



**GOVERNMENT OF KERALA**

**Abstract**

Stores Purchase Department – Amendment to Revised Stores Purchase Manual, 2013 - Delegation / Enhancement of Financial Powers of the Administrative Departments of the Secretariat and Heads of Departments - Revised -Orders issued.

**STORES PURCHASE (A) DEPARTMENT**

G.O.(P)No.03/2018/SPD

Dated, Thiruvananthapuram, 04/05/2018.

Read: 1 G.O.(P) No.3/2013/SPD dated 21/06/2013.  
2 G.O.(P) No.102/2017/FIN dated 07/08/2017.

**ORDER**

As per the Government Order read as 1<sup>st</sup> paper above, the Stores Purchase Manual was revised and published in the official website [www.spd.kerala.gov.in](http://www.spd.kerala.gov.in).

2. As per the Government Order read as 2<sup>nd</sup> paper above, Government have revised the Financial Powers of the Administrative Departments of the Secretariat and Heads of Departments (HoDs). Government are also pleased to incorporate the following amendments in the Revised Stores Purchase Manual.

Sl. No	Para No.	Existing Provisions in the Revised Stores Purchase Manual	Amendment
1	9.71	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure related to Annual Maintenance Contract (AMC) up to a limit of Rs. 3,00,000/- subject to the rules in force. In case of AMC of IT related items, for eg. computer and peripherals, other hardware, software and other programmes, concurrence of IT Department shall be required. In the case of	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure related to Annual Maintenance Contract (AMC) up to a limit of Rs.15 lakh subject to the rules in force and budget provision. In case of AMC of IT related items, for eg. computer and peripherals other hardware, software and other programmes, concurrence of IT Department shall be required. In the

		other equipment/machineries, concurrence of PWD or accredited agencies shall be required.	case of other equipment/machineries, concurrence of PWD or accredited agencies shall be required.
2.	9.72	With respect to Annual Maintenance Contract for computer, printer, photocopiers, machinery, lab equipment, AC & all other electronic & electrical equipments used for the functioning of offices, Heads of Departments is delegated financial power upto Rs.2 lakh subject to observance of Rules & procedures and subject to budget provision. In case of other equipment/machineries, concurrence of PWD or accredited agencies shall be required.	With respect to Annual Maintenance Contract for computer, printer, photocopiers, machinery, lab equipment, AC & all other electronic & electrical equipment used for the functioning of offices, Heads of Departments is delegated financial power upto Rs. 3 lakh subject to observance of Rules & Procedures and subject to budget provision. In case of other equipment/machineries, concurrence of PWD or accredited agencies shall be required. With respect to the HoDs in the rank of Secretary to Government, are delegated financial power upto Rs. 5 Lakh subject to observance of rules and procedures, and subject to budget provision.
3.	16.2	The Administrative Department of the Secretariat shall issue Administrative Sanction without previous consultation with Finance Department for expenditure which does not exceed Rs. 100 lakh in respect of purchase of stores other than for Public Works, computer & peripherals and furniture subject to budget provision being available and Stores Purchase Rules being observed. Administrative Departments are also authorised to issue Purchase Sanction for an amount over and above the Purchase Sanctions delegated to the Head of Departments as per para 16.5 for an amount not exceeding Rs. 100 lakhs in respect of purchase of Stores other than for Public Works, Computer & Peripherals	The Administrative Department of the Secretariat shall issue Administrative Sanction without previous consultation with Finance Department for expenditure which does not exceed Rs.200 lakh in respect of purchase of stores including stationery and other than for Public Works, computer & peripherals and furniture subject to budget provision being available and Stores Purchase Rules being observed. Administrative Departments are also authorised to issue purchase sanction for an amount over and above the purchase sanctions delegated to the Head of Departments as per para 16.5 for an amount not exceeding Rs.200 lakhs in respect of purchase of Stores other than for Public Works, Computer & Peripherals and Furniture. In the case

		and Furniture. In the case of Computer and Peripherals (except laptop computers) Administrative Department shall issue Administrative Sanction for expenditure which does not exceed Rs.50 lakh subject to budget provision being available and Stores Purchase Rules being observed and also subject to the concurrence of IT Department, if the amount exceeds Rs.10 lakhs vide circular No. 6065/B2/2012/ITD dated 17/11/2012. (Large scale purchase of computers is to be effected only after ensuring that all requirements for computerization with respect to both software and hardware are fully satisfied following the guidelines issued on the basis of the recommendations of the PAC vide Circular No.25/2006/Fin. Dated 01.06.2006).	of Laptops Computer and peripherals Administrative Department shall issue Administrative Sanction for expenditure which does not exceed Rs. 100 lakh subject to budget provision being available and Stores Purchase Rules being observed and also subject to the concurrence of IT Department, if the amount exceeds Rs.20 lakhs vide G.O.(Ms)No. 18/2017/ITD Dated, 23/07/2017. (Large scale purchase of computers is to be effected only after ensuring that all requirements for computerization with respect to both software and hardware are fully satisfied following the guidelines issued on the basis of the recommendations of the PAC vide Circular No.25/2006/Fin. Dated 01.06.2006).
4.	16.3	The Administrative Department of the Secretariat shall issue Administrative Sanction without previous consultation with Finance Department for the purchase of furniture upto Rs.5 Lakh subject to budget provision being available and observing Stores Purchase procedures. Administrative Department are also authorised to issue purchase sanction for an amount over and above the purchase sanctions delegated to the Heads of Department.	The Administrative Department of the Secretariat shall issue Administrative Sanction without previous consultation with Finance Department for the purchase of furniture upto Rs. 10 Lakh subject to budget provision being available and observing Stores Purchase procedures. Administrative Department are also authorised to issue purchase sanction for an amount over and above the purchase sanctions delegated to the Heads of Department.
5.	16.4	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction repair of equipment and small machineries	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction repair of equipment and small machineries upto Rs.5 lakh

		upto Rs.3 lakh subject to production of essentiality certificate from the respective Engineer as the case may be. The Administrative Department of the Secretariat may with out consultation with Finance Department sanction Temporary Advance up to Rs.10,000/- subject to the condition stipulated in Article 99 KFC Vol. I.	subject to budget provision, and subject to production of essentiality certificate from the respective Engineer as the case may be. The Administrative Department of the Secretariat may without consultation with Finance Department sanction Temporary Advance up to Rs. 25,000/- subject to the condition stipulated in Article 99 KFC Vol. I. The Heads of the Departments can sanction Rs.10,000/- subject to the condition stipulated in Article 99 KFC Vol. I
6.	16:5	Heads of Departments in the Group I are authorised to issue both Administrative Sanction and to Purchase Sanction to purchase stores other than computers and peripherals and furniture upto Rs. 20 lakh at a time and Rs. 10 lakh for Heads of Departments in Group II and III. The Heads of Departments are also authorised to issue both administrative sanction and purchase sanction to purchase stationery upto Rs. 1 lakh. With respect to purchase of furniture, Group I HoDs are authorised to issue both administrative sanction and purchase sanction upto Rs. 2 lakh and Rs. 1 lakh for HoDs in Group II and III, subject to budget provision.	Heads of Departments in the Group I are authorised to issue both Administrative Sanction and to Purchase Sanction to purchase stores other than computers and peripherals and furniture upto Rs. 50 lakh at a time and Rs.25 lakh for Heads of Departments in Group II and III, with respect to the HoDs in the rank of Secretary to Government are are authorised to issue both Administrative Sanction and Purchase Sanction upto Rs. 1 Crore subject to budget provision. With respect to purchase of Computer and Peripherals including laptops HoDs are authorised to issue both Administrative Sanction and Purchase Sanction upto Rs.3 lakh, with respect to the HoDs in the rank of Secretary to Government are authorised to issue both Administrative Sanction and Purchase Sanction upto Rs. 50 lakh, subject to budget provision. With respect to purchase of furniture, Group I HoDs are authorised to issue both Administrative Sanction and Purchase Sanction upto Rs.5 lakh and Rs. 2 lakh for HoDs in Group II

			and III, subject to budget provision. The HoDs shall sanction repair of equipments/ small machineries, furniture up to a limit of Rs. 3 lakh subject to budget provision.
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By Order of the Governor

**MANOJ JOSHI**

**PRINCIPAL SECRETARY TO GOVERNMENT**

To:-

The Secretary, Kerala Legislature Secretariat, Thiruvananthapuram (with C/L)  
The Additional Chief Secretaries/Principal Secretaries, Secretaries/Special Secretaries.

All Heads of Departments Offices/Public Sector Undertakings/Autonomous Bodies/Local Self Government Institutions/Universities.

All Departments in the Secretariat including Law

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A& E) Kerala, Thiruvananthapuram.

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram (for hosting the Government Order in the website [www.spd.kerala.gov.in](http://www.spd.kerala.gov.in))

The I&PRD (Web & New Media) (for uploading in the website ie., [www.kerala.gov.in](http://www.kerala.gov.in)).

The Registrar General, Ernakulam (with C/L)

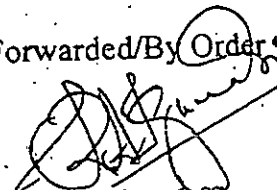
Advocate General Ernakulam (with C/L)

The Registrar, Kerala Administrative Tribunal (with C/L)

Stores Purchase (A1, A3, A4, B, IW -I, IW-II) Departments.

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Section Officer.

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