

Annual Administration Report Of DGS&D

2013-14



GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS
JEEVAN TARA BUILDING
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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, 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 pre-dispatch inspection of stores.

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

6. During the year 2013-14, the achievements were as under:

- 175 numbers of Rate Contracts were concluded by different Purchase Directorates including Regional Offices. A total of 970 parallel Rate Contracts were issued. 21 new items were also brought on RC. The value of stores ordered under DGS&D RCs was `6904 crore including the value of Jute (`4741 crore).
- 486 ad hoc indents were received manually by MIS Directorate.
- Out of `7104 crores value of stores received for Inspection, the store inspected was of `7053 crores (`5932 crores against DGS&D RC and the rest against orders placed directly by other Departments).
- 337 new firms were granted fresh registration.
- `6855 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

ORGANISATION AND FUNCTIONS

1.1 Organization Set-up

1.1.1 DGS&D, the Central Purchase Organization is now an attached office of Department of Commerce, Ministry of Commerce & Industry. DGS&D 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 in the Headquarters 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.

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 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.

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 eleven 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.
- Prompt and centralized payment for better cash flow and reduction in cost of working.

In April, 2014, there were 175 broad categories of items on DGS&D R/C and the percentage of valid R/C to total R/C on an average during 2013-14 was 84.42%. 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 Demand Officers of Central Ministries/ Departments can place supply orders on-line directly through DGS&D website (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 has been 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 (` Crores)*	Total value of Order placed for Jute (` Crores)	% of valid R/C (As on 31 st March)	New items added
2009-2010	303	4997	1543	91.8	26
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

*excluding Jute

2.2.1 The proposals for bringing new items on R/C are considered in the Standing Review Committee (SRC) headed by Director General (S&D), assisted by a Sub-Committee headed by Additional Director General (Supply)/ Deputy Director General (Supplies). The Sub-Committee screens and evaluates the proposals for either bringing new items on RC or for dropping the existing items from RC and recommends for final decision to SRC. The users, trade, industry and their associations are represented in the SRC. During the year 2013-14, 21 new items were added on R/C (**Appendix VII**).

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:

Period	Total	Indigenous	Imported (direct)	(Value in ` crores)
				Percentage of Indigenous to total
2009-2010	6596	6571	24	99.6
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

*Purchased made through Medium Scale Units.

Chart 2.1 shows the total value of orders placed by DGS&D over the period of five years i.e. from 2009-10 to 2013-14.

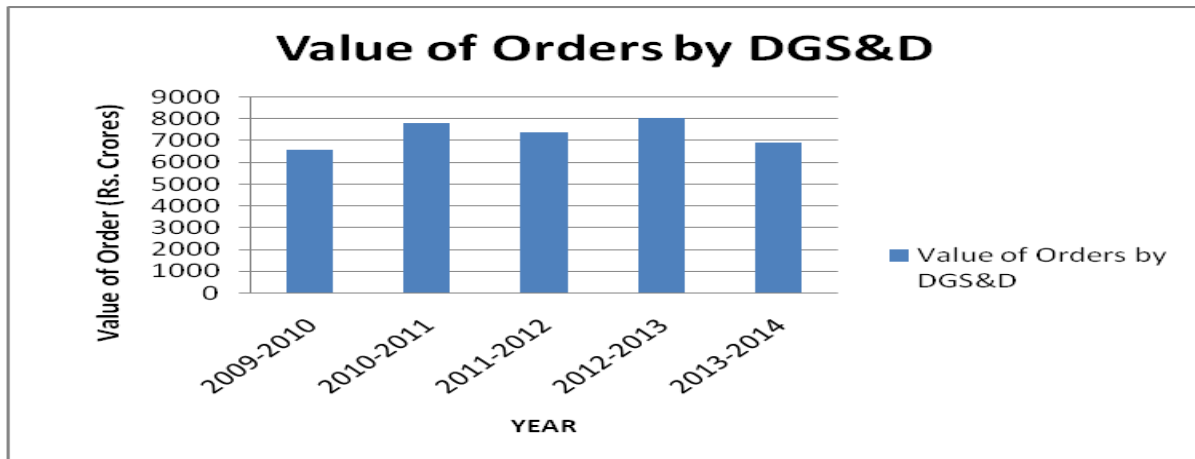


Chart 2.1

The chart shows that value of orders by DGS&D has Zig-Zag pattern over the last five years from the level of `6596 Crore in 2009-10 to `6904 Crore in 2013-14.

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 Orders placed by DGS&D (` Crores)	Value of orders on Indigenous Sources (except Jute) (` Crores)	Value of Jute order (` Crores)	Value of Orders on SSI (` Crores)	%age Share of Indigenous sources on total orders placed by DGS&D	%age Share of SSI orders on total Indigenous orders (except Jute)
1	2	3*	4	5	6	7
2009-10	6596	5028	1543	2134	99.6	42.44
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

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

2.3.3 Details of Purchase orders received during the year and their analysis is given in the appendices enclosed. Appendix-I contains the various activities of DGS&D for the last three years. Appendix-II brings out the Directorate-wise details of purchases made against DGS&D R/Cs at HQs & its Regional Offices for the last three years. Appendix-III gives details about value of stores purchased against DGS&D R/Cs and categories of Manufacturers for 2013-14. Appendix-IV, statistics at a glance gives the information on purchase activities of DGS&D. Appendix-V gives details in respect of sanctioned strength and working strength of DGS&D officials as on 31.03.2014. Appendix-VI gives information on income & expenditure of DGS&D for the year 2013-14. Appendix-VII gives information on new items added during the year 2013-14. Appendix-VIII contains the list of items available on Rate Contract as on 31.03.2014.

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 two Additional Director General (QA)(presently vacant) 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, 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 TP formulation/ upgradation during 2013-14

No. of items for which fresh TP formulation requests received	39
No. of items for which fresh TP formulated	39
No. of requests received for TP upgradation	79
No. of items for which TP upgraded	79

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 indenters. 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 our work is obligatory i.e. inspection 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 (` Crores)	Value of stores inspected (` crores)		
			DGS&D	Non-DGS&D	Total
2009-10	41317	6438	4591	1817	6408
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

includes value of backlog orders also.

The zone-wise value of stores inspected by QA during the last five years i.e. 2009-10 to 2013-14 is as follows:

(` in crores)

Year	North Zone	South Zone	East Zone	West Zone	Central Zone
2009-10	1542	887	3239	740	NA
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

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 19 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 2012-13

1.	No. of applications received for fresh registration and renewal	746
2.	No. of Applications brought forward	0
3.	Total No. of Applications received for registration and renewal	746
4.	No. of applications received for renewal of Registration	0
4(a)	No. of renewal denied	0
4(b)	No. of renewal done	0
5.	No. of fresh Registration granted	337(includes SSI,Non-SSI & Indian agents of Foreign firms)
6.	No. of applications under process as on 31.03.2014	0
7.	Fresh registration granted for indigenous stores (SSI+Non-SSI)	266
8.	Additional Items registered	106
9.	No. of Firms banned	01
10.	No. of Firms de-registered	03

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 31.03.2014.

Sl. No.	Post	Sanctioned				Working			
		HQ	Regions			HQ	Regions		
			Supply	QA	Others		Supply	QA	Others
1.	Group 'A'	111	59	80	0	64	24	34	0
2.	Group 'B' (Gazetted)	107	25	168	13	56	1	71	12
3.	Group 'B' (Non-Gazetted)	191	0	0	143	103	0	0	126
4.	Group 'C'	547	0	0	745	345	0	0	421
	Total	956	84	248	901	568	25	105	559

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 2013-14 are:

- a) **Introduction of Green Channel Certificate** – Green Channel Certificate was introduced vide DGS&D Manual Correction Slip No. 36 dt. 18.12.2012, No.39 dated 23.1.2013 and No. 40 dated 25.4.2013. All Green Channel firms who satisfy the Eligibility Criteria of average annual turnover of `1000 Crore or more for the last 3 years and earning profit for 3 years out of last 5 years, may be treated as deemed registered and allowed to self certify their products for the required quality.
- b) **Warranty / Guarantee Clause**– The clause has been incorporated vide Correction Slip No. 37 dt. 18.12.2012. Once the user Department/Consignee states/writes that the goods supplied are defective/not functioning properly, it must be obligatory on the part of the supplier to immediately, not later than 7 days, attend to it by way of rectification/repair or replacement of the goods,

without any questioning or pretexts on any ground. There shall be no scope for questioning the user department/consignee or resorting to any kind of verification or joint inspection in this regard.

- c) **Change in payment terms** – Vide Correction Slip No.42 dt. 31.05.2013, Correction Slip No.45 dated 5.7.2013, the payment term has been revised to 90:10 for Green Channel firm and Jute/HDPE/PP bags firms and for other firms payment terms will be 80:20.

As per Correction Slip No. 60 dated 30.12.2013, the payment to the suppliers in all the adhoc Contracts (A/Ts) and/ or Supply Orders placed against DGS&D Rate Contracts awarded on the basis of Tender Enquiries issued on or after 1.1.2014 shall be made directly by indentors.

- d) **Change in Inspection** - As per Correction Slip No. 53 dt. 10.09.2013, for all stores procured against DGS&D Rate Contract / ad-hoc contract, the inspection officer would be User Department / DDO / Consignee itself or any authority / agency appointed by them or Additional Director General (QA) in DGS&D (if desired by User Department / DDO / Consignee).

- e) **Departmental Charges of DGS&D for Contracts including Rate Contracts** – Vide DGS&D Manual Correction Slip No.43 dated 27.5.2013, 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 indentor 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 `4,80,93,89,600 in which `1,20,23,474 has been collected as departmental charges (figures are upto 31.03.2014).

- f) **Simplification of Registration process** - Vide Correction Slip No. 38 dated 18.12.2012, the satisfactory test reports from ILAC or NABL approved labs have been prescribed as sufficient to consider the products of requisite quality for acceptance and registration without insistence for any further testing. Further, vide Correction Slip No. 48 dt. 17.07.2013, in case a firm submit satisfactory test report / Type Test Certificate (TTC) from International Laboratory Accreditation Corporation (ILAC) or their worldwide affiliated / recognized labs or NABL approved labs for their standardized parameters for testing of the products for the subject stores along with their tender on or before the tender opening date, the firm will be treated as deemed registered, except for safety / difficult / complaint prone items.

- *Enhancement Fee and Introduction of Tatkal Scheme* – Vide Correction Slip No.49 dated 17.7.2013, the normal registration rate was revised to `20,000/- for registration within the stipulated period of 30 days. Under Tatkal Scheme, a firm can apply for registration 15 days ahead of bid opening, for which registration fee of `1,00,000/- would be charged.
- *Registration of OEM* – Vide Correction Slip No.47 dated 16.7.2013, the registration as suppliers of imported stores shall be considered and granted only when their foreign original equipment manufacturer (OEM) is not selling directly in India. Similarly, even when registrations issued earlier have valid tenure left, bids can be accepted from the OEMs only

when they are selling in India and Rate Contract will be entered with instead of with agents regardless of validity of registration of agents.

- g) **Fee from bidders for utilization of DGS&D e-module** – The following charges are made applicable on bidding firms for utilization of DGS&D e-module vide Correction Slip No.46 dated 16.7.2013:
- i. **For e-bidding:**
 - 1) @ `2,000/- for each bidding in a Tender Enquiry for cases of estimated drawal up to `10 crore.
 - 2) @ `5,000/- for each bidding in a Tender Enquiry for cases of estimated drawal exceeding `10 crore.
 - ii. **For e-Auction/Fall Clause application:**

@ `15,000/- from triggering applicant firm on each occasion.
- h) **Inclusion of “Services” in the Scope and Functions of DGS&D** – “Services” has been included in the Scope and Functions of DGS&D vide Correction Slip No.50 dated 16.8.2013.
- i) **Reduction of Time for submission of Tenders** – Vide Correction Slip No.51, the time limit for submission of Tenders has been revised to 3 weeks from the date of issue of Tender Enquiry for Rate Contract as well as Adhoc Contracts.
- j) **Price band for making Counter offers for awarding Parallel Rate Contracts** – Vide Correction Slip No.54 dated 12.9.2013, where the price of L1 is considered acceptable, but there are not enough firms within the reasonable range, R/C may be concluded with L1 and its price counter offered to all other higher quoting firms within a price band of 10% as stipulated in the Tender Enquiry. Those who accept the counter offered prices or below may be awarded parallel rate contracts to meet the estimated drawals. However, where the price of L1 is not acceptable, Purchase Directorate may in the first instance negotiate with L1 only for arriving at a reasonable/acceptable price. On successful conclusion of negotiations with L1, R/C may be awarded to the L1 at the agreed negotiated price and the same may be counter offered to all the other higher quoting firms within a price band of 10% as stipulated in the Tender Enquiry. The parallel R/Cs concluded in the same manner as above.
- k) **Discounts on Net Dealer Price in Rate Contracts for Automobiles, sophisticated equipment, machinery etc.** – Vide Correction Slip No.56 dated 13.11.2013, R/C will be concluded on discount of Net Dealer Price (NDP) for Automobiles, Machine Tools, Information Technology Products, OEM & Ancillary Spares and other such products where the design feature, performance parameters etc. of such products/goods differ significantly among the products of different manufacturers and even between models of the same manufacturer and where equitable comparison of prices of such products is not feasible.
- l) **Integrity Pact between Suppliers and DGS&D** – Vide Correction Slip No 44 dated 02.07.2013, Integrity Pact between Suppliers and DGS&D has been prescribed so as to use, practice and observe all the best, clean, ethical, honest and legal means & behaviour maintaining complete transparency and fairness in all activities concerning Registration, Green Channel, Bidding, Contracting/Rate Contracting and performance thereto.

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 period under report, 319 files have been recorded in computer by the Central Record Room.

4.3.2.3 During the year 2013-14, 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 about 319 files have been recorded and 3156 files were reviewed and 2118 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 sent to different subscribers (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, and 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, telephone list of officers, list of indigenous manufacturers registered and matter of general interest.
- Annual Administration Report and Annual Report of DGS&D.
- Rate Contract Status Report of DGS&D on monthly basis and sent to Department of Commerce regularly.
- Result Framework Document of DGS&D (RFD) is prepared on Quarterly as well as Annual basis.
- Monthly Target and Achievement report is prepared for inclusion 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 & Fortnightly report of important activities of MIS Directorate.

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 is 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 to 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:

Till 31.03.2014, 30 requests have been received from Purchase Directorate for furnishing market rate. The status is as under:-

Year	Total requests received	Report already sent to 'P' Dte.	Requests pending with QA Wing
2013-14	30	23	7

4.6 COMPUTERISATION & TRAINING DIRECTORATE

4.6.1 DGS&D initiated its journey towards implementation of e-Procurement platform in the year 2004-05. Its endeavor is to develop an end-to-end solution starting from Codification of items, Registration of Vendors, identification of items for bringing on Rate Contract (R/C), consultative meetings with stakeholders to

finalize/upgrade specification of stores, generation of Notice Inviting Tender, Tender documents, receiving and opening of bids through secured e-tendering platform, Comparative and Ranking Statements, uploading of the contracts, e-Inspection note after inspection, information regarding dispatch of supplies and receipt of stores by the consignees, e-payments and debit adjustments. The e-Procurement platform caters to wide ranging rate contract product categories and takes into account most of the complexities involved in such e-procurement.

4.6.2 The system has been developed in-house with NIC providing technical support in developing software modules. In the initial phases, e-tendering was outsourced to a third party. However, the services of this third party for e-tendering activities expired on 02.06.2010. Thereafter, e-tendering platform was also developed with assistance of NIC. All tenders for common generalized items, with the tender opening date falling on or after 15th November 2011 are mandatorily being opened online with the new module developed and operationalized by NIC, except counter-offers.

DGS&D's E-Procurement application has following components :

E-Purchase

Registration
Store coding
Technical Particulars
Evaluation of Bids
Award of Rate Contract

E-Tendering

Tender Notice
Tender enquiry
Bid submission
Bid opening

E-Inspection/Supply

Supply Order
Inspection
Dispatch Details
Receipt Details
Quality Complaints

E-Payments

Bill Submission
Processing
Payments
Status of Payment
Debit Adjustments

4.6.3 DGS&D has finalized a procedure for secure on-line placement of supply order through user login-id, password and digital signature of the officer placing such supply order. A channel of authentication has also been prescribed. From 1.10.2008, placement of on-line Supply Order has been made mandatory for all Central Government Direct Demanding Officers (DDOs) except for Spares. From 01-10-2010, on-line submission of bills has been made mandatory. Some of the modules, which were made operational in the Financial Year 2011-12 include online supply order for cement items w.e.f. 15th June, 2011, digital signing of registration certificate w.e.f. 1st July 2011, online dispatch details w.e.f. 15th September, 2011, mandatory online submission of application for registration w.e.f. 1st October, 2011, online consignee receipt certificate w.e.f. 1st November 2011. Further during the period 2012-13 e-Tendering module for Automobile items (NDP), Cement and Industrial Gases has been completed. In addition to above, provision has been made in e-Procurement system to include lateral entry for award of RC, also post e-Tendering integration and subsequent changes in the existing RC module were made.

During 2013-14 Rate Contracts were decided also to be done on Net Dealer Price basis or Catalogue Price basis for some stores. A format for Bill of Quantities was required for implementation of same which was successfully developed and incorporated in our e-tendering system. To update our procedures with available technology and to reap benefits of e Payment, DGS&D decided to implement

Payment Gateway for collection of Tender fees, EMD etc. Same is under process of development with SBI. Further continuing the process of betterment of DGS&D's e-Procurement system, more developments were done in various aspects of e-Procurement module like I-Call generation, I-Note, Online CRC, Cancellation of orders etc, trying to incorporate changing demands of procurement and making the system more user friendly.

4.6.4 Reverse e - Auction

The Government e-Auction system of NIC (GeANIC) enables to conduct the Auction process online, i.e. Auction creation, Uploading/Publishing, Amendment Notice, Auction Document Download, Clarification, EMD Payment submission and its approval, online auction on the dates scheduled, evaluation/approval of Auction & Award of Auction Contract. GeANIC is user friendly, transparent and highly secure. It results in savings time and money and also shortening of auction cycle time. NIC had developed Reverse e-Auction module for Tamil Nadu State Government and developed it in the same pattern for DGS&D in February 2013.

4.6.5 New DGS&D Website Launched

New website of DGS&D which has been developed by M/s UBICS have been made operational from April 2013..

4.6.6 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 dedicated 10 MBPS 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 M/s HCL 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 M/s TCS. Now, the DGS&D website application, new digital signature application from M/s eMuthra 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.

4.6.7 Changes in Purchase, Inspection and Registration Modules

Purchase:

1. Development of Rate Contract module along with amendments for NDP items.
2. Amendment to TP of Tender Enquiry without scrapping/refloating except change in line item.
3. Capturing and display of status of firms concerning Green Channel in the Rate Contract
4. Checking the items wise DGS&D registration status automatically.
5. Capturing and display of Performance of all orders including referrals from e-bids.
6. e-Procurement system to include lateral entry for award of RC
7. Post e-Tendering integration and subsequent changes in the existing RC module.
8. Revision made in Billing module to make correct billing, in case of supply orders placed before deletion of R/C item where supplies take place after such deletion.

9. Provision made to enable cancellation of Supply Order within DP, with the mutual consent of the Supplier and Direct Demanding Officer.

Inspection:

1. Development of online supply order for NDP items, all inspection activities
2. Online dispatch details for General Items
3. Online inspection details for Green Channel Firms, Cement, Industrial Gases etc.
4. Online CRC for general items.

Registration:

Integration of minor item level registration for Indian Manufacturers and Imported stores Registration system.

1. Development of Online submission of application in order to incorporate additional item for imported stores and processing of application up to issuance of Registration Certificate
2. Development of Diary system for bill counter.
3. Online submission of application for imported stores (Form – E)
4. Development of various amendments related to registration for Indian Manufacturers and Imported stores.
5. Online submission and amendment of application for Software Items (Form – F)
6. Online submission of application for Catalogue items/NDP Items (Form – G)
7. Online submission of application for enlistment of Indian Agents

4.6.8 TRAINING

Training was given to the Indian Supply Service probationers who joined in the year 2013. They were given classroom training in the room of Directors, each Director covering a specific chapter so as to cover the entire DGS&D manual. They were also given training on Administration, Conduct Rules and Finance. Probationers were sent for practical training to the Regional Offices of DGS&D at Kolkata and Chennai. They were also given training at National Institute of Financial Management (NIFM). After completion of classroom training they have been posted to Different Directorates to get on the job training.

4.7 PROGRESSIVE USE OF HINDI IN OFFICIAL WORK

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 Deptt. of Official Language from time to time regarding the progressive use of Hindi for official purposes. The details of the work done during the year 2013-14 in this regard are as under:

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, Hindi

Typewriting and Hindi stenography, and attends to the work relating to the translation of documents which are required to be issued in Hindi or bilingual. In addition to translation of documents falling under section 3(3) of the Official Language Act, the Annual Report of DGS&D 2012-13. Annual Administrative Report of DGS&D 2012-13 and other urgent translation material were translated into Hindi.

b) Official Language implementation Committee:

The meetings of the Official Language Implementation Committee were held regularly in every quarter. The Committee reviews the position and progress 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.

2. During the year, a total no. of 31 stenographers/PA/PS were given Hindi Computer training for 5 days in different batches. The training was imparted by Central Hindi Training Institute, New Delhi. Two Stenographers (Grade D) were also sent for training in Hindi stenography during the year which was imparted by Hindi Teaching Scheme.
3. With a view to review the progressive use of Hindi and also to keep watch on the compliance of orders/instructions etc., six regional offices of DGS&D, namely Directorates of Quality Assurance at Mumbai, Delhi, Kolkata and office of DD(QA) at Guwahati as well as DS&D, Mumbai and Kolkata were inspected by the officers of O.L. Directorate. Inspections/meetings were also held with ten Directorates/Sections of DGS&D (Headquarter) to discuss about the reasons of fall in percentage of Hindi correspondence and ways to improve it. A section under MIS Directorate namely Publication Cell has been specified to do their entire work in Hindi under the Official Language Rule 8(4).
4. During the year, the third sub-committee of Parliamentary Committee on Official Language inspected the DGS&D (Headquarters) on 10.04.2013. The DG(S&D) and other senior officers were present during the inspection and they answered the queries of honourable MPs. The Committee was satisfied with the inspection of DGS&D and appreciated the efforts of O.L. Directorate for increasing the Progressive Use of Hindi in DGS&D.
5. To increase the use of Rajbhasha in daily office work and to raise the level of awareness about Rajbhasha, Hindi Fortnight was observed from 13th to 27th September, 2013 in DGS&D. Various competitions like self-composed poem recital, Noting/Drafting, Essay Writing in Hindi and Translation from English to Hindi and vice-versa were organized during the Hindi Pakhwada in which the officers and staff of the organization took part in great numbers. Cash Prizes and Certificates were awarded to the winners during the Prize distribution ceremony held on 28.03.2014.
6. The sixteenth issue of the Hindi Magazine "Manjusha" was released during prize distribution ceremony by DG(S&D). It contains not only short stories, poems and articles penned by DGS&D staff and officers but also gives a glimpse of what has been done to improve the Progressive Use of Hindi in DGS&D during the year.
7. Two annual incentive schemes relating to dictation in Hindi and noting/drafting on files in Hindi were implemented during the year 2013-14 to encourage officers and staff to do their work originally in Hindi. Staff members of DGS&D participated in the above scheme and were awarded with Cash Prizes.
8. To generate awareness about Hindi and to impart practical knowledge of Official Language Provisions and incentives schemes etc., Hindi Workshops were organized regularly during the year in which a total no. of 23 employees of DGS&D were trained. Workshops were also arranged for Computer training in Hindi in which 54 employees of DGS&D participated.

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. Also Director (vigilance) is acting as CPIO for RTI cases.

Details of Disciplinary /Vigilance cases dealt for the period 01.04.2013 to 31.03.2014 are:-

Sl.No		Involving Gazetted Officers	Involving Non-Gazetted Officers	Total
1	Pending as on 01.04.2013	12	0	12
2	Initiated during the period 01.04.2013 to 31.03.2014	2	0	2
3	Disposed of during the Period 01.04.2013 to 31.03.2014	1	0	1
4	Pending cases as on 31.03.2014	13	0	13

As per the instructions received from Central Vigilance Commission, Annual Vigilance Awareness Week was observed in DGS&D, New Delhi from 28.10.2013 to 02.11.2013 with the main theme of "Promoting Good Governance- Positive Contribution of Vigilance." The Vigilance Awareness Week in the DGS&D office at New Delhi commenced with the pledge administered by Shri S.N. Mohanty, Director General on 28.10.2013. A series of lectures were organized during the period on various topics such as- Values, Ethics and Conduct Rules, Nature and types of corruption and eradication of corruption at organizational level through the use of technology and systemic changes, supply, registration and inspection issues from vigilance angle, etc. The officers and staff of DGS&D participated in the lectures in large numbers and there have been lively interactions 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 Public Relations (C&PR) Directorate assists the Trade & Industry and Indenters in their business dealings with DGS&D. It guides the representatives from Trade and Indenting Departments on various procedural and contractual matters. Redressal of complaints and grievances of trade and indenters is one of the functions apart from coordinating in RTI matters. 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 number of complaints / Public Grievances handled and settled by C&PR Directorate during the period from 01-04-2013 to 31-03-2014 is given below.

i)	No. of complaints pending as on 01-04-2013	16
ii)	No. of complaints received during the period from 01-04-2013 to 31-03-2014	37
iii)	No. of complaints settled during the period from 01-04-2013 to 31-03-2014	45
iv)	Balance outstanding as on 31-03-2014	08

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 01-04-2013	32
(ii)	No. of RTI cases received during the period from 01-04-2013 to 31-03-2014	189
(iii)	No. of RTI cases disposed during the period from 01-04-2013 to 31-03-2014	206
(iii)	Balance outstanding as on 31 st March, 2014	15

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 2013-14, total no. of 399 court/Arbitration cases were registered.

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 1.7.1976. 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. Payment of clearing charges at Ports for imported stores is also done by CCA. Payments relating to Jute supplies including those for supplies to Pre-deposit parties are made through CCA Kolkata Office.

Payment in respect of contracts placed on foreign suppliers in USA/UK is made through Letters of Credit established directly with the State Bank of India, New York, and London to facilitate prompt payments.

During the period 1-4-2013 to 31-3-2014, payments amounting to `6855 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 (` in crores)
New Delhi	54980	54980	2603
Mumbai	5677	5677	294
Kolkata	18117	18117	5631
Chennai	3378	3378	155
Total	82152	82152	6855

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.

The details of Region-wise contractors bills received and payments made during the years 2011-12 to 2013-14 are as under:-

Office	2011-12		2012-13		2013-14	
	No. of Bills Received	Payments Made (` Crores)	No. of Bills Received	Payments Made (` Crores)	No. of Bills Received	Payments Made (` Crores)
New Delhi	84212	2363	66527	2509	54980	2603
Mumbai	11054	425	8399	403	5677	294
Kolkata	13912	4158	18098	5517	18117	5631
Chennai	7709	213	6816	163	3378	155
Total	116891	7159	99840	8592	82152	6855

It can be seen that the payment made by CCA increased from 2011-12 to 2012-13 and then decreased during 2013-14.

APPENDICES

APPENDIX – I

D.G.S & D Activities in Figures for the Last Three Years

SI No.	Description of Item	2011-12	2012-13	2013-14
1	Establishment (As at the end of the year)			
	(a) Sanctioned Strength	1538	1538	2189
	(b) Effective Strength	968	963	1257
2	Finance (` Crores)			
	(a) Gross Expenditure	92.97	83.87	89.14
	(b) Gross Revenue	100.07	96.77	157.65
3	Indents (Nos)			
	(a) Received	511	598	486
	(b) Disposed off	511	598	486
4	Value of stores inspected against (` Crores)			
	(a) DGS&D orders	4769	5676	5932
	(b) Direct orders placed by other Govt. Depts.	2060	2189	1121
	TOTAL	6829	7865	7053

APPENDIX-II

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

Value (` Crores)

SI No.	Type of Classification	2011-12	2012-13	2013-14
1	Head Quarters, New Delhi	2625	2556	2045
1.1	AM Directorate	215	47	500
1.2	ES Directorate	306	299	240
1.3	HW Directorate	109	1060	96
1.4	IT Directorate	572	371	400
1.5	ME Directorate	205	194	227
1.6	OC Directorate	723	120	36
1.7	PP Directorate	49	74	169
1.8	SC Directorate	154	132	115
1.9	ST Directorate	31	33	29
1.10	WL Directorate	182	172	201
1.11	WMT Directorate	80	53	32
2	Regions	4771	5481	4859
2.1	DS Mumbai	129	116	77
2.2	DS Chennai	16	5	17
2.3	DS Kolkata	4626	5360	4765
2.4	DS Hyderabad	0	0	0
Total Purchases		7396	8037	6904

APPENDIX-III

**Value of orders against DGS&D RC classified as Purchase Directorate-wise
and Source of Manufacturers for 2013-14**

Value (` Crores)

SI No.	Type of Classification	SSI	LSI	MSU/Others	Total
A	Head Quarters, New Delhi	741.37	1261.29	41.76	2044.42
1.1	AM Directorate	0.00	500.00	0.00	500.00
1.2	ES Directorate	165.54	74.58	0.00	240.12
1.3	HW Directorate	26.46	69.61	0.00	96.07
1.4	IT Directorate	94.90	304.98	0.00	399.88
1.5	ME Directorate	156.17	70.83	0.48	227.48
1.6	OC Directorate	10.10	25.73	0.00	35.83
1.7	PP Directorate	54.03	115.40	0.00	169.43
1.8	SC Directorate	23.44	91.04	0.00	114.48
1.9	ST Directorate	28.67	0.00	0.00	28.67
1.10	WL Directorate	159.57	0.00	41.28	200.85
1.11	WMT Directorate	22.49	9.12	0.00	31.61
B	Regions	79.55	4779.80	0.00	4859.35
2.1	DS Mumbai	49.44	27.22	0.00	76.66
2.2	DS Chennai	5.84	11.65	0.00	17.49
2.3	DS Kolkata	24.27	4740.93	0.00	4765.20
2.4	DS Hyderabad	0.00	0.00	0.00	0.00
Total Purchases		820.92	6041.09	41.76	6903.77

Appendix IV

STATISTICS AT A GLANCE

I. Value of Orders placed (` Crores) (Including value of orders placed against DGS&D Rate Contract by DDO's)

Source of Manufacture/Year	2009-10	2010-11	2011-12	2012-13	2013-14
Small scale Industries	2134 (32.35)	1340 (17.09)	996 (13.47)	1293 (16.09)	821 (11.89)
Large scale	4438 (67.28)	6473 (82.56)	6345 (85.79)	6690 (83.24)	6041 (87.50)
Total Indigenous	6572	7814	7341	7983	6862
MSU/Others	24	26	55	54	42
Grand total	6596	7840	7396	8037	6904

Percentage to total are given in brackets.

II INSPECTION (` Crores)

Year	2009-10	2010-11	2011-12	2012-13	2013-14
I Value of stores inspected	6408	8257	6829	7865	7053
a) Against DGS&D Orders	4591	6795	4769	5676	5932
b) Against Direct orders placed by other Government Department	1817	1462	2060	2189	1121
II Value of Stores Inspected Zone-wise (` Crores)					
Western	740	657	375	615	448
Eastern	3239	5174	4344	5353	4939
Northern	1542	1443	1154	1007	886
Southern	887	983	957	890	382
Central	NA	NA	NA	NA	400

III Payment made by CCA (` Crores)

Year	2009-10	2010-11	2011-12	2012-13	2013-14
Towards purchase of stores	6265	7389	7158	8592	6855

IV: Finance

(` cores)

Year	2009-10	2010-11	2011-12	2012-13	2013-14
Revenue	85.77	91.84	100.07	96.77	157.65
Expenditure	86.32	104.99	92.97	83.87	89.14

V: Registration

Year	2009-10	2010-11	2011-12	2012-13	2013-14
No. of firms granted fresh Registration	546	254	293	594	337

VI: Purchase (Work Load)

Year	2009-10	2010-11	2011-12	2012-13	2013-14
Indents received	591	433	511	598	486

VII: Complaints

Year	2009-10	2010-11	2011-12	2012-13	2013-14
No. of complaints received	54	52	79	90	37
No. of complaints cleared	44	39	53	74	45

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

Year	2009-10	2010-11	2011-12	2012-13	2013-14
Value (` Cr.)	2134	1340	996	1293	821

APPENDIX – V

Staff strength in respect of Directorate General of Supplies and Disposals as on 31-03-2014

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	-	-	73	27	-	-	-	27
II-Inspection(QA)	22	4	-	-	26	9	3	-	2*	14
III-Others	37	82	191	547	857	28	53	103	343	527
North Zone										
I-Supply	-	-	-	-	0	-	-	-	-	0
II-Inspection(QA)	22	53	-	-	75	14	29	-	-	43
III-Others	-	2	18	104	124	-	2	15	39	56
South Zone										
I-Supply	9	4	-	-	13	5	-	-	-	5
II-Inspection(QA)	11	26	-	-	37	6	10	-	-	16
III-Others	-	3	29	133	165	-	4	26	59	89
East Zone										
I-Supply	6	3	-	-	9	4	-	-	-	4
II-Inspection(QA)	20	61	-	-	81	9	18	0	-	27
III-Others	-	5	60	343	408	-	3	56	222	281
West Zone										
I-Supply	7	2	-	-	9	4	-	-	-	4
II-Inspection(QA)	27	28	-	-	55	5	14	-	-	19
III-Others	-	3	36	165	204	-	3	29	101	133
Supply Officers posted in other Ministries/ Departments										
	37	16	-	-	53	11	1	-	-	12
Total	250	313	334	1292	2189	122	140	229	766	1257

* Dying cadre

APPENDIX-VI

Income and Expenditure Account of DGS&D, New Delhi for the year 2013-14

(In `)

Head of Account	Amount (Non-Plan)	0057-Supplies & Disposals	Amount
Expenditure		Receipt	
Salaries	670625427	1) By fees of purchase	701539331
Wages	107342	2) By fees for Inspection	
Overtime Allowances	83478	i) Purchase through DGS&D	696545544
Domestic Travel Allowances	8303481	ii) Purchase not through DGS&D	55269484
Foreign Traveling Allowance	47192	iii) Stores Indented directly by Dept. (Involving shipping)	22391995
Office expenses (non-plan)	32050822	Total Fees for Inspection of Stores	1475746354
Rent Rates & Taxes	54654133	3) Other items	100467942
Publications	3320565	4) Deduct Refunds	0
		5) Sale Proceed of Dead Stock	255250
Other Administrative Expenses	13322822	Total	1576469546
Advertising & Publicity	1633683	<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>	
Minor work	7905428		
Professional services	4404774		
Grant-in-Aid	22000		
Supplies & Material	77085		
Other charges (charged)	13140208		
Other charges (Voted)	421405		
Deduct recoveries	0		
Medical	7784754		
Information & Tech. O.A.E. (Plan)	23050770		
Total	840955382		
Pensionary Charges @ 5%	42047769		
Test made for other branches of Dept. of Supply @ 1%	8409554		
Total	891412705		
Excess of Income on Expenditure	685056841		
Total	1576469546		

APPENDIX VII

New Items Added In R/C From April, 2013 To March, 2014

Sl. No	Month	Name Of Items
1.	April, 2013	1. Tablet Computer 2. White Led Based Solar Lighting System 3. Indigenous Wilfit Spare-II Komatsu Miscellaneous 4. Indigenous Wilfit Spare-III Komatsu Miscellaneous 5. E.C. Net (Civil) (Revived) 6. Fluorescent Tubular Lamps (Revived) 7. Diesel Engine DC ARC Welding Sets (Revived)
2.	June, 2013	1. Jersey Woolen(Ribbed)
3.	July, 2013	1. Shoe Canvas (Defence)
4.	August, 2013	1. Wide Format Plotters And Scanners
5.	September, 2013	1. Spectrum Analysers
6.	October, 2013	1. Medical X-Ray Films (Revived)
7.	November, 2013	1. Cotton Under Pant (Thermal Wear)
8.	December, 2013	1. Vest Full Sleeves (Thermal Wear) 2. Polyester Cloth Blend
9.	January, 2014	1. Sphygmomano Meter (BP Apparatus) 2. Godrej Interio Office Furnishing 3. Coat Combat 4. Boot Ankle Textile (Jungle Boot) PU Sole
10.	February, 2014	1. Koel Spares other than WV Series 2. Blanket Woollen Dyed
	Total	21

APPENDIX VIII

LIST OF ITEMS ON RATE CONTRACTS AS ON 31st, MARCH, 2014

**DIRECTORATE
/REGION**

NAME

CHENNAI

1. MOTORCYCLES
2. SS & SC LATHES
3. COTTON UNDER PANT (THERMAL WEAR)
4. VEST FULL SLEEVES (THERMAL WEAR)
5. ELECTRONIC PHYSIOGROWTH MONITORING SYSTEM
6. GRINDING MACHINE
7. RUBBERISED COIR MATTRESS, PILLOWS AND CUSHIONS
8. MEDICAL X-RAY FILMS
9. SURGICAL RUBBER GLOVES
10. MICROSCOPIC SLIPS AND SLIDES
11. MATS DOOR & MATTING COIR
12. BHOOVA STRA
13. SPHYGMOMANO METER (BP APPARATUS)
14. ELECTRICAL SYRINGE AND NEEDLE DESTROYER
15. AUTOCLAVES STEAM STERLIZER
16. SPARE PARTS OF GRINDING MACHINE

HYDERABAD

17. XLPE CABLES (LT)
18. UNDER GROUND ARMOURED CABLE
19. PLANE PAPER COPIER
20. GENERAL PURPOSE TESTING INSTRUMENTS
21. LOGIC ANALYZERS
22. OSCILLOSCOPES
23. ELECTRONIC ENERGY METER
24. SPECTRUM ANALYSERS
25. SIGNAL ANALYZERS
26. ELECTRONIC DIGITAL POSTAL FRANKING MACHINE
27. RF SIGNAL GENERATOR AND FUNCTION GEN.
28. MICROSCOPE
29. INVERTER

KOLKATA

30. SINGLE TEXTURE CAPE NYLONE
31. GROUND SHEET (CIVIL)

32. WATER BOTTLE PLASTIC
33. STEEL TUBULAR POLE
34. TENT ARCTIC
35. CROW BAR/ CLAW BAR
36. E.C. NET (CIVIL)

MUMBAI

37. CLOTH COTTON GABERDINE
38. REPLACEMENT CHARGES (FIRE EXTINGUISHER) DEFENCE.
39. H.P.S.V. LAMPS FITTINGS
40. FORKLIFT TRUCK [DSL & ELECT.]
41. POLYESTER CLOTH BLEND SUITINGS
42. PLATFORM TRUCKS
43. WATER MIST FIRE FIGHTING SYSTEM
44. FLUORESCENT TUBULAR LAMPS
45. H.P.S.V. LAMPS
46. INTEGRATED CFL/EB.
47. T-5 LAMPS
48. POLYPROPYLENE/NYLONE ROPE
49. HPSV FLOOD LIGHT FITTINGS
50. PROGRAMMABLE STREETLIGHTS CONTROL SWITCH(PSCS)
51. SPARES FOR CUMMINS DIESEL ENGINES
52. COAT PARKA (CIVIL)
53. REFLECTIVE LUMINOUS GARMENTS
54. FORKLIFT TRUCKS SPARES

AUTOMOBILE DIRECTORATE

55. TROOP CARRIER
56. UTILITY VEHICLES
57. BUSES (BUILT UP BUSES & CHASSIS)
58. TATA VEHICLES SPARE PARTS
59. ASHOK LEYLAND SPARE PARTS
60. CHASSIS - HEAVY & MEDIUM
61. A.C. PASSENGER CARS
62. MARUTI SUZUKI SPARE PARTS
63. TANKER (CABIN TRUCK WITH WATER TANKER)
64. AMBULANCE
65. NON AC PASSANGER CARS
66. BOSCH SPARES
67. TRUCKS (BUILT UP TRUCKS & TRUCK

CHASSIS)

- 68. CNG VEHICLES
- 69. HINDUSTAN MOTORS VEHICLES SPARES

ELECTRICAL STORES DIRECTORATE

- 70. VISUALISERS
- 71. ON LINE UPS FOR IT APPLICATIONS
- 72. MINIATURE CIRCUIT BREAKERS
- 73. INFLATABLE EMERGENCY LIGHTING SYSTEM
- 74. SOLAR WATER HEATING SYSTEM
- 75. BATTERY CHARGER
- 76. DATA WALL DISPLAY SYSTEM
- 77. WHITE LED BASED SOLAR LIGHTING SYSTEM

HARDWARE DIRECTORATE

- 78. HDPE/PP BAGS
- 79. GODREJ INTERIO OFFICE FURNISHING
- 80. GALVANISED STEEL PIPES & TUBES
- 81. INSULATING MATS FOR ELECTRICAL PURPOSE
- 82. STEEL TUBE FOR WATER WELLS
- 83. OVER HEAD TANKS (R.M.POLY.M.TANK)
- 84. STEEL FOLDING COT WITH PLYWOOD
- 85. MODULAR FURNITURE
- 86. STEEL SHELVING CABINET
- 87. HELMETS FOR CIVIL
- 88. STAINLESS STEEL MUGS
- 89. STAINLESS STEEL COMPARTMENTAL TRAY
- 90. RACKS & LOCKERS (METAL SHELVING STORAGE CABINET)
- 91. TABLE & CHAIR
- 92. COMPUTER FURNITURE
- 93. LOW DENSITY POLYTHENE FILM

INFORMATION TECHNOLOGY DIRECTORATE

- 94. DESKTOP PC/ COMPUTER
- 95. DESKTOP PC PERIPHERALS
- 96. SERVER & NETWORKING ITEMS
- 97. DIGITAL COPIER
- 98. SOLAR LIGHTING SYSTEM CFL (SOLAR LANTERN)
- 99. MULTI-MEDIA PROJECTOR
- 100. WIDE FORMAT PLOTTERS AND SCANNERS
- 101. LAPTOPS

- 102. DATA BACK UP SAN SYSTEMS
- 103. LINE INTERACTIVE UPS
- 104. WORK STATIONS
- 105. E.P.A.B.X
- 106. THIN CLIENTS
- 107. INTERACTIVE BOARD & PANEL
- 108. TABLET COMPUTER
- 109. INFORMATION KIOSK
- 110. BLADE SERVER
- 111. RUGGEDISED LAPTOP
- 112. DIGITAL COPIER AND MULTIFUNCTIONAL OFFICE MACHINE WITH COMPOSITE CARTRIDGE AND FAX MACHINE
- 113. ON LINE UPS FOR IT APPLICATIONS (RACK MOUNTABLE TYPE)

MECHANICAL ENGINEERING DIRECTORATE

- 114. DIESEL GENERATING SETS (LR)
- 115. CEILING FAN (ELECTRIC)
- 116. SPLIT AIR CONDITIONER
- 117. PORTABLE GENSETS
- 118. DIESEL GENERATING SETS (HIGHER RATING)
- 119. STATIONARY STORAGE WATER HEATER(GEYSERS)
- 120. DRINKING WATER COOLERS
- 121. STEEL TRUNKS
- 122. EVAPORATIVE AIR COOLER (DESERT COOLERS- PLASTIC & STEEL BODY)
- 123. SERVO MOTOR OPERAED LINE VOLTAGE CORRECTORS
- 124. KOEL SPARES OTHER THAN WV SERIES
- 125. EXHAUST FANS
- 126. CURRENCY COUNTING MACHINE
- 127. CENTRIFUSE OIL CLEANING SYSTEM

OIL & CHEMICAL DIRECTORATE

- 128. OILS PRIMARY(DGBR & CIVIL)
- 129. BITUMEN
- 130. GASES INDUSTRIAL
- 131. BITUMEN EMULSION
- 132. EXPLOSIVES AND ACCESSORIES

PAPER & PAPER PRODUCT DIRECTORATE

- 133. COMPUTER STATIONERY

- 134. MAPLITHO PAPER RECYCLED
- 135. OFFSET PRINTING PAPER
- 136. PAPER PRINTING WHITE AND CREAM WOVE PRIME
- 137. AZURELAID PAPER
- 138. CARTRIDGE PAPER

STEEL & CEMENT DIRECTORATE

- 139. SPECIAL CEMENT (43 GRADE)
- 140. PORTLAND POZZOLONA CEMENT
- 141. PRE-PAINTED GALVANIZED STEEL SHEET PROFILE SHAPED
- 142. PUNCHED TAPE CONCERTINA COIL
- 143. CEMENT OPC (53 GRADE)

STRUCTURAL DIRECTORATE

- 144. INDEGENIOUS WILFIT SPARE-1 KOMATSU
- 145. WATER FITTINGS
- 146. TRACTORS
- 147. GALVANISED STEEL CHAIN LINK FENCE FABRIC
- 148. INDEGENIOUS WILFIT SPARE-II KOMATSU MISCELLANEOUS
- 149. INDEGENIOUS WILFIT SPARE-III KOMATSU MISCELLANEOUS
- 150. GUARD RAIL SYSTEM
- 151. MALLEABLE CAST IRON PIPE FITTINGS
- 152. ELECTRONIC WEIGHING MACHINE
- 153. WHEEL BARROWS STEEL

WOOL & LEATHER DIRECTORATE

- 154. BLANKET WOOLLEN DYED
- 155. BOOT ANKLE DVS
- 156. BOOT ANKLE TEXTILE (JUNGLE BOOT) PU SOLE
- 157. KHADIVASTRA (K.V.I.C.)
- 158. TENT EXTENDABLE (CIVIL)
- 159. P.T. SHOES TEXTILE UPPER RUBBER MOULDED SOLE
- 160. BOOT COMBAT (RI)
- 161. JERSEY WOLLEN (RIBBED)
- 162. SHOE CANVAS (DEFENCE)
- 163. COAT COMBAT

164. POLYESTER BLENDED DUCK ANKLE BOOT
RUBBER SOLE
165. COTTON TAPE NEWAR
166. TENTS VARIOUS
167. ANKLE BOOTS FOR HEAVY DUTY PURPOSES
168. DURRIES (HANDLOOM COTTON)
169. SLEEPING BAG
170. TARPAULIN
171. SHOE LEATHER DERBY PATTERN
172. HDPE TARPAULIN

WORKSHOP MACHINE & TOOLS DIRECTORATE

173. LIGHT WEIGHT PREFABRICATED STRUCTURE
174. WRITING BOARD
175. FOGGING MACHINE