



**GOVERNMENT OF JAMMU AND KASHMIR
FINANCE DEPARTMENT
Civil Secretariat, Srinagar/Jammu**

Subject:- Fundamental principles of public buying (for all procurements including procurement for works).

CIRCULAR

Every Authority delegated with the powers of procuring goods and hiring services in public interest has the responsibility and accountability to bring efficiency, economy and transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement. The six core procurement principles are:

- 1) Economy 2) Efficiency 3) Fairness 4) Transparency 5) Quality & 6) Amount of money.

2. The procedure to be followed in making public procurement must conform to the following yard sticks:-

- i. *The description of the subject matter of procurement to the extent practicable should –
 - a) be objective, functional, generic and measurable.
 - b) Not indicate a requirement for a particular trade mark, trade name or brand.*
- ii. *The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organisations. The specifications so worked out should meet the basic needs of the organisation without including superfluous and non-essential features, which may result in unwarranted expenditure.*
- iii. *The technical specifications, shall, to the extent practicable, be based on state/ national technical regulations or recognised state/ national standards or buildings codes such as BIS, wherever such standards exists and in the absence be based on relevant international standards.*
- iv. *A complete schedule of procurement cycle from date of issuing the tender to date of issuing the contract should be published when the tender is issued.*

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- v. All Departments shall prepare Annual Procurement Plan before the commencement of the year and the same should also be placed on their website.
- vi. Care should be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.
- vii. Offer should be invited following a fair transparent and reasonable procedure.
- viii. At each stage of procurement, the procuring authority must place on record in precise terms, the considerations which weighed with it while taking the procurement decision.

All Administrative Secretaries are accordingly requested to direct their subordinate offices to strictly follow the above fundamental principles of public buying for procurement of goods and hiring of services.

Sd/-
(A. K. Mehta), IAS,
Financial Commissioner,
Finance Department.

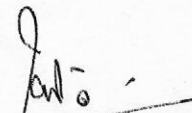
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Copy to the:-

1. Advocate General, J&K High Court Srinagar/Jammu.
2. All Financial Commissioners.
3. Financial Commissioner with the Hon'ble Governor.
4. Principal Accountant General, J&K Srinagar/Jammu.
5. All Principal Secretaries to Government.
6. Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
7. Chief Electoral Officer, J&K.
8. All Commissioner/ Secretaries to Government.
9. Divisional Commissioner Kashmir/ Jammu.
10. Chief Vigilance Commissioner, J&K.
11. Principal Secretary to Chief Justice J&K High Court Srinagar/Jammu.
12. Registrar General, J&K High Court Srinagar/Jammu.
13. Director, Anti Corruption Bureau, J&K.
14. Director General, J&K Funds Organization.
15. Director General, Accounts and Treasuries.
16. Director General, Budget Division, J&K.
17. Director General, Audit and Inspections.
18. Director, Local Fund Audit & Pensions, J&K.
19. Director, Information J&K.
20. All Head of Departments/ Managing Directors/ Chief Executives of State PSU's/ Autonomous Bodies.
21. Secretary, J&K Public Service Commission.
22. All District Development Commissioners.
23. Secretary, J&K Legislative Assembly/ Legislative Council.
24. Director/Principal, Northern Zonal Accountancy Training Institute Jammu.
25. Director, Accounts & Treasuries Kashmir/ Jammu.
26. All Directors of Finance/Financial Advisors & CAOs.
27. Principal Accountancy Training School Srinagar.
28. Joint Director, J&K Funds Organization Srinagar/Jammu.
29. General Manager, Government Press for publication in Government Gazette.

- 30-33. Private Secretary to Hon'ble Advisors (K)/(G)/(S)/(KS) for information of the Hon'ble Advisor.
34. Private Secretary to Chief Secretary.
35. Private Secretary to Financial Commissioner, Finance Department.
36. All Treasury Officers.
37. All Officers/Section Officers of Finance Department.
- ✓ 38. I/C website, FD (www.jakfinance.nic.in).
39. I/C website, GAD (www.jkgad.nic.in).
40. Government Order File (W2scs).


(S. L. Pandita),
Director (Codes),
Finance Department.