

Annexure XXXIX(1)
(Vide Article-39.01.07)

Stationery articles
Local Purchase of
Delegation of Powers.

GOVERNMENT OF MAHARASHTRA
Industries, Energy and Labour Department
Circular No. PSP-1474/2809-INDG.
Sachivalaya, Bombay-400 032. Dated the 6th April, 1976.

C I R C U L A R

In supersession of the orders contained in Governments orders Industries and Labour Department, No. PSP/1360/18312-PRS, dated the 31 January 1961, Government is pleased to lay down the following consolidated rules for local purchase of standard items of stationery and other articles by Heads of Departments, Regional Heads of offices and Heads of Offices.

Rules for Local purchase of stationery and Drawing Articles.

1. Local purchase is permissible to the extent of 25% of the sanctioned quantity of those articles, which are essentially required but not supplied by the stationery depots. It is not necessary to objection Certificate form the stationery Depots nor the sanction of Government in the Administration Department concerned.
2. The local purchase shall be made only after inviting competitive quotations for standard items form at least three dealers and accepting the lowest to specifications.
3. The purchases made should be reported to the Stationery Depot within 2 weeks, giving full particulars; viz: Item, Number, Description, Quantity, Rate and Total Expenditure.
4. The monetary limits for such local purchases during any financial year shall be as follows;

STATIONERY ARTICLES

(Including clothing and cycle accessories)

- | | |
|--|-------------|
| (i) Heads of Departments and Regional offices. | Rs. 1,000/- |
| (ii) Heads of offices. | 500/- |

DRAWING ARTICLES

- | | |
|---|---------|
| (a) Heads of offices under the Irrigation Department and Public works Department. | 1,000/- |
| (b) Other Heads of offices using drawing articles. | 500/- |

It is essential to certify on the bills as follows:

(i) The local purchase made is strictly in conformity with the Rules prescribed by Government under Government circular, Industries, Energy and Labour Department No. PSp/1474/2809-IND-6, Dated the 6th April, 1976.

(ii) The intimation of the local purchase has been sent to the Government Stationery Depot-----on-----

6. purchase of any item essentially required but not supplied by the stationery Depot, beyond 25% of the sanctioned quantity, is permissible only on the basis of a No objections Certificate form the Stationery Depot, provided it is within the overall monetary limit mentioned in para 4 above.

7. purchase of stationery beyond the monetary limit mentioned in rule 4 or any non-standard item of stationer shall necessarily require prior sanction of Government in the Administrative Department concerned. In such cases, the Administrative Departments will not be required to consult the Industries, Energy and Labour Departments and Finance Departments as long as the relevant rules are strictly adhered to by the offices.

8. No. additional budget grants shall be sanctioned on account of such local purchases.

By order and in the name of the Governor of Maharashtra,

Sd/-
N.R. ABHYANKAR
DESK OFFICER,
Industries, Energy and Labour
Departments

No.D./STN/GR/4949/ OF 1976-77
Pune-411 001, dt. 4 th June 1976

Copy- for worded for information and guidance to the Conservatar of forests (all)

Sd/-
Chief Conservatar of forest,
m.s. Pune-1