



नर्मदा नियंत्रण प्राधिकरण

(जल शक्ति मंत्रालय, जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग, भारत सरकार)

NARMADA CONTROL AUTHORITY

(Ministry of Jal Shakti, Department of Water Resources, RD&GR, Govt. of India)

नर्मदा सदन, सेक्टर-बी, स्कीम नं. 74-सी, विजय नगर, इन्दौर (म. प्र.)

Narmada Sadan, Sector-B, Scheme No. 74-C, Vijay Nagar, Indore-452 010 (M.P.), INDIA

F.No. NCA/Lia. /(CO)/Misc./2021/ 137.

Dated: 08/06/2021

OFFICE MEMORANDUM

Liaison section, CO, Indore is purchasing Stationery and Misc. items apart from other works assigned from time to time based on the requisitions received from the various section by following the necessary codal formalities as per the delegation of financial power made available in NCA and the same is/are being issued to the concerned section against their indent. Some of the items which are not of the routine nature and if the rate contract is not available then the same is/are required to be procured from the market after following the necessary codal formalities, including obtaining Financial approval from the Competent Authority according to the General Financial Rules (GFR)-2017 against the indent received. Hence the items which are not of regular type and not available in the rate contract and also if readily not available in the stock, the same cannot be issued immediately to the indenter.

2. It also came to the Notice that some of the employees are approaching/ pressurizing the Officer in-charge/staff of Liaison section, that too for issuing their required items immediately without knowing the availability of stock and even without submitting the indent through their controlling officer well in advance for the item they needed which is required to be sent and they are in habitual of reporting/ complaining directly to the senior level officers by hiding the facts instead of bringing to the notice of the next higher level Officers of Liaison section, CO, Indore.

3. In this connection, it is to state that without sending the indent to Liaison section, CO, Indore urging/directing the Officer-in-charge of Liaison section, CO, Indore for issuing of items not available in the stock immediately shows/presumes that the individual does not know the office procedure even after putting so many years of service and complaining them to the senior level officer by hiding the facts will be treated as misbehaving /misconducting with the Officer in-charge/staff attached to Liaison section, CO, Indore and is against the CCS(Conduct)Rules. If the complaint is brought to the notice/received from the respective officers for such misbehavior then as per CCS (Conduct) Rules necessary action will be taken against the individual.

4. Further, Stationery/Miscellaneous items cannot be issued by the Liaison section, CO, Indore to the individual/section if the indent is not received through proper channel well in advance and receipt is not given by the regular employee of the respective section who is authorised to receive the items from the Liaison section, CO, Indore as the items received/ issued are accountable and the respective officer is responsible for keeping them in proper record.

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CONSERVE WATER - SAVE LIFE

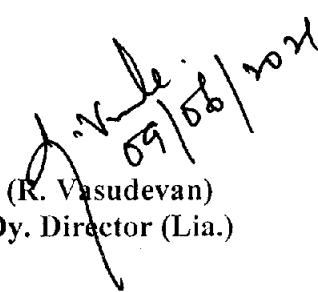
जल शक्ति - जल संवर्धन

5. Therefore, the Officer in- charge of the concerned section (DD/AD level in case of Technical section and in case of O/O Secretary/ Chief Engineer and above, the concerned PPS/PS/PA attached to them) may send the indent in writing clearly mentioning the items required well in advance, may be for Stationery/Miscellaneous items in the last week of every month to the Officer in-charge of Liaison section, CO, Indore so that all the indent received from various section could be compiled and consolidated requirement could be put-up to the Competent Authority in the first week of the following month and issued immediately in the 1st/2nd week after obtaining the items from the respective supplier except for the emergency items which can be met out from the Permanent/ Temporary imprest account issued to the Officer in-charge.

6. The items which are required immediately for the concerned section which are of urgent in nature can also be brought from the market by the respective section itself by utilizing the Permanent imprest issued to the rank of Junior Engineer to Dy. Director Level of the respective section, if the item could not be provided in one or other reason by Liaison section, CO, Indore.

7. Further for Repair & Maintenance(R&M) of equipment such as Computer and its related accessories, Photocopier machine, vehicles etc., the same can be put in good condition only after receiving the indent in writing properly from the concerned which mainly depends upon the availability of person/Mechanic from the market and the amount/expenditure to be incurred towards repairing & replacement of items/ spare parts as approval of Competent Authority is required to be obtained according to the delegation of financial power available in NCA except for the items for which Annual Maintenance Contract(AMC) entered with the agency are in force.

This issues with the approval of the Competent Authority.


(R. Vasudevan)
Dy. Director (Lia.)

Copy to:-

1. PPS to EM, NCA, Indore.
2. PS/PA to Member(Civil)/Member(Power)/Member(E&R),NCA, Indore
3. Secretary/Chief Engineer, NCA, Indore.
4. Officers of the rank of Dy.Director, NCA, Indore with a request to circulate among the Officers/Staff working under them.
5. FO/DDO, NCA, Indore.
6. Website Manager/APRO NCA, Indore for uploading in the NCA website.
7. Asstt. Director (Lia.),CO, Indore
8. Office Order/Concerned File.
9. Notice Board.