

Government of Jammu and Kashmir
Agriculture Production & Farmers Welfare Department
(Civil Secretariat, J&K)

C I R C U L A R

Subject:- **Purchase Guidelines for 2021-22.**

It has been observed that the Directorates and other field officers are not following the purchase manual, 2017 and GFR, 2017 in its true spirit, thereby creating a number of avoidable issues. To avoid recurrence of such issues, the following Guidelines are hereby issued to be followed strictly by the all purchasing authorities of the Department in future for smooth conduct of the purchasing process.


1. Procurement plan should be finalised in consultation with all the indenting officers for all items of vital procurement in the first half of April, in each year and the NITs (for items not available on GeM portal) shall be called in the second half of the April. All the supply orders should be issued by or before the last working days of the May each year, within the approved annual budget. All the NIT's and supply orders should conspicuously show the number/date of Administrative Approval and Technical Sanction conspicuously.
2. That all the purchases to be made should be in conformity with the rules laid down in the GFR and purchase manual 2017. There shall be no relaxation under any pretext.
3. All the purchases contracts costing Rs. 1.00 lakh and above should be tendered out electronically. Any tender made out through conventional mode shall be at the cost and responsibility of the purchasing officer.
4. No. repeat tender should be issued, as the validity of a rate contract is only one year from the date of its issue. Similarly no purchase order should be made and no work allotted on the basis of rate contract of other departments/directorates.
5. Common use goods and supplies available on GeMs portal should be purchased from GeMs site only.
6. The purchase committee of a department has no powers to extend the contract beyond one year of its validity.
7. All the Directorate should consult their Accounts officers, while calling and processing tenders and issue a purchase or a work order in consultation with him/her to avoid post procurement problems.
8. Since the purchase of seed is a continuous activity, it is usual that some stock remains un-utilized at the close of the financial year which must be accounted for before issuance of procurement order for the next consignment.
9. All the revenue accruing to the departmental authorities on sale of seed and other stocks items, to the farmers and other end users, must be deposited on the same or next day in the treasury through e-GROSS



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application. Revenue realised under no circumstance, shall be retained by any officer or transferred to other authorities for remittance at higher level.

10. No expenditure, other than the procurement cost of the seeds should be met out of seed budget or from accrued revenue on account of sale of seeds and stock.
11. All the seed stores and others looking after procurement and distribution should maintain proper accounts in a prescribed format. The accounts should be authenticated by the head of Office and maintained properly and preserved in safe custody. The sale of seed should not be made through any stockist under any pretext. It should be ensured that the sale of the seed is made through departmental distribution channels only.
12. All the Directors should submit monthly key material report in both physical and financial terms to the Administrative Department.
13. Physical verification of stores should be conducted by the Directorates annually and results shared with Administrative Department in respect of each office.
14. Periodical reconciliation with all the quarters including AG in respect of Revenue and expenditure should be conducted as per the schedule laid down in the rules.


Director Finance
Agriculture Production &
Farmers Welfare Department.

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Copy for information and necessary action to the:-

1. Vice Chancellor, SKUAST-Jammu/Kashmir
2. Director Plan, Agriculture Production Department.
3. Comptroller, SKUAST-Jammu/Kashmir.
4. Director, Agriculture, Jammu/Kashmir
5. Director, Sericulture, J&K, Srinagar.
6. Director, Command Area Dev. Dept. Jammu/Kashmir.
7. Managing, Director, JKAIDCL.
8. Pvt.Secy to Secretary, Agriculture Prod. Department.
9. Website Administrator.
10. Stock file.