



F.11072/2 (Proc.Process)/24-Pur
भारत सरकार/ Government of India
गृह मंत्रालय/ Ministry of Home Affairs
समन्वय निदेशालय पुलिस बेतार
Directorate of Coordination Police Wireless



Block No-9, CGO Complex,
Lodhi Road, New Delhi – 03.
Dated: 12th November, 2024


CIRCULAR

Subject: - Standard Operating Procedure for Material Management at DCPW.

The undersigned is directed to circulate the following “SOP for Material Management at DCPW” among all the officer(s)/ official(s) to ensure the effective implementation of the laid down procedure of material management at DCPW:-

- Process of submission of the requirement/ demand by the indenter.
- The timeline alongwith the specific roles of the concerned Consignee/ Buyer/ Stores/ Workshop/ DDO & PAO of DCPW in regard to procurement through GeM.
- Routing of the file through the concerned B.H.O's and further through the Central store section as described in the SOP.
- The ledger entry on the CRAC by the consignee has also been made compulsory in addition to the photograph of the good(s) that needs to be attached in the e-ledger by the consignee.
- The Requisition Format i.e. FORM D.C.F - 13 is attached with the SOP.

This issues with the approval of the Director, DCPW.


12/11/2024

(Piyush Kumar Rai)
Assistant Director (MM)

Enclosure:- SOP for Material Management at DCPW.

Copy to:

1. PPS to Director : for kind information
2. PA to Addl. Director (HQ) / PA to Addl. Director (OPS) : for kind information
3. All Joint Directors/ Deputy Directors/ Zonal Administrative Officers
4. All Assistant Directors/ Joint Assistant Directors
5. All Station In-charges
6. DDO/ PAO, DCPW
7. AD(IT)- for uploading on the website of DCPW

SOP for Material Management at DCPW

Based on the requirement of any Good(s) or Service(s) raised by an indenter within DCPW i.e. Division/ Branch/ Section/ Field office, then the indenter needs to initiate the procurement process as per the Govt. of India rules/ guidelines pertaining to procurements by ensuring the following process flow.

1. Identification of the type of requirement of Good(s)/ Service(s).
 - a) In case of fresh demand, the indenter will process the case with full justification.
 - b) In case of demands against any existing old Good(s)/ Service(s), the Condemnation of the old good(s) is necessary and for Service(s), nearing to Three (3) months left to the last date after which the contract will expire, then the indenter will process the case accordingly.
2. The indenter will send the demand requisition along with specifications of the items so indented to the store section for the particular Good(s)/ Service(s) with the consent/ approval of its Branch Head, not below the rank of Deputy Director.
3. Post receipt of the requisition in prescribed format (**FORM D.C.F – 13**), the Central store section will process the request firstly through checking its inventory for the item(s) and if available issue to the indenter with approval of the competent authority. Secondly, if the items are not available, then issue non-availability certificate/ report (NAC) to the indenter with the approval of its Branch Head, not below the rank of Deputy Director.
4. Upon receipt of the NAC, the indenter will obtain in principle approval (Administrative approval) of the competent authority for the procurement of proposed item/s along with specifications of the good(s) duly approved by Board of Officers (B.O.O).
5. After obtaining the in principle approval (Administrative approval) of the requisitioned item from the competent authority, the Indenter will send the file to the concerned Budget Head Officer (B.H.O) to record the estimated/ anticipated fund booking in the corresponding budget head of the procurement (List of B.H.O's of respective budget head is enclosed as **Annexure – A**).
6. The respective BHO will further send the file to Central store section for generating a Purchase Requisition Number & date (or, Voucher No. & date) as required to be entered during placing of order on GeM portal.

(Indenter after obtaining IPA → BHO → Central Store → Purchase Requisition)
7. Store section will make necessary entries and will provide the demand for procurement to Material Management Section or, Purchase section with a Purchase Requisition Number & date (or, Demand Voucher No. & date).



8. Purchase/ MM section will procure the goods as per GFR 2017 (and also as per DCPW procurement process as annexed as **Annexure – B** both for Goods/Services/ Works available on GeM & not available on GeM).

9. On receipt of expenditure sanction from competent authority, and after the placement of the contract order on GeM, the contract is available on the consignee's account of GeM and the consignee will track & liaise with the vendor for early delivery of the Good(s)/ Service(s) within the delivery period. The consignee will generate CRAC in time bound manner only after proper entry of the ledger details on the GeM portal compulsorily.

10. The consignee will prepare an e-ledger for the non-expendable item(s)/ Good(s) and will properly attach a coloured photograph of the item along with its serial number & ledger number written on it. And for the items/ Good(s) where serial numbers are not present, a coloured photograph of the item bearing the Ledger number details written on it to be attached in the e-ledger by the consignee.

11. After CRAC generation by the consignee, the vendor/ seller becomes eligible for payment & the Purchase section will process the bill immediately.

12. In addition to the above-mentioned process flow, the following service level guidelines as identified by GeM are to be followed.

S. No.	Description	SLA (in calendar days)
1	Delivery Period	As decided by the buyer and defined in the contract
2	Invoicing	Before Dispatch
3	Delivery at consignee end	Within the delivery period as defined in the contract
4	PRC (Provisional Receipt Certificate)	Within 48 hours of delivery at consignee end
5	CRAC	Within 10 days from delivery at consignee end
6	Payment Generation	Within 10 days from generation of CRAC.

A timeline alongwith the specific roles of the concerned Consignee/ Buyer/ Stores/ Workshop/ DDO & PAO of DCPW is detailed in **Annexure – C**.

13. The flowchart of Process flow is annexed as **Annexure – D**.

Annexure – A

CAPITAL			Concerned Budget Head Officer
1	4055 00 216 02 03 72	Buildings & Structures	DD (L&B)
2	4055 00 216 02 03 51	Motor Vehicle	VCO
3	4055 00 216 02 03 52	Machinery & Equipment	DD (MM)
4	4055 00 216 02 03 71	ICT	DD (IT)
5	4055 00 216 02 03 74	Furniture & Fixtures	DD (L&B)
6	4055 00 216 02 03 77	Other Fixed Assets	DD (L&B)
7	4055 00 216 02 03 78	Land	DD (L&B)
Revenue			
1	2055 00 114 01 01 01	Salaries	DDO
2	2055 00 114 01 01 02	Wages	DDO
3	2055 00 114 01 01 05	Rewards	DDO
4	2055 00 114 01 01 06	Medical Treatment	DDO
5	2055 00 114 01 01 07	Allowances	DDO
6	2055 00 114 01 01 08	Leave Travel Concession	DDO
7	2055 00 114 01 01 11	Domestic Travel Expenses	DDO
8	2055 00 114 01 01 12	Foreign Travel Expenses	DDO
9	2055 00 114 01 01 13	Office Expenses	DDO
10	2055 00 114 01 01 14	RRT for Land & Buildings	DD (L&B)
11	2055 00 114 01 01 16	Printing & Publication	
12	2055 00 114 01 01 18	Rent for others	DD (L&B)
13	2055 00 114 01 01 19	Digital Equipments	DD (Comm)
14	2055 00 114 01 01 20	Other Administrative Expenses	-
15	2055 00 114 01 01 24	Fuels and Lubricants	VCO
16	2055 00 114 01 01 26	Advertising and Publicity	DD (CDN)
17	2055 00 114 01 01 27	Minor civil and Electrical Works	DD (L&B)
18	2055 00 114 01 01 28	Professional Services	
19	2055 00 114 01 01 29	Repair and Maintenance	DD (Comm)
20	2055 00 114 01 01 31	Grant-in-Aid General	WELFARE OFFICER
21	2055 00 114 01 01 49	Other Revenue Expenditure	DD (POLNET)

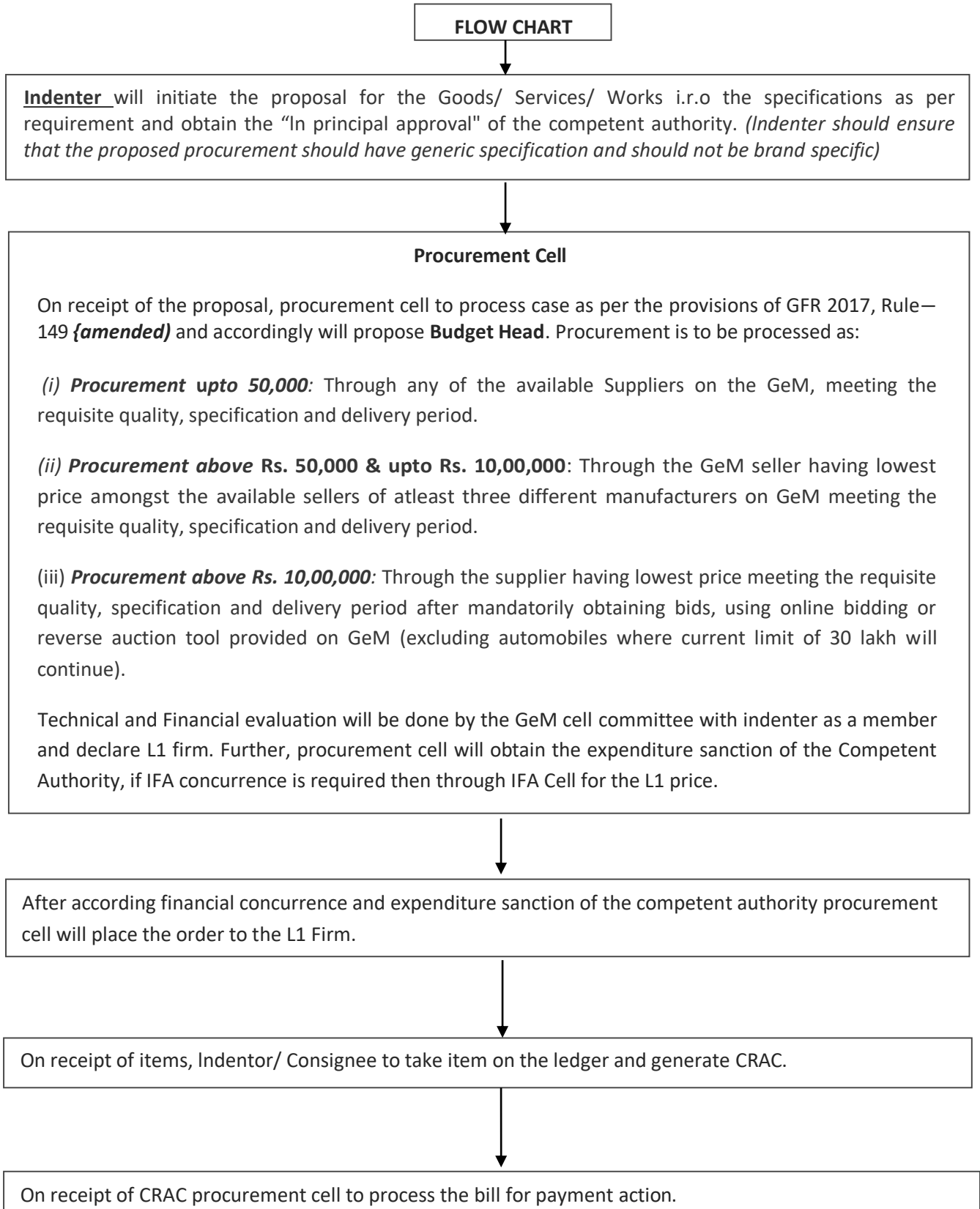


Annexure – B

Procurement of Goods and Services

As per provisions of Rule-142, GFR-2017 the procurement procedure of DCPW is streamlined for procurements of Goods/ Services/ Works available on GeM and not available on GeM as per the following proposed “Flow Chart“:

(A) Goods/ Services/ Works “AVAILABLE“ on GeM Portal



(B) Goods/ Services/ Works “NOT AVAILABLE” on GeM

Flow Chart

Indenter will initiate the proposal for the Goods/ Services/ Works i.r.o the specifications as per requirement and obtain the “In principal approval” of the competent authority [*Indenter should ensure that the proposed procurement should have generic specification and should not be brand specific*]

Indenter has to propose Local Purchase Committee comprising officers one each of rank DD/ AD/ AO when the expenditure is above Rs 50,000/-, prior to in-principal approval of the competent authority.

Procurement Cell

On receipt of the approved proposal, procurement cell to examine the case and process as per the provisions of **GFR-2017, Rule -155 (amended) & Rule 158** and accordingly will propose **Budget Head**.

(i) For Goods / Service costing above Rs. 50,000/- & upto Rs. 5,00,000/-, the duly constituted Local Purchase Committee will Survey the Market and ascertain the reasonableness of rate, quality, specifications and identify the appropriate supplier as per the GFR provisions. LPC will furnish required certificate as per the provisions of Rule 155, GFR 2017 and to recommend the L1 firm price as per proceedings of LPC and obtain expenditure sanction of the Competent Authority for L-1 firm price, if IFA concurrence is required than through IFA Cell.

(ii) For Goods costing above Rs. 5,00,000/-, Purchase of goods will be done as per the provisions of Rule 158, GFR- 2017, and by following the standard method of obtaining bids as:

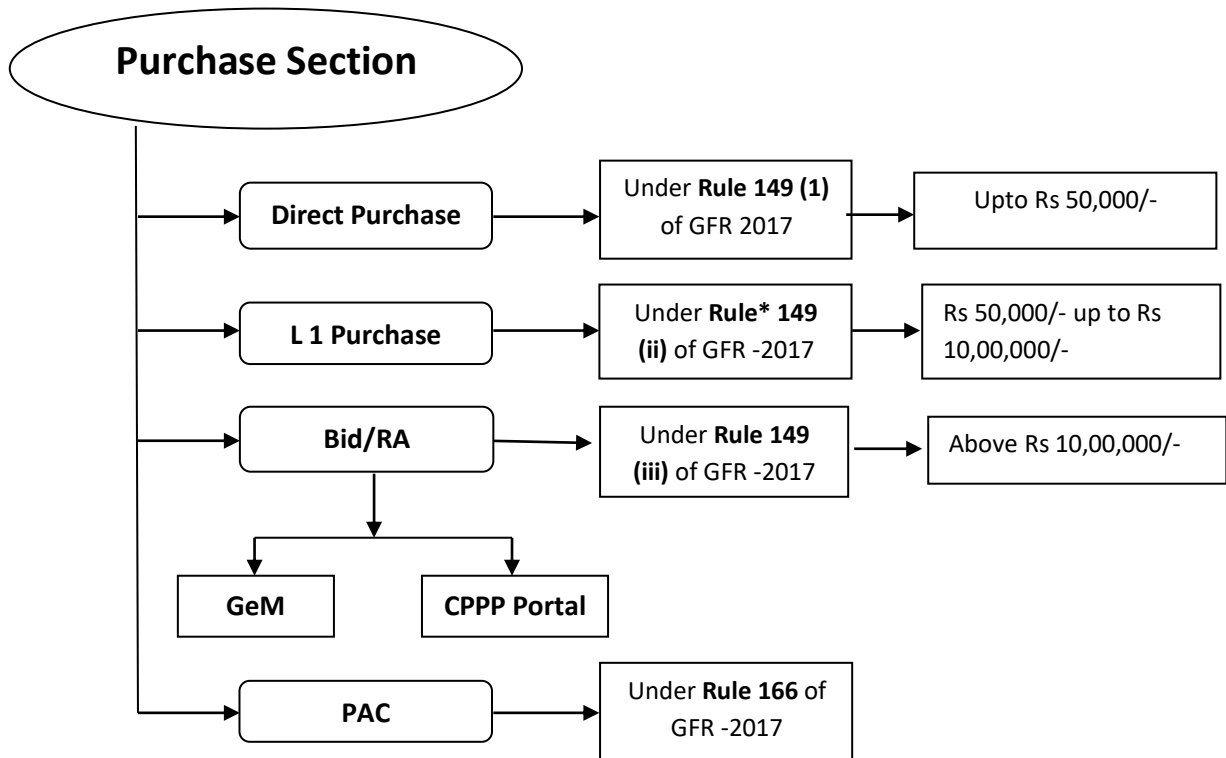
- Advertised Tender Enquiry (*Procurement above 50 Lakhs*)
- Limited Tender Enquiry (*Procurement upto 50 Lakhs*)

Procurement cell to float tender as per GFR provisions on CPP Portal or GeM. Procurement cell will declare L1 firm after Technical and Financial evaluation. Obtain the expenditure sanction of the Competent Authority, if IFA concurrence is required than through IFA Cell.

After according of the financial concurrence and expenditure sanction of the competent authority procurement cell will place the order to the L1 firm.

On receipt of items, Indenter / Consignee to take the item on the ledger and process the bill for payment.

2. The various provisions of GFR-2017 (*as amended time to time*), Manual for Procurement of Goods/ Consultancy & Other Services (*as amended time to time*) and further following of CVC guidelines will be followed in the Procurement Process of DCPW.



*The tools for online bidding and online reverse auction available on GeM can be used by the Buyer even for procurements less than Rs 10,00,000/-.

On GeM Goods and Services,

- CPPP- Central Public Procurement Portal
- PAC- Proprietary Article Certificate
- RA- Reverse Auction

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Annexure – C

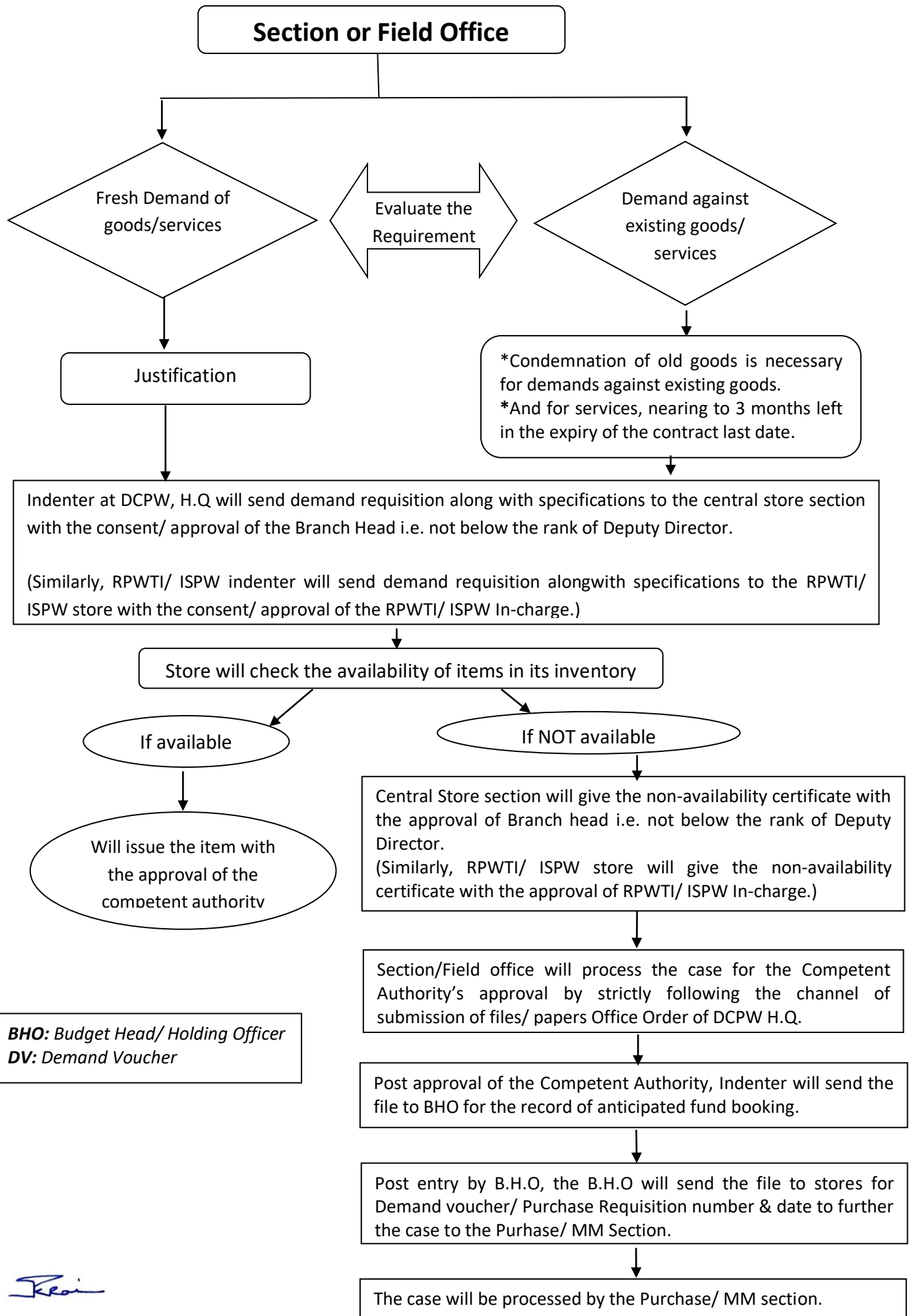
Serial no.	Stage of GeM contract	Concerned Div/Sec/Official	Role as per GeM Guidelines	Time line
1.	At the time of delivery of Goods	Consignee	The consignee will enter the supply received date on GeM portal.	2 days
2.	After receipt of Goods	Workshop (HQ)	If needed, consignee can involve the workshop & based on workshop report, consignee may generate CRAC & issue the items to indenter.	5 days
		Field office (ISPW)	Consignee can involve the store i.e. I/C store & based on the assessment, consignee can generate CRAC & issue the item to the indenter.	
		Consignee/ Workshop/ Field office	The concerned official will check and ensure that the supplied items are as per GeM contract and will accordingly act in the way as per the following cases: Case1: If the supplied items are as per contract, the consignee will make necessary entries and generate CRAC on GeM. Case 2: If the supplied items are not as per contract, A note for rejection of the item clearly mentioning the reason should be recorded & the CRAC will be generated accordingly.	
3.	After generation of CRAC	Purchase section (Buyer)	The draft bills should be processed & submitted to DDO for further payment action on GeM.	2 days
4.	After submission of draft bills to Accounts section	DDO/ Accounts Section	DDO to ensure prompt processing and pushing of bills to PFMS alongwith the forwarding of necessary documents to PAO.	2 days
5.	After receipt of bills in PFMS to PAO	PAO Section	The bills to be promptly addressed and payment to the supplier to be ensured.	2 days
6.	If bill is not in order	Stores & Purchase Section	If bill is not in order and returned by PAO/ Accounts section due to some clarifications, Store & Purchase section will arrange to get the rectification done and forward the necessary document needed in this regard.	4 days
7.	Post the payment to the vendor	Accounts section	Payment report and UTR number to be given to purchase section by the Accounts section.	2 days

Note:

1. CRAC (Consignee Receipt and Acceptance Certificate) shall be generated within 10 days of receipt of goods otherwise it will automatically be generated on GeM and no cancellation/ rejection will be possible thereafter.
2. The payment should be made within 10 days of generation of CRAC to avoid penalty.



Process Flowchart for Procurement



Krai

बही संख्या/BOOK NO.

मांग वाउचर/DEMAND VOUCHER

फार्म सं कि-13/FORM D.C.F.-13

प्रेषक/FROM _____

क्रम संख्या/SERIAL NO. _____

स्टेशन/STATION _____

मांग संख्या/DEMAND NO. _____

प्रेषण सम्बन्धी हिदायतें/DESPATCH INSTRUCTIONS _____

तारीख/DATE _____

संदर्भ संख्या Reference No.	विवरण Description	लेखा एकक Accounting Unit	मांगी गई मात्रा Qty. Indented for	दी गई मात्रा Qty. Issued	बाद में भेजी जाने वाली मात्रा Qty. to follow	किस प्रयोजन के लिए चाहिए Purpose for which required

मांगकर्ता के हस्ताक्षर/Signature of Indentor _____

पद/Designation _____