

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 1st paper above, the Stores Purchase Manual was revised and published in the official website www.spd.kerala.gov.in.

2. As per the Government Order read as 2nd 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.

			Amendment	
SI. No	Para No.	Existing Provisions in the Revised Stores Purchase Manual	•	
11	9.71	the Secretariat may willied 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 an peripherals, other hardware software and other programme	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure related to Annual Maintenance f Contract (AMC) up to a limit of s Rs.15 lakh subject to the rules in f force and budget provision. In case d of AMC of IT related items, for eg. computer and peripherals other s, hardware, software and other the programmes, concurrence of IT of 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	With respect to Annual Maintenance Contract for computer, printer,
	all other electronic & electrical	equipment, AC & all other electronic & electrical equipment used for the

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required.

computer, printer, machinery, lab C & all other electronic quipment used for the equipments used for the functioning of offices, Heads of functioning of offices, Heads of Departments is delegated financial Departments is delegated financial power upto Rs. 3 lakh subject to power upto Rs.2 lakh subject to observance of Rules & Procedures observance of Rules & procedures and subject to budget provision. In and subject to budget provision. In case other ::equipment/ of equipment/ machineries, concurrence of PWD or machineries, concurrence of PWD accredited agencies shall be required. or_accredited agencies shall be With respect to the HoDs in the rank of Secretary to Government, are deligated financial power upto Rs. 5 Lakh subject to observance of rules and subject to and procedures, 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 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 & 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 and Furniture. In the case	1			
	3.	16.2	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	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 Departm- ents 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 &

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provision being available and also subject to the content exceeds Stores "Purchase Rules being Department if the amount exceeds observed land also subject to the Rs.20 lakhs, vide G.O.(Ms)No. observed land also subject to the Rs.20 lakhs, vide G.O.(Ms)No.
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5. 16.4 The Administrative Department of The Administrative Department of multiple Secretariat may without previous
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•				certificate from the respective	certificate from the respective	
	٠			Engineer as the case may be The	Engineer as the case may be. The	•
		. 		Administrative Department of the	Administrative Department of the	•
	•			Secretariat may with out	Secretariat may without consultation	:
	-			consultation with Finance	with Finance Department sanction	
				Department sanction Temporary		,
				Department' sanction remporary	Rs. 25,000/- subject to the condition	
				Advance up to KS.10,000/- subject	ctinulated in Article 99 KEC Vol 1	e 1947 - Alexandre III e e
	•			to the condition supulated in	stipulated in Article .99 KEC Vol. 1. The Heads of the Departments can	
	· ·				sanction Rs 10,000/subject_to_the	
• '					condition stipulated in Article 99	
					KFC Vol. I	· ·
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		6.	16:5	Heads of Departments in the	Heads of Departments in the Group I	• *
		l		Group I are authorised to issue	are authorised to issue both Admin-	•
	•	[.		both Administrative Sanction and	istrative Sanction and to Purchase	
		<u> </u>		to Purchase Sanction to purchase	Sanction to purchase stores other	· · ·
		1	· ·	stores other than computers and	than computers and peripherals and	· · · · · · · ·
	•	1		peripherals and furniture upto Rs.	furniture upto Rs. 50 lakh at a time	
	•	1		20 lakh at a time and Rs. 10 lakh	and Rs.25 lakh for Heads of	
		1		for Heads of Departments in	Departments in Group II and III, with	
				Group II and III. The Heads of	respect to the HoDs in the rank of	į
		1.		Departments are also authorised to	Secretary to Government are are	
			•	issue both administrative sanction	authorised to issue both	1
		·		and purchase sanction to purchase	Administrative Sanction and	
	<u>.</u>	}		stationery upto Rs. 1 lakh. With	Purchase Sanction upto Rs. 1 Crore	
			· · ·	respect to purchase of furniture,	subject to budget provision. With	
					respect to purchase of Computer and	
•	•	1			Peripherals including laptops HoDs	
				and purchase sanction upto Rs. 2		
	•			lakh and Rs. 1 lakh for HoDs in		
					Purchase Sanction upto Rs.3 lakh,	
•				provision.	with respect to the HoDs in the rank	
	•				of Secretary to Government are	
		}			authorised to issue both	
		Ì	1		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	
		1	ł		both Administrative Sanction and	
					Purchase Sanction upto Rs.5 lak	
		·			and Rs. 2 lakh for HoDs in Group II	
		<u> </u>				
				· · · ·		

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

By Order of the Governor

MANOJ JOSHI PRINCIPAL SECRETARY TO GOVERNMENT

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

To:-

The Principal Accountant General (Audit), Kerala, Thiruvananathapuram. 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) The I&PRD (Web & New Media) (for uploading in the website ie., www.kerala.gov.in).

The Registrar General, Ernakulam (with C/L) Advocate General Emakulam (with C/L)

The Registrar, Kerala Administrative Tribunal (with C/L) Stores Purchase (A1,A3,A4, B, IW -I, IW-II)Departments. Stock file/Office Copy.

Forwarded/By Orde Section Officer.