

## Functions & Duties

### **Annexure-I**

#### **PARTICULAR OF DGS&D, ITS FUNCTIONS AND DUTIES**

##### **Present Role of DGS&D:**

- As per the Government of India (Allocation of Business) Rules, 1961, the present mandate of the DGS&D is “Purchase and inspection of stores for Central Government Ministries/ Departments including their attached and subordinate offices and Union Territories, other than the items of purchase and inspection of stores, which are delegated to other authorities by general or special order”.
- In terms of this mandate, the main function of the DGS&D is to conclude the rate contracts to be operated by the consuming departments of the Government for items of common use. DGS&D has been identifying such items, whose anticipated annual purchase by Government organizations is more than Rs. 25 lakhs a year, and bringing such items on rate contract. DGS&D charges a fee of 1% of the contract value from the indenting Departments. Thus, the objective of DGS&D is to act as a catalyst, facilitator & service provider in the government purchases.
- The Quality Assurance Wing of DGS&D through 27 offices undertakes pre-despatch inspection of stores on all orders placed on rate contracts. This ensures that stores actually supplied are strictly as per rate contract specifications & are of proper quality. The Quality Assurance Wing of the DGS&D also undertakes inspection of the stores being purchased by Government Departments outside rate contracts on payment of fees, which is normally 0.5% of the value of stores including taxes & duties, as also inspection for State Governments/ PSUs and other Government Organisations.
- The paying authority in respect of the rate contracts is the Chief Controller of Accounts (CCA(S)), Department of Commerce (Supply Division). Subject to adequate safeguards, normally 98% of the payment of the stores is given to the suppliers after inspection & despatch in advance on submission of bills in the Office of the CCA(S). The policy of making such payment facilitates cash flow for the industrial units. Presently the total payment made by the Office of the CCA(S) towards procurement of stores through DGS&D is approximately Rs.3200 Crores per annum.
- The revenue/ fees, collected for the services being rendered by the DGS&D is approximately Rs. 40 crores per annum, which is equal to its annual budget grant by the Government.

## **Historical Background:**

DGS&D has its origin in the India Stores Department, which was established in the year 1860 in London for purchase of imported stores. In 1951, the set up of Purchase and Inspection was reorganized and DGS&D was constituted, in its present form, to handle all government purchases centrally, in tune with the nation building exercise being undertaken at that time. Since then DGS&D has been functioning as the “Central Procurement Organization”.

The procurement of materials being a highly professional activity, two Group ‘A’ Engineering Services, namely the ‘Indian Supply Service’ and the Indian Inspection Service’ were constituted in 1961.

For over four decades, DGS&D acted as the sole procurement agency for Government of India with a minor restructuring in 1974, under which Defence, Railways and P&T were authorized to purchase items meant for their exclusive use. With the liberalization of the Indian economy in 1991, the DGS&D was required to concentrate on its core activity of conclusion of rate contracts for all items of common use. Ministries/ Departments were permitted to make ad hoc purchases of specific items. Ministries such as Ministry of Home, Ministry of Health & Family Welfare, Ministry of Defence, Ministry of Railways, Ministry of Information & Broadcasting, Ministry of Urban & Rural Development etc. were provided with specialist purchase officers from DGS&D to manage such purchase activity efficiently.

## **Other Areas:**

- DGS&D undertakes cargo clearance on behalf of the civil indentors on request. It includes sensitive and security cargo for Security Presses/ Mints, ISRO, Vaccine/ Drugs. To and fro cargo of Andaman & Nicobar Islands and Lakshadweep Islands are also handled.
- Consultancy services are being provided to ONGC, Chattisgarh, IGNOU, PSEB, JKSEB & APCDPCL.
- DGS&D is finalizing policy guidelines and procedures for concluding Most Favoured Price Agreements in consultation with the Ministry of Finance for highly technical & specialized products such as IT, Electro-medical equipment, Earth-moving machinery etc.
- DGS&D has been entrusted with the procurement of certain items needed for Natural Disaster Management and in War/ War-like situations.

## **Annexure-II**

### **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF DGS&D**

The powers of the officers and the employees of DGS&D are derived from the various Government rules, Departmental instructions, DGS&D Manual etc. The officers and employees of this Department exercise powers and perform duties as delegated to them.

2. Financial powers to deal with any purchase case is derived from the DGS&D Manual, which is based on the Delegation of Financial Power Rules, issued by the Ministry of Finance. The DGS&D Manual is available on this web site.

## **Annexure-III**

### **CHANNEL OF SUBMISSION FOR SUBSTANTIVE ACTIVITIES OF DGS&D**

The channel of submission & final level of disposals for substantive activities of the DGS&D is as per the procedures, prescribed in the DGS&D Manual, which is available on this website.

## **Annexure-IV**

### **NORMS SET BY DGS&D FOR DISCHARGE OF ITS FUNCTIONS**

DGS&D has set certain norms for discharge of its functions and the same also form a part of the Citizen's Charter which is available on this website. Further, DGS&D has also specified targets for the year 2005-06 and the same is given in the Annual Action Plan 2005-06, enclosed as

**Annexure-IV(i).**

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**

**ANNUAL ACTION PLAN 2009-10 FOR DGS&D**

Sl.No.	Activity/Action Point	Target 2008-09 (% age or No. as applicable) (target date for achievement 31.03.2009)	Total No. due as per Target till December, 2008	Total Target achieved up to December, 2008	Percentage of achievement	Balance of Target in (3) to be achieved by March, 2009.	Target for Annual Action Plan 2009-10	Target per quarter for the year 2009-10	Officer responsible for monitoring the progress.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
<b>1.</b>	<b>PURCHASE MANAGEMENT</b>								
1.1	Maintenance of continuity of Rate Contracts	90%	90%	89.70%	89.70%	#	<b>92%</b>	--	Competent Purchase Officer
1.2	Number of new items on RCs ordinary	16 (4 items per quarter)	12	13/12	108.33%	3	<b>16</b>	<b>4 Items per Qtr.</b>	Competent Purchase Officer
1.3	Placement of Contracts/Supply Orders(Within 10 working days	100%	1292	1292/1292	100%	#	100%	--	--
1.4	Ad hoc indents. (coverage within original validity)	90%	6	4/6	66.66%	#	90%	--	--
Sl.No.	Activity/Action	Target	Total No.	Total	Percentage	Balance of	Target	Target per quarter	Officer

	Point	2008-09 (% age or No. as applicable) (target date for achievement 31.03.2009)	due as per Target till December, 2008	Target achieved up to December, 2008	of achievement	Target in (3) to be achieved by March, 2009.	for Annual Action Plan 2009-10	for the year 2009-10	responsible for monitoring the progress.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
<b>1.5</b>	<b>Completion of Supply within delivery period</b>								
(a)	Ad hoc Contracts (Throughout the year)	100%	16	16/16	100%	#	100%	--	--
(b)	Supply Orders (Throughout the year)	100%	122/122	122/122	100%	#	100%	--	--
1.6	Time period for conclusion of Rate Contract(RC)	210 days	100%	100%	100%	-N.A.-	210 days	--	Director(P)

1.7	Revival of discontinued items on R/C with value addition	--	--	--	--	--	50% of revivable Rate Contracts dropped during the proceeding year.	12.5% in each Qtr. Directoratewise	Director(P)

#- The percentage for three quarters has been indicated. There are no targets fixed in terms of numbers. Only percentage has to be indicated.

Sl.No.	Activity/Action Point	Target 2008-09 (% age or No. as applicable) (target date for achievement 31.03.2009)	Total No. due as per Target till December, 2008	Total Target achieved up to December, 2008	Percentage of achievement	Balance of Target in (3) to be achieved by March, 2009.	Target for Annual Action Plan 2009-10	Target per quarter for the year 2009-10	Officer responsible for monitoring the progress.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
1.8	Enhancing the ambit of MFPA (Most Favoured Price Agreement) (Presently only 2 items (i) Earthmoving equipment &(ii) ERP/SAP)	--	--	--	--	--	2	1 by the 3 <sup>rd</sup> Qtr. & the 2 <sup>nd</sup> by the 4 <sup>th</sup> Qtr.	Director (P)

1.9	More items to be added (IT Dte./ES/ME)  (i) Variety of softwares  (ii) Various proprietary nature items/Branded Products.  (iii) Energy Efficient Items	--	--	--	--	--	9	1 each by the 3 Dtes. in each remaining Qtr.	Director (IT), (ES) & (ME)
Sl.No.	Activity/Action Point	Target 2008-09 (% age or No. as applicable) (target date for achievement 31.03.2009)	Total No. due as per Target till December, 2008	Total Target achieved up to December, 2008	Percentage of achievement	Balance of Target in (3) to be achieved by March, 2009.	<b>Target for Annual Action Plan 2009-10</b>	<b>Target per quarter for the year 2009-10</b>	<b>Officer responsible for monitoring the progress.</b>
1.	2.	3.	4.	5.	6.	7.	<b>8.</b>	<b>9.</b>	<b>10.</b>
1.10	Interaction with user Ministry/Deptts. particularly with Para-Military Forces, Ministry of Home Affairs, Railways etc. to identify new	--	--	--	--	--	8	4 by the 3 <sup>rd</sup> Qtr. & the remaining 4 by the 4 <sup>th</sup> Qtr.	ADG(S)/ ADG(QA)



	items.								
1.11	Development of e-modules for items like Jute, Cement, Industrial Gases, Oils.	--	--	--	--	--	All the said e-modules	Jute & Indust. Gases by the 2 <sup>nd</sup> Qtr., Cement by 3 <sup>rd</sup> Qtr. & Oils by the 4 <sup>th</sup> Qtr.	Director (NIC) along with Director(P)
1.12	Hyperlinking of DGS&D website with NSIC & DGQA (Defence).	--	--	--	--	--	Hyperlinking with both the organisations by March 2010.	Nil	Director (C&T)
1.13	Rate Contracts in perpetuity.	--	--	--	--	--	Finalisation of the proposal by 31.3.2010.	Nil	Director (P&C)
1.14	Acceptance of Stores under green channel	--	--	--	--	--	Finalisation of the proposals by 31.3.2010.	Nil	Director (P&C)

Sl.No.	Activity/Action Point	Target 2008-09 (% age or No. as applicable) (target date for achievement 31.03.2009)	Total No. due as per Target till December, 2008	Total Target achieved up to December, 2008	Percentage of achievement	Balance of Target in (3) to be achieved by March, 2009.	Target for Annual Action Plan 2009-10	Target per quarter for the year 2009-10	Officer responsible for monitoring the progress.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
<b>2.</b>	<b>Quality Assurance Management</b>								
<b>2.1</b>	<b>Inspection work handled(Rs. in crores)</b>								
(a)	Order Procurement	4350 cr/ 1087.5 cr per qtr	3262.5 cr	4023.83 cr	123.34%	326.17 cr	<b>4450 cr</b> <b>31.3.2010</b>	<b>1112.5Cr</b> <b>per Qtr.</b>	DDG(QA)
(b)	Order Inspected	4350 cr/ 1087.5 cr per qtr	3262.5 cr	3802.5 cr	116.54%	547.50 cr	<b>4450 cr</b> <b>31.3.2010</b>	<b>1112.5 Cr</b> <b>Per Qtr.</b>	DDG(QA)
<b>2.2</b>	<b>Formation of specifications</b>								
(a)	RC Items	100% (Within 10 days)	152	140/152	92.11%	#	100% (within 10 days)	--	DDG(QA) of area concerned.
(b)	New RC Items	100% (Within 2 months)	17	17/17	100%	#	_100% (2months)	--	-do-

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Sl.No.	Activity/Action Point	Target 2008-09 (% age or No. as applicable) (target date for achievement 31.03.2009)	Total No. due as per Target till December, 2008	Total Target achieved up to December, 2008	Percentage of achievement	Balance of Target in (3) to be achieved by March, 2009.	Target for Annual Action Plan 2009-10	Target per quarter for the year 2009-10	Officer responsible for monitoring the progress.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
<b>2.3</b>	<b>Appraisal of Contractors capabilities:-</b>								
(a)	Against Tender(10 days for local & 15 days for outstation firms)	100% (10 days for local & 15 days for outstation firms)	71	69/71	97.18%	#	100% (10 days for local & 15 days for outstation firms)	--	DDG(QA) of area concerned
(b)	Against Registration Application (10 days for local & 15 days for outstation firms)	95% (10 days for local & 15 days for outstation firms)	259	250/259	96.53%	#	95% (10 days for local & 15 days for outstation firms)	--	-do-

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Sl.No.	Activity/Action Point	Target 2008-09 (% age or No. as applicable) (target date for achievement 31.03.2009)	Total No. due as per Target till December, 2008	Total Target achieved up to December, 2008	Percentage of achievement	Balance of Target in (3) to be achieved by March, 2009.	Target for Annual Action Plan 2009-10	Target per quarter for the year 2009-10	Officer responsible for monitoring the progress.
1.	2.		4.	5.	6.	7.	8.	9.	10.
<b>2.4</b>	<b>Timely action for Pre-despatch Inspection</b>								
(a)	Taking up of inspection (Within 7 days from the date of inspection call)	95% (within 7 days from the date of inspection)	18824	18824/18824	100%	#	95% (within 7 days from the date of inspection)	--	DDG(QA) of area concerned
(b)	Taking up of inspection for outstation supplies (within 10 days from the date of inspection call)	100% (within 10 days from the date of inspection call)	6082	6082/6082	100%	#	100% (within 10days from the date of inspection call)	--	-do-
<b>2.5</b>	<b>Registration of Suppliers</b>								
(a)	Registration of Firms(Within 30 days)	100% (Within 30 days)	310	305/310	98.39%	#	100% (Within 30 days)	--	-do-
(b)	Registration of Indian Agents	100% (Within 30 days )	26	26/26	100%	#	100% (Within 30 days)	--	-do-
<b>2.6</b>	Thorough revision	--	--	--	--	--	12	4 per Qtr.	DDG(QA)

	of specifications for updation and expanding scope								for the remaining Qtrs.
--	--	--	--	--	--	--	--	--	-------------------------

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1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
<b>3.</b>	<b>SHIPPING ACTIVITY</b>								
3(i)	<b>BY SHIPPING CARGO</b>  Cargo Handling (Number of consignments cleared)	Kolkata-5000 MT/1250 MT per qtr OR consgn.  100/25 per Qtr.  Mumbai-200/50 Per Qtr.  Chennai-600/150 Per Qtr.	Kol -3750 MT    Mum-150  Chen -450	Kol-908.316/ 3750  Mum 131/150  Chen-174/450	24.22%  87.33%  38.66%	4091.684  69  426	<b>KOL- 2000 @ MT/OR 100 consignment</b>  MUM-200  <b>CHEN-240</b>	<b>500MT/ 25 cons per qtr</b>  50 Per Qtr.  <b>60 Per Qtr.</b>	Regional DDGs

3(ii)	Clearance of consignment (within 5 days of receipt of complete shipping documents)	95%	Kol- 75  Mum- 174  Chen- 166	Kol- 57/75  Mum- 157/174  Chen- 158/166	76%  90.22%  95.18%	#  #  #	95%	--	- do -
3(iii)	Continuity of clearing & forwarding agency contracts	Kolkata- X  Mumbai- 100%  Chennai- 100%	Kol-X  Mum- 100%  Chen- 100%	Kol-X  Mum -  Chen-	Kol-X  Mum -  Chen-	#	Kol- X  Mum-100%  Chen-100%	--	- do -

X- Departmental clearance is continuing. DS&D, Kolkata concludes Transportation agreement and its continuity is kept 100%.

#- The percentage for three quarters has been indicated. There are no targets fixed in terms of numbers. Only percentage has to be indicated. **Legend:**

@ Due to wide variation in the number of consignments cleared under item 3(i) Cargo Handling, the numbers in draft Annual Action Plan 2009-10 have been fixed on the basis

of actual trends. In respect of DS&D, Kolkata, 2000MT has also been fixed besides consignments.

Sl.No.	Activity/Action Point	Target 2008-09 (% age or No. as applicable) (target date for achievement 31.03.2009)	Total No. due as per Target till December, 2008	Total Target achieved up to December, 2008	Percentage of achievement	Balance of Target in (3) to be achieved by March, 2009.	Target for Annual Action Plan 2009-10	Target per quarter for the year 2009-10	Officer responsible for monitoring the progress.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
3(iv)	Settlement of demurrage bills (Within 15 days)	100%	Kol- 43  Mum- 112  Chen- 150	Kol- 43/43  Mum- 112/112  Chen- 146/150	100%  100%  97.33%	#  #  #	100%	--	-do -
3(v)	Settlement of handling bills (Within 15 days)	100%	Kol- 49  Mum-128  Chen- 109	Kol- 49/49  Mum- 128/128  Chen- 104/109	100%  100%  95.41 %	#  #  #	100%	--	- do -
3(vi)	Settlement of Port Rent Bills (Within 15 days)	100% (Within 15 days)	Kol- 12  Mum- 112	Kol- 12/12  Mum-	100%  100%	#	100% (Within 15 days)	--	- do -

			Che- 108	112/112	96.29%				
				Che- 104/108					

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Sl.No.	Activity/Action Point	Target 2008-09 (% age or No. as applicable) (target date for achievement 31.03.2009)	Total No. due as per Target till December, 2008	Total Target achieved up to December, 2008	Percentage of achievement	Balance of Target in (3) to be achieved by March, 2009.	Target for Annual Action Plan 2009-10	Target per quarter for the year 2009-10	Officer responsible for monitoring the progress.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
<b>4.</b>	<b>Other Important Activities of DGS&amp;D</b>								
4.1	Litigation								
(1)	Litigation of old cases								
(a)	Appointment of Arbitrator (Within 2 months)	100% (within 2 months)	100%	100%	100%	#	100% (within 2 months)	--	Dir(P)/OSD(Lit)
(b)	Decision on Arbitration Award (Within 1 month)	100% (within 2 months)	100%	100%	100%	#	100% (within 2 months)	--	Director(P)
(c)	Implementation of Arbitration Award/Court Order(Within 15 days)	100% (Within 15 days)	100%	100%	100%	#	100% (Within 15 days)	--	Director(P)



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Sl.No.	Activity/Action Point	Target 2008-09 (% age or No. as applicable) (target date for achievement 31.03.2009)	Total No. due as per Target till December, 2008	Total Target achieved up to December, 2008	Percentage of achievement	Balance of Target in (3) to be achieved by March, 2009.	Target for Annual Action Plan 2009-10	Target per quarter for the year 2009-10	Officer responsible for monitoring the progress.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
<b>4.2</b>	<b>Monitoring of Grievances:</b>								
(a)	Acknowledgment of grievances/petitions and reference to concerned Directorate/Authority	100% (within 15 days)	100%	100%	100%	#	100% (within 15 days)	--	Director (Admn)/ Director (C&PR)
(b)	Review/Follow up of pending grievances (Every fortnight)	100% (every Fortnight)	100%	100%	100%	#	100% (every fortnight)	--	-do-
4.3	Holding of meeting With Indenting Department one meeting each quarter	One meeting Per quarter	100%	100%	100%	#	One meeting per quarter	--	DDG (Supplies)

#- The percentage for three quarters has been indicated. There are no targets fixed in terms of numbers. Only percentage has to be indicated.

Sl.No.	Activity/Action Point	Target 2008-09 (% age or No. as applicable) (target date for achievement 31.03.2009)	Total No. due as per Target till December, 2008	Total Target achieved up to December, 2008	Percentage of achievement	Balance of Target in (3) to be achieved by March, 2009.	Target for Annual Action Plan 2009-10	Target per quarter for the year 2009-10	Officer responsible for monitoring the progress.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
<b>4.4</b>	<b>Administrative Targets:-</b>								
(a)	Recording of old files	No target for Recording/Reviewing/Weeding out of old files were fixed.	N.A	N.A.	N.A.	N.A.	6000	1500	--
(b)	Review of old files						2000	500	
(c)	Weeding out of old files (including which are reviewed/weeded)						4000		

(d)	out without formal recording).  Transferring of permanent files to the National Archives of India							1000	
							300		

### Annexure-V

#### **RULES, REGULATIONS, INSTRUCTION, MANUALS AND RECORDS USED BY DGS&D EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

All activities of the Directorate General of Supplies & Disposals (DGS&D), connected with Purchase and Inspection, are presently governed by the instructions and procedures, codified in the DGS&D Manual, which is available on this website. The DGS&D Manual in hard copy can also be procured on payment basis. Copies of further instructions / circulars, are contained in [Annexure-V \(i\)](#).

## **Annexure-VI**

### **STATEMENT OF THE CATEGORIES OF DOCUMENTS**

The details of the categories of documents held by DGS&D or under its control are provided in the Record Retention Schedule on Substantive functions which is as under:

**(a) Record 'B'** “ Keep Permanently” means to be kept in Section up to a maximum of ten years. Thereafter, in Central Record Room for another 15 years and then to be transferred to the National Archives of India (NAI) for permanent retention beyond 25 years. Years are to be counted from the year of opening.

**(b) Record 'C'** means to be destroyed after the specified number of years, which may be up to a maximum of 10 years. If a particular Record 'C' is required to be kept beyond the specified period or beyond the maximum period of 10 years , then it should be converted into Record 'B' with approval of the Director concerned, and retained as per procedure applicable to Record 'B' indicated above. In other words, the total life of a Record 'C' file/ folder etc., is 10 years.

## **Annexure-VII**

### **PARTICULARS OF ARRANGEMENTS FOR CONSULTATION WITH MEMBERS OF PUBLIC**

As per the present role of DGS&D, this organization is required to conclude Rate Contract for items of common use to be used by various Govt. Departments / Organisations. As per the requirements, this organization floats tender notices / tender enquiries etc. for calling quotations from suppliers. The arrangement for consultation with suppliers / indentors etc. is inbuilt into the Rate Contract System in as much as regular Pre-Bid Meetings / Consultative Meetings are held with various stake holders for finalizing the particulars for the tender enquiry etc. In addition, periodic meetings are also held with all the stake holders about the operation of the various Rate Contracts.

**Annexure-VIII**

**STATEMENT OF BOARD, COUNCILS, COMMITTEES ETC.**

Information in this regard is NIL as DGS&D is an attached office under Department of Commerce (Supply Division) and is a Central Purchase Organization.

**Annexure-IX**

**DIRECTORY OF OFFICERS AND EMPLOYEES OF DGS&D**

For directory of Officers of DGS&D, [click here](#).

**Annexure-X**

**MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES OF DGS&D**

A [statement](#) showing the designations, its sanctioned strength & the working strength, and the corresponding pay scale

**Annexure-XI**

**BUDGET ALLOCATED TO DGS&D**

The budget allocated to DGS&D as well as its Regional Offices is available in [Annexure-XI\(i\)](#).

**Annexure-XII**

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**

Information in this regard is NIL as DGS&D is an attached office under Department of Commerce (Supply Division) and is a Central Purchase Organization.

**Annexure-XIII**

**PARTICULARS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED**

Information in this regard is NIL as DGS&D is an attached office under Department of Commerce (Supply Division) and is a Central Purchase Organization.

**Annexure-XIV**

**INFORMATION AVAILABLE / HELD IN AN ELECTRONIC FORM**

**Details in respect of the information, available to or held by it, reduced in an electronic form**

**INFORMATION AVAILABLE ON WEB SITE**

**Citizen Charter**

**DGS&D Manual**

**Rate Contract**

About it

Standard Terms & Conditions

Items on Rate Contract

Directorate Wise Items

Amendments

**Tenders**

**Notices**

**Corrigendum (Notices)**

**Enquiries**

**Corrigendum (Enquiries)**

**Special Terms & Conditions**

**Technical Specification**

**List of Registered Firms**

**North Zone**

**South Zone**

**East Zone**

**West Zone**

**Vendor's Profile**

**Supplier wise**

**Item wise**

**Technical Particulars Finalized**

**Information Facilitation**

**Public Grievance Redressal Machinery**

**Forms**

**Addresses of DGS&D Offices**

**Related Links**

**Publications**

**Important Circulars**

**E-tendering**

**Consultative Meetings**



**Indentor's Page**

**Vendor's Page**

[Public Grievance Redressal Machinery](#)

**INTERACTIVE AVAILABLE WITH SERVER**

**SUGGESTION SYSTEM**

PRO MODULE

MENU FOR RCP DIRECTORATE

SRC / SUBCOMMITTEE MODULE

ON-LINE SUGGESTION

**REGISTRATION SYSTEM**

APPLICATION THROUGH WEB

Application from manufacturer

Application from Agent

Status of Application

Guidelines

PROCESSING OF APPLICATION

Processing of Application

Misc/Amendment

Allocation/Recommendation

Utilities

Reports

Deletion

## **MONITORING**

Summary of Registered Cases

Progress of Registered Cases

Firm-wise Registration

Item-wise Registration

## **PURCHASE SYSTEM**

### **TECHNICAL PARTICULARS/ELIGIBILITY CRITERIA**

### **TENDER MODULE**

Administrative Module

Working Module

MIS

Reports

Query

PROCESSING OF RC

Tender Decision

Revised Tender

Counter Offer

Scrapping

RC Award

Advance RC

RC Document

TENDER MODULE (NDP)

PROCESSING OF RC (NDP)

RATE CONTRACT

RC Report with all Amendments

PERFORMANCE DRAWAL

Report on Performance Draws

BANK GUARANTEE

Bank Guarantee Details

## SECURITY DEPOSIT

Security Deposit Details

## AMENDMENT

Amendment Details

## FALL CLAUSE

Fall Clause Details

## INSPECTION SYSTEM

Dak Module

Dak entry

Supply Order Module

Supply Order item entry

Supply Order Consignee-wise item entry

Inspection Details

Inspection Call

Inspection Details

Release of Stores

Non-departmental Purchase Order

Pre-stock Inspection Call

Processing

Allocation/Release/Receipt of Stores

Despatch Details

Receipt of Stores

Consignee Rejection Details

Documents Receipt

Bill Submission

Processing

Payments

Debit Adjustments

STORE DIRECTORY

MIS

[Banning of Firms](#)

[Mapping of Store](#)

[Query on RC Issued](#)

**TP Prepared For Major Store**

**Finalized TP**

**Directorate-Wise Audit Trail Report**

**MIS Reports (Related to RC)**

**Tender Due for Opening**

**Tender Notices Approved Today**

**Tender Notices Approved Till Date**

**Tender Notices Due For Opening During A Period**

**Tender Enquiries**

**Tender Notice/Enquiry Amendments**

**Query on Tender Notice/Enquiry & TP**

**File name listing for uploading RC Document on website**

**Monitoring for Purchase system**

**ITEMS ON RATE CONTRACT**

**TENDERS ON WEB**

## **Annexure-XV**

### **PARTICULARS OF PRESENT FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

The present role of the DGS&D is to conclude the rate contracts to be operated by the consuming departments of the Government for items of common use. For this purpose, it floats tender enquiries, formulates specifications of stores, finalizes rate contracts, and carries out pre-despatch inspections and post contract management. All these activities involve wide interaction with trade & the indentors.

In order to provide information, a full-fledged Information Facilitation Centre (IFC) is functioning in DGS&D. Any information, connected with the functions & duties of DGS&D, can be obtained through the IFC. Further, activities of DGS&D is also widely publicized through various measures, such as web-site of DGS&D, Administration Report, Monthly DGS&D Bulletins, display board near Information Facilitation Counter (IFC), PRO Boards etc.

## **Annexure-XVI**

### **NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

Please Refer to the link " [Central Information Officers/Central Assistant Public Information Officers.](#) .

## **Annexure-XVII**

### **ANY OTHER INFORMATION**

With a view to reduce the time taken in decision-making process, and to increase transparency & fairness in the public procurement system, DGS&D is in the process of computerizing its entire activities. This Organization is committed to full adoption of *e-procurement*.

2. In terms of Section 8 & 9 read with Section 11 of the Right to Information Act, 2005, following information pertaining to DGS&D may not be open to disclosure:

- Information on technical specification, terms and conditions etc. relating to invitation to tender till its finalization.
- Information not ordinarily disclosed in respect of supplier's capacity, trade secret, etc., the disclosure of which is likely to harm the business interest of the supplier.
- Any complaint under investigation.
- Information about cases which are under arbitration, litigation in courts and in disputes.
- Personal and private information about officers and staff other those to be provided under the Act.