purchase orders on the said rate contract will endorse a copy of purchase order to Director, Supplies & Disposals, Haryana. They are also requested to deposit the processing charges on the value of the Purchase Order placed by them to this office within 3 months of the issue of such Purchase Order.
3. All the Boards/Corporations/Federations/Govt. Agencies are also requested to send the department charges @5% of the sale value of the order for condemnation/

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disposals of Stores & vehicles belonging to their office within 3 months of the issue of Sale Order.

Your contribution as above shall ensure a proper monitoring and reconciliation of the processing/ departmental charges.


The above instructions may be brought to the notice of all concerned for compliance.


Deputy Director,

For Director Supplies & Disposals, Haryana
Dated:-

Endst.No. DS&D/Admn/EA-II/ 2016/

I. AD(T)/AD(E)/D.D/Asst. Director O/o Director Supplies & Disposals Haryana for compliance please.


Deputy Director,
For Director Supplies & Disposals, Haryana