

No. 16001/1/2011-P&C-1  
Directorate General of Supplies and Disposals  
(P&C Directorate)  
Jeevan Tara Building, 5, Sansad Marg,  
New Delhi 110 001.

Circular No. 11

Date: 23.08.2011

Sub: Issuance of Supply Orders by Direct Demanding Officers (DDOs) and DGS&D

Ref: DOC (Vigilance Section) I.D. note No. C-13011/8/2011-V(DOC) dated 5.8.2011

As per provisions contained in Form DGS&D 1001 (General terms and conditions governing the Rate Contracts and instructions to DDOs/Consignees), the copies of Supply Order(s) to the firm, paying authority and QA Officer must be signed in ink and should be sent by Registered Post AD. The following certificate must be recorded on each Supply Order sent to the contractor:

"Certified that a copy of the Supply Order has been despatched under endorsement No.(s) ..... dated ..... to the ..... (here fill in the Name and designation of the Paying Authority) and ..... to the ..... (here fill in the Name and designation of the Quality Assurance Officer).

Sign of DDO with date"

2. In addition to the provision of sending the copies of Supply Order(s) by Registered Post with AD, it has been decided, with the approval of D/o Commerce, to include the 'Speed Post' also as the mode of dispatch of Supply Orders.
3. Above directions may please be followed scrupulously by all DDOs/ Purchase Officers in DGS&D.
4. Dir(C&T) will keep a updated list of all DDOs.
5. This has the approval of DOC.



( P.S. Mehra )  
Deputy Director

1664  
24/8/11

Standard Distribution

Copy to:

- i) Shri Sanjoy Shankar, US (Vig), D/o Commerce (Supply Division), Nirman Bhawan, New Delhi, with reference to their I.D. note dated 5.8.2011.
- ii) CCA (SD), 16, Akbar Road.
- iii) Director (C&T), DGS&D - for compliance and posting on DGS&D website
- iv) Deputy Director (P&C-3) - for circulation and record.