Government of Odisha
Sports & Youth Services Department
C-1, Nayapalli, Bhubaneswar – 751012
e-mail – sportsandys@gmail.com, Telefax – 0674-2396715/2536793

OFFICE ORDER

No. 3291 /SYS
Bhubaneswar
Dt. 13-6-2012

Sub: Guidelines for Procurement of goods/services for Sports Hostel/Centre of Excellence, Bhubaneswar

Finance Department, Government of Odisha has circulated a new guideline for procurement of goods/services vide Office Memorandum No – 4939/F dtd. 13-2-2012 (copy enclosed) which is deemed to be a part of Odisha General Financial rules and Delegation of Financial Power Rules (Para – 28 of the said Guideline).

In view of this, the following procedure shall henceforth be adopted for procurement of goods & services required for Sports Hostel, Bhubaneswar.

I. Purchase of goods/services without prior approval of Sports & YS Department

The Hostel Incharge is hereby authorized to incur expenditure not exceeding Rs. 5,000/- per month towards procurement of goods/services required for maintenance/management of Sports Hostel, Bhubaneswar without seeking prior approval of Sports & YS Department. There is no need to invite quotation/bid for such purchases. However, the Hostel Incharge has to furnish a certificate in the format prescribed at Para-7 (i) of the said Finance Department Guideline.

II. Purchase of goods/services with prior approval of Sports & YS Department

For procurement of goods/services exceeding Rs. 5,000/- and not exceeding Rs. 15,000/- per each occasion, the Hostel Incharge shall have to obtain prior written approval of the Sports & YS Department before purchase. After obtaining the approval of the Department, the Hostel Incharge will make necessary purchase without inviting bids/quotations. However, he has to furnish a certificate in the format prescribed at Para-7 (i) of the said Finance Department Guideline.

III. Procurement of goods/services through Local Purchase Committee

For procurement of goods/services exceeding Rs. 15,000/- upto Rs. 1,00,000/- per each occasion, the Hostel incharge shall have to place the requirement before the Local Purchase Committee as per the provision contained in Para – 8 of the said guideline of F.D. The Local Purchase Committee will submit the proceedings of its meeting by observing all instructions as contain in the said Para. On receipt of the proceedings, the Hostel incharge will send the same to Sports & YS Department for
approval. After obtaining the approval, the Hostel incharge will make necessary purchase. The Local Purchase Committee shall consist of the following officials:

1. Incharge, Sports Hostel, Bhubaneswar
2. Sri A. K. Mishra, Sr. Coach, Volleyball

IV. Procedure for purchase of mess items

The existing procedure for purchase of mess items for the feeding of the inmates of Sports Hostel as per the instruction issued earlier by the erst-while Directorate of Sports & YS vide Office Order No — 21168 dtd. 20-10-1994 and subsequent instructions issued thereto from time to time will continue until further orders.

After making purchases as stated in the Para-I, II & III above, the Hostel Incharge will submit bills with requisite certificate/stock entry on the body of the bills/vouchers to the Department at the end of every month for drawal and disbursement/payment.

This order shall be implemented with immediate effect.

[Signature]
Commissioner-cum-Secretary
Sports & YS Department

Memo No 3792 /SYS
Bhubaneswar Dt. 18-06-2012
Copy forwarded to the Incharge, Sports Hostel, Bhubaneswar for information & necessary action.

[Signature]
Commissioner-cum-Secretary

Memo No 3793 /SYS
Bhubaneswar Dt. 18-06-2012
Copy forwarded to person(s) concerned for information & necessary action.

[Signature]
Commissioner-cum-Secretary

Memo No 3794 /SYS
Bhubaneswar Dt. 18-06-2012
Copy forwarded to Infrastructure Section/Accounts Section for information & necessary action.

[Signature]
Commissioner-cum-Secretary