CIRCULAR

Subject: Procurement of goods and services by the Government departments/PSUs/Aided Institutions produced and provided by Micro and Small enterprises.

Attention of all the Administrative Departments is invited to ‘Public Procurement Policy in respect of goods and services produced and provided by Micro and Small Enterprises (MSEs)’ notified by the Ministry of Micro, Small and Medium Enterprises vide S.O. 581(E) dated 23rd March 2012 which stipulates as under:

1. Every Department or Public Sector Undertaking shall set an annual goal of procurement from Micro and Small Enterprises with the objective of achieving an overall procurement of minimum of 20 per cent, of total annual purchases of products produced and services rendered by Micro and Small Enterprises in a period three years.
2. After a period of three financial years i.e. from 1st April 2023, overall/procurement goal of minimum of 20 per cent shall be made mandatory.
3. Out of 20 per cent target of annual procurement from Micro and Small Enterprises, a sub-target of 20 per cent (i.e., 4 per cent out of 20 per cent) shall be earmarked for procurement from Micro and Small Enterprises owned by the Scheduled Caste or the Scheduled Tribe Entrepreneurs.
4. In tender, participating Micro & Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro, Small & Medium enterprises and such Micro and Small Enterprises shall be allowed to
supply up to 20% of total tendered value. In case of more than one such Micro and Small Enterprise, the supply shall be shared proportionately (to tendered quantity).

5. All the Government Departments or PSUs shall procure 358 items (forming Annexure) from Micro & Small Enterprises, which have been reserved for exclusive purchase from them.

Accordingly all the Administrative Secretaries are requested to direct their line departments to strictly adhere to the said provisions of the Public Procurement Policy notified by the Ministry of Micro, Small & Medium enterprises for procurement through MSMEs.

Sd/-
(Dr. Arun Kumar Mehta), IAS,
Financial Commissioner,
Finance Department.

No: A/106(03)-1l-244


Copy to:
2. All Financial Commissioners.
4. Joint Secretary (J&K) Ministry of Home Affairs, Govt. of India.
5. All Principal Secretaries to Government.
6. Principal Resident Commissioner, Prithvi Raj Road, New Delhi.
7. Principal Secretary to Lieutenant Governor.
8. Chief Electoral Officer, J&K.
9. All Commissioner/Secretaries to Government.
12. Principal Secretary to Chief Justice J&K High Court Srinagar/Jammu.
13. Registrar General, J&K High Court Srinagar/Jammu.
14. Director General Accounts & Treasuries.
15. Director General Funds Organization.
16. Director General Audit & Inspections.
17. Director General Budget
18. Director General Local Audit & Pensions.
19. Director Information.
20. Director Anti Corruption Bureau.
21. All Head of Departments/Managing Directors/Chief Executive of State PSU’s/Autonomous Bodies.
22. Secretary J&K Public Service Commission.
23. All District Development Commissioners.
24. Secretary J&K Legislative Assembly.
27. All Director Finance/Financial Advisors & CAO's.
29. All Treasury Officers.
31. Pvt. Secretary to Advisor (S/F/B) to Lieutenant Governor.
32. Pvt. Secretary to Chief Secretary.
33. Pvt. Secretary to Financial Commissioner, Finance.
34. I/c Website, FD. (www.jakfinance.nic.in).
35. I/c Website, GAD (www.jkgad.nic.in).
36. Government order file (W2scs)

(Mohd. Shafait Rehman),
Deputy Director (Codes),
Finance Department.
## ANNEXURE

### LIST OF ITEMS RESERVED FOR PURCHASE FROM SMALL SCALE INDUSTRIAL UNITS

#### INCLUDING HANDICRAFT SECTOR

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>AAC/and ACSR Conductor upto 19 strands</td>
</tr>
</tbody>
</table>
| 2.  | Agricultural Implements  
|     | (a)Hand Operated tools and implements  
|     | (b)Animal driven implements |
| 3.  | Air/Room Coolers |
| 4.  | Aluminum builder’s hardware |
| 5.  | Ambulance stretcher |
| 6.  | Ammeters/ohm meter/Volt meter (Electro magnetic upto Class I accuracy) |
| 7.  | Ankle Aids  
|     |Web Khaki |
| 8.  | Augur (Carpenters) |
| 9.  | Automobile Head lights Assembly |
| 10. | Badges cloth embroidered and metals |
| 11. | Bags of all types i.e. made of leather, cotton, canvas and jute etc. including kit bags, mail bags, sleeping bags and water-proof bag. |
| 12. | Bandage cloth |
| 13. | Barbed Wire |
| 14. | Basket cane (Procurement can also be made from State Forest Corpn. and State Handicrafts Corporation) |
| 15. | Bath tubs |
| 16. | Battery Charger |
| 17. | Battery Eliminator |
| 18. | Beam Scales (upto 1.5 tons) |
| 19. | Belt leather and Straps |
| 20. | Bench Vices |
| 21. | Bituminous paints |
| 22. | Blotting Paper |
| 23. | Bolts and Nuts |
| 24. | Bolts Sliding |
| 25. | Bone Meal |
| 26. | Boot Polish |
| 27. | Boots and Shoes of all types including canvas shoes |
| 28. | Bowls |
| 29. | Boxes Leather |
| 30. | Boxes made of metal |
| 31. | Braces |
| 32. | Brackets other than those used in Railways |
| 33. | Brass Wire |
| 34. | Brief Cases (other than moulded luggage) |
| 35. | Brooms |
| 36. | Brushes of all types |
| 37. | Buckets of all types |
| 38. | Button of all types |
| 39. | Candle Wax Carriage |
| 40. | Cane Valves/stock valves (for water fittings only) |
| 41. | Cans metallic (for milk and measuring) |
| 42. | Canvas Products :  
|     | (a) Water Proof Deliver, Bags to spec. No. IS - 1422/70  
|     | (b) Bonnet Covers and Radiators Muff, to spec.  
|     | Dr. v.7/NSN/1A/130295 |
| 43. | Capes Cotton and Woolen |
| 44. | Capes Waterproof |
| 45. | Castor Oil |
| 46. | Ceiling roses upto 15 amps |
| 47. | Centrifugal steel plate blowers |
| 48. | Centrifugal Pumps suction and delivery 150 mm. x 150 mm |
| 49. | Chaff Cutter Blade |
| 50. | Chains lashing |
| 51. | Chappals and sandals |
| 52. | Chamois Leather |
| 53. | Chokes for light fitting |
| 54. | Chrome Tanned leather (Semi-finished Buffalo and Cow) |
| 55. | Circlips |
| 56. | Claw Bars and Wires |
| 57. | Cleaning Powder |
| 58. | Clinical Thermometers |
| 59. | Cloth Covers |
| 60. | Cloth Jaconet |
| 61. | Cloth Sponge |
| 62. | Coir fibre and Coir yarn |
| 63. | Coir mattress cushions and matting |
| 64. | Coir Rope hawser laid |
| 65. | Community Radio Receivers |
| 66. | Conduit pipes |
| 67. | Copper nail |
| 68. | Copper Napthenate |
| 69. | Copper sulphate |
| 70. | Cord Twine Maker |
| 71. | Cordage Others |
| 72. | Corrugated Paper Board and Boxes |
| 73. | Cotton Absorbent |
| 74. | Cotton Belts |
| 75. | Cotton Carriers |
76. Cotton Cases
77. Cotton Cord Twine
78. Cotton Hosiery
79. Cotton Packs
80. Cotton Pouches
81. Cotton Ropes
82. Cotton Singlets
83. Cotton Sling
84. Cotton Straps
85. Cotton tapes and laces
86. Cotton Wool (Non absorbent)
87. Crates Wooden and plastic
88. (a) Crucibles upto No. 200
     (b) Crucibles Graphite upto No. 500
     (c) Other Crucibles upto 30 kgs.
89. Cumblies and blankets
90. Curtains mosquito
91. Cutters
92. Dibutyl phthalate
93. Diesel engines upto 15 H.P
94. Dimethyl Phthalate
95. Disinfectant Fluids
96. Distribution Board upto 15 amps
97. Domestic Electric appliances as per BIS Specifications - Toaster Electric, Elect. Iron, Hot Plates, Elect. Mixer, Grinders, Room heaters and convectors and ovens
98. Domestic (House Wiring) P. V.C. Cables and Wires (Aluminum) Conforming to the prescribed BIS Specifications and upto 10.00 mm sq. nominal cross section
99. Drawing and Mathematical Instruments
100. Drums and Barrels
101. Dust Bins
102. Dust Shield leather
103. Dusters Cotton all types except the items required in Khadi
104. Dyes:
     (a) Azo Dyes (Direct and Acid)
     (b) Basic Dyes
105. Electric Call bells/buzzers/door bells
106. Electric Soldering Iron
107. Electric Transmission Line Hardware items like steel cross bars, cross arms clamps arching horn, brackets, etc
108. Electronic doorbell
109. Emergency Light (Rechargeable type)
110. Enamel Wares and Enamel Utensils
111. Equipment camouflage Bamboo support
112. Exhaust Muffler
113. Expanded Metal
114. Eyelets
115. Film Polythene - including wide width film
116. Film spoons and cans
117. Fire Extinguishers (wall type)
118. Foot Powder
119. French polish
120. Funnels
121. Fuse Cut outs
122. Fuse Unit
123. Garments (excluding supply from Indian Ordnance Factories)
124. Gas mantels
125. Gauze cloth
126. Gauze surgical all types
127. Ghamellas (Tasllas)
128. Glass Ampules
129. Glass and Pressed Wares
130. Glue
131. Grease Nipples and Grease guns
132. Gun cases
133. Gun Metal Bushes
134. Gum tape
135. Hand drawn carts of all types
136. Hand gloves of all types
137. Hand Lamps Railways
138. Hand numbering machine
139. Hand pounded Rice (polished and unpolished)
140. Hand presses
141. Hand Pump
142. Hand Tools of all types
143. Handles wooden and bamboo (Procurement can also be made from State Forest Corpn. and State Handicrafts Corporation)
144. Harness Leather
145. Hasps and Staples
146. Haver Sacks
147. Helmet Non-Metallic
148. Hide and country leather of all types
149. Hinges
150. Hobnails
151. Holdall
152. Honey
153. Horse and Mule Shoes
154. Hydraulic Jacks below 30 ton capacity
155. Insecticides Dust and Sprayers (Manual only)
156. Invalid wheeled chairs.
157. Inverter domestic type upto 5 KVA
158. Iron (dhobi)
159. Key board wooden
160. Kit Boxes
161. Kodali
162. Lace leather
163. Lampholders
164. Lamp signal
165. Lanterns Posts and bodies
166. Lanyard
167. Latex foam sponge
168. Lathies
169. Letter Boxes
170. Lighting Arresters - upto 22 kv
171. Link Clip
172. Linseed Oil
173. Lint Plain
174. Lockers
175. Lubricators
176. L.T. Porcelain KITKAT and Fuse Grips
177. Machine Screws
178. Magnesium Sulphate
179. Mallet Wooden
180. Manhole covers
181. Measuring Tapes and Sticks
182. Metal clad switches (upto 30 Amps)
183. Metal Polish
184. Metallic containers and drums other than N.E.C. (Not elsewhere classified)
185. Metric weights
186. Microscope for normal medical use
187. Miniature bulbs (for torches only)
188. M.S. Tie Bars
189. Nail Cutters
190. Naphthalene Balls
191. Newar
192. Nickel Sulphate
193. Nylon Stocking
194. Nylon Tapes and Laces
195. Oil Bound Distemper
196. Oil Stoves (Wick stoves only)
197. Pad locks of all types
198. Paint remover
199. Palma Rosa Oil
200. Palmgur
201. Pans Lavatory Flush
202. Paper conversion products- paper bags, envelopes, ice-cream cup, paper cup and saucers and paper plates
203. Paper Tapes (Gummed)
204. Pappads
205. Pickles and Chutney
206. Piles fabric
207. Pillows
208. Plaster of Paris
209. Plastic Blow Moulded Containers upto 20 litre excluding Poly Ethylene Terphthalate (PET) Containers
210. Plastic cane
211. Playing Cards
212. Plugs and Sockets electric upto 15 Amp
213. Polythene bags
214. Polythene Pipes
215. Post Picket (Wooden)
216. Postal Lead seals
217. Potassium Nitrate
218. Pouches
219. Pressure Die Casting upto 0.75 kg
220. Privy Pans
221. Pulley Wire
222. PVC footwears
223. PVC pipes upto 110 mm
224. PVC Insulated Aluminium Cables (upto 120 sq. mm) (ISS:694)
225. Quilts, Razais
226. Rags
227. Railway Carriage light fittings
228. Rakes Ballast
229. Razors
230. RCC Pipes upto 1200 mm. dia
231. RCC Poles Prestressed
232. Rivets of all types
233. Rolling Shutters
234. Roof light Fittings
235. Rubber Balloons
236. Rubber Cord
237. Rubber Hoses (Unbranded)
238. Rubber Tubing (Excluding braided tubing)
239. Rubberised Garments Cap and Caps etc
240. Rust/Scale Removing composition
241.Safe meat and milk
242. Safety matches
243. Safety Pins (and other similar products like paper pins, staples pins etc.)
244. Sanitary Plumbing fittings
245. Sanitary Towels
246. Scientific Laboratory glass wares (Barring sophisticated items)
247. Scissors cutting (ordinary)
248. Screws of all types including High Tensile
249. Sheepskin all types
250. Shellac
251. Shoe laces
252. Shovels
253. Sign Boards painted
254. Silk ribbon
255. Silk Webbing
256. Ski boots and shoes
257. Sluice Valves
258. Snap fastner (Excluding 4 pcs. ones)
259. Soap Carbolic
260. Soap Curd
261. Soap Liquid
262. Soap Soft
263. Soap washing or laundry soap
264. Soap Yellow
265. Socket/pipes
266. Sodium Nitrate
267. Sodium Silicate
268. Sole leather
269. Spectacle frames
270. Spiked boots
271. Sports shoes made out of leather (for all Sports games)
272. Squirrel Cage Induction Motors upto and including 100 KW/440 volts 3 phase
273. Stapling machine
274. Steel Almirah
275. Steel beds stead
276. Steel Chair
277. Steel desks
278. Steel racks/shelf
279. Steel stools
280. Steel trunks
281. Steel wool
282. Steel and aluminium windows and ventilators
283. Stockinet
284. Stone and stone quarry rollers
285. Stoneware jars
286. Stranded Wire
287. Street light fittings
288. Student Microscope
289. Studs (excluding high tensile)
290. Surgical Gloves (Except Plastic)
291. Table knives (Excluding Cutlery)
292. Tack Metallic
293. Taps
294. Tarps
295. Teak fabricated round blocks
296. Tent Poles
297. Tentage Civil/Military and Salitah Jute for Tentage
298. Textiles manufactures other than N.E.C. (not elsewhere classified)
299. Tiles
300. Tin Boxes for postage stamp
301. Tin can unprinted upto 4 gallons capacity (other than can O.T.S.)
302. Tin Mess
303. Tip Boots
304. Toggle Switches
305. Toilet Rolls
306. Transformer type welding sets conforming to IS: 1291/75 (upto 600 amps)
307. Transistor Radio upto 3 band
308. Transistorised Insulation - Testers
309. Trays
310. Trays for postal use
311. Trolley  
312. Trollies-drinking water  
313. Tubular Poles  
314. Tyres and Tubes (Cycles)  
315. Umbrellas  
316. Utensils all types  
317. Valves Metallic  
318. Varnish Black Japan  
319. Voltage Stabilizers including C.V.T's  
320. Washers all types  
321. Water Proof Covers  
322. Water Proof paper  
323. Water tanks upto 15,000 litres capacity  
324. Wax sealing  
325. Waxed paper  
326. Weighing Scale  
327. Welded Wiremesh  
328. Wheel barrows  
329. Whistle  
330. Wicks cotton  
331. Wing Shield Wipers (Arms and Blades only)  
332. Wire brushes and Fibre Brushes  
333. Wire Fencing and Fittings  
334. Wire nails and Horse shoe nails  
335. Wire nettings of gauze thicker than 100 mesh size  
336. Wood Wool  
337. Wooden ammunition boxes  
338. Wooden Boards  
339. Wooden Box for Stamps  
340. Wooden Boxes and Cases N.E.C. (Not elsewhere classified)  
341. Wooden Chairs  
342. Wooden Flush Door Shutters  
343. Wooden packing cases all sizes  
344. Wooden pins  
345. Wooden plugs  
346. Wooden shelves  
347. Wooden veneers  
348. Woolen hosiery  
349. Zinc Sulphate  
350. Zip Fasteners  
351. Cane furniture Handloom  
352. Bamboo file tray, Baskets, Pencil stand, side racks etc.  

353. Artistic Wooden Furniture  
354. Wooden paper weight, racks etc.  
355. Glass covers made and grass jute of wood  
356. Jute furniture  
357. Jute bags, file cover  
358. Woolen and silk carpe