

Government of Haryana
Department of Industries & Commerce
(Directorate of Supplies & Disposals)

From

The Financial Commissioner & Principal Secretary
to Government of, Haryana,
Industries & Commerce Department.

To

1. All the Heads of Departments in Haryana.
2. The Commissioner, Ambala, Hisar, Gurgaon and Rohtak Divisions.
3. All Chief Executives/ Managing Directors of Boards/ Corporations in Haryana.
4. All the Deputy Commissioners & Sub Divisional Officers (Civil) in Haryana.
5. The Registrar, Punjab and Haryana High Court, Chandigarh.

Memo No. 5/6/2004-4/BII

Dated, the 30th of May 2011

Subject: Timely action in cases of default in supplies of stores/ execution of purchase orders - prescription of a time schedule regarding.

I have been directed to invite your kind attention to the subject above. It has been observed that timely penal action is not taken in cases of default in supply of stores/ execution of purchase orders in accordance with the terms and conditions of the DNIT. It has been decided to lay down a time-frame within such action should be initiated/ finalized.

2. Accordingly, all concerned with the purchase of stores through the DS&D are advised to follow the time schedule for initiating/ completing the necessary action in this behalf as under:

- i) A reference by the Indenting Department to the Director, Supplies & Disposals, Haryana within 30 days of expiry of the period allowed to complete the order as per DNIT/ order placed or period extended;
- ii) Processing of reference by the Director, Supplies & Disposals, Haryana office within next 30 days;
- iii) Issue of show cause notice to the defaulting firm/ supplier within next 30 days giving them clear 15 days' time to respond to the show cause notice;
- iv) In case no response is received within the given time, issue only one reminder granting them the last opportunity;
- v) Seek the comments of the Indenting Department on the reply to the show cause notice within 30 days;
- vii) Grant of personal hearing to the appty, if so requested, within 30 days;
- viii) Complete the process of issue of orders within next 30 days.

3. It may be clarified that the above process is meant to serve as a guideline for the Government departments/ agencies only for timely completion of action and any non-adherence to the said timelines would not in any manner provide any leverage to the defaulting firms with regard to the action taken against them.

Central
Superintendent Industries-II,
for Financial Commissioner & Principal Secretary
to Government of Haryana,
Industries & Commerce Department.

74

Government of Haryana
Department of Industries & Commerce
(Directorate of Supplies & Disposals)

Endst. No.5/6/2004-4IBII

Dated, the 30th of May, 2011

A copy is forwarded to the Director, Supplies & Disposals, Haryana, Chandigarh for information and necessary action w.r.t his U.O. No. 06 dated 20.4.2004.

OK

Confidential
Superintendent Industries-II,
for Financial Commissioner & Principal Secretary
to Government of Haryana,
Industries & Commerce Department.

Endst. No.5/6/2004-4IBII

Dated, 30th of May, 2011

A copy is forwarded to all the Administrative Secretaries to the Government of Haryana for their kind information and further necessary action.

OK

Confidential
Superintendent Industries-II,
for Financial Commissioner & Principal Secretary
to Government of Haryana,
Industries & Commerce Department.

Handwritten initials/signature