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IMPORTANT CIRCULAR

No. AN/V/107/Cont./2019

Dated: 17th September, 2019

To,

1. All PAOs/DPDOs/AAOs/LAOs/ALAOs/AO GEs/UA BSOs
2. GOs/SAOs/AOs in Main Office

Of late it has been observed that proposals for procurement of various items viz. stationery, EDP consumables, Office equipments and proposals for engaging Agencies/firms for uploading of Income Tax Returns are being received in Main Office from sub Offices including PAOs for sanction of the Competent Authority based on unrealistic projections/requirements. This has been viewed very seriously by the Controller

2. From now onwards, the following points may strictly be adhered to while forwarding proposals for procurement/engaging vendors/firms for various contracts for sanction of the Competent Authority:

i) All proposals must include detailed justification for the procurement vis-à-vis the staff strength, no. of pensioners etc. The proposals must be duly recommended by the Officer in Charge and provisions of GFR 2017 relating to the procurement procedure should be invariably followed. The bills in support of market survey/quotations should have the GST No. of the vendor

ii) Details of the procurement may also be provided in the following format (for procurement of consumable items):

S No	Item Description	Stock held	No of Staff including Officers	Last procurement made with (Quantity)
1	2	3	4	5

Date of last purchase	Last purchase price	Market Price of the item with invoice/ quote in support	Remarks.
6	7	8	9

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iii) It may particularly be noted that procurement of high end items such as EDP consumables viz. external hard drive, pen drive, scanners and also photocopy papers, detailed justification regarding the usage of these items need to be placed on record for perusal of the Competent Authority. Wherever, Dot Matrix Printers are held in stock, procurement of photocopier papers should be minimal and the form feed stationery must be effectively utilized.

iv) It has also been noticed that firms are engaged by the Sub Offices for uploading of Income Tax Returns (Form 24 G/24 Q) who charge abnormally higher rates. For uploading IT Returns, the proposal for engaging the firms should not be over the rates given below:

S No	Description	Amount (in ₹)
1	Filing of 24 G per file	150 00
2	Filing of 24 Q per file or TDS Correction Charges per file	
	Data entry charges per record	0 09
	Conversion Charges to text format*	1000 00
*	Conversion Charges to text format ,or below 1000 records	500 00
	Uploading Charges to ITD **	578 50
**	Uploading Charges to ITD below 1000 records	178 00
3	GST	18 %

3- It will be not out of place to mention that it is the duty of every Officer, in Charge to see that there is a judicious approach towards public procurement and proposals for procurement are forwarded with utmost care so as to avoid wastage and loss of public money

CDA Chennai has seen.


(S S DEBAN)
A. C. D. A. (AN)

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