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RAJASTHAN FINANCIAL CORPORATION
(GAD SECTION)

/RFC/GAD/P&G/ 1525

Ref:No.RFC/GAD/13(19)/171/249

Dated: 10.07.2018
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CIRCULAR

**Reg: Procurement of stores/computer articles and
delegation of powers for financial expenditure**

The matter regarding delegation of powers for financial expenditure for purchase of stores/computer articles was placed before the Board in the meeting held on 28.06.2018. In accordance with the decision of the Board the delegation of powers revised in accordance with RTPP Act and Rules/GeM Portal, approved by the Board for procurement of goods, works and services are as under:-

1. As per the RTPP Rules, 2013 the procurement of goods, works & services valuing up to Rs.10,000/- on one occasion subject to a limit of below Rs.1.00 lac during a financial year under the method of **without quotations** may be procured. The delegation of powers of expenses to be incurred by the individual officers in GAD/F&A shall be as under:-

S. No.	Officer	Expenses at a time	Expenses per annum
1	ED/ED(F)	10,000/-	50,000/-
2	GM(GAD)	5,000/-	30,000/-
3	DGM(GAD)	3,000/-	20,000/-

2. As per RTPP Rules, 2013 procurement of goods, services & works valuing less than Rs.50,000/- on one occasion and up to Rs. 3.00 lac per annum may be made by adopting the method of **spot purchase**. Accordingly, on administrative & financial approval of the ED, the following committee may be authorized to make the procurement by the method of spot purchase:-

- | | | |
|-------|------------------------|----------|
| (i) | GM(D) | Chairman |
| (ii) | DGM(GAD) | Member |
| (iii) | DGM(F&A) | Member |
| (iv) | Manager/DM(GAD)/Comp.) | Convener |

The ED shall approve the same on the recommendation of Committee.

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3. As per RTPP Rules, 2013 procurement of goods, services & works valuing up to Rs. 1.00 lac at a time and up to Rs. 5.00 lac per annum may be made by adopting the procedure for request for quotation. Accordingly, on administrative & financial approval of the ED, the following committee may be authorized to make the procurement by the method of request for quotation:-

(i)	GM(D)	Chairman
(ii)	DGM(GAD)	Member
(iii)	DGM(F&A)	Member
(iv)	Manager/DM(GAD)/Comp.)	Convener

The ED shall approve the same on the recommendation of committee.

4. As per RTPP Rules, the procurement valuing below Rs. 2.00 lac on one occasion subject to per annum ceiling of Rs. 10.00 lac may be made by the method of limited bidding. Accordingly, on administrative & financial approval of the CMD/MD, the following committee may be authorized to make the procurement by the method of limited bidding:-

(i)	ED(F)	Chairman
(ii)	DGM(GAD)	Member
(iii)	DGM(F&A)	Member
(iv)	Manager/DM(GAD)/Comp.)	Convener

The CMD/MD shall approve the same on the recommendation of committee.

5. As per RTPP Rules, the procurement valuing above Rs. 2.00 lac on one occasion and not exceeding Rs. 10.00 lac in a financial year may be made by the method of open competitive bidding or two stage bidding or competitive negotiations or rate contract or any method as the case may be. Accordingly, on administrative & financial approval of the CMD/MD, the following committee may be authorized to make the procurement by any of the above methods:-

(i)	ED(F)	Chairman
(ii)	DGM(GAD)	Member
(iii)	DGM(F&A)	Member
(iv)	Manager/DM(GAD)/Comp.)	Convener

The CMD/MD shall approve the same on the recommendation of committee.

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6. Procurement of goods, services & works valuing above Rs. 10.00 lac but upto Rs. 25.00 lac may be made by the method of open competitive bidding or two stage bidding or competitive negotiations or rate contract or any method i.e. e-Procurement/GeM Portal as the case may be. Accordingly, after administrative & financial approval of the Executive Committee, the Committee consisting of the following members may be authorized to make the procurement by any of the above methods:-

- (i) ED(F)
- (ii) GM(D)
- (iii) DGM(GAD)
- (iv) DGM(F&A)
- (v) Manager/DM(GAD)/Comp.)

The CMD/MD shall approve the same on the recommendation of committee to place the matter before EC for approval.

7. Procurement of goods, services & works valuing above Rs. 25.00 lac may be made by the method of open competitive bidding or two stage bidding or competitive negotiations or rate contract or any method i.e. e-Procurement/GeM Portal as the case may be. Accordingly, after administrative & financial approval of the Board of Directors of the Corporation, the following Committee may be authorized to make the procurement by any of the above methods:-

- (i) ED(F)
- (ii) GM(D)
- (iii) DGM(GAD)
- (iv) DGM(F&A)
- (v) Manager/DM(GAD)/Comp.)

The CMD/MD shall approve the same on the recommendation of committee to place the matter before Board for approval.

- i) All payments relating to HO regarding rent, electricity bill, water bill, land and building tax, municipal Corporation tax, telephone bills, etc., shall be made at the level of DGM(GAD).
- ii) In addition to above purchase from the Government Departments/Boards/Corporations as per FD (G&T) Deptt. Notification dated 04.09.13 (including modification made by Finance Department from time to time) the DGM(GAD) is fully authorized after getting administrative and financial approval from ED.
- iii) The powers regarding repairs of vehicles, purchase of batteries, tyres, accessories, petrol, servicing etc shall vest in GM/DGM(GAD).

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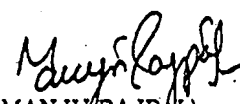
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However, in case the expenses for repairs of vehicles exceed Rs.25000/-the same may be considered by a committee consisting of GM/DGM(GAD), M/DM(T), M/DM(GAD). The ED will approve the same on the recommendation of the committee.

- iv) The Branches where vehicles have been allotted shall be empowered to incur expenditure for maintenance of vehicles and running expenses of vehicles upto the extent of budget allotted by F & A Division. Prior approval of incurring expenditure over and above the budgetary ceiling shall be essentially required before incurring the expenses for which request shall be made to GM/DGM(GAD) who will obtain necessary approval from the competent authority.

- v) The Manager/DM(GAD) will assist in convening all the meetings of Procurement Committees.

All procurements of Goods, Services, Works etc. will be made complying the RTPP Act and Rules/GeM Portal. These changes shall be applicable with immediate effect.


(MANJU RAJPAL)
Managing Director

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