



ISO 9001:2015 Certified
CH. BRAHM PRAKASH AYURVED CHARAK SANSTHAN
(AN AUTONOMOUS INSTITUTE OF GOVT. OF NCT OF DELHI)
Khera Dabar, Najafgarh, New Delhi-110073
(cbpayurved@gmail.com Web:www.Cbpacs.com)

NoF1(1227)/2020-21/CBPACS/Admn/Misc.Corres/488-495


Dated: 19/4/21

ORDER

During the inspection of records by the team of officers deputed from Health & Family Welfare Department GNCTD in the recent past, it came to notice from the report of the team that procurements files and related documents were not provided to inspection team by the department(s) of CBPACS.

It is very serious issue that inspite, the file no. provided by Accounts Section to the departments, the record were not provided resulting inspection team take a note in its report and remarks as "**record not shown**". This irresponsible act by the department(s) tarnishes the image of the Sansthan.

Henceforth, from current financial year 2021-22, all procurement files shall be created by the Purchase Officer, CBPACS. Department(s) will submit the requisition of purchase in the prescribed Performa as overleaf to the Purchase Officer, CBPACS and Purchase officer will process the procurement process and maintain the record at their level so that record may be provided to any inspection/ audit in time. Maintenance of record of Imprest account, Medicine purchase and Library Books will remained unchanged.


(D N S CHAUHAN)
Sr. Account Officer /
HEAD OF OFFICE

CBPACS
19.4.21

Copy to:

1. The Director-Principal, CBPACS for information pl.
2. All Head of the Department(s), /Medical Superintendent CBPACS for necessary action.
3. The Addl. Director (Admn.), CBPACS.
4. The Addl. Director (Academics), CBPACS.
5. The Dy. Director (Admn.), CBPACS.
6. The Purchase Officer, CBPACS for necessary action.
7. Guard File
8. Website


Sr. Account Officer /
HEAD OF OFFICE

CBPACS
19/4/2021

**CH. BRAHM PRAKASH AYURVEDIC CHARAK SANSTHAN
KHERA DABAR, NAJAFGARH, NEW DELHI-110073**

PURCHASE REQUISITION FORM

Name of the Department: _____

Dated: _____

Sub: The requisition for Consumable / Non-consumable (Strike out which ever not applicable) items.

S.N.	Name of the Goods with complete Specification (Attached extra sheet if required)	Unit	Actual Quantity required	Already available Model / version in the Lab / Office / Department	Apprx. Cost (Rs.)
Total					

Documents to be submitted to the Purchase Section:

- 1 Complete specifications duly typed and signed by the Indentor & forwarded by the concerned HOD
- 2 Warranty period of the equipment required
- 3 Proper justifications for the equipment /items to be purchased duly signed by Indentor & verified by the concerned HOD
- 4 List of prospective vendors (Minimum no.5)
- 5 If, the goods are in Proprietary nature, indentor shall submit the Proprietary Article Certificate (Under Rule 166 of GFR-2017) alongwith the recommendation of the Technical Evaluation committee.
- 6 Availability of goods on GeM Portal alongwith specification

Note: All these documents may be attached with the Requisition Form. The Purchase Section may process the purchase only after these documents are received in the order mentioned above. Annexures may be attached accordingly by the indentor.

Signature with Name & Designation Requisitioning Officer / Staff

Head of the Department/ Section