

Annual Administration Report Of DGS&D 2014-15



GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS
JEEVAN TARA BUILDING
5, SANSAD MARG
NEW DELHI - 110001

CONTENTS

EXECUTIVE SUMMARY	1
CHAPTERS	
1 ORGANIZATION AND FUNCTIONS	3
2 SUPPLY WING	5
3 QUALITY ASSURANCE WING	10
4 SUPPORTING SERVICES	13
5 ACCOUNTS	24
LIST OF APPENDICES	
I D.G.S.&D. ACTIVITIES IN FIGURES FOR THE LAST THREE YEARS	26
II VALUE OF ORDERS AGAINST DGS&D RC CLASSIFIED AS PURCHASE DIRECTORATE-WISE FOR LAST THREE YEARS	27
III VALUE OF ORDERS AGAINST DGS&D RC CLASSIFIED BY PURCHASE DIRECTORATE-WISE AND SOURCE OF MANUFACTURERS FOR 2014-15	28
IV STATISTICS AT A GLANCE	29
V STAFF STRENGTH IN RESPECT OF DIRECTORATE GENERAL OF SUPPLIES AND DISPOSALS AS ON 31.03.2015	32
VI INCOME AND EXPENDITURE ACCOUNT OF DGS&D, NEW DELHI FOR THE YEAR 2014-15	33
VII LIST OF TOP 50 SUPPLIERS FOR DGS&D RATE CONTRACT	34
VIII NEW ITEMS ADDED IN R/C FROM APRIL, 2014 TO MARCH, 2015	36
IX LIST OF ITEMS ON RATE CONTRACTS AS ON 31.03.2015	37

Executive Summary

DGS&D, the Central Purchase Organization of Government of India, is an attached office of Department of Commerce, Ministry of Commerce & Industry. It has two organized Group 'A' professional Services, namely the 'Indian Supply Service' and the 'Indian Inspection Service' for carrying out procurement and quality assurance work. These Services were constituted in 1961. The officers of these cadres are recruited through combined Engineering Services Examination conducted by UPSC.

2. DGS&D has two main Wings, viz. Supply Wing and Quality Assurance Wing, and supported by different other Directorates, namely, Administration, Computerization & Training, Management Information Service, Market Intelligence Cell, Planning & Co-ordination, Litigation, Vigilance, Complaints & Public Relations Directorates and Internal Work Study Unit.

3. While Supply Wing has four regional offices at Mumbai, Kolkata, Hyderabad and Chennai, QA Wing has 20 offices /sub centers located near major industrial centers.

4. DGS&D's main function is conclusion of Rate Contract(R/Cs) for items commonly used by Union Ministries/ Departments on recurring basis. In addition, it also performs the functions relating to procurement of goods on request of any Ministry/ Department, registration of vendors, enlistment of Indian agent of foreign suppliers, drawing of specification/ technical parameters for the stores and inspection of stores whenever insisted by user departments.

5. All the core activities concerning Rate Contracts are performed online in electronic mode maintaining full transparency.

6. During the year 2014-15, the achievements were as under:

- 165 numbers of Rate Contracts were concluded by different Purchase Directorates including Regional Offices. A total of 616 parallel Rate Contracts were issued. 11 new items were also brought on RC. The value of stores ordered under DGS&D RCs was Rs. 7048 crores including the value of Jute (Rs. 4746 crores).
- 378 indents were received by MIS Directorate.
- Out of Rs. 6763 crores value of stores received for Inspection, the store inspected was of Rs. 6204 crores (Rs. 5231 crores against DGS&D RC and the rest against orders placed directly by other Departments).

- 656 new firms were granted fresh registration.
- Rs. 6235.31 crore were paid to suppliers by the O/o **Chief Controller of Accounts (CCA)** towards supply of stores.
- Timely publishing of DGS&D Monthly Bulletin, containing details of Tender Notices of DGS&D Headquarters and Regional offices for items to be brought on Rate contracts, parallel Rate Contracts, Foreign & indigenous Suppliers/manufacturers, information on numbers of firms registered, total specifications made, total inspection done, top ten purchasers/indenters, top ten items purchased (value-wise), budget & expenditure, Sanctioned strength & incumbency report and matters of public Interest. The Bulletin is also available on DGS&D website.

CHAPTER - 1

ORGANIZATION AND FUNCTIONS

1.1 Organization Set-up

1.1.1 DGS&D, the Central Purchase Organization is an attached office of Department of Commerce, Ministry of Commerce & Industry. It has two professional Services, namely the 'Indian Supply Service' and the 'Indian Inspection Service' for carrying out procurement and quality assurance work. These Services were constituted in 1961. The officers of these cadres are recruited through combined Engineering Services Examination conducted by UPSC.

1.1.2 DGS&D has two main Wings, viz. Supply Wing and Quality Assurance Wing, to carry out its assigned functions. These Wings are supported by different Directorates, namely, Administration, Vigilance, Finance, Complaints & Public Relations, Planning & Co-ordination, Internal Work Study Unit, Management Information Services, Registration, Litigation, Market Intelligence Cell, Cost Cell and Computerization & Training Directorates.

1.2 Functions:

These include Procurement and conclusion of rate contracts for items of common use, Inspection of stores, drawing up specifications of items and Registration of vendors. These are carried out through Purchase and Quality Assurance Directorates at the Headquarter Office in New Delhi and Regional Offices. Purchase Wing has 4 Regional Offices at Kolkata, Mumbai, Chennai and Hyderabad while QA Wing has 20 Regional Centres / Sub-Centres.

1.2.1 Procurement of goods. The Union Ministries/ Departments have been delegated full powers to make their own arrangements for procurement of goods. In case however, a Ministry or Department does not have the required expertise, it may project its indent to the DGS&D with the approval of competent authority. DGS&D also procures items on the requests of State Governments, Autonomous Bodies and PSUs after receipt of total cost of procurement of stores in advance.

1.2.2 Conclusion of Rate Contract. DGS&D concludes Rate Contracts (R/Cs) with the registered suppliers, for goods and items of standard types, which are identified as common user items and are needed on recurring basis by various Central Government Ministries/ Departments. The Central Government Departments and Organizations utilize the rate contracts by placement of supply orders and get the supplies from suppliers after quality assurance by the designated inspection authority. The Ministries or Departments follow these rate contracts if they so desire.

1.2.2.1 DGS&D charges a departmental fee of 2.0% (1.0% as fee for Purchase & 1.0% as fee for Inspection) of the contract value from the indenting Departments. 0.25% of the contract value is being charged on Direct/Referral supply orders also.

1.2.3. Registration of Suppliers. With a view to establish reliable sources for procurement of goods commonly required for Government use, DGS&D prepares

Annual Administration Report of DGS&D, 2014-15 and maintains item-wise lists of eligible and capable suppliers. Other Ministries or Departments also utilize these lists as and when necessary. Presently, the fresh registration or renewal of existing registration of firms is done for items on DGS&D R/C only.

1.2.4 Enlistment of Indian Agents. As per the Compulsory Enlistment Scheme of the Department of Expenditure, Ministry of Finance, it is compulsory for Indian agents, who desire to quote directly on behalf of their foreign principals, to get themselves enlisted with DGS&D. However, such enlistment is not equivalent to registration of suppliers by DGS&D.

1.2.5 Inspection of stores. QA Wing carries out inspection of stores against rate contracts awarded by DGS&D if opted by user departments. It also undertakes inspection on request against direct orders placed by Central Govt Deptts., State Govt. Deptts., PSUs, Autonomous bodies etc.

1.2.6 Drawing up specifications. QA Wing also draws up specifications of various classes of stores in demand. Further, it may also, if desired, advise and assist the Departments who make direct purchases in preparation of the specifications and standardization of patterns.

CHAPTER - 2

SUPPLY WING

2.1 General

2.1.1. The Supply or Purchase Wing is the main arm of DGS&D which takes action for conclusion of Rate Contracts and ad-hoc purchases for the items which are not covered under R/C. These activities include calling tenders, analysis of offers, placement of contracts, and post-contract management, etc. It has commodity-wise twelve Purchase Directorates at HQs.

2.1.2 There are Regional Supply Offices at Mumbai, Chennai, Kolkata & Hyderabad, to facilitate the large concentration of particular industries at these places. While Purchase Directorates at Headquarters handle the procurement of centralized items of stores, the procurement of Jute, Coir and Textile items is handled at regional supply offices at Kolkata, Chennai and Mumbai, respectively, keeping in view the concentration of the respective industry in their proximity.

2.1.3 The main function of the Supply Wing is to conclude Rate Contracts for items of common use. The system of buying through RCs facilitates procurement of quality goods from reliable sources at most reasonable prices without getting into the process of inviting tenders by each Department separately every time a demand arises. Advantages of the Rate Contract System are:

To buyers

- Facility of bulk rate at lowest competitive price
- Saves time and efforts in tedious & frequent tendering at multiple user locations.
- Enables buying as and when required.
- Low level of inventory cost by timely supplies with minimal lead-time.
- Availability of quality goods with full quality assurance backup.
- Acts as benchmark for State Governments / Public Sector Undertakings (PSU)

To suppliers

- Access to large volume of purchase without going through tendering and follow up at multiple user locations, which results in saving in administrative and marketing efforts and overheads, especially for small scale industries.
- Rate Contract lends respectability and image enhancement.
- Technical guidance is available, especially to Small Scale units.

On 31st March, 2015, there were 165 broad categories of items on DGS&D R/C and the percentage of valid R/C to total R/C on an average during 2014-15 was 57.38%. To ensure uniformity, transparency and also to facilitate speedy issue of R/C, a standardized R/C format has been introduced for all the rate contracts.

2.1.4 The authorized Direct Demanding Officers of Central Ministries/ Departments can place supply orders on-line directly through DGS&D website

Annual Administration Report of DGS&D, 2014-15 (www.dgsnd.gov.in) using Digital Signatures. The State Government Departments/ PSUs/ Other Local Bodies can also avail DGS&D rate contract by placing Indents on DGS&D with pre-deposit of funds covering the cost of Stores plus departmental charges/taxes.

2.2 Rate Contracts – An analysis:

It is the policy of DGS&D to bring as many items as possible on Rate Contracts and place such contracts on reliable and established suppliers. The details of Rate Contracts placed by the DGS&D during the last five years and the total value of orders are as under:

Year	Total No. of R/C placed (average)	Total value of Order placed (Rs. Crores)*	Total value of Order placed for Jute (Rs. Crores)	% of valid R/C (As on 31 st March)	New items added
2010-2011	280	4343	3497	80.9	16
2011-2012	231	2813	4583	84.6	20
2012-2013	204	2749	5288	81.4	23
2013-2014	175	2163	4741	84.4	21
2014-2015	165	2302	4746	57.4	11

*excluding Jute

2.2.1 Bringing new items on Rate Contract- Besides maintaining continuity of existing Rate Contracts, DGS&D also endeavors to bring more and more items on R/C. As per the Circular no 62 dated 06.08.2014, it has been decided to discontinue the existing system of Standing Review Committee (SRC) and Sub-Committee of SRC. Henceforth, the suggestions for bringing new items/deleting existing items on/from rate contract will be sent to/received by P&C Directorate, DGS&D. All decision regarding addition/deletion of items from RC will be taken with the approval of DG(S&D). During the year 2014-15, 11 new items were added on R/C (Appendix VIII).

R/Cs concluded during 2014-15

Directorate/Region	No. of R/C issued	No. of Parallel R/Cs	No. of Amendment Letters issued
Automobile Directorate	6	29	106
Electrical Stores Directorate	8	63	39
Hardware Directorate	10	92	141
Information Technology Directorate	11	178	209
Mechanical Engineering Directorate	4	21	4
Medical Stores	1	1	1
Oil & Chemical Directorate	2	19	85
Paper & Paper Product Directorate	2	14	43
Steel & Cement Directorate	4	14	168
Structural Directorate	7	32	37
Wool & Leather Directorate	5	31	17
Workshop Machine & Tools Directorate	0	0	14
Chennai	13	38	20
Hyderabad	3	24	37
Kolkata	13	21	1263
Mumbai	8	39	93
TOTAL	97	616	2277

2.3 Analysis of Purchases under Rate Contract

2.3.1 The value of orders placed against DGS&D RCs, including the regional offices during the last five year, is given below:

(Value in Rs. crores)

Period	Total	Indigenous	Imported (direct)	Percentage of Indigenous to total
2010-2011	7840	7814	26	99.7
2011-2012	7396	7341	*55	99.3
2012-2013	8037	7983	*54	99.3
2013-2014	6904	6862	*42	99.4
2014-2015	7048	7002	*46	99.3

*Purchases made through Medium Scale Units.

Chart 2.1 shows the total value of orders placed against DGS&D R/Cs over the period of five years i.e. from 2010-11 to 2014-15.

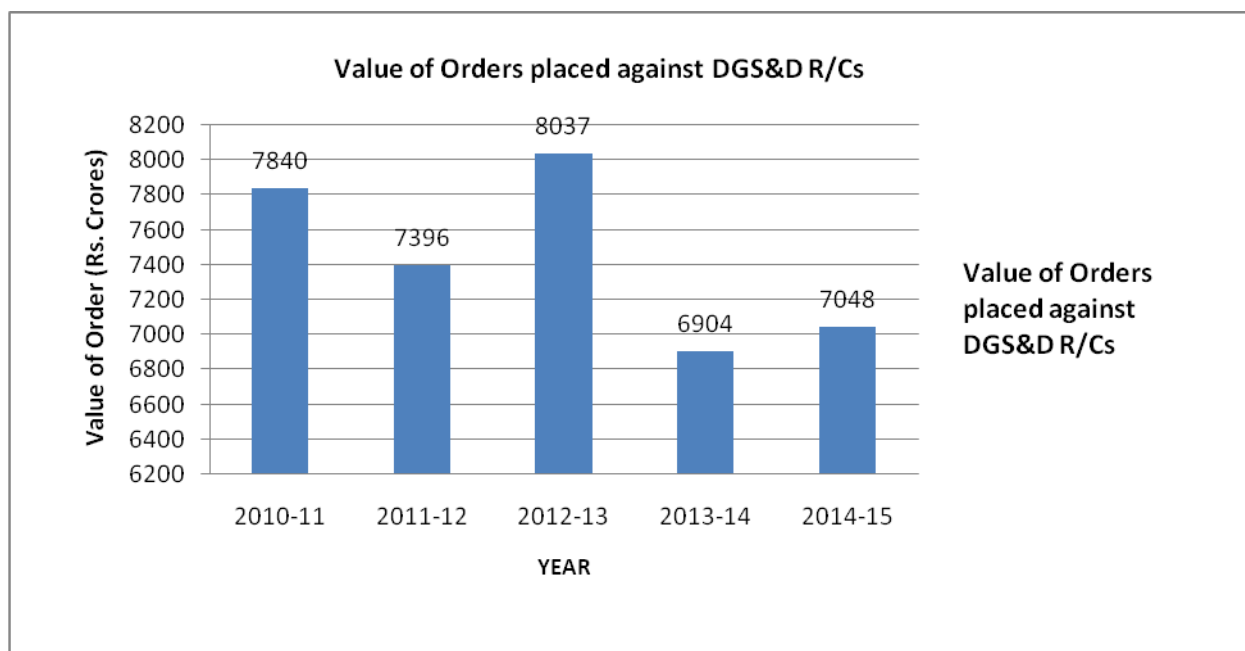


Chart 2.1

The chart shows that value of orders placed against DGS&D R/Cs has zig-zag pattern over the last five years from the level of Rs. 7840 crores in 2010-11 to Rs. 7048 crores in 2014-15.

2.3.2 A comparative statement of the value of orders placed on SSI units for the last five years is given in the table below:

Year	Value of Total Orders placed against DGS&D R/Cs (Rs. Crores)	Value of orders on Indigenous Sources (except Jute) (Rs. Crores)	Value of Jute order (Rs. Crores)	Value of Orders on SSI (Rs. Crores)	%age Share of Indigenous sources (including jute) on total orders placed	%age Share of SSI orders on total Indigenous orders (except Jute)
1	2	3*	4	5	6	7
2010-11	7840	4317	3497	1340	99.7	31.04
2011-12	7396	2758	4583	996	99.3	36.11
2012-13	8037	2695	5288	1293	99.3	47.98
2013-14	6904	2121	4741	821	99.4	38.71
2014-15	7048	2256	4746	713	99.3	31.60

* Value of orders on Indigenous Sources= Value of Orders placed against DGS&D R/Cs- Value of Jute order-Value of MSU/Imported

Details of Purchase orders received during the year and their analysis is given in the appendices enclosed.

2.3.3 List of Top Ten R/C Items (value-wise) of DGS&D during the period 01.04.2014 to 31.03.2015

S.No.	Item Name	Directorate/Region	Value (Rs. in crores)
1.	Computers, Desktop and Peripherals	Information Technology	250.69
2.	Troop Carrier	Automobile	244.32
3.	Ambulance	Automobile	210.07
4.	Utility Vehicles	Automobile	136.27
5.	Cabin Truck with Water Tanker	Automobile	81.58
6.	Built Up Trucks & Truck Chassis	Automobile	75.23
7.	AC Passenger Cars	Automobile	70.35
8.	Blanket Woolen Dyed	Wool & Leather	61.47
9.	Portable Fire Extinguisher, Fire Extinguisher CO2 Based/Type & Fire Fighting Hose & Couplings	Mumbai	56.78
10.	XLPE Cables (LT)	Electrical Stores	53.06

CHAPTER – 3**QUALITY ASSURANCE WING****3.1 General**

Quality Assurance Wing (QA Wing) is the technical arm of DGS&D providing technical support for DGS&D's purchase activities. It also provides similar services to other organizations on their request for technical management of contracts placed by them directly. A wide network of 20 offices across the country in close proximity of main industrial towns ensures speedy response. Technical expertise in diverse contemporary technical skill is the core competency of QA Wing. This Wing is headed by Additional Director General (QA) supported by Zonal DDG (QA)s, one each at Delhi, Mumbai, Hyderabad, Chennai, and two each at Kolkata and QA Wing HQs at New Delhi. Zonal DDG (QA)s in turn are supported by two to three Directors.

3.2. The QA Wing carries out functions relating to drawing of specifications for various items to be procured, pre-dispatch inspection wherever demanded by indentors, registration of vendors, etc.

3.2.1 Assisting BIS in framing National Standards. DG (S&D) is a member of Bureau of Indian Standards Certification Advisory Committee of Bureau of Indian Standards (BIS). The Additional DG (QA) is co-opted with the body of the BIS chaired by the Hon'ble Minister of Consumer Affairs as well as its Policy Advisory Committee, Executive Committee, Financial Committee & Consumer Policy Advisory Committee. Officers of the QA Wing are constantly associated with the BIS in drafting/upgrading and implementation of various Indian Standard Specifications. Our membership extends to various Divisional Councils and Technical Committees of the Bureau of Indian Standards.

3.2.2 Drawing of Specifications for R/C items. It has been the endeavour of the Wing that the specifications for the items under RCs are contemporary in nature, is in line with the national standards and commensurate with the available technology and as per the requirement of the indentors. These specifications are drawn after a well defined process of consultative committee meetings where the representatives of Indentors/ Consignees/ other stake-holders participate. The technical specifications so formulated are available on DGS&D website.

Work of Technical Particulars(TP) formulation/ upgradation during 2014-15

No. of items for which fresh TP formulation requests received	106
No. of items for which fresh TP formulated	105
No. of requests received for TP upgradation	100
No. of items for which TP upgraded	98

3.2.3 Pre-dispatch inspection of stores against DGS&D RCs is the major component of their activities whereby every lot/ item is evaluated and certified before dispatch to the indentors if they choose to avail such services of DGS&D. In addition, there is a system of quality audit in place at the user's end to ascertain adequate quality of supplied goods, which helps in identifying the corrective actions, if any, necessary to be taken in ensuring or fine-tuning the quality assurance processes.

There are two categories of customers: (a) Those for which inspection work is opted by indentors against DGS&D contracts, (b) those that choose voluntarily reposing confidence i.e. inspection against non-departmental contracts. Table below shows the value of stores inspected & handled by QA Wing for these two categories of work. The overall workload has been consistently substantial in view of the continuous efforts made to tap other organizations and offering them third party inspection services on competitive terms.

Year	No. of Inspecti on calls/ Orders received	Value of Orders received (Rs. Crores)	Value of stores inspected (Rs. crores)		
			DGS&D	Non-DGS&D	Total
2010-11	39262	8472	6795	1462	8257
2011-12	32779	8037	4769	2060	6829
2012-13	27218	6871	5676	2189	7865#
2013-14	19525	7104	5932	1121	7053
2014-15	13717	6763	5231	973	6204

includes value of backlog orders also.

The zone-wise value of stores inspected by QA during the last five years i.e. 2010-11 to 2014-15 is as follows:

(Rs. in crores)

Year	North Zone	South Zone	East Zone	West Zone	Central Zone
2010-11	1443	983	5174	657	NA
2011-12	1154	957	4344	375	NA
2012-13	1007	890	5353	615	NA
2013-14	886	382	4939	448	400
2014-15	632	357	4705	261	249

3.2.4 Registration of vendors. As per Rule 142 of General Financial Rules, 2005, with a view to establishing reliable sources for procurement of goods commonly required for Government use, the Central Purchase Organization (e.g. DGS&D) will prepare and maintain item-wise lists of eligible and capable suppliers. Accordingly, a Data-Bank of approved suppliers for different items is built through process of registration by its offices at HQs New Delhi and 20 regional offices. Registration is based on systematic evaluation of technical capabilities, financial soundness and reliability of the vendors. However, since 19.01.2010, the registration of suppliers/firms is being carried out only for those items which are on DGS&D Rate Contracts.

The latest Region-wise Directories of registered suppliers are brought out by this Wing and are available on DGS&D website. In addition, the Monthly Bulletin issued by DGS&D contains information concerning additions and deletions to the list of registered suppliers.

Registered suppliers get certain privileges such as exemption from payment of earnest money, receipt of tender notice about the tender enquiries floated by DGS&D etc.

Registration work during 2014-15

1.	No. of applications received for fresh registration	671
2.	No. of Applications brought forward	18
3.	Total No. of Applications received for registration	689
4.	No. of applications received for renewal of Registration	177
4(a)	No. of renewal denied	80
4(b)	No. of renewal done	97
5.	No. of fresh Registration granted	656 (includes SSI, Non SSI & Indian agents of Foreign firms)
6.	No. of applications under process as on 31.03.2015	33
7.	Fresh registration granted for indigenous stores (SSI+Non SSI)	619
8.	Additional Items registered	99
9.	No. of Firms banned	1
10.	No. of Firms de-registered	0

3.2.5 Enlistment of Indian agent of foreign supplier. Under Rule 143 of General Financial Rules, 2005, as per the Compulsory Enlistment Scheme of the Department of Expenditure, Ministry of Finance, it is compulsory for Indian agents, who desire to quote directly on behalf of their foreign principals, to get themselves enlisted with the DGS&D. Therefore, DGS&D continues to be the nodal agency for enlistment of Indian Agents of foreign principals under the above scheme.

CHAPTER - 4**SUPPORTING SERVICES****4.1 ADMINISTRATION DIRECTORATE**

4.1.1 The Administration Directorate lends administrative support to all the technical wings of the organization to perform their assigned functions. It deals with personnel matters and maintains the personal records of the officers and staff of DGS&D. It also advises its Regional Offices on all administrative matters referred to it including office accommodation and office equipment.

4.1.2 The following table shows the number of sanctioned posts and the working strength in DGS&D (including Regional offices and QA wing) as on 31.03.2015.

S. No.	Post	Sanctioned				Working			
		HQ	Regions			HQ	Regions		
			Supply	QA	Others		Supply	QA	Others
1.	Group 'A'	111	22	80	37	68	12	27	12
2.	Group 'B' (Gazetted)	107	9	168	29	62	0	63	12
3.	Group 'B' (Non-Gazetted)	191	0	0	142	146	0	0	127
4.	Group 'C'	555	0	0	785	290	0	0	383
	Total	964	31	248	993	566	12	90	534

Detailed office-wise sanctioned and working Strength is given at **Appendix - V**

4.2 PLANNING & CO-ORDINATION

The duties of Planning & Co-ordination Directorate encompasses strategic planning for business development, initiation, implementation and interpretation of policy and procedures relating to purchase and quality assurance, keeping in view the fast changing economic scenario. Efforts have been made to improve probity and transparency standards in procurements through the convening of regular Consultative Committee Meetings with stakeholder's viz. trade and DDOs/ consignees and institution of e-procurement mechanism.

Some of the major policy decisions taken during 2014-15 are:

- a) **Reform in Arbitration Provision** – The clause 18.1.5 has been incorporated in DGS&D Manual vide Correction Slip No. 64 dt. 21.10.2014. Under this Clause, for settlement of disputes relating to execution of supply orders placed by various Direct Demanding Officers (DDOs) against DGS&D Rate Contracts, each DDO shall himself nominate an arbitrator at the time of placement of supply order, as per guidelines / instruction for appointment of arbitrator in indenting organization.
- b) **Disbanded Sub-Committee of Standing Review Committee & Standing Review Committee(SRC)** – The existing system of Standing Review Committee (SRC) and Sub-Committee of SRC has been discontinued vide Circular No. 62. The suggestions for bringing new items/deleting existing

Annual Administration Report of DGS&D, 2014-15 items on/from rate contract have to be sent/received by P&C Directorate. All requests for addition/deletion of items from rate contract is being posted on DGS&D website and comments of stakeholder are being invited with a target date of 15 days. Thereafter, P&C Directorate examine the proposals with reference to the criteria for having the items on Rate Contract, as detailed in Para 13.2 of DGS&D Manual. If examination reveals that the item is RC worthy, it will be referred to the concerned Purchase Directorate.

- c) Discontinued Planning Note Approval** –The process of separate Planning Note has been discontinued vide Circular No. 61. Now, separate Planning Note is not required to be submitted by Purchase Directorate for approval of competent authority. Various issues, on which approval in Planning Note, is being put forth, discussed and decided in the planning meeting held under the chairmanship of DG(S&D), irrespective of estimated drawls, associating concerned officers of Purchase & QA Directorate.
- d) Constitution of Catalogue/NDP Purchase Screening Committee** – A screening committee under the chairmanship of ADG(S) has been constituted vide Circular No. 78 for examining the worthiness of individual item for conclusion of its rate contract on Catalogue/NDP basis in terms of the guidelines contained in Correction Slip No. 56 dated 13.11.2013.
- e) Rate Contracts-Revocation-** Since Rate Contract being a standing offer only, the contract holder may revoke it any time during its currency. The short closure period for RC has now been reduced to 15 days from earlier 45days period.
- f) Time for completing the registration process** – To speed up the process of finalization of RC, the time period for final registration / registry following provisional registration has been fixed for 45 days from tender opening date, for all cases except for bidders giving 2% EMD for whom the time period fixed for 60 days.
- g) Departmental Charges of DGS&D for Contracts including Rate Contracts** –Departmental charges will be levied as under:-
- For Central Govt Deptts: @1.0% each of the the value of store for ‘Purchase’ and ‘Inspection’ services for online supply orders placed by indentors through DGS&D e-module.
 - For Direct/ Referral orders by non-Central Govt Deptts: @ 0.25% placed against DGS&D R/C without using DGS&D e-module. On receipt of a direct supply order, this is to be deposited in advance to CCA(s) by the supplier firm and the supplier gets re-imburement along with payment from indenter after supply is materialized.
- The value of Contract or Supply Order shall be all inclusive basis including all taxes & duties. Service Tax at prevailing rate as applicable shall be chargeable as extra on the Departmental Charges. The value of Referral order is Rs. 20,57,82,82,000 in which Rs. 5,14,45,705 has been collected as departmental charges (figures are upto 31.03.2015).

4.3 INTERNAL WORK STUDY UNIT

4.3.1 The following areas of work are entrusted to Internal Work Study Unit:

- i. Matters relating to compliance of provisions contained in the Central Secretariat Manual of Office Procedure (CSMOP).
- ii. Compliance of provisions of Public Records Act 1993.
- iii. Annual Action Plan of DGS&D

4.3.2.1 Consequent upon the restructuring of the IWSU, quarterly report was not required to be sent to Department of Commerce.

4.3.2.2 During the year 2014-15, IWSU Directorate identified various Sections/Directorates where special action was required to be taken in the area of record management. As a result, a total of 1040 files have been recorded, 921 files were reviewed and 530 files have been weeded out.

4.4 MANAGEMENT INFORMATION SERVICES DIRECTORATE

4.4.1 MIS Directorate serves as data bank for the activities of DGS&D on behalf of various Purchase Directorates in the Headquarters and the Regional Offices. This includes monitoring of R/C status, the items on Rate Contract, expired R/Cs, parallel R/Cs, Indents/Supply Orders received, and other various related activities.

4.4.2 The Directorate receives indents from Indenting Departments. The Indents received are entered in the database, acknowledgements sent indicating DGS&D Indent No. and dealing Directorate/Section for their convenience. Accordingly, a monthly Indent Allocation Report is sent to Department of Commerce (DOC) through Planning and Co-ordination (P&C) Directorate.

4.4.3 The Directorate prepares and submits following periodical reports on regular basis:

- Fortnightly Bulletin on "Economic Intelligence" indicating the price trends of selected commodities for the use of purchase officers, based on data collected from various offices, newspapers etc. It contains information for items on Rate Contracts concluded/renewed, Tender Enquiries floated and important circulars /orders of DGS&D. It is being uploaded on DGS&D website for the use of various Government Department/Regional offices etc.
- Monthly Bulletin for market prices is prepared to help the purchase officers to know the price trends and other information on prices. Prices of some important commodities like cotton, jute, rubber, chemicals, non-ferrous metals are published in this bulletin every month. Some of the quotations are Spot & Wholesale price based, Local taxes, Incidental costs, etc.
- Monthly Bulletin of DGS&D to acquaint all the stakeholders with latest Rate Contracts, Parallel Rate Contracts concluded afresh, awareness regarding tender notices, total number of firms registered, specifications made , inspection done , top ten purchases & largest items purchased , budget & expenditure, sanctioned strength of staff & vacant posts, telephone list of officers, list of indigenous manufacturers registered and matter of general interest. This bulletin is also available on DGS&D website.
- Annual Administration Report of DGS&D and Annual Report of DGS&D. Both are available on DGS&D website.
- Rate Contract Status Report of DGS&D for DOC and senior officers of DGS&D regularly on monthly basis.
- Result Framework Document (RFD) of DGS&D every quarter as well as its evaluation report at the end of the financial year.
- Weekly status report of Expired/Break Rate Contract items is prepared for senior officers of DGS&D.

- Monthly Target and Achievement report for inclusion of data in D.O letter of Cabinet Secretariat.
- Consolidated Report of Arbitration Cases prepared on quarterly basis and sent to Department of Commerce regularly.
- Consolidated Report of Intake & Disposal of Receipts in DGS&D which includes administration, Purchase Directorates, Quality Assurances Directorate and Regional Offices on monthly basis and sent to Department of Commerce regularly.
- Consolidated weekly report of pending Receipts from purchase, Directorate, Quality Assurances Directorate & Supporting Directorates and send to DG(S&D).
- Monthly report of important activities of MIS Dte.
- Quarterly reports of RTI related matter and monthly reports of RTI & Public Grievances matter.
- Monthly punctuality report of MIS Dte.
- Quarterly report on progressive use of Hindi of MIS Dte.
- Quarterly report on RTI cases.

It also provides material on quarterly as well as annually for the Outcome Budget and Annual Report of the Department of Commerce.

4.5 MARKET INTELLIGENCE CELL

4.5.1 The Market Intelligence Cell has been set up in DGS&D vide Office Order No. J-13018/1/ 2013-A-I dated 16.08.2013 with a view to render relevant market intelligence related information for effective purchase functioning. The Cell has already started functioning with the available staff. The following work are entrusted to this Cell:-

1. Price movement of commodities to keep track of price variation embedded Rate Contracts.
2. Tracking e-commerce prices, wherever available.
3. Sending officers to market to collect information about market rates.
4. To gather and compile information on the prices of end products and input raw materials.
5. Market Intelligence Cell will collect the names of possible sources with a view to improve participation by the industry in DGS&D purchases in relation of the existing items of Rate Contracts and for new products proposed to be brought on Rate Contracts;
6. Data on price trends for various items on Rate Contracts will also e-compiled to the extent feasible.
7. To suggest new items for conclusion of the Rate Contracts.
8. To assist the Purchase Dtes. in collecting/compiling information required to assess prices of particular product.
9. Any other data/information on the aspect of gathering market/raw material prices will be attended on specific suggestions/request of Purchase Directorates and;
10. Any other related functions.

4.5.2 Achievements during the period (01.04.2014 to 31.03.2015):

During this period, 81 requests have been received from Purchase Directorates for furnishing market rate. The status is under:-

Year	Total requests received	Report already sent to Purchase Dte.	Requests pending
2014-15	81	62	19

4.6 COMPUTERISATION & TRAINING DIRECTORATE

4.6.1 Computerization & Training(C&T) Directorate is responsible for development of e-Procurement platform of DGS&D, Development and Management of DGS&D Website, Data Center Management, Purchase and AMC of Computers for domestic use of DGS&D officials and conducting Quality Improvement Training for DGS&D Officials as well as Induction Training for the newly joined officers of ISS, IIS and other probationers from other departments like Railways.

4.6.2 The e-Procurement system made operational in DGS&D in 2005. This system enables the tenderers to download the Tenders free of cost and submit the bids online. The e-Tendering module has been developed in-house by NIC. The newly developed e-Tendering module is fully operational and all tenders of generalized items are mandatorily invited online. The e-Auction module which has been developed by NIC Chennai, on the lines of Government of Tamil Nadu, has been operational since February, 2013.

4.6.3 With the development of e-Tendering platform, regular training programmes on weekly basis have been conducted for the benefit of DGS&D Officers and Staff. Regular walk-in trainings have also been organized for the Direct Demanding Officers (DDOs) and Indenters for placement of online supply orders against DGS&D Rate Contracts and for placement of online Inspection Calls respectively. Training on e-Procurement procedures of DGS&D is also organized for the Indian Railways Stores Service Probationers.

4.6.4 DGS&D Website – (<http://www.dgsnd.gov.in>)

New website of DGS&D developed by M/s UBICS, a third party, has been made operational from 2014. It provides access to Indentor's page and Vendor's page for the following activities –

- Indenters Page-
 - Online placement of supply orders
 - Entering Receipt Particulars of stores
 - Intimation regarding shortages/quality
 - Suggestions for bringing new items on RC
- Vendors page
 - Online submission of Registration application
 - Online inspection call
 - Entering dispatch particulars
 - Online submission of Bills
 - Suggestions for bringing new items on RC

4.6.5 Training

- All the staff in DGS&D have been trained in Computer usage.
- Concerned Officers and staff have been trained on application software modules.

Over 120 Govt. DDOs trained at HQ and regional offices and 700 suppliers have been trained on e-tendering module.

Training was given to the Indian Supply Service probationers and Indian Inspection Service probationers who joined in the year 2013. They were given classroom training in the DGS&D Headquarters. Each Director covered a specific chapter so as to cover the entire DGS&D manual. They were also given training on Administration, Conduct Rules and Finance etc. Probationers were sent for practical training to the Regional Offices of DGS&D at Mumbai, Kolkata and Chennai. They were also given training at National Institute of Financial Management (NIFM) and college of Materials Management (CMM) at Jabalpur. After completion of classroom training, they have been posted in different Directorates.

4.6.6 E- Procurement Milestones in DGS&D

DGS&D has initiated e-procurement activities in 2005. The pre and post e-tendering modules have been developed in house in association with NIC. The on-line tendering of e-procurement was made compulsory from April 2006. Digitally signed online Supply order was made mandatory from October, 2009. Later on, e-submission of bills and e-payment was also made mandatory from October, 2010 (CCA Delhi only). The implementation of Payment Gateway through SBI is in progress.

- E-Purchase facilitates the registration of firms, store coding and technical particulars of items, evaluation of bids and awarding of rate contracts.
- E-Inspection / Supply facilitates placing of on-line supply order, inspection of stores, dispatch and receipt of goods.
- E-Tendering includes issue of tender notice and tender enquiry, on-line bid submission and bid opening.
- E-Payment facilitates submission, processing, payment of bills and debit adjustments. In case of any problem related to payment, grievance redressal mechanism has also been provided.

4.6.6.1 E-Tendering

Benefits of e-tendering to DGS&D are as follows:

- Greater Fairness & Transparency with speed & accuracy
- Reduced process cycle time with increased accountability
- Reduced costs (transaction & staff strength)
- Improved image with elimination of arbitrariness
- Instant availability of real time information
- Cartel Breaking & increased competition

Benefits of e-tendering to suppliers are as follows:

- Reduced costs
- Convenience of transacting online with DGS&D
- No physical visits to DGS&D
- No pressure of cartel
- Increased opportunities

4.6.7 Shifting of Data Center

DGS&D in-house Data Center is being shifted to NIC Data Center at Shastri Park, New Delhi. Most of the work related to the process has been completed. Six New Servers were procured from M/s HP in 2012 and have been installed in the production area at NIC Data Center. Railtel has set up 10 MBPS dedicated leased line connecting NIC Data Center with DGS&D existing Data Center and CCA, New Delhi. Operating systems have been installed in the servers by the vendor and the network and system configurations were done by the in-house helpdesk team of NICSI at Shastri Park in May 2013. Application and Database servers were also installed by third party. Now, the DGS&D website application, new digital signature application from M/s eMudhra and Oracle Database have been installed at the servers at Shastri Park NIC data centre. These are to be Security Audited by NIC before utilization of the same.

4.6.8 E-Office

Since January, 2015, file movement has been started in DGS&D in e-office mode. Till March, 2015, 395 e-files have been created. The e-office module covers functionalities of e-leave, e-tour, e-service book etc.

4.7 PROGRESSIVE USE OF HINDI IN DGS&D

DGS&D continued to make sincere and concerted efforts to ensure compliance of the provisions of Official Language Act/Rules as also the various orders/instructions issued by the Department of Official Language from time to time regarding the progressive use of Hindi for official purposes. The details of the work done in this regard are as under:-

4.7.1 Implementation of Government's Official Language Policy and Programme

a) Arrangements and machinery for implementation:

DGS&D has full-fledged Official Language Directorate which, apart from guiding and monitoring the implementation of Official Language Policy and Programme of the Govt., arranges for the training of the staff in Hindi Language, Hindi Typewriting and Hindi stenography and attends to the work relating to translation of documents required to be issued in Hindi or bilingual. In addition to translation of documents falling under section 3(3) of the Official Language Act, such as General Orders, Rules, Licenses, Tender Notices, the Annual Report of DGS&D, Annual Administrative Report of DGS&D, Correction Slips of DGS&D Manual issued by P&C Directorate and other urgent translation material were translated into Hindi in the year 2014-2015.

b) Official Language implementation Committee:

Under the Chairmanship of DG, S&D, the meetings of the Official Language Implementation Committee were held regularly in every quarter. The Committee reviewed the position regarding use of Hindi in DGS&D and its regional offices and made suggestions to facilitate the implementation of the Official Language policy of the Govt. of India.

4.7.2 During the year, one MTS was given training in Hindi typing under Hindi teaching scheme and process is under way to nominate 10 other MTS for

Hindi typing training. Stenographers/PA/PS etc. are also being nominated for Hindi Stenography training programmes.

- 4.7.3** With a view to review the progressive use of Hindi and also to keep watch on the compliance of orders/instructions etc., regional offices of DGS&D at Kolkata Ludhiana, Chandigarh, Bangalore and Hyderabad were inspected by the officers of O.L Directorate during the year 2014.
- 4.7.4** To create awareness about Rajbhasha on the occasion the Hindi Divas, a Hindi Fortnight was observed from 15th to 29th September, 2014. A Sandesh was circulated from Hon'ble Home Minister and DG, S&D to the officers/employees of the Directorate as well as of attached offices/subordinate offices, to encourage officers/employees to do their maximum work in Hindi. Various competitive activities were organized during the Hindi Pakhwada in which the officers and staff of the organization took part enthusiastically in great numbers. Under Secretaries and above level officers and other for higher officers exclusively Under Secretaries and above level officers and other for MTS staff of DGS&D, were introduced and both competition received great response from the concerned officials. Cash Prizes and Certificates were awarded to the winners during the prize distribution and Hindi Pakhwada closing ceremony held on 29.09.2014.
- 4.7.5** DGS&D Hindi house Magazine "Manjusha" in under the process of publishing and its 17th issue is going to be released soon. It contains not only short stories, poems and articles written by DGS&D staff and officers, but also gives a glimpse of what has been done during the year to promote the progressive use of Hindi in DGS&D. Officers and Staff of DGS&D are motivated to participate in Manjusha's contents and a very good response is received in this regard.
- 4.7.6** Two annual incentive schemes relating to dictation in Hindi and noting/drafting on files in Hindi were implemented during the year 2014-15 to encourage officers and staff to do their work originally in Hindi.
- 4.7.7** To generate awareness about Hindi and to impart knowledge of Official Language Provisions and incentives schemes etc., Hindi Workshops were organized regularly during the year in which a large number of employees of DGS&D participated. As a pilot project, 95 personnel of DGS&D were imparted with training to work in Hindi on their PC as a table-to-table approach during the month of February 2015.

4.8 VIGILANCE DIRECTORATE

Vigilance Directorate is entrusted with the overall responsibility of Anti-corruption measures. This includes examination of all cases having vigilance angle i.e. corruption, improper motive, bribery, falsification of records, misuse of official position, showing undue favours, etc., with a view to eliminate scope of corruption. Vigilance Directorate also makes suggestions for plugging loopholes in the rules/instructions and streamlining the procedures. As preventive measure, officers of the Directorate also conduct surprise checks of various Regional Offices and the Directorates at the Headquarter.

The Directorate is headed by a Director (Vigilance) who assists DG(S&D) on vigilance matters and also provides a link between the DGS&D and Chief Vigilance Officer in the Department of Commerce. Director(Vigilance) also acts as CPIO for RTI cases.

Details of Disciplinary/Vigilance cases dealt with during the period 01.04.2014 to 31.03.2015 are given in the following table:-

Sl.No		Involving Gazetted Officers	Involving Non-Gazetted Officers	Total
1	Pending cases as on 31.03.2014	13	0	13
2	Cases Initiated during the period 01.04.2014 to 31.03.2015	9	0	9
3	Cases Disposed of during the Period 01.04.2014 to 31.03.2015	3	0	3
4	Pending cases as on 31.03.2015	19	0	19

As per the instructions received from Central Vigilance Commission, Annual Vigilance Awareness Week was observed in DGS&D, New Delhi from 27.10.2014 to 01.11.2014 with the main theme of "Combating Corruption-Technology as an enabler". The Vigilance Awareness Week in the DGS&D office at New Delhi commenced with the pledge administered by Sh. S.N. Srivastava, ADG(S) on 27.10.2014. A series of lectures were organized during the period on various topics, the details of which are given below:-

- (i) On 28th Oct. 2014, a Lecture/presentation on "Measures for improvement in DGS&D R/C system-minimizing/elimination of complaints/grievances" was delivered by Shri Rajesh Gupta, Director (P&C).
- (ii) On 29th Oct. 2014, Sh. Rajesh Jain, Director (HW) delivered a Lecture/presentation on "E-procurement-to bring in economy & efficiency in the procurement of goods & Services".
- (iii) On 30th Oct. 2014, Sh. M. Sethuramalingam, Ex-ISTM faculty and a practicing Advocate delivered a Lecture on 'Vigil against Corruption'.
- (iv) On 31st Oct. 2014, an Interactive Session on CCS (Conduct) Rules 1964 was initiated by Sh. Ajay Saxena, Director (C&PR). Most of the speakers emphasized the need for transparency, promptness, positive attitude, integrity, etc. while dealing with official work.

The officers and staff of DGS&D participated in the lectures in large numbers and there have been lively interaction between the speakers and the participants. Vigilance Awareness Week was also observed in the Regional/subordinate offices of DGS&D located throughout India.

4.9 COMPLAINTS & PUBLIC RELATIONS DIRECTORATE

4.9.1 Redressal of Public Grievances

The Complaints and grievances due to delay or inaction on the part of Purchase and QA Wing are processed by C&PR Directorate and settled by coordinating with the concerned Purchase and QA Wing offices. The grievance redressal system in DGS&D has been further streamlined by appointing Public Grievance Officers in all the offices of Supply and QA Wings.

The data given below indicates the number of complaints handled and settled during the period 01.04.2014 to 31.03.2015:

i)	No. of complaints & grievances pending as on 01-04-2014	08
ii)	No. of complaints & grievances received during the period from 01-04-2014 to 31-03-2015	15
iii)	No. of complaints & grievances settled during the period from 01-04-2014 to 31-03-2015	22
iv)	Balance outstanding as on 31-03-2015	01

In DGS&D, one day in a week namely Wednesday forenoon has been set apart by all senior officers for grievances redressal. The representatives from trade and industry can meet and discuss their problems during this time without prior appointment.

4.9.2 RTI Cases. The data given below indicates the number of application received by different CPIOs of DGS&D under RTI Act, 2005 during the period.

(i)	RTI pending as on 01.04.2014	15
(ii)	No. of RTI cases received during the period from 01.04.2014 to 31.03.2015	201
(iii)	No. of RTI cases disposed during the period from 01-04-2014 to 31.03.2015	192
(iv)	Balance outstanding as on 31.03. 2015	24

4.9.3 Information Facilitation Counter (IFC)

Under the instructions of Department of Administrative Reforms and Public Grievances, this Counter was opened and is fully functional since June, 1997. IFC is fully computerized and has customer oriented public interface system through which public has easy access to information.

Matters of interest to DGS&D appearing in newspapers etc. are also looked into by C&PR Directorate and where noticed, the same are brought to the notice of DG(S&D)/concerned functionaries of the Directorate General.

4.10 LITIGATION BRANCH

4.10.1 DGS&D has large number of Court/Arbitration cases pertaining to various Purchase Directorates. Litigation Branch headed by the OSD(Litigation) and Deputy Legal Advisor-an officer of Ministry of Law, handles the issue relating to appointment of Arbitrators/Government Counsels and payments relating to their legal matters. The litigation cases pertaining to Regional Offices are dealt by the Regional Office concerned in consultation with Branch Secretariat of the Ministry of Law.

4.10.2 Monitoring Of Court Cases: It also monitors all the cases pending in Lower Court/High Court/Arbitration. For the purpose a module has been developed for monitoring the different aspects of Arbitration & court cases. During the year 2014-15, total no. of 404 Court/Arbitration cases were pending.

CHAPTER - 5**ACCOUNTS**

5.1. The office of the Chief Controller of Accounts, Department of Commerce, (Supply Division), is the Departmental Accounting Organization attached to the Department of Commerce and came into existence with effect from 01.07.1976. The Secretary of the Department of Commerce is the Chief Accounting Authority for discharging of accounting functions. The Secretary is assisted by the Additional Secretary & Financial Advisor (Commerce) and the Chief Controller of Accounts (Supply).

The Chief Controller of Accounts (Supply) (CCA) has its Headquarters at New Delhi and its regional offices are located at Mumbai, Kolkata and Chennai. The CCA is assisted by four Deputy Controller of Accounts, one each at New Delhi and at Regional offices in Mumbai, Chennai and Kolkata. The CCA office maintains the income and expenditure accounts of DGS&D (**Appendix VI**).

5.2 The payment and accounting functions are performed by the Chief Controller of Accounts (CCA) under the Departmentalized Accounting system.

Payment of the bills raised against contracts concluded by the Directorate General of Supplies and Disposals and its Regional Offices and raising of claims against the Accounts Officers of the consignees concerned is done by CCA. Payments relating to Jute supplies including those for supplies to Pre-deposit parties are made through CCA Kolkata Office.

During the period 01-04-2014 to 31-03-2015, payments amounting to Rs. 6235.31 crores were made against various contracts placed by DGS&D. The region wise break-up is as follows:-

Office	No. of bills Received.	No. of bills disposed off	Payments (Rs. in crores)
New Delhi	30377	29026	1142.50
Mumbai	5905	5092	329.34
Kolkata	21768	21768	4537.23
Chennai	2023	2023	226.24
Total	60073	57909	6235.31

The value of orders placed by DGS&D on behalf of various indentors is based on Supply Order and drawls from Suppliers. Payments made by CCA are for procurement made against DGS&D Contract.

5.3 It has also been decided that payments shall be directly made by user departments to suppliers for supplies made against supply orders against DGS&D Rate Contracts awarded through tender enquiries issued on or after 01.01.2014.

5.4 The details of Region-wise contractors bills received and payments made during the years 2012-13 to 2014-15 are as under:-

Office	2012-13		2013-14		2014-15	
	No. of Bills Received	Payments Made (Rs. Crores)	No. of Bills Received	Payments Made (Rs. Crores)	No. of Bills Received	Payments Made (Rs. Crores)
New Delhi	66527	2509	54980	2603	30377	1142.50
Mumbai	8399	403	5677	294	5905	329.34
Kolkata	18098	5517	18117	5631	21768	4537.23
Chennai	6816	163	3378	155	2023	226.24
Total	99840	8592	82152	8683	60073	6235.31

APPENDICES**APPENDIX – I****D.G.S & D Activities in Figures for the Last Three Years**

SI No.	Description of Item	2012-13	2013-14	2014-15
1	Establishment (As at the end of the year)			
	(a) Sanctioned Strength	1538	2189	2236
	(b) Effective Strength	963	1257	1202
2	Finance (Rs. Crores)			
	(a) Gross Expenditure	83.87	89.14	137.95
	(b) Gross Revenue	96.77	157.65	152.23
3	Indents (Nos)			
	(a) Received	598	486	378
	(b) Disposed off	598	486	378
4	Value of stores inspected against (Rs. Crores)			
	(a) DGS&D orders	5676	5932	5231
	(b) Direct orders placed by other Govt. Depts.	2189	1121	973
	TOTAL	7865	7053	6204

Value of orders against DGS&D RC classified as Purchase Directorate-wise for last three years

Value (Rs. Crores)

Sl No.	Type of Classification	2012-13	2013-14	2014-15
1	Head Quarters, New Delhi	2555.59	2044.42	2009.00
1.1	AM Directorate	47.24	500.00	788.68
1.2	ES Directorate	298.60	240.12	91.03
1.3	HW Directorate	1060.34	96.07	104.91
1.4	IT Directorate	371.03	399.88	464.88
1.5	ME Directorate	194.33	227.48	77.89
1.6	MS Directorate	0.00	0.00	4.27
1.7	OC Directorate	120.42	35.83	38.68
1.8	PP Directorate	73.86	169.43	83.35
1.9	SC Directorate	131.73	114.48	65.14
1.10	ST Directorate	33.31	28.67	24.72
1.11	WL Directorate	171.59	200.85	263.46
1.12	WMT Directorate	53.14	31.61	1.99
2	Regions	5481.23	4859.35	5038.97
2.1	DS Mumbai	116.37	76.66	178.58
2.2	DS Chennai	5.10	17.49	12.95
2.3	DS Kolkata	5359.76	4765.20	4830.83
2.4	DS Hyderabad	0.00	0.00	16.61
Total Purchases (1+2)		8036.82	6903.77	7047.97

**Value of orders against DGS&D RC classified as Purchase Directorate-wise
and Source of Manufacturers for 2014-15**

Value (Rs. Crores)

SI No.	Type of Classification	SSI	LSI	MSU/Others	Total
1.	Head Quarters, New Delhi	518.59	1444.61	45.80	2009.00
1.1	AM Directorate	4.26	784.42	0.00	788.68
1.2	ES Directorate	74.58	16.45	0.00	91.03
1.3	HW Directorate	50.62	54.29	0.00	104.91
1.4	IT Directorate	40.46	424.42	0.00	464.88
1.5	ME Directorate	39.88	38.01	0.00	77.89
1.6	MS Directorate	4.27	0.00	0.00	4.27
1.7	OC Directorate	4.45	34.23	0.00	38.68
1.8	PP Directorate	41.81	41.54	0.00	83.35
1.9	SC Directorate	14.54	50.60	0.00	65.14
1.10	ST Directorate	24.72	0.00	0.00	24.72
1.11	WL Directorate	217.66	0.00	45.80	263.46
1.12	WMT Directorate	1.34	0.65	0.00	1.99
2.	Regions	194.46	4844.33	0.18	5038.97
2.1	DS Mumbai	96.94	81.46	0.18	178.58
2.2	DS Chennai	4.96	7.99	0.00	12.95
2.3	DS Kolkata	84.57	4746.26	0.00	4830.83
2.4	DS Hyderabad	7.99	8.62	0.00	16.61
Total Purchases (1+2)		713.05	6288.94	45.98	7047.97

STATISTICS AT A GLANCE

I. Value of Orders placed (Rs. Crores)

(Including value of orders placed against DGS&D Rate Contract by DDO's)

Source of Manufacture/Year	2010-11	2011-12	2012-13	2013-14	2014-15
Small scale Industries	1340 (17.09)	996 (13.47)	1293 (16.09)	821 (11.89)	713 (10.12)
Large scale	6473 (82.56)	6345 (85.79)	6690 (83.24)	6041 (87.50)	6289 (89.23)
MSU/Others	27	55	54	42	46
Grand total	7840	7396	8037	6904	7048

Percentage to total are given in brackets.

II INSPECTION (Rs. Crores)

Year	2010-11	2011-12	2012-13	2013-14	2014-15
I Value of stores inspected	8257	6829	7865	7053	6204
a) Against DGS&D Orders	6795	4769	5676	5932	5231
b) Against Direct orders placed by other Government Department	1462	2060	2189	1121	973
II Value of Stores Inspected Zone-wise (Rs. Crores)					
Western	657	375	615	448	261
Eastern	5174	4344	5353	4939	4705
Northern	1443	1154	1007	886	632
Southern	983	957	890	382	357
Central	NA	NA	NA	400	249

III Payment made by CCA (Rs. Crores)

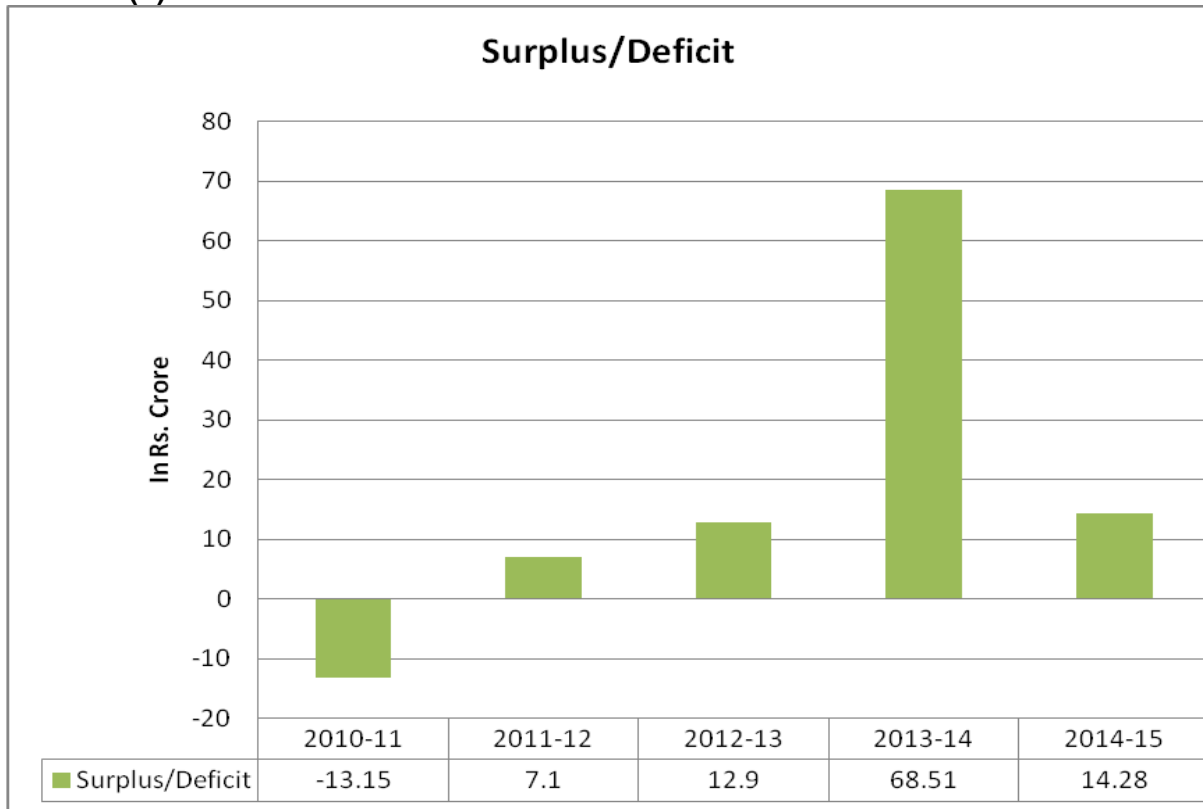
Year	2010-11	2011-12	2012-13	2013-14	2014-15
Towards purchase of stores	7389	7158	8592	6855	6235

IV: Finance

(Rs. cores)

Year	2010-11	2011-12	2012-13	2013-14	2014-15
Revenue	91.84	100.07	96.77	157.65	152.23
Expenditure	104.99	92.97	83.87	89.14	137.95

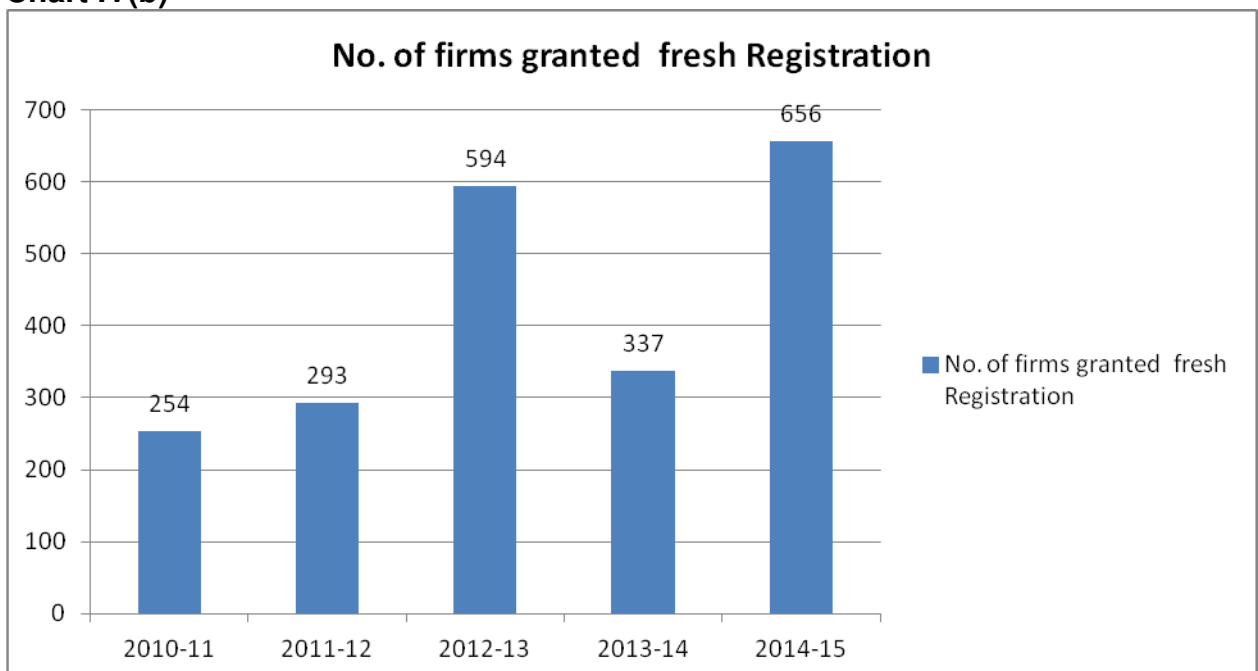
Chart IV(a)



V: Registration

Year	2010-11	2011-12	2012-13	2013-14	2014-15
No. of firms granted fresh Registration	254	293	594	337	656

Chart IV(b)



VI: Purchase (Work Load)

Year	2010-11	2011-12	2012-13	2013-14	2014-15
Indents received	433	511	598	486	378

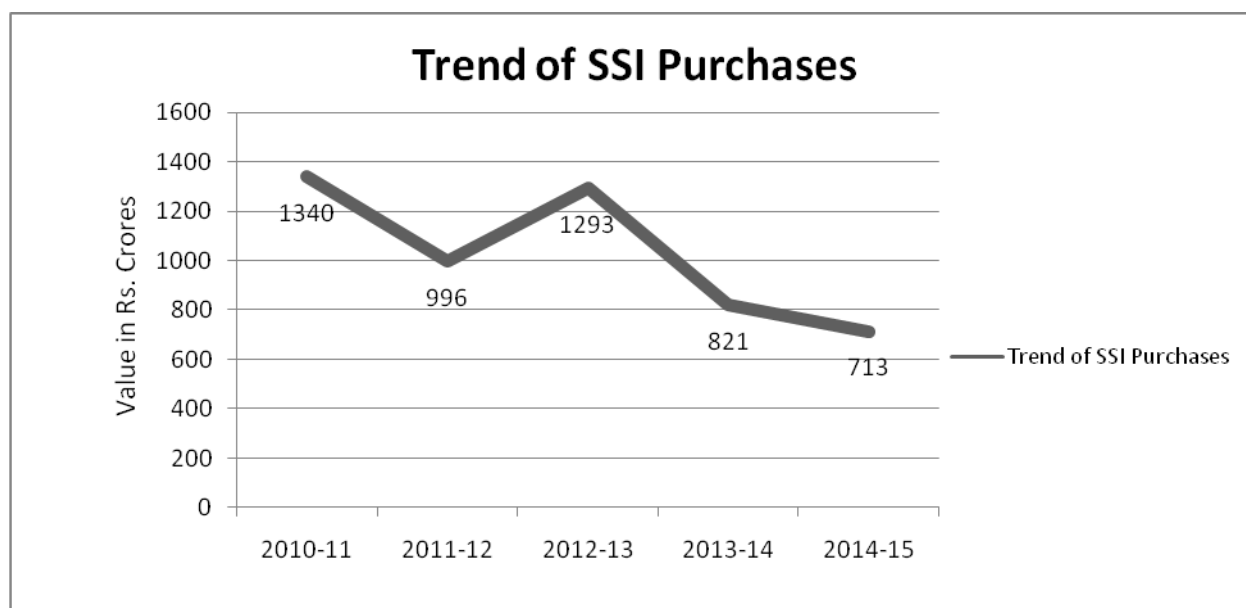
VII: Complaints

Year	2010-11	2011-12	2012-13	2013-14	2014-15
No. of complaints received	52	79	90	37	15
No. of complaints cleared	39	53	74	45	22

VIII. PROFILE OF SSI SECTION**Trend of SSI purchases**

Year	2010-11	2011-12	2012-13	2013-14	2014-15
Value (Rs. Cr.)	1340	996	1293	821	713

Chart IV(c)



APPENDIX – V**Staff strength in respect of Directorate General of Supplies and Disposals as on 31-03-2015**

Name of Region/ Directorate	Sanctioned Strength					Working Strength				
	Gr. A	Gr. B GAZ	Gr. B Non GAZ	Gr. C	Total	Gr. A	Gr. B GAZ	Gr. B Non GAZ	Gr. C	Total
DGS&D Hqrs.										
I-Supply	52	21	0	0	73	32	1	0	0	33
II-Inspection(QA)	22	4	0	0	26	8	5	0	2*	15
III-Others	37	82	191	555	865	28	56	146	288	518
North Zone										
I-Supply	0	0	0	0	0	0	0	0	0	0
II-Inspection(QA)	22	53	0	0	75	11	24	0	0	35
III-Others	0	2	15	113	130	0	2	15	47	64
South Zone										
I-Supply	9	4	0	0	13	5	0	0	0	5
II-Inspection(QA)	11	26	0	0	37	6	10	0	0	16
III-Others	0	3	29	125	157	0	4	24	37	65
East Zone										
I-Supply	6	3	0	0	9	3	0	0	0	3
II-Inspection(QA)	20	61	0	0	81	5	19	0	0	24
III-Others	0	5	62	381	448	0	3	56	214	273
West Zone										
I-Supply	7	2	0	0	9	4	0	0	0	4
II-Inspection(QA)	27	28	0	0	55	5	10	0	0	15
III-Others	0	3	36	166	205	0	3	32	85	120
Supply Officers posted in other Ministries/ Departments	37	16	0	0	53	12	0	0	0	12
Total	250	313	333	1340	2236	119	137	273	673	1202

* Dying cadre

APPENDIX-VI**Income and Expenditure Account of DGS&D, New Delhi for the year 2014-15****(In Rs.)**

Head of Account	Amount (Non-Plan)	0057-Supplies & Disposals	Amount
Expenditure		Income	
Salaries	699346011	1) By fees of purchase	568891389
Wages	101877	2) By fees for Inspection	
Overtime Allowances	98954	i) Purchase through DGS&D	837428505
Domestic Travel Allowances	8690429	ii) Purchase not through DGS&D	16841243
Foreign Traveling Allowance	84586	iii) Stores Indented directly by Dept. (Involving shipping)	32622858
Office expenses (non-plan)	34013358	Total Fees for Inspection of Stores	886892606
Rent Rates & Taxes	455055837	3) Other items	66074291
Publications	1070969	4) Deduct Refunds	0
Other Administrative Expenses	14453750	5) Sale Proceed of Dead Stock	401410
Advertising & Publicity	2990429	Total	1522259696
Minor work	4412227	<p>Note: -</p> <p>1) The above account includes the figures of expenditure of Department of Commerce(SD), DGS&D & CCA (This includes the amount paid to NTH for tests done for DGS&D)</p> <p>2) For the services rendered to NTH by Dept. of Com (SD), DGS&D and CCA, 1% of total expenditure of these offices is reduced from the expenditure.</p>	
Professional services	4793542		
Grant-in-Aid	19801		
Supplies & Material	83126		
Other charges (charged)	0		
Other charges (Voted)	460785		
Deduct recoveries	(-) 77932		
Medical	10897790		
Information & Tech. O.A.E. (Plan)	64965771		
Total	1301461310		
Pensionary Charges @ 5%	65073066		
Test made for other branches of Dept. of Supply @ 1%	13014613		
Total	1379548989		
Excess of Income on Expenditure	142710707		
Total	1522259696		

Appendix-VII
List of top 50 Suppliers for DGS&D Rate Contract
(for period from 01-04-2014 to 31-03-2015)

S.No.	Name of Firm	Item on Rate contract	Directorate/Region
1	HEWLETT PACKARD INDIA SALES PVT. LTD.	Computers, Desktop And Peripherals	Information Technology
2	BABA STRIP AND TUBES LIMITED	Galvanized Steel Pipes & Tubes	Hardware
3	TATA MOTORS LTD	Troop Carrier	Automobile
4	TATA MOTORS LTD.	Built Up Trucks & Truck Chassis	Automobile
5	ACER INDIA PVT LTD	Computers, Desktop And Peripherals	Information Technology
6	KHADI AND VILLAGE INDUSTRIES COMMISSION	Khadi Vastra	Wool & Leather
7	TATA MOTORS LTD.	Cabin Truck With Water Tanker	Automobile
8	MARUTI SUZUKI INDIA LIMITED	Utility Vehicles	Automobile
9	KAMERO TECHNOSYS LTD,	Boot Ankle Textile (Jungle Boot) Direct Injected PU Sole	Wool & Leather
10	GODREJ & BOYCE MFG. CO.	Godrej Interio Office Furnishing	Hardware
11	AGMATEL INDIA PVT LTD	Computers, Desktop And Peripherals	Information Technology
12	INDIAN OIL CORPORATION	Primary Oils	Oil & Chemicals
13	PARAGON CABLE INDIA	XLPE Cables (LT)	Electrical Stores
14	TATA MOTORS LTD.	Built Up Buses & Chassis	Automobile
15	STANDARD GRAM UDYOG SANSTHAN	Boot Combat Rubber	Wool & Leather
16	SURYA ROSHNI LIMITED	CFLEB (Self Ballasted Lamps For General Lighting Services)	Mumbai
17	HITESH INDUSTRIES	Portable Fire Extinguisher, Fire Extinguisher CO2 Based/Type And Fire Fighting Hose & Couplings	Mumbai
18	JAINSON HOSIERY INDUSTRIES (REGD.)	Blanket Woolen Dyed	Wool & Leather
19	MAHINDRA AND MAHINDRA LIMITED (TBD)	Built Up Trucks & Truck Chassis	Automobile
20	NEW BHARAT FIRE PROTECTION SYSTEM PVT LTD	Portable Fire Extinguisher, Fire Extinguisher CO2 Based/Type And Fire Fighting Hose & Couplings	Mumbai
21	HEWLETT PACKARD INDIA SALES PVT. LTD.	Workstations	Information Technology
22	SML ISUZU LIMITED	Built Up Buses & Chassis.	Automobile
23	MAHINDRA & MAHINDRA LTD.	Utility Vehicles	Automobile
24	BANSAL SPINNING MILLS LTD.	Blanket Woolen Dyed	Wool & Leather

Annual Administration Report of DGS&D, 2014-15

25	SML ISUZU LIMITED	Troop Carrier	Automobile
26	SWASTIKA WOOLLEN MILLS PANIPAT	Blanket Woolen Dyed	Wool & Leather
27	MATRIX COMSEC PRIVATE LIMITED	EPABX System	Information Technology
28	TATA MOTORS LTD.	Utility Vehicles	Automobile
29	LINDE INDIA LIMITED	Industrial Gases	Oil & Chemicals
30	SUNIL INDUSTRIES LTD.	Polyester Blend Suiting	Mumbai
31	AGMATEL INDIA PVT. LTD.	Spectrum Analyzer & Signal Analyzer	Hyderabad
32	LIPI DATA SYSTEMS LIMITED	Desktop PC Peripherals	Information Technology
33	V E COMMERCIAL VEHICLES LIMITED	Troop Carrier	Automobile
34	LENOVO INDIA PVT LTD	Computers, Desktop And Peripherals	Information Technology
35	G. M. TRADING COMPANY	Coat Combat	Wool & Leather
36	KKK MILLS	Blanket Woolen Dyed	Wool & Leather
37	TOYOTA KIRLOSKAR MOTOT PVT LTD	Utility Vehicles	Automobile
38	AGMATEL INDIA PVT LTD	General Purpose Testing Instruments	Hyderabad
39	CANON INDIA PVT. LTD	Digital Copier And Multifunctional Office Machines(With Separate Drum And Toner)	Information Technology
40	EASY FOOT WEAR PVT LTD	Boot Ankle Textile (Jungle Boot) Direct Injected PU Sole	Wool & Leather
41	LORDS MARK PAPER AND POLYMERS PVT LTD	Computer Stationery	Paper & Paper Product
42	SMART FABRIC	E.C.Net (Jute) And ECSG.	Kolkata
43	INDIAN AIR GASES LTD.	Industrial Gases	Oil & Chemicals
44	TATA MOTORS LTD.	Ambulance	Automobile
45	TULSI RUBBER PRODUCTS PVT.LTD.	Boot Combat Rubber	Wool & Leather
46	PADAMCHAND MILAPCHAND JAIN	Polyester Blend Suiting	Mumbai
47	RADEX STATIONERY INDIA PVT. LTD.	Computer Stationery	Paper & Paper Product
48	DELTA PAPER MILLS LIMITED	Off-Set Printing Paper	Paper & Paper Product
49	SURYA ROSHNI LIMITED	Fluorescent Tubular Lamps	Mumbai
50	KRUNAL ENGINEERING WORKS	Portable Fire Extinguisher, Fire Extinguisher CO2 Based/Type And Fire Fighting Hose & Couplings	Mumbai

New Items Added In R/C From April, 2014 To March, 2015

S.No.	Month	Name Of Items
1.	April,2014	1. Thermal Imager
2.	July, 2014	2. Portable Compact Mobile Lab
3.	August, 2014	3. Fire Fighting And Rescue Hydraulic Platform 4. Single Use Examination Gloves (Revived)
4.	September, 2014	5. Post Fence Metal Angle(Revived) 6. Picket Steel (Revived)
5.	November, 2014	7. Smooth Wheeled Diesel Road Rollers (Revived)
6.	December, 2014	8. Biometric Attendance Terminals And Devices For UIDAI Attendance System
7.	February, 2015	9. Room Air Conditioner (Revived) 10. Wilfit/OEM Spares for Air Compressors (Revived)
8.	March, 2015	11. Video Conferencing System
	Total	11

APPENDIX IX**LIST OF ITEMS ON RATE CONTRACTS AS ON 31st, MARCH, 2015****DIRECTORATE
/REGION****NAME****CHENNAI**

1. MOTORCYCLES
2. SURGICAL RUBBER GLOVES
3. THERMAL WEAR
4. ELECTRONIC PHYSIOGROWTH MONITORING SYSTEM
5. RUBBERISED COIR MATTRESS, PILLOWS AND CUSHIONS
6. AUTOCLAVES STEAM STERLIZER
7. BHOOVA STRA
8. ELECTRICAL SYRINGE AND NEEDLE DESTROYER
9. SINGLE USE EXAMINATION GLOVES

HYDERABAD

10. GENERAL PURPOSE TESTING INSTRUMENTS
11. RF SIGNAL GENERATOR AND FUNCTION GEN.
12. SPECTRUM ANALYSERS
13. ELECTRONIC DIGITAL POSTAL FRANKING MACHINE
14. MICROSCOPE
15. SIGNAL ANALYZERS
16. ELECTRONIC ENERGY METER
17. LOGIC ANALYZERS
18. INVERTER

KOLKATA

19. POST FENCE METAL ANGLE
20. E. C. NET (JUTE) AND ECSG
21. TENT EXTENDABLE (CIVIL)
22. GROUND SHEET (CIVIL)
23. SINGLE TEXTURE CAPE NYLONE
24. SMOOTH WHEELED DIESEL ROAD ROLLERS
25. PICKET STEEL
26. TARPAULIN
27. SLEEPING BAG
28. TENT ARCTIC
29. HELMETS FOR CIVIL
30. HDPE TARPAULIN

31. WATER BOTTLE PLASTIC

MUMBAI

- 32. INTEGRATED CFL/EB.
- 33. REPLACEMENT CHARGES (FIRE EXTINGUISHER) DEFENCE.
- 34. CLOTH COTTON GABERDINE
- 35. FORKLIFT TRUCK [DSL & ELECT.]
- 36. POLYESTER CLOTH BLEND SUITINGS
- 37. FLUORESCENT TUBULAR LAMPS
- 38. PLATFORM TRUCKS
- 39. WATER MIST FIRE FIGHTING SYSTEM
- 40. T-5 LAMPS
- 41. HPSV FLOOD LIGHT FITTINGS
- 42. COAT PARKA (CIVIL)
- 43. H.P.S.V. LAMPS
- 44. POLYPROPYLENE/NYLONE ROPE
- 45. PROGRAMMABLE STREETLIGHTS CONTROL SWITCH(PSCS)
- 46. WILFIT/OEM SPARES FOR AIR COMPRESSORS
- 47. SPARES FOR CUMMINS DIESEL ENGINES

AUTOMOBILE DIRECTORATE

- 48. TROOP CARRIER
- 49. UTILITY VEHICLES
- 50. BUSES (BUILT UP BUSES & CHASSIS)
- 51. TATA VEHICLES SPARE PARTS
- 52. CHASSIS – HEAVY, MEDIUM & LIGHT VEHICLES
- 53. ASHOK LEYLAND SPARE PARTS
- 54. A.C. PASSENGER CARS
- 55. MARUTI SUZUKI SPARE PARTS
- 56. TANKER (CABIN TRUCK WITH WATER TANKER)
- 57. AMBULANCE
- 58. BOSCH SPARES
- 59. TRUCKS (BUILT UP TRUCKS & TRUCK CHASSIS)
- 60. CNG VEHICLES
- 61. NON AC PASSENGER CARS
- 62. HINDUSTAN MOTORS VEHICLES SPARES

ELECTRICAL STORES DIRECTORATE

- 63. XLPE CABLES (LT)

64. ON LINE UPS FOR IT APPLICATIONS
65. UNDER GROUND ARMoured CABLE
66. LINE INTERACTIVE UPS
67. VISUALISERS
68. INTERACTIVE BOARD & PANEL
69. MINIATURE CIRCUIT BREAKERS
70. INFLATABLE EMERGENCY LIGHTING SYSTEM
71. SOLAR WATER HEATING SYSTEM
72. ONLINE UPS FOR IT APPLICATIONS (RACK MOUNTABLE TYPE)
73. WHITE LED BASED SOLAR LIGHTING SYSTEM
74. BIOMETRIC ATTENDANCE TERMINALS AND DEVICES FOR UIDAI ATTENDANCE SYSTEM
75. BATTERY CHARGER

HARDWARE DIRECTORATE

76. HDPE/PP BAGS
77. GALVANISED STEEL PIPES & TUBES
78. STEEL TUBE FOR WATER WELLS
79. LOW DENSITY POLYTHENE FILM
80. OVER HEAD TANKS (R.M.POLY.M.TANK)
81. STEEL FOLDING COT WITH PLYWOOD
82. MODULAR FURNITURE
83. COMPUTER FURNITURE
84. STEEL SHELVING CABINET
85. STAINLESS STEEL COMPARTMENTAL TRAY
86. RACKS & LOCKERS (METAL SHELVING STORAGE CABINET)
87. TABLE & CHAIR

INFORMATION TECHNOLOGY DIRECTORATE

88. DESKTOP PC/ COMPUTER
89. DESKTOP PC PERIPHERALS
90. WIDE FORMAT PLOTTERS AND SCANNERS
91. DIGITAL COPIER
92. SOLAR LIGHTING SYSTEM CFL (SOLAR LANTERN)
93. MULTI-MEDIA PROJECTOR
94. WORK STATIONS
95. NETWORKING FOR SERVERS
96. LAPTOPS
97. DATA BACK UP SAN SYSTEMS
98. SERVER

- 99. E.P.A.B.X
- 100. OSCILLOSCOPES
- 101. THIN CLIENTS
- 102. TABLET COMPUTER
- 103. THERMAL IMAGER
- 104. DATA WALL DISPLAY SYSTEM
- 105. VIDEO CONFERENCING SYSTEM
- 106. INFORMATION KIOSK
- 107. BLADE SERVER
- 108. RUGGEDISED LAPTOP
- 109. DIGITAL COPIER AND MULTIFUNCTIONAL OFFICE MACHINE WITH COMPOSITE CARTRIDGE AND FAX MACHINE

MECHANICAL ENGINEERING DIRECTORATE

- 110. CEILING FAN (ELECTRIC)
- 111. SPLIT AIR CONDITIONER
- 112. DIESEL GENERATING SETS (LR)
- 113. PORTABLE GENSETS
- 114. DIESEL GENERATING SETS (HIGHER RATING)
- 115. EXHAUST FANS
- 116. STATIONARY STORAGE WATER HEATER(GEYSERS)
- 117. DRINKING WATER COOLERS
- 118. STEEL TRUNKS
- 119. EVAPORATIVE AIR COOLER (DESERT COOLERS- PLASTIC & STEEL BODY)
- 120. ROOM AIR CONDITIONER
- 121. SERVO MOTOR OPERATED LINE VOLTAGE CORRECTORS
- 122. KOEL SPARES OTHER THAN WV SERIES
- 123. CURRENCY COUNTING MACHINE

MEDICAL STORES

- 124. PORTABLE COMPACT MOBILE LAB

OIL & CHEMICAL DIRECTORATE

- 125. OILS PRIMARY(DGBR & CIVIL)
- 126. GASES INDUSTRIAL
- 127. BITUMEN
- 128. BITUMEN EMULSION
- 129. EXPLOSIVES AND ACCESSORIES

PAPER & PAPER PRODUCT DIRECTORATE

- 130. MAPLITHO PAPER RECYCLED

- 131. COMPUTER STATIONERY
- 132. PLANE COPIER PAPER
- 133. PAPER PRINTING WHITE AND CREAM WOVE PRIME
- 134. OFFSET PRINTING PAPER
- 135. AZURELAID PAPER
- 136. CARTRIDGE PAPER

STEEL & CEMENT DIRECTORATE

- 137. 43 GRADE CEMENT
- 138. PORTLAND POZZOLONA CEMENT
- 139. PRE-PAINTED GALVANIZED STEEL SHEET PROFILE SHAPED
- 140. PUNCHED TAPE CONCERTINA COIL

STRUCTURAL DIRECTORATE

- 141. INDEGENIOUS WILFIT SPARE-1 KOMATSU
- 142. TRACTORS
- 143. WATER FITTINGS
- 144. GALVANISED STEEL CHAIN LINK FENCE FABRIC
- 145. INDEGENIOUS WILFIT SPARE-II KOMATSU MISCELLANEOUS
- 146. INDEGENIOUS WILFIT SPARE-III KOMATSU MISCELLANEOUS
- 147. FIRE FIGHTING AND RESCUE HYDRAULIC PLATFORM
- 148. GUARD RAIL SYSTEM
- 149. ELECTRONIC WEIGHING MACHINE

WOOL & LEATHER DIRECTORATE

- 150. BOOT COMBAT (RI)
- 151. BLANKET WOOLLEN DYED
- 152. BOOT ANKLE DVS
- 153. KHADIVASTRA (K.V.I.C.)
- 154. BOOT ANKLE TEXTILE (JUNGLE BOOT) PU SOLE
- 155. JERSEY WOOLLEN (RIBBED)
- 156. P.T. SHOES TEXTILE UPPER RUBBER MOULDED SOLE
- 157. SHOE CANVAS (DEFENCE)
- 158. COAT COMBAT
- 159. TENTS VARIOUS
- 160. ANKLE BOOTS FOR HEAVY DUTY PURPOSES

WORKSHOP MACHINE & TOOLS DIRECTORATE

161. GRINDING AND LATHE MACHINE
162. LIGHT WEIGHT PREFABRICATED STRUCTURE
163. FOGGING MACHINE
164. WRITING BOARD
165. SPARE PARTS OF GRINDING MACHINE