



/By Hand /

# ICAR-Central Institute of Temperate Horticulture

K.D. Farm, Old Air Field, PO: Rangerth-191 132, Srinagar, UT of Jammu and Kashmir, India

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No.F. 4-314/Stores/21/ 4772-81

Dated: 05.11.2021

## C I R C U L A R

It has been observed that most of the officers submitted their requirement of procurement without using the prescribed requisition format which effect in deciding the mode of purchase in terms of GFR 2017 which is in vogue. Accordingly, all the Head of Divisions/Sectional In-charge/Officers, are therefore requested to make it convenient to ensure submission of their requirement in prescribed procurement requisition format (format attached) after filling all the columns of the requisition and now onwards requisitions/requirements without receiving in prescribed format will not be entertained for procurement except in extreme conditions or circumstances beyond the control of the requisitioned officer. However, for convenience of the officers/staff, the requisition format will be put on Institute website for general information to all the concerned for compliance in letter and spirit.

This issues with the approval of the Director, ICAR-CITH, Srinagar.

  
5-11-21

भंडारक्रय अधिकारी

Store & Purchase Officer

E-mail: [Showkat.mir@icar.gov.in](mailto:Showkat.mir@icar.gov.in)

भण्डार एवं खरीदार अधिकारी  
STORE & PURCHASE OFFICER  
केन्द्रीय शीतोष्ण बागवानी संस्थान  
Central Institute of Temperate Horticulture  
(ICAR-CITH, Srinagar (J&K))  
Srinagar (J&K)

Encl: As Stated

### Distribution:

- All the Head of Divisions (by name \_\_\_\_\_)
- All the Sectional In charges, ICAR-CITH, Srinagar.
- F&AO, ICAR-CITH, Srinagar.
- DDO, ICAR-CITH; Srinagar.
- PS to Director, ICAR-CITH, Srinagar.
- Hindi Officer, ICAR-CITH, Srinagar for translation of the store requisition format (format attached).
- ARIS Cell, ICAR-CITH Srinagar with request to place the requisition format on Institute website for general information to all the concerned.
- Notice Board for general information to all the concerned.

### Copy also to:

- SIC, ICAR-CITH, RS, Dirang, AP
- SIC, ICAR-CITH, RS, Mukteshwar.
- Programme Coordinator, ICAR-Krishi Vigyan Kendra Baramulla, PO: Kunzer-193 404 District Baramulla





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K. D. Farm, Old Air field, PO: Rangerth-191 132, Srinagar, Jammu and Kashmir, India

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## REQUISITION FOR PROCUREMENT OF EQUIPMENTS/GOODS/Items etc

1. NAME OF SECTION		2. NAME OF INDENTOR	
3. NAME OF SCHEME		4. APPROXIMATE COST	
5. NAME OF EQUIPMENT/GOODS/Items etc.			

DETAILED SPECIFICATION (PLEASE ATTACH A SEPARATE PRESCRIBED STORE SLIP)

SIGNATURE OF INDENTOR

RECOMMENDATION OF SECTIONAL In-Charge/ HEAD/HOD: \_\_\_\_\_

Signature: \_\_\_\_\_

### FOR OFFICE USE ONLY STORE SECTION

S. NO	PARTICULARS	REMARKS OF STORE SECTION
01.	AVAILABILITY OF REQUIRE ITEMS IN STORES SECTION	YES / NO
02.	AVAILABILITY OF ANNUAL RATE CONTRACT OF REQUIRED ITEMS	YES / NO
03.	AVAILABILITY OF ITEM ON GeM PORTAL	YES / NO
04.	SERIAL NO. OF INDENTED ITEM AS PER EFC (IF APPLICABLE)	
05.	PROVISION OF AMOUNT FOR THE REQUIRED ITEM UNDER EFC (IF APPLICABLE)	

ON THE BASIS OF SCOPE & NATURE OF ITEMS TO BE PROCURED, THE PROCUREMENT OF ABOVE ITEMS IS RECOMMENDED THROUGH \_\_\_\_\_ METHOD

STORE & PURCHASE OFFICER

### METHOD OF PROCUREMENT

RULE	CEILING IN TERMS OF AMOUNT	PROCUREMENT METHOD
GFR-148/156	NO ANY CEILING	DGS&D RATE CONTRACT
GFR-149(i)	UPTO 50000 FROM ANY OF THE SELLERS ON GeM	GOVT E-MARKET (GeM)
GFR-149(ii)	50001 TO 300000 FROM L1 AMONG 3 ON GeM	
GFR-149(iii)	ABOVE 300000 FROM GeM USING REVERSE AUCTION OR ONLINE BIDDING	
GFR-154	UPTO 25000	WITHOUT QUOTATION BY C/A
GFR-155	25001 TO 250000	DPAC
GFR-161	25 LAKHS & ABOVE	ADVERTISED TENDER ENQUIRY
GFR-162	UPTO 25 LAKHS	LIMITED TENDER ENQUIRY (LTE)
GFR-166	NO CEILING	SINGLE TENDER ENQUIREY (STE) EXCEPTIONAL CASES WITH FURTHER JUSTIFICATION
GFR-153(i)	NO CEILING	RESERVED ITEMS KHADI GOODS
GFR-153(ii)	NO CEILING	SMALL & MEDIUM ENTERPRISES (MSME)
GFR-153(iii)	NO CEILING	LOCALLY MANUFACTURE GOODS

THE ABOVE PROCUREMENT IS APPROVED THROUGH \_\_\_\_\_ METHOD.

DIRECTOR  
ICAR-CITH, Srinagar

# STORE REQUISITION SLIP (INTERNAL)

Name of Division/Section.....

(To be prepared in duplicate)

Slip Serial No.....

Full Name of the Scheme (ICAR).....

Date.....

Description of Articles (with full specifications giving description/serial No. Of Machine/Assembly to which fitted)	No. / Quantity required for next 3/6/12 months	Appro. Cost	No. / Quantity already in hand	Date & Quantity of last supply Date quantity	Average monthly consumption	Manufacturer's name & complete address if proprietary article	Purpose for which required giving full reasons why procurement can not be postponed upto next financial year

*Note:- Not more than one article will be demanded in this slip unless items are spare parts for one machine/assembly  
Delete whichever is not applicable*

Signature  
(Indenting Officer)

Signature  
(Head of Division/Sectional In-Charge)