

Olof Palme Marg, HauzKhas  
Near IIT Hostel, New Delhi-110016

Dated: 17.02.2020

**CIRCULAR**

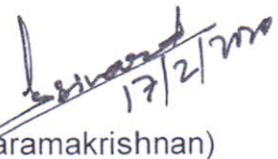
Kind Attention of all Group Heads/Division Heads and all other officers to the Rule 144 (x) of the GFR, 2017 wherein it is stated that all Ministries/Departments shall prepare **Annual Procurement Plan** before the commencement of the year and the same should also be placed on their website.

2. In this regard, the GeM has the provision that, the Buyers can upload the Annual Procurement Plan online through the Request Management available on their Dashboard. GeM would evaluate and consolidate the procurement plans from the Buyers to create a forecast of the products/services required on GeM. Therefore, **all Divisions are requested to make a realistic projection of requirements (including CSMRS Hostel etc.) for the whole year (2020-21) on or before 28<sup>th</sup> February, 2020, with correct specifications so that GeM would be able to explore maximum number of sellers for the product.**

3. Similarly, proposals/tender for AMC should also be processed well in time, before expiry of the current period of AMC, so that proposals for extension of existing AMC due to non-completion of procedure in this regard, may rarely be required.

4. Attention of all officers is also invited to the Department of Expenditure, O.M. No.19030/1/2017-E.IV dated 13<sup>th</sup> March, 2018 wherein it is stated that, **claim of a Govt. servant to Travelling Allowance/Daily Allowance on Tour/Transfer/Training/Journey on Retirement, is forfeited or deemed to have been relinquished if the claim for it is not preferred within sixty days succeeding the date of completion of journey.** Accordingly, all officers/officials are requested to submit their claims, if any, within the prescribed time limit after the journey. Similarly, L.T.C. and other claims, if any, also should be submitted in time so that relaxation of Rules to be resorted only on rare and genuine hardship cases.

This issues with the approval of the Director, CSMRS.

  
(K.H. Sivaramakrishnan)  
Under Secretary (Finance)

- To: 1. All officers/Procurement Officer/officials of CSMRS by e-mail & Notice Board.  
2. IT Division with a request to upload the Circular on the Website for information.