

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN : NEW DELHI**

F.No. FIN-6(4)/2013-IF

Dated 6<sup>th</sup> May, 2015

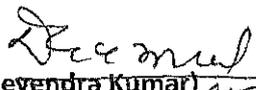
**Circular**

**Subject: Check lists for processing different types of cases for financial concurrence at ICAR Hq.**

In order to streamline the processing of cases received for financial concurrence, the Internal Finance Division (IFD) has developed following checklist with the approval of the Competent Authority.

S.No.	Subject	Relevance
1.	Purchase of vehicles	1. Proposals of Institutes, processed by SMDs, for purchase of vehicle, in replacement of condemned vehicle 2. Proposals for purchase of vehicles at ICAR Hq. Unit
2.	Execution of Original Works	1. Proposals of Institutes, processed by SMDs for financial concurrence and Administrative approval exceeding the powers delegated to the Director of the Institute 2. Proposals of ICAR Hq. Unit
3.	Execution of Repair & Maintenance/Petty Works	1. Proposals of Institutes, processed by SMDs for financial concurrence and Administrative approval exceeding the powers delegated to the Director of the Institute. 2. Proposals of ICAR Hq. Unit
4.	Procurement of Goods & Equipments	Proposal of ICAR Hq. Unit
5.	Procurement of Consumables/Entering into rate contract	Proposal of ICAR Hq. Unit
6.	Outsourcing Services/Contracts	Proposal of ICAR Hq. Unit
7.	Hiring of Consultants	Proposal of ICAR Hq. Unit

All the Subject Matter Divisions (SMDs) are, therefore, requested to ensure that in future any proposal relating to above subject(s) may be submitted, to Internal Finance Division (IFD), ICAR Hqr., along with the duly filled in and signed check lists (copies enclosed).

  
(Devendra Kumar)  
Director (Finance)

Encl. – 7 checklists (as above)

**Distribution**

1. Sr. PPS to Secretary, DARE & DG, ICAR
2. PPS to SS, DARE & FA, ICAR
2. PPS to AS, DARE & Secretary, ICAR
3. All DDGs, ICAR, Krishi Bhavan/KAB-I/KAB-II
4. Director (Administration), ICAR
5. Director (Works), ICAR
6. DS(GAC)/DS(Admn)
7. Sh. Hansraj, ISO, DKMA for uploading on ICAR Website

**Checklist**

For processing the proposal for purchase of vehicle

**Name of Institute:-**

Sl No	Check point	Details	Ref. in file
1	Number of Vehicles available (after condemnation) with details thereof (Type, Year & Km run)		
2	Number of drivers available (regular)		
3	Whether driver is available to run the proposed Vehicle to be purchased?		
4	Whether Condemnation certificate is issued (by the Authority mentioned in DFPR issued by MoF)		
5	Whether the vehicle has completed the life as indicated in Staff Car Rules, i.e. 1,50,000 KM and 6 ½ years, whichever is reached later.		
6	Year of Condemnation (if the old vehicle was condemned more than a year ago, detailed justification for the proposed purchase of vehicle may be given)		
7	Type of condemned vehicle		
8	Type of vehicle to be purchased		
9	Whether the proposed staff car/ utility vehicle is available at DGS& D rate contract ( Indicate validity date of the contract)		
10	Whether Net Dealer Price of the proposed vehicle is less than/ equal to Rs 4.75 lakh at DGS & D rate contract		
11	BE/RE provision under Non-Plan, Grant-in-Aid- Vehicle for the Current Financial Year		
12	IMC approval for the vehicle to be purchased		
13	Justification for procurement of vehicle and why the purpose Cannot be served by hiring of vehicle		
14	Details and number of Vehicles purchased during the last 02 years and expenditure there of		

Signature

Name & Designation .....

Checklist

For execution of Original Work (ICAR Hq/Institutes)

1. Name of the work :
2. Cost of Work :
3. Source of Fund : Plan

(i)	EFC provision for the item of work (place copy of the relevant page of EFC). Indicate Category 'A' or 'B'	
(ii)	Proposed Year-wise expenditure on this work	
(iii)	Plan BE/RE 20__ under 'Grant-In-Aid-Capital-Works'	
(iv)	Fund availability as on date under 'Grant-In-Aid - Capital - Works' after considering committed liabilities and all the proposals in pipeline.	

4. Allocation / expenditure / likely fund availability in tabular form

	12 <sup>th</sup> Plan allocation	Actual Expenditure 2012-13	Actual Expenditure 2013-14	Actual Expenditure 2014-15	BE 2015-16	Likely allocation 2016-17
Overall Grant-in-aid						
Grant-in-aid Capital						
Grant-in-aid Capital - Works						

Committed liabilities under "Grant-in-aid-Capital-Works" for 2015-16	
Committed liabilities under "Grant-in-aid-Capital-Works" for 2016-17	

5. Name of proposed executing agency :
6. Please indicate the General Financial Rule under which the executing agency is being proposed to be selected :
7. Technical Vetting of Director(Works)(indicate page no.) :
8. Director (Works) may certify that the scope of work has been checked and will not increase in future (every component have been included to make the structure functional) :

Cont...

9. Date of Start and Date of Completion :
10. Whether adequate safeguards have been Taken to avoid delays and resultant Cost and time overruns. :
11. In principle approval of the Competent Authority: as per existing delegation of powers (Please indicate page No.)
12. Indicate the name of the agency proposed to carry out the work. If it is other than CPWD, than indicate whether it has been notified by Ministry of Urban Development :

Signature

Name & Designation .....

**Checklist**

For execution of Repair & Maintenance / Petty Works

1. Name of the work :
2. Nature of work : Renovation/Repair & Maintenance/New Petty work
3. Source of Fund : Plan/ Non Plan/ Others (please specify)
4. If Plan & Plan schemes, please indicate following (please place a copy of relevant EFC page):

(i)	Amount for the item in the EFC	
(ii)	Proposed Year-wise expenditure on this work	
(iii)	Plan BE/RE 20___ under 'Grant-In-Aid-Capital-Works'	
(iv)	Fund availability as on date under 'Grant-In-Aid - Capital - Works' after considering committed liabilities and all the proposals in pipeline.	

4. If Non-Plan, Indicate

(i)	Budget allocation in BE/RE 20_____ 'Grant-in-Aid-Capital-Works/GIA-General-General-Repair & Maintenance'	
(ii)	Fund availability as on date (after taking into account, the committed liabilities & other proposals in pipeline)	

5. How much have been spent on the same work :  
In the last 5 years
6. Procedure proposed to be followed : Open/Limited/Others(please specify)  
as per GFR -
7. Name of proposed executing agency
8. Please indicate the General Financial Rule under which the executing agency is being proposed to be selected
9. Technical Vetting of Director(Works) (indicate page no.)
10. If the agency is other than CPWD, please Certify that the agency will follow GFR for related procurements/award of works, etc. and is notified by Ministry of Urban Development
11. In principle approval of the Competent Authority as per existing delegation of powers (Please indicate page No.)
12. Certificate from the SMD that no splitting up :  
has been done, on this account.

Signature

Name & Designation .....

### Checklist

#### For procurement of Goods & Equipments (Non consumables)

1. Name and Nos. of the equipment/ Items :
2. Source of Fund : Plan/ Non Plan/ Others (please specify)
3. If Plan & Plan schemes, Please indicate following:

(i)	No of items approved in EFC	
(ii)	Financial provision for the item in the EFC	
(iii)	Nos of the item already procured	
(iv)	Expenditure already incurred on this item	
(v)	Proposed Expenditure	
(vi)	Plan BE/RE 20__ under 'Grant-In-Aid-Capital-Equipment'	
(vii)	Fund availability as on date under 'Grant-In-Aid – Capital – Equipment' after considering all the committed liabilities & proposals in pipeline.	

4. If Non-Plan, Indicate

(i)	Budget allocation in BE/RE 20_____ 'Grant-In-Aid-Capital-Equipment'	
(ii)	Whether Replacement or new	
(iii)	If new, reasons for not providing for the same in EFC	
(iv)	Fund availability under GIA – Capital- Equipment	
(v)	Fund availability as on date under 'Grant-In-Aid – Capital – Equipment' after considering all the committed liabilities & proposals in pipeline.	

5. Procurement procedure followed : Open/Limited/Others(please specify) as per GFR –
6. If single tender enquiry :
  - (i) please indicate the page no. where the justification on the basis of which it has been proposed, duly approved by competent authority
  - (ii) GFR rule under which it is being covered
  - (iii) Indicate as to whether reasonability of rates has been verified
  - (iv) if proprietary item (in addition to above), whether the certificate as envisaged under GFR 154 has been given (indicate page no.)
7. Whether procurement notice also posted on own web-site of the organization :
8. Whether e-procurement through CPP done or not :  
(In case the value exceeds Rs. 5.00 lakh 2015-16)  
(In case the value exceeds Rs. 2.00 lakh for 2016-17 onwards)

Cont..

9. No. of days allowed for submission of bids :

10. Bid evaluation

(i)	Total No. of bids received	
(ii)	No. of Responsive bids	
(iii)	No. of Bids rejected	
(iv)	Reasons for Rejection (Please indicate the correspondence/ note sheet page no. /recommendation of bid evaluation committee on which detailed bid wise reasons for rejection of each bid has been indicated) duly linked with the terms & conditions of tender document.	

11. Please indicated page numbers of comparative statements (duly signed)

- (i) Technical comparative statement :
- (ii) Financial comparative statement :

12. Whether requirement of minimum 3 supplier firms for comparison of rates is fulfilled. :

13. Whether the reasonability of rates have been checked and certified by SMD :

14. Whether the procurement is proposed from responsive L1 bidder :

15. If proposed to be procured at DGS&D rate contract, then indicate validity of the contract (Please Flag the content) :

16. In principle approval of the Competent Authority as per existing delegation of powers. (Please indicate page No.) :

17. Certify that "the proposed specifications of items are generic in nature. Also the specifications of items and quantities proposed to be procured, meet the basic need of organization without including superfluous and not essential features which may result in unwarranted expenditure" :

18. Whether the proposed specifications and quantity required have been approved by a Technical committee : (please indicate page no.)

19. Certificate from the SMD that no splitting up has been done :

Signature

Name & Designation .....

9. No. of days allowed for submission of bids :

10. Bid evaluation

(i)	Total No. of bids received	
(ii)	No. of Responsive bids	
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13. Whether the reasonability of rates have been checked and certified by SMD :

14. Whether the procurement is proposed from responsive L1 bidder :

15. If proposed to be procured at DGS&D rate contract, then indicate validity of the contract (Please Flag the content) :

16. In principle approval of the Competent Authority as per existing delegation of powers. (Please indicate page No.) :

17. Certify that "the proposed specifications of items are generic in nature. Also the specifications of items and quantities proposed to be procured, meet the basic need of organization without including superfluous and not essential features which may result in unwarranted expenditure" :

18. Whether the proposed specifications and quantity required have been approved by a Technical committee : (please indicate page no.)

19. Certificate from the SMD that no splitting up has been done :

Signature

Name & Designation .....

### Checklist

#### For procurement of Consumables/Entering into rate contract

1. Name and No of the Items :
2. Source of Fund : Plan/ Non Plan/ Others (please specify)
3. Proposed Expenditure :
4. Budgetary Head under which proposed to be procured :
5. Budgetary provision under the head (BE/RE 20\_\_\_\_\_) :
6. Fund availability under the head (after Considering all the committed liabilities & Proposals in pipeline) :
7. Procurement procedure followed : Open/Limited/Others(please specify) as per GFR –
8. Whether e-procurement through Central Public Procurement Portal done :  
(In case the value exceeds Rs. 5.00 lakh 2015-16)  
(In case the value exceeds Rs. 2.00 lakh for 2016-17 onwards)
9. Whether procurement notice posted on own web-site of organization :
10. If limited tender, whether the list of prospective Suppliers taken from DGS&D
11. If not available on DGS&D, whether the list of registered suppliers finalized by Organization through open tender. Also indicate the date on which the list of vendors were last update. :
12. No. of days allowed for submission of bids :
13. Bid evaluation

(i)	Total No. of bids received	
(ii)	No. of Responsive bids	
(iii)	No. of Bids rejected	
(iv)	Reasons for Rejection (Please indicate the correspondence/ note sheet page no. on which detailed bid wise reasons for rejection of each bid has been indicated) duly linked with terms & conditions of tender document not being fulfilled.	

Cont...

14. Please indicated page numbers of comparative statements (duly signed)
  - (i) Technical comparative statement :
  - (ii) Financial comparative statement :
15. Whether requirement of minimum 3 supplier firms for comparison of rates is fulfilled. :
16. Whether the reasonability of rates have been checked and certified :
17. Whether the procurement is proposed from responsive L1 bidder :
18. If proposed to be procured DGS&D rate contract, then indicate validity of the contract (Please Flag the content) :
19. In principle approval of the Competent Authority as per existing delegation of powers (Please indicate page No.) :
20. Certify that "the proposed specifications of items are generic in nature. Also the specifications of items and quantities proposed to be procured, meet the basic need of organization without including superfluous and not essential features which may result in unwarranted expenditure" :
21. Whether the proposed specifications and quantity required : have been approved by a Technical committee (please indicate page no.)
22. If single tender enquiry :
  - (i) please indicate the page no. where the justification on the basis of which it has been proposed, duly approved by competent authority
  - (ii) GFR rule under which it is being covered
  - (iii) Indicate as to whether reasonability of rates has been verified
  - (iv) if proprietary item (in addition to above), whether the certificate as envisaged under GFR 154 has been given (indicate page no.)
23. Certificate from the SMD that no splitting up has been done :

Signature

Name & Designation .....

Checklist

For Outsourcing services/contracts

1. Name of Service :
2. Justification for outsourcing/contracting out :  
(Why the job cannot be done in house?  
Details of vacancies, etc.)
3. Source of Fund : Plan/ Non Plan/ Others (please specify)
4. Proposed Expenditure :
5. Budgetary Head under which h proposed to be procured :
6. Budgetary provision under the head (BE/RE 20\_\_\_\_\_):
7. Fund availability under the head :  
(after considering all the committed liabilities  
and proposals in pipeline) .
8. Procedure followed : Open/Limited/Others(please specify)  
as per GFR –
9. Whether e-procurement through Central  
Public Procurement Portal done :  
(In case the value exceeds Rs. 5.00 lakh)
10. Whether procurement notice posted on  
own web-site of organization :
11. No. of days allowed for submission of bids :
12. Bid evaluation

(i)	Total No. of bids received	
(ii)	No. of Responsive bids	
(iii)	No. of Bids rejected	
(iv)	Reasons for Rejection (Please indicate the correspondence/ note sheet page no. on which detailed bid wise reasons for rejection of each bid has been indicated) duly linked with terms & conditions of tender document not being fulfilled.	

13. Indicated page numbers of comparative statements (duly signed)
  - (i) Technical comparative statement :
  - (ii) Financial comparative statement :
14. Whether requirement of minimum 3 bids for  
comparision of rates is fulfilled. :

Cont..

15. Whether the reasonability of rates have been checked :  
and certified
16. Whether the procurement is proposed from :  
responsive L1 bidder, indicate service charges  
quoted by the firm
17. In principle approval of the Competent Authority :  
as per existing delegation of powers  
(Please indicate page No.)
18. In case of man power hiring contract, indicate :  
Whether all statutory requirements of EPF,  
ESIC, etc. are being met by the firm proposed to be  
Awarded
19. In case of security contract, indicate whether :  
requirement of minimum wages is being met
20. If single tender enquiry:  
(i) please indicate the page no. where the justification  
on the basis of which it has been proposed, duly  
approved by competent authority  
(ii) GFR rule under which it is being covered  
(iii) Whether reasonability of rates has been verified
21. No. & Nature of vacant sanctioned positions  
No. & Nature of manpower proposed to be hired

Signature

Name & Designation .....

Checklist

Hiring of Consultants

1. Justification for hiring :  
(Why the task cannot be done in house?  
Details of vacancy etc.)
2. Procedure adopted for selection as per GFR :
3. If single source selection is being proposed, :  
name of the consultant and justification for  
single source selection as per GFR 176/GFR 184
4. Period of engagement :
5. Proposed remuneration :
6. Basis of proposed remuneration :
7. In principle approval of Competent :  
Authority for such hiring
8. No. of consultants already in place :

Signature

Name & Designation .....