



**GOVERNMENT OF INDIA
MINISTRY OF WATER RESOURCES**

CENTRAL SOIL AND MATERIALS RESEARCH STATION

MANUALS OF CSMRS

UNDER CLAUSE 4(1)(b) OF ACT

RIGHT TO INFORMATION ACT, 2005

**Olof Palme Marg, Hauz Khas
New Delhi – 110016.
Website: <http://www.csmrs.gov.in>**

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4(1)(b)(i)

The Particulars of its organization,

Functions and Duties.

Central Soil and Materials Research Station

The Organization:

Central Soil & Materials Research Station (CSMRS), under the Ministry of Water Resources is a premier institute in the country located at New Delhi which deals with field and laboratory investigations, basic and applied research, problems in geo-mechanics and materials of construction relevant to river valley projects construction all over the country and also in neighboring countries viz. Nepal, Bhutan, etc. essentially, the Central and State Government agencies and public sector undertakings responsible for construction of multipurpose river valley projects form the clients, though many organizations dealing with major industrial complexes, multi-storey buildings, thermal and nuclear power stations, etc. are also recipients of consultancy from CSMRS. Broadly, the sphere of CSMRS activities covers the following:

A. SOIL MECHANICS AND FOUNDATION ENGINEERING DISCIPLINE

- Soil Mechanics
- Soil Dynamics
- Rockfill Technology
- Studies on Geo-synthetics for use in River Valley Projects
- Chemistry of Impervious Core Materials
- Safety Evaluation of Existing Hydraulic Structures
- Subsurface Exploration
- Review and Drafting of Bureau of Indian Standards codes.

B. CONCRETE TECHNOLOGY

- Construction Materials Characterization
- Design of Concrete Mixes
- Studies on Alkali Aggregate Reaction
- New Construction Techniques
- Water Quality
- Chemistry of Investigation of Structures under Distress
- Studies on Chemical Grouts
- Review and Drafting of Bureau of Indian Standards codes.

C. ROCK MECHANICS DISCIPLINE

- Foundation Rock Characterization
- Insitu Stress Measurements in Rocks
- Insitu Rock Deformability Characteristics
- Geophysical Investigations
- Geotechnical Instrumentation for new and existing structures
- Instrument Fabrication, Repair and Maintenance
- Deep Drilling for Insitu tests.
- Review and Drafting of Bureau of Indian Standards Codes.

D. LIBRARY AND DOCUMENTATION CENTRE

E. INFORMATION TECHNOLOGY AND ELECTRONICS

Objectives and functions:

The CSMRS is responsible for carrying out field and laboratory geo-mechanical and construction materials investigations, basic / applied research and development activities in the fields of geo-mechanics and associated environmental issues and to function as advisers and consultants in the above fields. The objectives and functions of CSMRS are being periodically reviewed by the Governing Council under the Chairmanship of Secretary, Ministry of Water Resources and the Standing Technical Advisory Committee under the Chairmanship of Member (D&R), Central Water Commission.

Investigations: Undertaking site characterization, laboratory and field geo-mechanical investigations including stress and deformation measurements, instrumentation and other measurements of prototype structures to monitor their behavior and quality control for water resources projects and other complex civil engineering structures. Further, CSMRS is also responsible for construction materials survey and to evolve mix design of mortars, concrete, shotcrete and chemical analysis of all construction materials for use in projects.

Consultancy: Functioning as consultants for problems in the field of geo-mechanics and material sciences primarily for Central and State Government Organizations like Central Water Commission, Central electricity Authority, Ministries/Departments of Government of India, State Governments, Public Sector Undertakings etc. Such services are also available to private industry to the extent that they are not detrimental to these primary obligations. Further, CSMRS is also extending consultancy services to other countries through Water and Power Consultancy Services (India) Ltd. (WAPCOS) and to such other Government organizations functioning abroad besides consultancy works for International and regional organizations like organizations of the United Nations, Asian Development Bank, etc.

Research: Basic and problem oriented applied research in the field of Geo-mechanics, Materials Sciences, Concrete Technology and allied areas which have vital bearing on the irrigation and power development of the country and to evolve quality control procedure in the above fields. Further, CSMRS is also carrying out detailed studies on Geo-mechanics and associated environmental issues of the Himalayan region which poses complex problems for water resources projects.

Dissemination of Information: Create data base and function as an information centre for problems in Geo-mechanics, Concrete Technology and Construction Materials through its Library and Documentation Centre as well as through its information dissemination activities like organizing National / International workshops, Seminars, Training Courses, Publishing literature in the above fields , etc.

Linkages: Establish strong linkages with National Laboratories, State and other laboratories/Research Stations, Universities/IIT's, Geological Survey of India, NGI, RILEM etc. in carrying out the functions of CSMRS.

Training: Imparting training to engineers/Scientists from within the country and from overseas for Investigation and Testing in the fields of Geo-mechanics, Construction Materials and Concrete Technology.

Miscellaneous: Research and Development activities all over the country through the two National Level Committees viz. Indian National Committee on Rock Mechanics and Tunneling Technology and Indian National Committee on Construction Materials and Structures. In addition, CSMRS also has to undertake special functions on behalf of Government of India as and when called upon to do so.

Information in respect of Central Soil and Materials Research Station is also available on its Web site : <http://csmrs.gov.in> The latest Annual Report of CSMRS is also available on the web site.

4(1)(b)(ii)

**The Powers and Duties of its
Officers and Employees**

Powers of Director, CSMRS:

Director, CSMRS is exercising the powers as HoD delegated under the Delegation of Financial Power Rules. In addition, Director, CSMRS has also been delegated some additional Financial Powers vide MoWR letter No.29/37/93-E.II dated 27/10/94, 18/45/99-E.II dated 15/05/2001,18/53/99-E.II dated 20.09.2002 and 8/3/2004-IWSU-329 dated 11/7/06. Copies of which are enclosed as Annexure -1

Duties of Officers and Employees:

Duties of Officers and Employees of CSMRS are enclosed as per Annexure - 2

Annexure -I

(Additional Powers of Director, C.S.M.R.S.)

**Vide MoWR Letters No.29/37/93-E.II dated 27.10.94, 18/45/99-E.II
dated 15/05/2001 18/53/99-E.II dated 20/09/2002 and 8/3/2004-
IWSU dated 11/7/2007**

No:20/37/93 - E.II
Government of India
Ministry of Water Resources

New Delhi , the October, 1994

To
The Director
Central Soil and Materials Research Station
Olof Palme Marg,
Hauz Khas
New Delhi - 110016

Sub : Delegation of Additional Power to Director, Central Soil and Materials Research Station, New Delhi.

Sir,

I am directed to convey the approval of the Competent Authority for the delegation of additional powers to Director Central Soil and Materials Research Station, New Delhi as decided in the meeting held on 10.2.94 under the chairmanship of Financial Advisor (WR) . The delegated powers are enumerated in Annexure (Pages1 - 4) enclosed herewith.

This issues with the approval of Secretary (WR).

Yours faithfully

Encl : As above

(RAJ KUMAR)
Under Secretary to the Govt. of India

Copy to :

1. Finance Desk, M/o Water Resources
2. Budget and Technical section, M/o Water Resources
3. Controller of Accounts, M/o Water Resources
4. Pay and Accounts Officer, CSMRS
5. Sanction file.

(RAJ KUMAR)
Under Secretary to the Govt. of India.

**DELEGATION OF ADDITIONAL POWERS TO DIRECTOR, CENTRAL SOIL AND MATERIAL RESEARCH STATION
AS DECIDED IN THE MEETING**

S.No.	Item	Powers delegated
1.	Procurement of Steel Item	Rs.1.50 lakhs per item without any limit.
2.	Acceptance of Single tender	Rs.50 lakhs under his own authority. Note : Full reasons should be recorded by the approving authority who should guard against contractors holding out for unjustifiably higher rates.
3.	Award of work by negotiation with the lowest tenderer	Rs.100 lakhs under his own power
4.	Award of work by acceptance of a tender other than the lowest	Rs.30 lakhs under his own power subject to the conditions laid down in GFR and CPWA code. Note : Where the lowest tender is not accepted, reason should be recorded confidentially and prior approval of authority next higher than the one competent to accept the tender should be obtained.
<u>5</u>	Write off of T&P and other articles of which part value has been recorded.	Rs.30,000/- subject to GFR and CPWA code
<u>6</u>	To make advance payment to private firms/autonomous bodies for chemical analysis and testing of material.	Authorised to make advance payment upto a ceiling of Rs.10,000 in each case out of the work contingencies subject to the fulfillment of following conditions :- (i) Advance payments are made only in case where it is considered absolutely necessary. (ii) Advance payment is made on the basis of a valid expenditure sanction of the competent authority. (iii) The firm should be well established and has reputation for fair dealings. (iv) The officer charging the money for making advance payment shall be responsible for which purchase he will send the detailed bills to the accounts officer within a period of one month from the date of the drawl of the advance; a detailed report should be sent to the competent authority concerned. (v) The amount of advance shall be drawn on a simple receipt and accounted for under the final head to which the expenditure on services in question would be debited. (vi) The advance will only be given to Central/State Government Companies, IITs and universities.
7.	Power to sanction advertisement charges	Full powers subject to the condition that advertisements released through DAVP.
8.	Acceptance of tenders for smaller works likely to crop-up during the execution of work/project and for which no specific provision exist in the sanctioned project estimate.	Full powers subject to availability of funds under sub head 'Contingencies' in the sanctioned project estimate.

9.	accord of sanction to extra./substituted items	Full powers subject to guidelines of CPWD.
10.	Accord of expenditure sanction	Rs.15 lakhs subject to the condition that in case of projects costing more than Rs.1.00 lakhs pre-budget scrutiny should have been done by the competent authority.
11.	Accord sanction to expenditure on ceremony connected to laying of foundation stone and opening of public building.	Rs.2500/- subject to the approval of Financial adviser (WR)
12.	Write off infructuous expenditure of construction.	1% of the contract value subject to a ceiling of Rs.20,000/-.
13.	Sanction minor works and additions on non residential buildings in respect of each case.	Rs.1.00 lakhs
14.	Legal charges, other legal charges, arbitration cases.	Full powrs subject to Ministry of Law's guidelines and conditions mentioned in S.No.9 of Annexure to Schedule v of DFR's 1978 and Rule 95 of GFRs.
15.	To write off losses of stores : (a) Due to theft, fraud or negligence of indivisuals. (b) not due to theft fraud or negligence of individuals.	(a) Rs.2,000/- (b)Rs.10,000/-
16.	Cash Payment :- Power to sanction cash payment in case of urgent purchases.	Rs 2,000/-
17.	Printing of reports, manuals, Miscellaneous technical publications.	Rs. 2,50,000/- per annum subject to budgetary provision and other existing conditions as stipulated on the subject.
18.	Sponsoring/Co-sponsoring of symposia, seminars and workshops	Rs. 15,000/- per conference subject to FA (WR)'s approval.
19.	Advance payment for publications, books journals, video films, slides etc.	Full powers subject to prior approval of publications and books by selection Committee and journals etc. by T.C. or the organization.
20.	Membership of International and National professional organization/ bodies.	Full powers for continuance of membership subject to budgetary provisions
21.	Hiring of trucks	Rs. 1500/- in each case subject to ceiling of Rs.15,000/- per annum.
22.	To issue after dealaring stores- (including spares parts of vehicles) other than those involving losses as surplus or unserviceable, the original purchase of articles being estimated, if not known.	Rs.1.00 lakhs subject to the condition that the proposal is recommended by a team appointed by the Head of Department which should include Pay and Accounts officer and also subject to guidelines incorporated in Purchase Manual.
23.	Sanctioning of advance to a Govt. pleader in connection with lawsuit to which Govt. is a party.	Rs.500/- at a time subject to adjustment at the time of settlement of counsels fee bills and also subject to guidelines of Ministry of Law.

No. 18/45/99-E.II
Government of India
Ministry of Water Resources

Shram Shakti Bhawan, Rafi Marg,
New Delhi, the 15th May, 2001.

To
The Director
Central Soil and Materials Research Station
Olof Palme Marg
Hauz Khas
New Delhi – 110016.

Subject: Delegation of additional powers to Director, CSMRS for accepting private works upto Rs. 5 lakhs regarding.

Sir,

I am directed to refer to your Letter No. MOU/WAPCOS/CSMRS/2000-01/154 dated 23.01.2001 on the subject mentioned above and to convey the approval of competent Authority for enhancement of financial powers of Director, CSMRS for accepting private works from the existing ceiling of Rs. 200,000 (Rs. Two Lakh) to Rs. 500,000 (Rs. Five Lakhs) per estimates subject to the following conditions:-

- (i) for works costing more than Rs. 5 lakhs and commercial works from private parties relating to Projects in and outside India, the works would be routed through WAPCOS as per point 2.2 of Clause 2 of the MOU signed between CSMRS and WAPCOS.
 - (ii) The study of works is to be taken up by CSMRS after the study done by Internal Committee constituted in CSMRS.
2. This issues with the concurrence of the Integrated Finance Wing of this Ministry vide the ir Dy. No. 744 (JS7FA) dated 02.05.2001.

Yours faithfully,

(INDERJIT SINGH)
DEPUTY SECRETARY TO THE GOVT. OF INDIA
TEL. NO. 3714374.

Copy to:

Pay and Accounts Officer, CSMRS, New Delhi.

No: 18/53/99- E.II
Government of India
Ministry of Water Resources

Shram Shakti Bhawan, Rafi Marg,
New Delhi, the 20th Septemeber, 2002

To

The Direcor
Central Soil and Materials Research Station
Olof Palme Marg
Hauz Khas
New Delhi - 110016

Sub: Proposal in pursuance of recommendation of High Powered Committee in respect of delegation of financial powers to Director, CSMRS for enhancing the efficiency of the Research Station.

Sir,

I am directed to refer to your letter Numbers C-I/HPC/CSMRS/00/1044 dated 07.06.99; No: C-I/HPC/CSMRS/99/2078 dated 14.08.99; No: C-I/Dir. Powers/CSMRS/2000/1399 dated 25.07.2000; No: C-I/CSM/Seminar/2000/1411 dated 27.07.2000: No:C-I/HPC/CSMRS/2002/703 dated 29.04.2002 and No:C-I/CSMRS/HPC/2002/767 dated 10.05.2002 on the subject mentioned above and to say that the matter regarding enhancement of existing financial powers delegated to Director, CSMRS has been reviewed in consultation with Integrated Finance Division of the Ministry. Accordingly, the approval of the Competent Authority for enhancement of existing financial powers fo the Director, CSMRS in regard to certain items as the details given in Annexure to this letter, is hereby conveyed subject to the condition that CSMRS may ensure that approval of enhanced powers should not lead to expansion of expenditure beyond approved budget in a particular financial year.

This issues with the approval of the Integrated Finance Division vide their diary number 1594/Dir (F) dated 11.09.2002.

Yours faithfully

Encl: As above

(GOPAL DASS)
UNDER SECRETARY TO THE GOVT. OF INIDA.
TELE: 3716928

Copy to :

1. Finance Desk, Ministry of Water Resources
2. Budget and Technical Section, , Ministry of Water Resources
3. Controller of Accounts, M/o Water Resources
4. Internal Work Study Unit, M/o Water Resources
5. Pay and Accounts Officer, CSMRS
6. Sanction file.

(GOPAL DASS)
UNDER SECRETARY TO THE GOVT. OF INIDA.

Annexure referred to in Ministry of Water Resources letter No: 18/53/99-E.II dated 20.09.2002.

S.NO.	Items	Existing delegated Financial Power	Revised delegated Financial Powers w.e.f. 20.09.2002
1.	Accord sanction to expenditure on ceremony connected to laying of foundation stone/opening of public building.	Rs.2500/- subject to approval of FA (MoWR)	Rs.20,000/- subject to approval of JS & FA (WR)
2.	Write off of infructuous expenditure on construction	1% of contract value subject to ceiling of Rs.20,000/-	1% of the contract value subject to ceiling of Rs.30,000/-
3.	To sanction minor works and additions on non-residential buildings	Rs. 1 lakh	Rs. 3 Lakhs subject to the condition that minor works would be carried through CPWD.
4.	To issue order declaring stores(including spares parts of vehicles) other than those involving passes as surplus or unserviceable, the original purchase of articles being estimated if not known.	Rs.1 lakh subject to the condition that the proposal is recommended by a team appointed by the Head of Deptt. which should include Pay and Accounts Officer and also subject to guidelines incorporated in Purchase Manual.	Rs.2 lakh subject to the condition that the proposal is recommended by a team appointed by the Head of Deptt. which should include Pay and Accounts Officer and also subject to guidelines incorporated in Purchase Manual.
5.	Power to sanction cash payment in case of urgent purchase.	Rs.2000/-	Rs.5000/-
6.	Sponsoring/Co-Sponsoring of symposiums/Seminar/workshops.	Rs.15,000/- per conference subject to FA (MoWR) is approval.	Rs.20,000/- per conference subject to FA (MoWR) is approval.
7.	1) Nomination of staff for participation in conferences/Seminars/workshops within the country. 2) Sponsoring staff for training within India.	Full powers subject to Rs.75,000/- per annum. Rs.50,000/- per annum.	Rs. 2 lakhs per annum subject to budget ceiling Rs.1 lakh per annum subject to budget ceiling.
8.	Membership of International and National Professional organization/bodies.	Full powers for continuance of membership subject to budgetary provisions.	Full powers for continuance of membership subject to budgetary provisions and approval of the library Committee.
9.	Power to Dir., CSMRS for sanctioning of expenditure of TA/DA for non-official members who are officially nominated under any committee.		Full powers for sanctioning of expenditure of TA/DA for non-official members who are officially nominated under any committee subject to the fulfillment of SR-190 under TA Rules and also the condition that proposal for air travel shall be sent to Ministry for

			approval.
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(Gopal Dass)
Under Secretary to the Govt. of Inida.

No. 8/3/2004-IWSU - 3,29
Government of India
Ministry of Water Resources

New Delhi, the 11th July, 2006

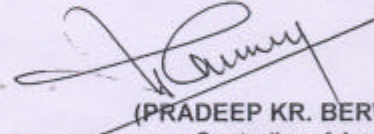
ORDER

Subje - Delegation of Financial Powers to HoDs under Ministry of Water Resources under DFPRs 1978

Sanction of the President is conveyed for delegation of powers to HoDs under the Ministry of Water Resources and Ministry (Proper) in the matter of contingent expenditure under Schedule-V, subject to the Rules, Orders, Restrictions or Scales mentioned in Column (3) for the items specified in Column (1) of the Annexure to Schedule-V of DFPRs - 1978 and miscellaneous expenditure under Schedule-VI of DFPRs 1978 as per details given in Annex I, II and III.

2. Sanction of the President is also conveyed to the delegation of powers to HoDs for certain specific items as per details given in Annexure-IV.
3. These powers are further subject to the financial limit being in accordance with the provisions of General Financial Rules, economy instructions issued by Finance Ministry, Fiscal Codes and Procedures and the limits being within the budgetary allocation for the year.
4. These orders will take effect from the date of issue.
5. This issues with the approval of Secretary (WR) in consultation with JS & FA, Ministry of Water Resources.


Encl : As above


(PRADEEP KR. BERWAH)
Controller of Accounts
Tel. No. 23386644

To

1. All Heads of Attached and Subordinate Organizations of the Ministry (List enclosed)
2. All Wing Heads of the Ministry
3. Director (F), MoWR
4. Director (C&GA) and HoD of the Ministry
5. Pay and Accounts Officers concerned of all the Attached and Subordinate Offices
6. Pay and Accounts Officer (Secretariat), MoWR

Copy along with a copy of enclosures forwarded to Director (E-II (A), Ministry of Finance, Department of Expenditure with reference to their Notification F. No. 1 (II) E-II (A) / 03 dated 16.09.2003.


(PRADEEP KR. BERWAH)
Controller of Accounts

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14/07/06
AAO
13/7/06

1. **Chairman**
Central Water Commission
Sewa Bhawan
R.K. Puram
New Delhi
2. **Chairman**
Central Ground Water Board
New CGO Complex
NH IV
Faridabad – 121 001.
3. **Secretary**
Sardar Sarovar Construction Advisory Committee
4th Floor, A Block
Narmada Bhawan
Indira Avenue
Vadodara – 390 001.
4. **Secretary**
Bansagar Control Board
Rewa
Madhya Pradesh.
5. **Chairman**
Ganga Flood Control Commission
Sinchai Bhawan
Old Secretariat
Third Floor
Patna – 800 015.
6. **General Manager**
Farakka Barrage Project
PO Farakka Barrage Project
Distt. Murshidabad – 742 212.
7. **Director**
Central Water & Power Research Station
Khadakwasla
Pune - 411 024.
8. **Member-secretary**
Upper Yamuna River Board
Sewa Bhawan
R.K. Puram
New Delhi
9. **Director**
Central Soil & Material Research Station
Adj. to IIT Hostel
Hauz Khas
New Delhi.



SCHEDULE – V

(Contingent Expenditure)

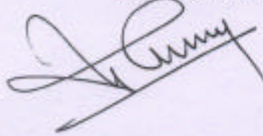
Recurring

Sl. No	Name of the Organizations	Extent of Powers Delegated
1.	Chairman, CWC, Chairman, CGWB, Director, CWPRS & GM, FBP	Rs. 1 lakh per annum .
2.	Other Organizations	Rs. 35,000/- per annum

Non-Recurring

Sl. No	Name of the Organizations	Extent of Powers Delegated
1.	Chairman, CWC, Chairman, CGWB, Director, CWPRS & GM, FBP	Rs. 1.50 lakh in each case
2.	Other Organizations	Rs. 80,000/- in each case.

Note: The above limits will be applicable to the items of contingent expenditure which are not covered in Annexure to Schedule - V



ANNEXURE TO SCHEDULE - V

(Contingent Expenditure)

Sl. No	Item of Expenditure	Extent of Powers Delegated
1.	Bicycle	Full Powers
2.	Charges for remittance of treasure	After Departmentalization of pay and accounting system, the functions of treasure and sub - treasure are no more relevant. As such NIL powers have been delegated.
3.	Conveyance hire	Full Powers
	(i) Reimbursement to Employees	
	(ii) For hiring private vehicles	(i) CWC, CGWB, FBP & CWPRS - Rs. 1 lakh per annum (ii) Other organizations - Rs. 50,000/- per annum
4.	Electric, gas and water charges	Full Powers
5.	Fixtures and furniture purchase and repairs	Full Powers
6.	Freight and demurrage wharfage charges:	
	(i) Freight charges	Full Powers
	(ii) Demurrage / wharfage charges	
7.	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells	Full Powers
8.	Land	Nil
9.	Legal charges:	Full Powers
	(i) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires.	
	(ii) Other Legal charges	(a) Law suits or prosecution cases - Full powers in case of authorities vested with powers to sanction the institution of suit or prosecution; otherwise Rs. 15,000/- in each case. (b) Arbitration Cases - Full powers in case of authorities vested with powers to refer cases to arbitration; otherwise Rs. 30,000/- in each case.

	(iii) Reimbursement of legal expenses incurred by Government Servants in case arising out of their official duties.	(a) Chairman, CWC, Chairman, CGWB, Director, CWPRS & GM, FBP – Rs. 1 lakh per annum (b) Other Organizations – Rs. 35,000/- per annum
10.	Motor Vehicles: (i) Purchase (ii) Replacement (iii) Maintenance, upkeep and repairs	Nil Nil Full Powers
11.	Municipal rates and taxes	Full Powers
12.	Petty works and repairs: (i) Execution of petty works and special repairs to Government owned buildings, including sanitary fittings, water – supply and electric installations in such buildings and repairs to such installations. (ii) Ordinary repairs to Government Buildings (iii) Repairs and alterations to hired and requisitioned buildings	Rs. 30,000/- in each case. Full Powers Rs. 30,000/- per annum for non-recurring and Rs. 6,000/- per annum for recurring.
13.	Postal and Telegraphs Charges: (i) Charges for issue of letters, telegrams etc. (ii) Commission on Money Orders	Full Powers Rs. 25,000/- per annum
14.	Printing and Binding	(i) Full powers where the printing is executed through or with the approval of Director of Printing. In case of emergent and unforeseen petty printing and binding jobs executed locally / through private agencies. (ii) CWPRS & CSMRS – Rs. 1 lakh per annum with condition that the rates do not exceed those admissible under the schedule of rates maintained by the Director of Printing. This condition would be applicable beyond printing of Rs. 20,000/- which is the power otherwise enjoyed by all HoDs.
15.	Publication: (i) Official Publications (ii) Non-official Publications	Full Powers



16.	Rent: (i) Ordinary office accommodation (a) Where the accommodation is entirely utilized for the office	Ordinary Office accommodation – Where an accommodation is entirely utilized for the office
		Classes of City Monetary limit per month.
		A1 Rs. 50,000/-
		A, B1 & B2 Rs. 30,000/-
		C & Unclassified Rs. 22,000/-
		Note: 1. One restriction as mentioned in DFPR is specifically repeated as under "No accommodation may be hired under these powers at Delhi, Mumbai, Simla & Kolkata for any office which is entitled to general pool accommodation provided in these places by the works and Housing Ministry". 2. The organizations may also enhance rates on their own subject to following of prescribed procedure if the rent fixed after enhancement is within the delegated powers.
	(b) Where the accommodation is used partly as office and partly as residence.	Nil
	(ii) For Residential and other purposes.	Nil
17.	Repairs to and removal of machinery (where the expenditure is not of a capital nature)	Full Powers
18.	Rewards, fees, bonus, etc. (other than fees or honoraria granted to Government servants under the Service Rules)	Nil
19.	Special charges relating to a particular Departments	Nil
20.	Staff paid from contingencies.	Full Powers

[Handwritten signature]

21.	(B) Local Purchase of petty stationery stores.	Organizations <i>(including field formations, if there)</i>	
		CWC	Rs. 35 lacs
		CGWB & Ministry (proper)	Rs. 25 lacs
		Other Organizations	Rs. 3 lacs
	Note: An organization should send its proposal to the Ministry for approval if it exceeds the powers delegated to respective HoDs.		
	(C) Local purchase of rubber stamps and office seals	Full Powers	
22.	Stores:	Full Powers	
	(i) Stores required for works	Full Powers	
	(ii) Other stores, i.e. stores required for the working of an establishment, instruments, equipments and apparatus.	Full Powers	
23.	Supply of uniforms, badges and other articles of clothing etc. and washing allowance	Full Powers	
24.	Telephone charges	Full Powers	
25.	Tents and camp furniture	Recurring – Rs. 25,000/- per annum Non-Recurring – Rs. 60,000/- in each case.	
26.	(a) (i) All office equipments including typewriters, electronic typewriters, dedicated word processors, intercom equipments, calculators, electronic stencil cutters, Dictaphones, tape recorders, photo copiers, copying machines, franking machines, addressographs, filing and indexing systems, etc. <i>(excluding computers of all kinds.)</i>	Full Powers	
	(a) (ii) Computers <i>(including personal computers)</i>	Rs. 10 lakhs per annum subject to the condition that cost per computer does not exceed Rs. 75,000/-	
	(b) Hire and Maintenance of computers of all kinds	Full Powers	

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SCHEDULE – VI

(Miscellaneous Expenditure)

Recurring

Sl. No.	Name of the Organization	Extent of Powers delegated
1.	All HoDs	(i) CWC, CGWB, CWPRS, FBP & Ministry (<i>Proper</i>) – Rs. 50,000/- per annum (ii) CSMRS & GFCC – Rs. 25,000/- per annum (iii) UYRB, SSCAC, Bansagar Control Board & Accounting organizations of the Ministry – Rs. 15,000/-per annum

Non – Recurring

Sl. No.	Name of the Organization	Powers delegated
1:	All HoDs	Rs. 50,000/- in each case.

Note:

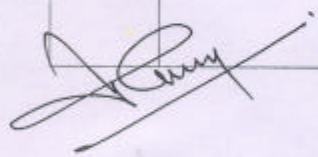
- (i) The above limits will be applicable to the items of miscellaneous expenditure which are not covered under the items on which specific powers are being delegated.
- (ii) HoDs may sanction expenditure on formal inter – departmental and other meetings / conferences up to the limit of Rs. 30 (Rupees thirty only) per head per meeting on light refreshment upto Rs. 100 (Rupees one hundred only) per head on refreshment / working lunch during the meetings / seminars conferences which starts in the forenoon and continues beyond lunch time. However, they will not be competent to sanction expenditure on this account if meetings / conferences / seminars / workshops, etc. are held in hotels.
- (iii) Proposal regarding laying of foundation stone and opening ceremonies of government buildings, etc. will continue to be sent to the Ministry for approval.



POWERS ON CERTAIN SPECIFIC ITEMS

Sl. No.	Item of Expenditure	Extent of Powers delegated
1.	Sponsoring / Co - sponsoring of Conferences / Symposium / Seminars / Workshops	CWC, CGWB, CWPRS, CSMRS – Rs. 20,000/- per annum (<i>Only to Scientific Organizations</i>)
2.	Nomination of staff for participation in Conferences / Seminars / Workshops within the country	(i) CWC, CWPRS, CGWB – Rs. 3 lakhs per annum (ii) CSMRS – Rs. 2 lakhs per annum (iii) GFCC, FBP, Ministry (Proper) – Rs. 1 lakh per annum (iv) SSCAC, BCB & Accounting Organizations of the Ministry – Rs. 50,000/- per annum Note: Registration fee per individual per Conference / Seminar etc. will not exceed Rs. 6,000/-
3.	Sponsoring staff for training within India	(i) CWC & CGWB – Rs. 3 lakhs per annum (ii) CWPRS & FBP – Rs. 2 lakhs per annum (iii) CSMRS & Ministry (Proper) – Rs. 1 lakhs per annum (iv) GFCC & Accounting Organizations of the Ministry – Rs. 50,000/- per annum (v) UYRB, SSCAC, & BCB – Rs. 25,000/- per annum Note: Registration fee per individual for a training course shall not exceed Rs. 10,000/-
4.	Imparting training programme to Officers / Staff of other Organizations, State Governments etc.	To all HoDs, if separate budget is earmarked and approved by the Ministry for this purpose, subject to the condition that expenditure on working lunch, refreshments etc. will not exceed the powers delegated to HoDs in this respect.

5.	Outsourcing of Services	<p>(i) The first time delegation of any service will be with the approval of Ministry.</p> <p>(ii) At the time of outsourcing of service for the first time the organization and the Ministry shall ensure that there is no staff sanction / earmark for taking up of that service.</p> <p>(iii) For more operational efficiency and availability of qualitative service the scope of such service with respect to the requirements, existing establishment and financial resources be decided.</p> <p>(iv) Services will be outsourced in accordance with Rule 163 to 185 of General Financial Rules – 2005.</p> <p>(v) An annual report will be sent to the Ministry about the services outsourced.</p>
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Annexure - II

(Duties of Officers and Employees)

1.

RESPONSIBILITIES OF DIRECTOR

- a) The Director as the Chief Executive of the Research Station is interalia responsible for directing research in the field of Geomechanics, Foundation Engineering and Construction materials; management of day to day operations including human resources managements promoting inter-laboratory and inter-agency Research & Development programmes and missions and linking linkages with stakeholder and users.
- b) The major R&D activities of CSMRS are in the areas of Geomechanics Foundation Engineering and Construction materials survey of River Valley Projects.
- c) He is also the Appointing and Disciplinary Authority in respect of Group B & C posts in CSMRS.

2.

DUTIES OF JOINT DIRECTOR

- a) Plan, guide and supervise the field and laboratory investigations in the field of Geomechanics and construction materials relevant to the river valley projects constructed all over the country.
- b) Plan, guide and supervise the research work in the field of Geomechanics and construction materials.
- c) Frame research projects to be undertaken under different agencies, International and UN Aid programmes, etc.
- d) Finalisation of reports of Research Projects being handled by the Research Station from time to time.
- e) Guide the SROs/CROs in formulation of the specifications of testing and field equipment, their procurement, installation, operation and maintenance etc.
- f) Guide SROs/CROs in respect of matters connected with Library and Documentation Centre, building of accommodation, workshop, instrumentation, publications etc.
- g) Assist Director in administrative work and coordination of the work of different disciplines.
- h) All other technical, administrative and accounts work as assigned by Director.

3.

DUTIES OF CHIEF RESEARCH OFFICER

- a) Plan, guide and supervise the field and laboratory investigations in the field of Geomechanics concrete, chemistry and construction materials relevant to the river valley projects constructed all over the country.
- b) Plan, guide and supervise the research work in the field of Geomechanics and construction materials.
- c) Formulate research projects to be undertaken under different agencies, international and UN aid programmes.
- d) Finalisation of reports of Research Projects being handled by the Research Station from time to time.
- e) Guide the Senior Research Officer in formulation of specifications of testing and field equipment, their procurement, installation, operation and maintenance.
- f) Guide SROs in respect of matters connected with Library and Documentation Centre, building of accommodation, workshop, instrumentation, publications etc.
- g) All other technical, scientific and allied works as may be assigned by the Director.

4.

DUTIES OF SENIOR RESEARCH OFFICER, CSMRS

- a) Plan, guide, prepare detailed specifications for procurement, procure, check and supervise installation, maintenance and repair of all workshop, drilling and other field and laboratory equipment including vehicles.
- b) Conducting special tests connected with special works and research.
- c) Train and supervise the staff in field and laboratory tests including conducting necessary laboratory tests for test checking of results.
- d) Compilation and analysis of test results and computation.
- e) Preparation of estimates and bills of investigation and research works etc.
- f) Assist Chief Research Officer for preparation of investigation reports, technical examination of project reports, research reports, technical reports, draft BIS standards etc.
- g) Execution of minor construction works for erection of equipment, measurement, checking, billing, procurement and handling of stores, control and payment of labour maintenance of Accounts, muster roll, monthly returns etc.
- h) Carry out design computations, sketch drawing, layout, estimation of quantities etc.
- i) All technical, administrative and accounts work as assigned by Chief Research Officer.

5.

DUTIES OF RESEARCH OFFICER, CSMRS

- a) Conducting tests connected with investigation of projects and research work.
- b) Train and supervise the staff for conducting of field and laboratory tests for characterization and test checking of results.
- c) Computation, compilation and analysis of test results.
- d) Carry out again computation, sketch drawing, layout, estimation of quantities etc.
- e) Assist SRO/CRO/Senior Officers for preparation of investigation reports, technical examination of project reports, research reports, technical reports, manuals, state of Art reports, draft standards etc.
- f) Plan, guide and supervise installation/erection, operation, maintenance and repair of all equipments including microprocessors, computers, data acquisition systems and precision electronic test instruments, maintenance of history sheets and log book of equipments where necessary and upkeep of laboratory equipment.
- g) Preparation of estimates and bills for investigation and research works etc.
- h) Procurement and handling of stores, maintenance of T&P items issued to them, control and payment of labour, maintenance of accounts, supervision of muster roll, monthly returns etc.
- i) Preparation of specifications and to assist SRO/CRO/Senior Officers for procurement and checking of equipment.
- j) Undertake all technical, administrative and account work as assigned by SRO/CRO/Senior officers from time to time.
- k) Performance of work assigned on Computer independently.

6.**DUTIES OF RESEARCH ASSISTANT**

- a) Conduct tests in the field as well as in laboratory in respect of geomechanical, construction materials and other allied fields.
- b) Carry out investigation and research work including compilation, analysis of results and computation, preparation of reports, drawings including maintenance of records, in consultation with ARO/RO, SRO.
- c) Undertake installation, maintenance and repairs of all field and laboratory testing equipments and their upkeep.
- d) Holding charge of the field and laboratory equipment and maintenance of history sheets, log books etc. of the equipment.
- e) Preparation of specifications, procurement and checking of equipment in consultation with ARO/RO & SRO.
- f) Maintenance of Accounts, recording of measurements, handling of imprest, temporary advance etc. muster rolls, handling of stores etc.
- g) Assist ARO/RO, SRO in execution of minor construction works for erection of equipment etc.
- h) Assist ARO/RO, SRO in design computation, preparation of sketch drawings, estimates for investigation and research works including preparation of bills, project/research reports, technical papers etc.
- i) Carry out field surveys and preparation of layout plans etc.
- j) Attend technical, information gathering, administrative and account works as assigned by ARO/RO and SRO from time to time.

7.

DUTIES OF ASSISTANT RESEARCH OFFICER

- a) Conduct field and laboratory investigations in respect of geomechanical, construction materials and other allied fields.
- b) Train and supervise the staff for conducting necessary lab./field tests.
- c) Plan, guide, supervise installation, maintenance and repair of all equipments including maintenance of history sheets and log books where necessary and upkeep of Laboratory.
- d) Compilation and analysis of test results and computations.
- e) Assist in preparation of draft investigation reports and technical comments on the reports.
- f) Preparation of estimates and bills for investigation and research works.
- g) Assist SRO/CRO in preparation of investigation reports/technical examination of project reports, research reports, technical reports, draft standards etc.
- h) Preparation of specifications, procurement and checking of field and laboratory equipment in consultation with SRO & CRO.
- i) Assist SRO and CRO in technical, administrative and accounts works referred from time to time.

8. DUTIES OF LAB. HELPER GR.III

- a) To clean the Lab. equipment, Lab. Benches and the laboratory.
- b) Arranging of samples and up keep of store.
- c) Grading of samples for the different fractions.
- d) Assistance in the preparations of samples and packing of samples.
- e) Any other duties allotted by the superiors.

9. DUTIES OF LAB. HELPER GR.II

- a) Cleaning of Laboratory Machinery and Equipments, keeping of Machinery & Equipment.
- b) Assistance in preparation of samples and packing of the samples..
- c) Assistance in the running and maintenance of Laboratory.
- d) Assistance in the collection of samples in the field.

10. DUTIES OF LAB. HELPER GR.I

- a) Cleaning and upkeep of laboratory and field machinery and equipment.
- b) Assist in the preparation of samples for laboratory and field testing.
- c) Assist superior officers in conducting laboratory and field tests.
- d) General assistance in the running, maintenance and ensuring proper environment of the laboratory.
- e) Assist in the collection of samples in the field.
- f) Assist in maintenance of sample stores and packing of samples, both in the field and laboratory.

11.

DUTIES OF SUPERVISOR

- a) Assist ARO/RO/SRO in day to day running of Division, hold muster rolls, imprest account, maintain stores and supervision of level 'D' staff, maintenance of their attendants etc.
- b) Holding charge of field and Lab. equipment, maintain their history sheets, log sheets etc. and attending to the repair of equipments.
- c) Assist ARO/RO/SRO in the execution of minor construction work for the erection of equipment carry out limited surveys, preparation of lay-out plans.
- d) Supervision and maintenance of civil, electrical and horticulture work regarding the building and other structures.
- e) Procure and purchase materials and T&P required for day to day laboratory running and maintain their accounts.
- f) Supervision for running and maintenance of mechanical workshop and the related accounts.
- g) Supervision of drilling work at project sites running and maintenance of drilling machine etc.
- h) Supervision and maintenance of good vehicles.
- i) Preparation of working estimates in connection with running and maintenance of various works in the Research Station.
- j) Carrying out erection/installation of equipment/T&P and their testing for checking their conformity to specifications.
- k) Assist ARO/RO/SRO in framing specifications for procurement of equipment/T&P.
- l) Carry out laboratory and field test connected with Geo-mechanics, construction materials etc.
- m) Assist ARO/RO/SRO in working out analysis of rates, computations of test results and their completion, preparation of general sketches, drawings, etc.
- n) All technical, administrative and accounts work as assigned by ARO/RO/SRO.

12. DUTIES OF LABORATORY ASSISTANT GR.-I

- a) Conduct and assist in all laboratory and field tests.
- b) Computation and compilation of test data.
- c) Issue from stores and hold charge of equipment required for different tests in laboratory and field.
- d) Maintenance and upkeep of equipment.
- e) Preparation of samples for different tests and maintenance of sample stores including relevant records.
- f) Supervision of work of Lab. Helpers grade-I, II & III.
- g) Any other duties allotted by the Senior Officers.

13. DUTIES OF LABORATORY ASSISTANT GR.-II

- a) Maintenance of Sample Store.
- b) Conducting simple tests infield and Laboratory under supervision of RA/ARO etc.
- c) Supervision of work of Lab. Helper Gr.I, II & III.

14. DUTIES OF LABORATORY ASSISTANT GR.-III

- a) Conduct and assist in all laboratory and field tests.
- b) Computation and compilation of test date.
- c) Issue from stores and hold charge of equipment required for different tests in laboratory and field.
- d) Maintenance and upkeep of equipment.
- e) Preparation of samples for different tests and maintenance of samples store including relevant records.
- f) Supervision of work of Lab. Helpers Gr.I,II and III.
- g) Any other duties allotted by the Senior Officers.

15. DUTIES FOR THE POST OF FOREMAN (WORKSHOP)

- a) He shall be able to plan and guide different trade persons in carrying out different manufacturing and repairing of mechanical and electrical systems.
- b) He shall possess enough knowledge and skill to effectively supervise, guide and be able to undertake the upkeep, repair, maintenance and overhauling (dismantling and reassembling after needful repairs) of machines and equipment in the CSMRS.
- c) He shall be responsible for maintaining the records such as history sheets, Log Books etc., of different machines and equipment.

16. DUTIES OF MACHINIST

- a) To operate all types of machines in the Machines Shop i.e. drill machine, grinder, shaper, Lathe and power Hacksaw, etc. and to undertake all types of related jobs.
- b) General maintenance of all the machines.

17. DUTIES OF TURNER

- a) To undertake all types of round jobs on the machine i.e. turning, boring and threading.
- b) To attend to general maintenance of the Lathe machine.

18. DUTIES OF MECHANICAL FITTER

- a) To attend to all types of bench works i.e. fitting, drilling, tapping, threading, cutting, riveting, finishing and all connecting jobs required in the process.
- b) To assemble and dismantle the repairable jobs.
- c) To undertake minor repairs and adjustments in the laboratory and field equipment.
- d) To assist the Fitter - Grade I) in the fitting and ____ process and to carry out the jobs as and when instructed by the Supervisor/ARO(Workshop).

19.

DUTIES OF ASSTT. DRILLER

- a) He should be well conversant with the operation of diamond drilling machines and drilling techniques and maintenance of the machines and pumps.
- b) He should be able to attend minor repairs in the drilling machines, pumps etc.
- c) He should be able to guide the drilling workers and handle the work in the field independently.
- d) He is responsible for maintaining the history register, log book, issue register, bit register etc. in the field in the absence of Supervisor/Driller.

20.

DUTIES OF SENIOR STORE KEEPER

- a) Indenting, handling, maintenance and up-keep of technical and scientific stores.
- b) To maintain the stock levels of the inventory.
- c) to record inventory on kardex.
- d) To deal with condemnation, disposal and write off matters related to the stores.
- e) To make procedural dealings with LGS&L on matters connected with the Government Stores.

21.

DUTIES OF STORE KEEPER

- a) Handling of Engineering/Scientific Stores.
- b) Accounting of Stores.

22.

DUTIES OF STORE ATTENDANT

- a) Handling of N A S/Consumable articles and maintenance of its records.
- b) To assist the Storekeeper and to do the misc. works.

23.

DUTIES OF ELECTRICIAN GRADE-I.

- a) He shall be able to understand and execute the electrical circuit diagrams for the job concerned.
- b) He shall be able to repair and maintain the electrical systems involving single as well as three-phase supply of different testing equipments and carry out electrical installations of new equipments.
- c) He shall be in-charge for the repair and maintenance of all the electrical installations of CSMRS.
- d) He shall be responsible for carrying out any other related task assigned by the officers.

24.

DUTIES OF ELECTRICIAN

- a) Handling the repairs/overhauling and maintenance of electrical motors of all kinds including fraction H.P. Motors, single phase and three phase motors of all ranges.
- b) Installation and commissioning of electrical/mechanical equipments, machines and gadgets.
- c) Calculating the electrical load in any section.
- d) Carrying out the building electrical wiring with specific reference to such set-ups where machines/equipments in testing laboratories are used.

25.

DUTIES OF CARPENTER

- a) To attend all type of repairing and fabrication related to carpentry work.
- b) To fabricate wooden boxes/Core-boxes/wooden models.
- c) To attend repairing of all type of furniture items.
- d) To attend fixing of ply required for desert coolers.
- e) To attend fixing of lock, handle, stopper, sliding bolt, window glasses, name plates, boards. etc.
- f) To attend display/minor repairs to exhibition materials.

26.

DUTIES OF MASON

- a) To attend the repairs and or renewal of all types of masonry works in general including plastering, pointing, flooring etc. in building or other structures.

27.

DUTIES OF REPROGRAPHIC ASSISTANT

- a) He will run the Photocopier Machines and attend to its proper maintenance.
- b) Maintain a stock register for the consumables items received used.
- c) Maintain account of work done of the stock items consumed for the work
- d) Diary and dispatch work of the section and any other duty assigned by the superiors.

28.

DUTIES OF HEAD DRAFTSMAN

- a) To prepare schedule of reinforcements.
- b) To check the accuracy of drawings prepared by draftsman.
- c) To prepare complicated layout drawings and reinforcement draft.
- d) Preparation and checking of estimates, tender documents, hydrological data etc. as per directions.
- e) To supervise the maintenance of records of survey.
- f) To keep an account of scientific and mathematical instruments.

29.

DUTIES OF DRAFTSMAN GR. I

- a) Preparation of structural drawings.
- b) Preparation and checking of detailed and preliminary estimates, extras and substituted item, statements, analysis of rates for non-scheduled items, N.I.Ts, agreements deviation statements etc.
- c) Checking of Revised Estimates.
- d) Maintenance of Books, Records and Register relating to Drawing Branch.
- e) Maintenance of account of survey and Drawing instruments, office furniture etc. and

- f) Indenting Drawing materials, custody of drawing.
- g) Any other work that may be assigned by an appropriate authority.

30. DUTIES OF DRAFTSMAN GR. II

- a) Preparation of structural drawings from sketches.
- b) Tracing structural details.
- c) Preparation and checking of preliminary and detailed estimates, extra and substituted item statements, analysis of rates of non-schedule items, reduction survey reports, N.I.Ts etc.
- d) Checking of revised estimates.
- e) Checking of the original consumption statements.
- f) Maintenance of Books, Registers, Records etc, relating to Drawing Branch.
- g) Checking of Earth work calculations etc. received with bills,
- h) Copying of returns, estimates, statements etc.
- i) Indenting Drawing materials, custody of drawing materials and proper maintenance of their account.
- j) Any other work that may be assigned by an appropriate authority.

31. DUTIES OF DRAFTSMAN GR. III

- a) Tracing of drawings prepared.
- b) Arithmetical checking of calculations, details of quantities etc.
- c) Maintenance of drawing records, original plants of Schemes etc.
- d) Arithmetical checking of simple estimates, extra/substituted item statements, deviation statements, reduction rate statements Survey reports.
- e) Comparing typed matter, N.I.Ts., estimates, extra/substituted item statements, deviation statements Survey reports etc.
- f) Copying of estimates, statements, analysis of rates etc.
- g) Preparation of simple drawings from sketches.
- h) Any other work that may be assigned by an appropriate authority.

32. DUTIES OF SENIOR COMPUTORS

- a) Computational work.
- b) Working out quantities from the detailed measurements.

- c) Checking the quantities already worked out.
- d) Compilation and processing of data in various formats.

33. DUTIES OF JUNIOR COMPUTORS

- a) Computational work/Calculation work.
- b) To assist the Senior Professional Assistant(S)/Senior Professional Assistant(H)/Professional Assistant(S)/Professional Assistant(H) in their work of Statistical data.
- c) To work on the manually operated Facit calculating machines.

34. DUTIES OF MECHANIC

- a) Adequate knowledge and experience to handle works connected with any of the workshop, trades, viz. Machinist, Welder, Fitter or Turner.
- b) Adequate experience in handling workshop tools such as tapping, drilling, riveting etc.
- c) Assist Foreman (Workshop) in carrying out the day to day work of the workshop for its smooth functioning.

35. DUTIES OF FITTER GR. I

- a) To attend to all types of bench works i.e. fitting, drilling, tapping, threading, cutting, rivetting, finishing and all connected jobs required in the process.
- b) To read and explain the drawings and sketches with regard to the mechanical operations involved in the assembly processes.
- c) To assemble and dismantle the repairable jobs.
- d) To assist and guide the mechanical fitter with regard to the matters connected with the above works.
- e) To understand and to be able to undertake minor repairs and adjustments in the laboratory and field equipment.

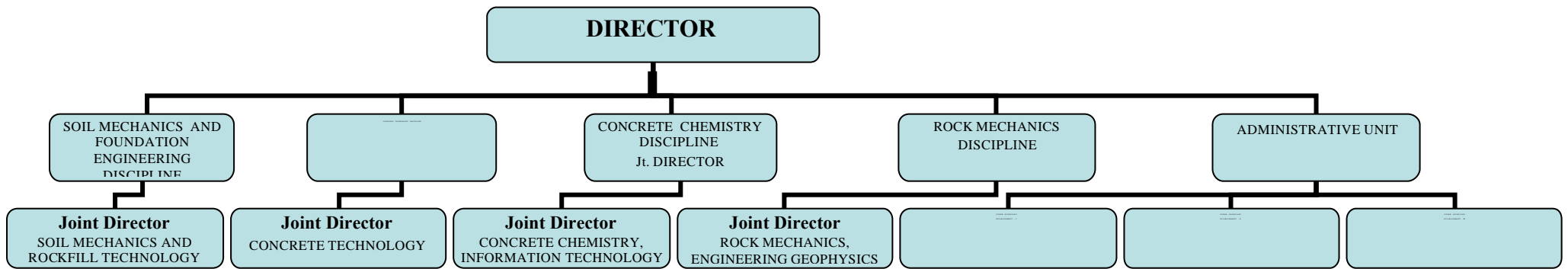
4(1)(b)(iii)

**The Procedure followed in Decision
Making including channels of
supervision and accountability.**

All procedures in decision making including channels of supervision and accountability are being followed as per Govt. of India Rules/norms.

The Organization Chart is enclosed.

**CENTRAL SOIL AND MATERIALS RESEARCH STATION
ORGANISATION CHART**



4(1)(b)(iv)

**The Norms set by it for the
discharge of it's functions.**

**As CSMRS is a Central Govt. Organisation, it is governed
purely by Govt. of India norms.**

4(1)(b)(v)

The rules regulations instructions manuals and records, held by it or under it's control or used by it's employees for discharging it's functions.

The rules, regulations, instructions and manuals used by CSMRS - Govt. of India Rules & Instructions. CSMRS is also following the CSMRS PURCHASE- MANUAL for making purchases/disposal of stores. The Purchase Manual is approved by MoWR, copy enclosed as Annexure- 4.

Annexure - IV

(Purchase Manual)

**GOVERNMENT OF INDIA
MINISTRY OF WATER RESOURCES
CENTRAL SOIL AND MATERIALS RESEARCH STATION**

**PURCHASE MANUAL
OF
CSMRS**

**REVISED EDITION
2010**

DIRECTOR, CSMRS

PURCHASE MANUAL OF CSMRS

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PROFORMAS

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ANNEXURES

Annexure-I:	Rule 21 of DFPR
Annexure-II:	DoPT Memorandum No. 14/12/94-welfare (Vol-II) dt. 5/7/2007

ABBREVIATIONS

S.No	ABBREVIATIONS	EXPANSION
1.	AAO	Assistant Accounts Officer
2.	CIF	Cost Insurance & Freight
3.	CPWA code	Central Public Works Accounts code
4.	CPWD	Central Public Works Department
5.	CSMRS	Central Soil & Materials Research Station
6.	CRO	Chief Research Officer
7.	DFPR	Delegation of Financial Power Rules
8.	DGS&D	Director General of Supplies & Disposal
9.	EMD	Earnest Money Deposit
10.	FAS	Free alongside Ship
11.	FOB	Free on Board
12.	FOR	Free on Rail
13.	GFR	General Financial Rules
14.	INR	Indian Rupees
15.	JAO	Junior Accounts
16.	JD	Joint Director
17.	KB	Kendriya Bhandar
18.	L&D centre	Library & Document centre
19.	L/C	Letter of Credit
20.	MB	Measurement Book
21.	NCCF	National Consumer's Co-operative Federation
22.	MOWR	Ministry of Water Resources
23.	NSIC	National Small Scale Industries Corporation
24.	PAO	Pay and Accounts Officer
25.	SRO	Senior Research Officer
26.	ST	Sales Tax
27.	US (F)	Under Secretary (Finance)
28.	VAT	Value Added Tax

Government of India
Ministry of Water Resources
Central Soil & Materials Research Station

PURCHASE MANUAL

The terms mentioned below will have the meaning indicated against each in the following paragraphs:

- (a) Procurement Division: Office of the Procurement Officer responsible for arranging supply of the requirements of all the Divisions of CSMRS.
- (b) Procurement Officer: The officer in the Procurement Division or any other Division of CSMRS, authorized by Head of the Department for the time being to execute purchase and supply of goods including contracts on behalf of Indenting Division.
- (c) Goods: The term 'goods' used in this chapter includes all articles, materials, commodities, livestock, furniture, fixtures, raw materials, spares, instruments, machinery, equipments, industrial plants, vehicles etc. purchased or otherwise acquired for the use of Government but excluding books, publications periodicals, etc. for CSMRS L&D Centre. (*Rule 136, GFR-2005*)
- (d) Running and maintenance: The term 'Running & Maintenance' used in this chapter means the maintenance contract needed for sophisticated and costly equipment and machinery, vehicles, computers and other electronic equipments, audio and visual systems etc. (*Rule 156, GFR-2005*)
- (e) Out sourcing of Services: The term outsourcing of services means awarding the specific job to the outside agencies (governmental or nongovernmental) / contractors in terms of contract or engagement of consultants in situations which require high quality services for which CSMRS does not have requisite expertise. These services includes, housekeeping and catering services for hostel building, running and maintenance of CSMRS buildings and its premises and other time bound works/ expertise works for which the official staff is not available etc. (*Rule 163-165, GFR-2005*)

PREAMBLE

2. Consequent upon the declaration of the Central Soil and Materials Research Station, New Delhi as a Science and Technology organization as laid down in the department of Science and Technology Memorandum No. DST/JSF/17 (3)(1)/83 of 28th December 1983, exemption from the purview of DGS&D for purchase of goods and disposal of goods has been granted to the Research Station. Accordingly, in terms of Directives of the Ministry of Water Resources, contained in the O.M. No. 26/7/90 E-II (A) dated 28.12.92, CSMRS is required to frame its own purchase manual for regulating purchase of goods etc. In order to give effect to this decision of the Govt., the following procedure shall be adopted by CSMRS for (i) making purchase of goods and equipment and for awarding works relating to servicing and maintenance of equipment, (ii) issue of goods and (iii) Disposal and write off of goods.

According to Rule 140 of GFR, the Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods. In case of items not covered in this

manual, DFPR, Rule 21 & GFR-2005 shall be followed while processing the purchase/ contract cases (copy of Rule 21 is enclosed as Annexure-I)

3. No liability of any type should be incurred until:
 - (i) Administrative approval and financial sanction have been obtained from the competent authority;
 - (ii) Funds to cover the charge during the year have been provided by the competent authority.
4. Purchase shall be made in the most economical manner in accordance with the definite requirement of the public service. Goods shall not be purchased in small quantities. Periodical indents shall be prepared and as many articles as possible obtained by means of such indents. At the same time, care shall be taken not to purchase goods much in advance of actual requirements, if such purchase is likely to prove unprofitable to the Government.
5. The following should be taken in to consideration while procurement:
 - (i) The specifications in terms of quality, type, etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the indenting division. The specifications so worked out should meet the basic needs of the division without including superfluous and non essentials/ features, which may result in unwarranted expenditure. Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying cost;
 - (ii) Offers should be invited following a fair, transparent and reasonable procedure.
 - (iii) The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respect;
 - (iv) The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;
 - (v) At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
(Rule 137, GFR-2005)
6. Where scale of consumption or limits of good have been laid down by competent authority, the indenting officer shall certify that the prescribed scales or limits are not exceeded.
7. Purchase order shall not be split up to avoid the necessity for obtaining the sanction of higher authority required with reference to the total amount of the orders.
8. Where goods are required to be supplied and paid for in a particular financial year, indent shall not be sent out so late in the financial year that they cannot possibly be complied with and paid for within that year. If the procurement officer receives any indent which he cannot possibly comply with before the end of the financial year, he will carry it over to the following financial year under intimation to the indenter.

9. All the materials received shall be examined, counted, measured or weighed, as the case may be, when delivery is taken, and they shall be taken in charge by a responsible Government officer who shall see that the quantities are correct, their quality good, and they are according to approved specifications where prescribed and record a certificate to that effect. The officer receiving the goods shall also be required to give a certificate that he has actually received the materials and record them in the appropriate stock register.
10. When materials are issued from stock for departmental use, manufacture, sale etc., the officer-in-charge of the goods shall see that an indent in the prescribed form has been made by a duly authorised (indenting) officer, examine it carefully with reference to the orders or instructions for the issue of goods and order the issue of goods.
11. A physical verification of all goods shall be made at least once every year under rules prescribed by the “Head of the Department” subject to such general directions as may be issued by the Ministry of Water Resources as the case may be, and subject to the conditions that the verification is not entrusted to a person:
 - (i) Who is the custodian, ledger keeper or the accountant of the goods to be verified, or who is a nominee of, or is employed under the custodian, the ledger keeper or the accountant; or
 - (ii) Who is not conversant with the classification, nomenclature and technique of the particular classes of goods to be verified.

The verification shall never be left to low paid subordinates and in the case of large and important goods, it shall be, as far as possible, entrusted to a responsible officer who is independent of the subordinate authority in charge of the goods.

12. GOODS DEMANDS APPROVAL

- 12.1 Goods demand covering the requirements for equipment, components, raw materials and all types of goods and also for the services needed by the various divisions of CSMRS shall be initiated/prepared by the respective divisions in the prescribed formats (Proforma 1 to 4 and other supporting proforma) and be forwarded through concerned CRO/JD for the recommendation by the appropriate purchase committee for its approval by the Director, CSMRS. The constitution of purchase and disposal committees appointed by Director, CSMRS is as per clause 15.0. These committees will assist Director, CSMRS in taking decision. Procurement officer will process the demands on receipt of approval from Director, CSMRS. Demand for items of equipments and goods of proprietary nature (i.e., when no other make/brand is considered suitable for reasons to be recorded clearly) should be supported with sufficient technical justification for choice of the proprietary make/specified brand. A certificate indicating proprietary nature of the goods shall be issued under the signature of CRO/JD concerned, and shall be enclosed with the goods demand form. The format of this certificate shall be decided by the Purchase Division in consultation with PAO, CSMRS.

12.2 The Demanding Officer/user group shall clearly indicate in the goods demand details about technical specification as well as inspection/acceptance procedure, the mode of transport and requirement of insurance cover where needed. The Indenting Division before processing the purchase case shall ensure that the purchase/services are duly covered by a technically sanctioned estimate under the powers of Director, CSMRS/Ministry for the fulfillment of the General Financial Rules.

12.3 The Procurement Division/Indenting Division shall also obtain the approval/clearance for the purchase from the competent authority/committees before purchase/ contracts are entered into. Any purchase/service exceeding Rs. 15,000.00 (Rupees fifteen thousand only) shall be referred to `Purchase & Disposal Committees` and approved by Director, CSMRS before the placement of supply order. *(Rule 145, GFR-2005)*

13. MODE OF PURCHASE

On receipt of the goods demand, the Procurement Officer, after satisfying that the demand is complete in all respects including the approval of competent authority, shall invite tenders by adopting any one of the modes of purchase (as given in Para 14 below) taking into account such relevant data as may be available in respect of the item. In respect of the imported items, the total value shall be the criterion for applying the prescribed financial limits.

13.1 CASH PURCHASE

When the value of an item or items of similar nature covered by demand at a time does not exceed Rs. 5,000.00 (Rupees Five Thousand Only), the purchase may be made by cash payment. The cash purchase upto Rs. 5,000.00 (Rupees Five Thousand Only), may be made by verbal enquiries on-the-spot.

A team headed by Procurement Officer and consisting of at least one representative from the concerned division (not below the rank of Senior Research Officer) shall be constituted for making cash purchases. The team shall certify in respect of each item that the purchase made by the team was the cheapest or alternatively record reasons for the purchase at a higher cost. They shall also record the details of enquiries made by them.

13.2 PURCHASE OF GOODS WITHOUT QUOTATIONS

Any purchase of goods or repair shall be done by Procurement Officer/ Senior Research Officer/ Chief Research Officer of concerned division up to the value of Rs. 15,000.00 (Rupees fifteen thousand only) on each occasion. Such purchase/ repair shall be made without inviting quotations or bids. In this case, a certificate to be recorded by the head of discipline/division/competent authority in the following format:

“I, -----, personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”

(Rule 145, GFR-2005)

13.3 PURCHASES OF GOODS BY LOCAL PURCHASE COMMITTEE

Purchase of goods costing above Rs. 15,000.00 (Rupees fifteen thousand only) and up to Rs.1,00,000.00 (Rupees one lakh only) on each occasion may be made on the recommendations of a duly constituted local purchase committee consisting of three members of an appropriate level as decided by the Director, CSMRS. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly records a certificate as under:

“Certified that we -----, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”

(Rule 146, GFR-2005)

The purchase/job order may be placed either by Procurement officer or SRO/CRO of concerned technical division, after obtaining approval of Director, CSMRS. The payments in this regard shall be made by Account Payee Cheque.

However, in the following types of cases, even though the value does not exceed Rs. 1,00,000.00 (Rupees one lakh only), purchase shall be made on the basis of at least three quotations and regular purchase procedure shall be followed:

- (a) Purchase of materials from foreign firms.
- (b) Purchase from out station firms.
- (c) Where the nature of transaction makes it necessary to issue regular purchase order.
- (d) Where the sale conditions of a particular supplier do not provide for cash sale.

13.4 Local Purchase of stationery and other articles from Kendriya Bhandar, NCCF and Other Multistate Co-operative Societies

- (a) Under Rule 145 of GFRs, 2005, Ministries/Departments can make purchases of goods up to Rs.15,000 without inviting quotations or bids. Further, under Rule 146 of GFRs-2005, a Local Purchase Committee constituted by the concerned Ministry/Department can make purchases of goods up to Rs. 1.00 lakh on the basis of a market survey to ascertain the reasonableness of rate, quality, etc. and the submission of a certificate to that effect. In partial modification of this Rule, Ministries/Departments are permitted to make purchases at their discretion of all items required for office consumption up to Rs. 1.00 lakh on each occasion directly from Kendriya Bhandar/ NCCF without calling for quotations. The responsibility for ensuring the reasonableness of rates, quality, specifications etc. will be equally that of the Purchasing Ministry/Department and KB/NCCF. Further, the reasonableness of rates, quality, specifications, etc. should be certified by the Local Purchase Committee as envisaged under Rule 146 of the GFRs,

2005. It shall be ensured that supply orders are not split under any circumstances with the objective of circumventing the limit of Rs. 1.00 lakh.

- (b) For procurement of all items of office consumption beyond Rs. 1 lakh to Rs. 25 lakh, where limited tenders are to be invited as per Rule 151 of the GFRs, 2005, KB and NCCF among others shall also be invited to participate in such limited tenders, in case these cooperatives are functioning at the station. Other things being equal, Purchase Preference will be granted to KB/NCCF, if the price quoted by the cooperatives is within 10% of the L1 price and if these cooperatives are willing to match the L1 price. No price preference over and above the L1 price shall be given to these co-operatives. However, KB/NCCF will be exempted from furnishing bid security (Earnest Money Deposit).
- (c) Supply orders up to Rs.25 lakh, in respect of office equipments covered under the DGS&D rate contract may also be procured from KB and NCCF provided KB/NCCF offer the items at DGS&D rate contracted prices as also fulfill all the contractual obligations which the manufacturers/suppliers of such products are required to meet under the DGS&D rate contract. The CSMRS shall make their own arrangements for inspection and testing of such goods where required.
- (e) The above dispensation shall be applicable only upto 31/3/2010
- (f) Other Multi-state co-operative societies registered prior to the issue of this memorandum in which the majority of the shares are held by the Central Government, are also permitted to avail of the facility of purchase preference in respect of limited tender enquiries up to Rs. 25 lakhs.

All other items shall be in accordance with DoPT Memorandum No. 14/12/94-welfare (Vol-II) dt. 5/7/2007 (Copy of the same is enclosed as Annexure- II)

14. TENDER PROCEDURE

14.1 LIMITED TENDERS

- 14.1.1 Purchase shall normally be made by limited tender in cases where the estimated value of an item or items of similar nature covered by the goods demand at a time exceed Rs. 1,00,000.00 (Rupees one lakh Only) but does not exceed Rs. 25,00,000.00 (Rupees twenty five Lakhs Only). These ceiling limits for limited tenders shall be as prescribed in General Financial Rules. It shall be ensured that the field is covered adequately by contacting as many suppliers as possible depending upon the estimated value of the items. Invitations to offer in respect of limited tender should normally be issued only to the suppliers registered with Procurement Officer, Directorate General of supplies and Disposals, National Small Industries corporation, etc. those listed in the Hand Book of indigenous Manufacturers published by DGTD and Department of Defence Supplies for this purpose. Procurement Officer may register as many suppliers as possible who will be in a position to meet the requirements of the Department. In case where there are no registered firms available for the supply of indigenous/imported

items, it would be necessary to locate sufficient number of firms dealing with the concerned items/goods and issue them the enquiries. In case where the number of firms is less than seven, then enquires shall be issued to all known firms dealing with the goods, and efforts made in this regard shall be record on the file. In case of imported items, the assistance of India Supply Mission Washington, London/Indian Embassies abroad may also be taken for locating the sources of supply. Selection of suppliers from the authorized lists will be made by the officers not below the rank of CRO of the CSMRS.

14.1.2 Limited Tender system can be adopted as the mode of purchase even when the estimated value of an item or items of similar nature covered by the goods demand at a time exceeds Rs. 25,00,000.00 (Rupees twenty five Lakhs Only) and above by dispensing with the `OPEN TENDER` system in the following circumstances, with the prior written approval of the Director, CSMRS provided justification for dispensing with the issue of Open Tender is recorded.

1. When the requirement of the goods is urgent and the desired delivery schedule cannot be met if open tenders are invited.
2. When the sources of supply are definitely known and limited.
3. When goods are reserved for purchase from a specified category of industry as per the policy design of the Government.
4. When the field has already been explored by open tender for similar items during the previous period of one year.

(Rule 151 (1) & (2), GFR-2005)

14.2 OPEN TENDER/PUBLIC TENDER

14.2.1 Purchase shall normally be made by inviting dual bids by wide publicity through news papers and Indian Trade Journal in all cases where the estimated value of an item or items of similar nature, covered by the goods purchase demand, at a time exceed Rs. 25,00,000.00 (Rupees twenty five lakhs Only) as prescribed in the GFR. The tenders shall be published on CSMRS website also.

(Rule 150, GFR-2005)

Two bid system: For purchasing high value plant, machinery etc., of a complex and technical nature, bids may be obtained in two parts as under:

- (a) Technical bid consisting of all technical details along with commercial terms and conditions; and
- (b) Financial bid indicating item wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger Cover which should also be sealed and duly super scribe. The technical bids are to be opened by the purchasing department at the first instance and evaluated by a competent committee or authority. At the second stage, financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract. *(Rule 152, GFR-2005)*

14.2.2 The Tender document may be sold at the following rates depending up on the estimated value of the goods. These rates are exclusive of ST, VAT or other taxes as applicable on the sale of tender documents, if any, levied by the state Government.

<u>Estimated value</u>	<u>Rate</u>
Up to Rs. 1 lakhs	Rs. 150/-
Above Rs. 1 lakhs to Rs. 50 lakhs	Rs. 500/-
Above Rs. 50 lakhs to 2 crore	Rs. 1000/-
Above Rs. 2 crore or more	Rs. 1500/-

14.2.3 All Public Tenders shall be opened at the prescribed/notified time in the presence of the attending tenderers or their authorized representatives.

14.2.4 Bid Security:

(i) To safeguard against a bidder's withdrawing or altering its bid during the bid validity period in the case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders except those who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department. The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two per cent to five per cent of the estimated value of the goods to be procured. The exact amount of bid security, should be determined accordingly by the Ministry or Department and indicated in the bidding documents. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, safeguarding the purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.

(ii) Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

(Rule 157, GFR-2005)

14.2.5 Performance Security:

(i) To ensure due performance of the contract, Performance Security is to be obtained from the successful bidder awarded the contract. Performance security is to be obtained from every successful bidder irrespective of its registration status, etc. Performance security should be for an amount of five to ten per cent of the value of the contract. Performance security may be furnished in the form of Account payee demand draft; fixed deposit receipt from a Commercial bank; Bank Guarantee from a Commercial bank in an acceptable form safeguarding the purchasers interest in all respects.

(ii) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

(iii) Bid security should be refunded to the successful bidder on receipt of Performance Security. (*Rule 158, GFR-2005*)

14.2.6 Late tenders (i.e., tender received after the specified time of opening), delayed tenders (i.e., tenders received before the time of opening but after the due date and time of receipt of tenders) and post tender offer shall not be considered.

14.2.7 On receipt of both late and delayed tenders, the envelopes containing the postal markings should be detained in the file along with the offers.

14.2.8 When the tenders are under examination, no other authority should be allowed to make queries or call for reports as, apart from the impropriety involved, these lead to delays in taking decisions.

14.2.9 Purchase and disposal Committees of CSMRS shall scrutinize the offers and make recommendations to the competent authority for acceptance or otherwise of the tenders.

14.2.10 Procurement Officer may exercise full discretion regarding the point of place of delivery to be specified in the Invitation to tender. They may specify C.I.F., F.O.R. Indian Port or F.O.R. place of dispatch in India or Free delivery at receiving station in India. Where tenders are invited for plant and machinery for which the erection at site is to be undertaken by the successful tenderer, appropriate terms in regard to delivery and inspection at the site should be included in the Invitation to Tender or in the general specification.

[In case of items are not covered in Purchase Manual, the same shall be in accordance with GFR – 2005]

15. PURCHASE AND DISPOSAL COMMITTEE

Purchase and Disposal Committee at the Central Soil and Materials Research Station shall be constituted in the manner given below:

15.1 For purchase and disposal of goods exceeds Rs. 15,000/- (Rupees fifteen thousand only) and upto Rs.1,00,000/- (Rupees one lakh only)

- | | | |
|-------|------------------|--|
| (i) | Chairperson | Joint Director |
| (ii) | Member | JD/CRO/SRO from the concerned Division |
| (iii) | Member | JAO/AAO, CSMRS |
| (iv) | Member | US (F), CSMRS |
| (v) | Member Secretary | Procurement Officer, CSMRS |

The above purchase and disposal committee shall scrutinize the following cases:

- (i) Procurement/repairs/AMC of machinery and equipment by inviting quotations.
- (ii) Procurement of proprietary articles.
- (iii) Advance payment (*see item 16*)
- (iv) Acceptance of single tender. (*See item 18.1*)
- (v) Acceptance of quotations other than the lowest.
- (vi) Award of work by negotiations.
- (vii) Payment of freight, demurrage and wharfage charges: Full powers.

15.2 For purchase and disposal of goods exceeding Rs. 1,00,000/- (Rupees one lakh only) and up to Rs. 25,00,000 (Rupees twenty five lakhs only)

- | | | |
|-------|------------------|------------------------------------|
| (i) | Chairperson | Joint Director |
| (ii) | Member | JD/CRO/SRO from concerned Division |
| (iii) | Member | JAO /AAO, CSMRS |
| (iv) | Member | US (F), CSMRS |
| (v) | Member Secretary | Procurement Officer, CSMRS |

Note: PAO, CSMRS shall be opted as a committee member for cases exceeding Rs.10 Lakhs.

The above Purchase & Disposal Committee will look after the following cases:

- (i) Procurement/repairs/maintenance contracts of machinery and equipment by inviting tenders/quotations.
- (ii) Procurement of proprietary articles.
- (iii) Advance payment (*see item 16*)
- (iv) Acceptance of single tender. (*See item 18.1*)
- (v) Acceptance of quotations other than the lowest.
- (vi) Award of work by negotiations.
- (vii) Payment of freight, demurrage and wharfage charges: Full powers.

15.3 For purchase and disposal of goods exceeding Rs. 25,00,000.00 (Rupees twenty five lakhs only) and above.

- | | | |
|-------|------------------|-------------------------------------|
| (i) | Chairperson | Joint Director |
| (ii) | Member | Technical Expert from outside CSMRS |
| (iii) | Member | JD/CRO from concerned discipline |
| (iv) | Member | US (F), CSMRS |
| (v) | Member | PAO, CSMRS |
| (vi) | Member Secretary | Procurement Officer, CSMRS |

The above Purchase & Disposal Committee will look after the following cases:

- (i) Procurement/repairs/maintenance contracts of machinery and equipment by inviting tenders/quotations.
- (ii) Procurement of proprietary articles.
- (iii) Advance payment (*see item 16*)
- (iv) Acceptance of single tenders. (*See item 18.1*)
- (v) Acceptance of quotations other than the lowest.
- (vi) Award of work by negotiations.
- (vii) Payment of freight, demurrage and wharfage charges: Full powers.

16. Advance payment

16.1 Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments in the following types of cases

- (i) Advance payment demanded by the firms holding maintenance contracts for servicing of Air-conditioners; computers, other costly equipment, etc.
- (ii) Advance payment demanded by firms against fabrication contracts, turnkey contracts etc.

Such advance payments should not exceed the following limits:

- (i) Thirty per cent of the contract value to private firms;
- (ii) Forty per cent of the contract value to a State or Central Government agency or a Public Sector Undertaking; or
- (iii) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

Ministries or Departments of the Central Government may relax, in consultation with their Financial Advisers concerned; the ceilings (including percentage laid down for advance payment for private firms) mentioned above.

While making any advance payment as above, adequate safeguards in the form of bank guarantee, etc., should be obtained from the firm.

16.2 Part payment to suppliers

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it dispatches the goods from its premises in terms of the contract.

(Rule 159 (1) & (2), GFR-2005)

17. PURCHASE AND DISPOSAL COMMITTEE: FUNCTIONS

- (i) To ascertain equipment available in CSMRS and frequency of their use and then consider the demands of various divisions for the purchase of new equipment.
- (ii) To ensure that there is no unnecessary and unplanned duplication of any particular equipment.
- (iii) To ensure that orders are placed for the equipment of standard quality conforming to BIS/International specifications as far as possible to avoid ordering of any substandard equipments.
- (iv) To scrutinise closely the specifications before the enquiries are floated; since the lowest quotation would normally be accepted. Also to forward their comments and advice on comparative statement of rates prepared by procurement Officer, CSMRS, and on comments made by the concerned division, to ensure economy and quality.
- (v) To consider the recommendation for purchase of equipment and advise the Director on the purchase selected from the lowest or other than the lowest and decides on the merit of the case.
- (vi) To review requirements of the various Divisions and finalise the report before the end of May every year, so that procurement action is initiated and most of the amount sanctioned for the year are committed before the month of September to enable the office to review the requirements of funds.
- (vii) To ensure full utilisation of allotted funds during the financial year in an efficient and economical manner.
- (viii) To lay down procedures and ensure proper maintenance of all items of equipment.
- (ix) To decide the cases of disposal of goods from time to time.
- (x) To finally authorise purchase and disposal of goods.
- (xi) To maintain transparency, competition, fairness and elimination or arbitrariness in the procurement process as per GFR-2005; Rule 160.

18. PURCHASE AND DISPOSAL COMMITTEE: PROCEDURE

All the purchase involving an outlay of Rs. 15,000.00 (Rupees fifteen Thousand Only) or more would have to be cleared by the respective Committees. For this purpose, the Committee would identify, every year, items of goods that are of common nature and are required by all Divisions in CSMRS, and send them to Procurement Officer for inviting quotations etc., as provided in GFRs and enter into rate and running contracts with suppliers, preferably with those who are manufacturers or authorised dealers. Other goods of proprietary or monopoly nature but required by more than one indenter should also be processed separately by inviting tenders/quotations as above and could be considered as rate and running contract or as price agreements in consultation with Department of Supply, whenever necessary.

Items of goods that are of proprietary nature should, to the extent possible, be brought under price agreements in accordance with the practice followed by DGS&D. All accepted tenders should be given a serial number and communicated to all concerned including PAO/JAO, CSMRS to enable ensuring proper check and scrutiny. All purchase orders placed on the suppliers against the above tenders should have reference to the accepted tenders and serially numbered.

Subject to exigencies, orders can also be placed on the DGS&D approved suppliers on rate contract, so that the time in formulating and entering into agreements is saved and the economy in expenditure achieved. Provision of Manuals of office procedures for Supplies, Inspection and Disposals as also of Contract Manual of DGS&D should also mutatis mutandis and followed by the committees. The purchase shall also be strictly governed by the relevant provisions in the General Financial Rules (Rule 102), Central Public Works Accounts Manual and the Govt. orders specifically issued in connection with purchase of goods, from time to time. For this purpose, compilation of rules incorporating all the provisions of GFRs and DFPRs and above Manual of DGS&D and Central Public Works Accounts code, as relevant to the Institution's requirements shall be prepared and followed by the committee.

After obtaining the recommendations of the Purchase and Disposal Committee, the office of the Procurement Officer shall process the case further and obtain the approval of the competent authority as per Delegation of Financial Powers.

18.1 SINGLE TENDER

A single tender may be considered in respect of the following cases:

- (a) It is in the knowledge of the user that only a particular firm is the manufacturer of the required goods.
- (b) In case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- (c) For standardization of machinery or spare parts to be compatible to the existing sets of equipment, the required item is to be purchased only from a selected firm after the approval of competent authority.

The proprietary article certificate in the following format is to be provided:

- (i) The indented goods are manufactured by M/s. -----
- (ii) No other make or model is acceptable for the following reasons:
 - (a) -----
 - (b) -----
- (iii) The rates of the firm are reasonable for the said model
(Rule 154, GFR-2005)

18.2 AB-INITIO' NEGOTIATION

The system of `ab-initio' negotiation may be adopted under exceptional circumstances with the prior approval of the Director, CSMRS where there is no or limited competition or where there is shortage of capacity or where it is in the public interest to adopt this system.

Ab-initio negotiation shall be conducted by suitable Committees constituted by the Director, CSMRS. The negotiation shall include representative from the integrated finance/internal finance/PAO/JAO among others, and the procedure adopted shall be as per the directives issued by the Government from time to time.

18.3 RATE CONTRACT

In respect of goods for which there is regular and recurring demand, the price of which is not subject to appreciable fluctuation, and in case where appreciable number of divisions/projects are likely to be the end users, the Director, CSMRS may conclude Rate Contract for an appropriate period, not exceeding two years at a time. For the purpose of entering into such contracts, open or limited tenders shall be invited depending upon the estimated values of the requirements during the currency of the contracts.

Where valid rate Contracts concluded by the DGS&D exist, the CSMRS shall make use of such Rate Contract concluded by the DGS&D and place supply orders on the Rate Contract holder provided technical specifications and terms and conditions of Rate Contract otherwise suit the requirement of the Institution, provided the delivery schedule prescribed by the projects/units can be met by suppliers against rate contracts.

(Rule 141, GFR-2005)

19. MAINTENANCE CONTRACT

Depending on the cost and nature of the goods purchased, it is also necessary to enter in to maintenance contracts of suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are especially needed for sophisticated and costly equipment and machinery, vehicles, computers, other electronic equipments, audio/ visual systems, etc. It may however be kept in mind that the goods are maintained free of charge by the supplier during its warranty period or such other extended periods as the contract terms may provide and the paid maintenance should commence only thereafter.

(Rule 156, GFR-2005)

20. BUY-BACK OFFER

When it is decided to replace an existing old item with a new and better version, the research station may trade the existing old item while purchasing the new one with the prior approval of the competent authority. For this purpose, a suitable clause is to be incorporated in the bidding document so that the prospective and interested bidders formulate their bids accordingly. Depending on the value and the condition of the old items to be traded, the time as well as the

mode of handing over the old item to the successful bidder should be decided and relevant details in this regard suitably incorporated in the bidding document.
(Rule 162, GFR-2005)

21. **OUTSOURCING OF SERVICES**

CSMRS may outsource certain services in the interest of economy and efficiency/ expertise required in the work/job already mentioned in the definition. Also, CSMRS may engage consultants in situations which require high quality services for which CSMRS does not have requisite expertise. For hiring contractor /Consultant, CSMRS shall prepare a list of likely and potential contractors/ consultants on the basis of formal or informal enquiries from the other department/ organizations involved in similar activities, trade journal, web site etc.

- 21.1 **Invitation of bids:** The limited tenders shall be invited from identified contractors/ consultants for the estimated value of the work or service up to Rs. 10.00 lakhs or less and for the estimated value more than 10.00 lakhs, advertisement shall be published in the national newspaper and also on the web site of the department.
- 21.2 **Outsourcing by choice:** In exceptional situation, if it becomes necessary to outsource a job to a specifically chosen contractor, Director, CSMRS may do so in consultation with the financial advisor. In such cases the detailed justification, the circumstances leading to the outsourcing by choice and the special interest or purpose it shall serve shall form an integral part of the proposal.
- 21.3 **Monitoring of the contract:** CSMRS shall involve throughout in the conduct of the contract and continuously monitor the performance of the contractor.
- 21.4 According to the Delegation of financial powers, the following guideline shall be followed:
- The first time delegation of any service shall be done with the approval of the ministry.
 - At the time of outsourcing of the service the organization shall ensure that there is no staff sanction/ earmark for taking up of that service.
 - For more operational efficiency and availability of quantitative service the scope of such service with respect to the requirements, existing establishment and financial resources be decided.
 - An annual report shall be sent to the ministry about the services outsourced.
 - Services shall be outsourced in accordance with GFR.

[In case of items are not covered in Purchase Manual, the same shall be in accordance with GFR – 2005 & DFPR]

22. **REPEAT ORDER**

If a demand is received for an item or items of goods of identical description for which an earlier purchase order has been placed, fresh tendering action may be dispensed with and the purchase may be made on repeat order basis, that is, either by enhancing the quantity in the earlier purchase order or by placing fresh purchase order on repeat basis provided that:

- (a) the original purchase order was placed on the basis of a lowest price and technically acceptable offer and was not on delivery preference.

- (b) the new purchase order is placed within six months from the date of the issue of the original purchase order.
- (c) the requirement is for goods of identical description
- (d) the supplier concerned is willing to accept a purchase order in identical terms and conditions.
- (e) there is no downward trend of the price since the original purchase order was placed which is to be certified by the purchase officer concerned.
- (f) quantity of repeat order will not be more than 50% of the original order.
- (g) these purchases shall be made with the approval of appropriate purchase committee.

23. ITEMS FOR WHICH PRICE OR DISTRIBUTION IS CONTROLLED BY GOVT./ITEMS SUPPLIED BY STATE TRADING AGENCIES

In the case of mild steel items to be purchased from the stock-yards of the main producers and petroleum products to be purchased from public sector undertakings, such as IGA, Indian Oil Corporation, Bharat Petroleum, Hindustan Petroleum etc., where price is fixed by the Govt. and also for any other items where the distribution and/or price is controlled by the Govt. statutory authority, the question of inviting tenders does not arise. Purchase in such cases, which includes only those items, which are either retailed by Govt. agencies or by other agencies at Govt. fixed prices may be made by adopting appropriate procedure and payment terms. Similarly, tenders shall not be invited while procuring goods/equipment from state trading agencies such as STC, MMTC etc.

24. TERMS OF PAYMENT

- 24.1 The normal terms of payment are “100% payment within 30 days after receipt and acceptance of the materials in good condition to the date of receipt of supplier’s bill whichever is later”. However, an amount of 10% may be withheld as performance guarantee during the warranty period in cases where mutually agreed.
- 24.2 If, in spite of the stipulation of the above in the tender inquiry, the suppliers still insist on any other terms of payment in their tender, the following could be agreed to in exceptional circumstances to be recorded in writing.
Advance payment against proof of dispatch taking into consideration aspects like the standing and reputation and/or previous performance of the suppliers, and pre-inspection of the goods at the supplier’s premises wherever considered necessary. (*Rule 159 (2), GFR-2005*)
- 24.3 Any other terms of payment can be accepted in exceptional cases only in consultation with the integrated finance.
- 24.4 With regard to the payment to foreign suppliers, the normal terms of payment are against letter of credit/sight draft. Letter of credit may be opened by PAO, CSMRS with the approval of Director, CSMRS.
- 24.5 Payment of Agency Commission: The agency Commission to the Indian Agents of foreign firms within the limits prescribed by the Government from time to time should be paid in Indian Rupees worked out on the basis of Telegraphic Transfer at buying rate of Exchange prevailing on the date of placement of order/contract within 30 days after the receipt and acceptance of goods or receipt of bill whichever is later.

- 24.6 Notwithstanding the above provisions, in case of purchase from foreign Agency/import of material, the General Conditions in GFR and those provided in the Hand Book of Import and Export Policy and Hand Book of Procedures published by Chief Controller of Imports and Exports, Ministry of Commerce, New Delhi shall be generally followed.
- 24.7 In case of items are not covered in Purchase Manual, the same shall be in accordance with GFR – 2005

25. PRICE ESCALATION

Purchase shall normally be made on firm prices. However, variations on account of rate of exchange and statutory levies could be allowed. Escalation on account of materials and/or wages should be discouraged.

In respect of imported goods, the escalation in rupee value solely attributable to the fluctuations in the official currency rates is permitted.

26. PRICE INCREASE DUE TO STATUTORY LEVIES

Where the price increases asked by suppliers are due to statutory variations in the rates of customs duty, excise duty and Sales Tax, full increase as correctly applicable can be allowed, if requested for, by the Procurement Officer provided the terms of the contract with the suppliers envisage such price changes. Increase on account of statutory levies during the extended delivery date should not be considered except where delays in delivery are attributed to the user unit/demanding officer.

The authority to accept the price escalation clause for reasons other than those mentioned in 25 and above in a purchase order/contract is the Director, CSMRS, in consultation with the integrated finance, wherever necessary.

27. ACCEPTANCE OF GOODS

- 27.1 All items shall be accepted by goods subject to inspection by technical staff concerned. On receipt of the material in goods, a receipt voucher in the prescribed form will be prepared giving equipment register number and date as applicable and the format after completion shall be forwarded by the goods wing to Procurement Officer immediately on receipt of goods. The concerned user unit/demanding officer shall ensure completion of inspection/acceptance of goods within 7 (seven) days after receipt of goods at his division. The demanding officer shall, at the time of initiating the goods purchase demand, clearly indicate the details of inspection proposed to be carried out on the goods and the place (s) of inspection.
- 27.2 Acceptance of excess/short supplies: Where it is absolutely necessary to accept variation in supplies up to 5% in quantity for items like cables, condensers, resistors, glass materials, fasteners, ferrous, non-ferrous materials etc., these requests will be examined by the Procurement Officer in consultation with the head of the concerned Division. Formal amendments to purchase orders shall be issued to regularise the transactions.

28. PAYING AUTHORITY

- 28.1 Bills/invoices from the suppliers shall be received in the office of the Procurement Officer, CSMRS and will be passed on to the respective user/indenting Divisions. The latter shall after checking and verifying the performance of the equipment/goods, record measurements and bill in the measurement book along with necessary acceptance certificates and also obtain store entry certificate in the bill and in M.B from the CSMRS stores and send the same to the Procurement Officer, who after posting in his records will submit the same to the Branch Officer/Account Section for arranging payment through the PAO, CSMRS.
- 28.2 Payment to suppliers/Departments shall be released by drawing and Disbursing Officer, who should be an officer other than the Procurement Officer. All payment must be sent through Registered Post or as per the directions of Director, CSMRS.

29. SIGNING OF PURCHASE ORDERS/CONTRACTS

Purchase order/contract and amendments thereto shall be signed by the Procurement Officer on behalf of the President of India as per provisions in the CPWA code.

30. PURCHASE POWER OF DIRECTOR, CSMRS AND PROCUREMENT OFFICER, CSMRS

On approval of the purchase case for goods by the Committee, the concerned Committee shall forward the proposal to Procurement Officer for further processing and putting up the case to Director for his final approval. Director shall have full power to approve/disapprove/amend the purchase case and send back the same to Procurement Officer for further processing. Director's decision in this regard shall be final.

- 30.1 Director, CSMRS shall have full monetary powers for authorizing purchase and disposal of indigenous and imported goods.
- 30.2 Director, CSMRS shall have full monetary powers for, making advance payment/Opening Letter of credit with the Nationalized Bank subject to observance of Government instructions issued on the subject from time to time, and the guidelines and principles as laid down in General Financial Rules and CPWA code.
- 30.3 Director, CSMRS shall have full powers to incur expenditure on insurance with regard to purchase and transshipment and cost of air-shipment in all cases of indigenous as well as imported goods, subject to general guidelines laid down in GFR for insuring of goods.
- 30.4 The Procurement Officer, CSMRS shall exercise the purchase powers equivalent to Executive Engineer of Central Public Work Department (CPWD), Ministry of Housing, as amended from time to time subject to observance of general principles laid down in GFR and CPWA Code.

31 DEVIATIONS

Approval of Director, CSMRS shall be obtained for any deviations from the adopted purchase procedure.

32. DETAILED INSTRUCTION, GUIDELINES AND WORK PROCEDURES

Detailed instructions, policy guidelines and work procedures in this regard shall be followed by Central Soil & Materials Research Station, as per Manuals of Central Public Work Department and General Financial Rules.

General principles contained in GFR should be observed by the authorities empowered to either enter into contracts or arrangements involving expenditure from public funds.

33. DISPOSAL AND WRITE OFF OF GOODS

The prior sanction of the competent authority shall be obtained for writing off of all losses, deficiencies or depreciation in the value of goods.

Subject to any special rules or orders applicable to any particular department, goods which are reported to be obsolete or unserviceable may be declared as such and ordered to be disposed off by an authority to whom powers may be delegated in this behalf. Such authority shall also specify the manner in which the goods are to be disposed off, except in the case of goods which are required to be declared to the DGS&D. Each order declaring the goods as obsolete or unserviceable shall specify the full reasons for declaring them as such and proper record of all goods shall be maintained for watching disposal thereof.

All goods which may be declared as obsolete or unserviceable and ordered to be disposed off shall be disposed off by sale or otherwise under orders of an authority to whom powers may be delegated in this behalf.

The following general instructions should invariably be followed by all officers entrusted with the disposal of obsolete, or unserviceable goods:

- (i) Where the articles are sold by public auction, the head of office or any other gazetted officer should invariably attend the auction and record the final bids.
- (ii) The head of office or any other gazetted officer should also be present when the articles sold are released, his presence being most essential when the release of the articles takes place sometime after the auction or when it involves process such as weighment, etc.

A report of unserviceable or obsolete goods for disposal should be prepared in form GFR 17. This report should be signed by Head of Office or other gazetted officer after satisfying that all the goods have been correctly included in the report. A sale account should also be prepared in form GFR 18. The sale account should be signed by the officer who supervised the auction after comparing the entries made in the sale account with the report of unserviceable or obsolete goods. If the articles are released in the presence of an officer other than the one who

supervised the auction, the entries in column 9 of the Sale account should be attested by dated signature of such officer.

No separate auction is necessary for write-off of loss when goods are declared obsolete or unserviceable.

Before a competent authority declares goods obsolete or unserviceable, whether due to normal wear and tear or due to abnormal wear and tear and orders their disposal, it would take into account the circumstances in which goods have become obsolete, or unserviceable. Where the competent authority holds that goods have become obsolete or unserviceable owing to normal wear and tear, no question of loss arises. Where the competent authority holds that goods have become obsolete or unserviceable owing to negligence, fraud etc. on the part of individual Govt. servants, it will be necessary to fix the responsibility for the loss and to devise remedial measures to prevent recurrence of such cases. In the other cases, the order of the competent authority declaring the goods in question as obsolete or unserviceable and ordering their disposal would be sufficient to cover the loss to government, if any, and no separate sanction for write off of the goods is necessary. A formal survey report as prescribed in Government of India's decision (1) under rules 124 of GFR should be prepared in all such cases.

A copy of each order declaring goods as unserviceable or obsolete should be endorsed by the competent authority to the audit officer and/or the pay and account Officer, as the case may be, in accordance with the procedure prescribed in rules 39.

In order to ensure that the obsolete/unserviceable goods fetch good returns, it is essential that (1) the goods are disposed off at the earliest after they are condemned or rendered unserviceable/obsolete to requirements; (2) proper protection is given to them till their removal by the purchasers and (3) time lag between the declaration and actual disposal of goods is minimized.

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Central Soil & Materials Research Station

FOR FRESH PURCHASE

Please tick () at appropriate place

- * Equipment/ Instrument ()
- * Consumable (Stationary/oil/chemical/glasswares etc.) ()
- * Indigenous ()
- * Imported ()
- * Imported item having indigenous components also ()
- * Equipment/ Instrument having consumables ()
(pl. specify consumable component in the main specification also)

(a)	Name of the indenting division	
(b)	Name of the equipment/items along with specifications as per Proforma 5 including spares and accessories. Number to be specifically mentioned. In case of consumables/stationary items like, chemicals/ glasswares/ filter papers, oil, plastic items Proforma 9 to be filled and enclosed.	
(c)	Whether Non Availability Certificate as per Proforma-6 from the Stores (in original) has been enclosed?	
(d)	Is it a lab equipment, field equipment, consumable or furniture item?	
(e)	Justification for the equipment/item.	
(f)	Whether the same equipment is already available in the division/unit, if so, please state whether working/ not working. In case of consumable, please state whether balance account (quantity) is available.	
(g)	In case, it is in addition to the existing working equipments/ items, please give justification	
(h)	Is it a proprietary item, if so, to be fully justified (Attach proprietary item certificate from CRO/JD)	
(I)	Has the indenting division located the space and is ready for receipt/ commissioning of the equipment/items as soon as it arrives?	
(j)	Is any site preparation required for installation or commissioning? if yes, whether the same would be ready by the time the equipment/item arrives.	
(k)	Plan scheme/project to which it is chargeable. In case of plan scheme, whether provision for the same has been made. Enclose a copy of relevant SFC wherein the items has been mentioned. If covered under miscellaneous item of SFC, suitable justification may be given w.r.t. the objectives of the scheme.	
(l)	Approximate cost of the equipment/items (Rupees)	

(m)	Head of account and year.	
(n)	Head of A/C chargeable (for non deposit works)	
(o)	In case chargeable to a project a) Name of the project b) Total amount deposited (vide letter No.----- dt.----- ---- Cheque No. ----- dt.-----) c) Amount allocated for consumable/ misc. purchases d) Amount already spent before e) Balance amount available f) Amount to be spent for present purchase g) Head of Account: _____ h) Appropriation of the Head of Account:	
(p)	Is the item available under DGS&D rate contract/ Kendriya Bhandar/ NCCF or through any authorized Govt. of India body/ Institution ? Please also indicate whether it is proposed to be purchased through them.	
(q)	In case the cost of the equipment/item is up to Rs.10,000/- following details may be given	
	(i) In case quotations are to be called, list of possible suppliers/firms to be enclosed as per proforma-10	
	(ii) In case hand quotations are to be taken justification for the same may be given.	
	(iii) Any specific terms and condition (like Guarantee/ warranty etc. ; (to be taken care of by indenting division)	

Encl:

- | | | |
|-------|--|-----------|
| (i) | Specifications including spares and accessories (Proforma -5) | (Yes/ No) |
| (ii) | Non Availability Certificate from the Stores in original (Proforma -6) | (Yes/ No) |
| (iii) | List of possible suppliers/firms (Proforma-10) | (Yes/ No) |
| (iv) | Specccification of consumables (Proforma- 9) | (Yes/ No) |
| (v) | Relevant portion of SFC | (Yes/ No) |
| (vi) | Any other item | |

Signature of the officer

Signature of the divisional head

Signature of the discipline head

Signature of the Director, CSMRS

Central Soil & Materials Research Station
REPAIR CASES (Not covered under AMC)

(a)	Name of the indenting division	
(b)	Name of the equipment/item along with Model No. Please state whether it is indigenous or imported.	
(c)	Whether NOC has been taken from workshop/ Electronic Division (Proforma 7/8, as applicable). If yes, enclose NOC in original	
(d)	Name of the firm, year of purchase, original cost of the equipment/item	
(e)	Amount incurred so far by way of repair including spares/accessories(this should cover cost incurred both by the indenting divisions on their own and through Procurement Division) Details may be had from the Procurement Division	
(f)	Approximate cost of the repair in case it is readily assessable	
(g)	Is the repair proposed to be undertaken through the authorised service agent of the equipment/item supplies, if so, please give name of the authorised dealer along with photocopy of its proof.	
(h)	In case it is proposed to be undertaken through an authorised Govt. body/National Level Institution etc, please give details.	
(i)	In case it is proposed to be undertaken by calling quotation please enclose list of dealers/ firms. (Proforma 10)	
(j)	Whether the indenting division has prepared specific terms and conditions, if yes, same may be enclosed. (see proforma-13)	
(l)	Justification for the proposed expenditure (e.g. revenue earned through clients sponsored works, frequency of its utilization, log book etc.)	
(m)	Name of the contact official in the division for repair work.	

Encl:

- | | | |
|-------|--|-----------|
| (i) | NOC from workshop/ Electronic Division(Proforma 7/8) | (Yes/ No) |
| (ii) | Proof of authorised dealer | (Yes/ No) |
| (iii) | List of possible suppliers/dealers (Proforma-10) | (Yes/ No) |
| (iv) | Specific terms and conditions | (Yes/ No) |

Singnature of the officer

Signature of the divisional head

Signature of the discipline head

Signature of the Director, CSMRS

Central Soil & Materials Research Station
AMC

(a)	Name of the indenting division	
(b)	Name of the equipment	
(c)	Supply order No. and year of purchase	
(d)	Is it an indigenous equipment or imported ?	
(e)	Original cost of the equipment/item alongwith accessories, spares	
(f)	Is the AMC proposed to be undertaken through an authorised service agent of the equipment/item, if so, please give name of the authorised dealer alongwith photocopy of its proof.	
(g)	Is it currently under AMC? if so, date of expiry of current AMC.	
(h)	Has the firm provided satisfactory maintenance/repair performance in the immediate past?	
(i)	Year wise expenditure including AMC charges incurred on repair and purchase of spare parts/consumable/accessories (to be taken from Procurement Division) However, if any expenditure on account of AMC/repairs/spareparts has been incurred by indenting division themselves in the past, details may be given.	
(j)	Head of account	
(k)	Is it chargeable to an ongoing scheme or project deposit, give details. (In case of project deposit, give details.) i) Name of the project ii) Total amount deposited (vide letter No.----- dt.----- Cheque No. ----- dt.-----) iii) Amount allocated for consumable/ misc. purchases iv) Amount already spent before v) Balance amount available vi) Amount to be spent for present purchase vii) Appropriation of the Head of Account:	
(l)	In case there is no authorised dealer please state whether quotations are to be called. If so, enclose list of probable vendors.	
(m)	Any specific terms and conditions to be incorporated/ deleted in the existing terms and conditions of CSMRS (proforma 13), if so, please give details.	
(n)	Justification for the proposed expenditure (e.g. revenue earned through client sponsored projects, frequency of utilization, log books etc.)	
(o)	Name of the contact official in the division for AMC	

- Encl: (i) Year wise expenditure incurred on repair and purchase of spare parts/ consumables/ accessories (Yes/No)
(ii) List of possible vendors. (proforma 10) (Yes/No)
(iii) Proof of authorised dealer (Yes/No)
(iv) Specific terms & conditions (Yes/No)

Signature of the officer

Signature of the divisional head
Signature of the discipline head
Signature of the Director, CSMRS

Central Soil & Materials Research Station
JOB WORK

(a)	Name of the indenting division	
(b)	Name of the job work	
(c)	Is it proposed to be done through CSMRS or outside agency? NOC from the DW&I may be enclosed in the prescribed format (proforma 7) wherever applicable	
(d)	Approximate expenditure involved	
(e)	Job specifications(enclose details)in original with drawing, if any	
(f)	Can the job be done through CPWD/NCCF/ Kendriya Bhandar/ NIC/ Authorised Govt. body/Institution.	
(g)	In case quotations are to be called, list of possible dealers (proforma 10)	
(h)	Any site, specific preparation required for the job work, if so, give details and whether the same would be ready before undertaking the job.	
(i)	If any specific terms and conditions for the job have been prepared. Please enclose a copy of the same. (see proforma-13 also).	
(j)	Full justification for the job work	
(k)	Is it chargeable to any ongoing scheme/project, give details. In case of project deposit, give details. i) Name of the project ii) Total amount deposited (vide letter No.----- dt.----- Cheque No. ----- dt.-----) iii) Amount allocated for consumable/ misc. purchases iv) Amount already spent before v) Balance amount available vi) Amount to be spent for present purchase vii) Head of Account: _____ viii) Appropriation of the Head of Account:	
(l)	Head of account	
(m)	Approximate time period involved in the job work	
(n)	Name of the contact official in the division for job work	

Encl:

- | | | |
|-------|---|----------|
| (i) | NOC from the DW&I in the proforma 7 | (Yes/No) |
| (ii) | Job specifications in original with drawing | (Yes/No) |
| (iii) | List of possible dealers (proforma 10) | (Yes/No) |
| (iv) | Any specific terms and conditions for the job | (Yes/No) |
| (v) | Copy of project estimate | (Yes/No) |

Signature of the officer

Signature of the divisional head

Signature of the discipline head

Signature of the Director, CSMRS

Central Soil & Materials Research Station

----- Division

SPECIFICATION

(For fresh purchase/ job and to be enclosed with PROFORMA-1)

- 1. Name of the equipment/ instrument: -----
- 2. Number required: -----
- 3. Detailed specification: -----

- 4. Any spares/ accessories including their number: -----
- 5. Guaranty/ warranty: -----
- 6. Whether installation/ commissioning required from the firm: -----
- 7. Manual/ service book required: -----
- 8. Training component: -----
- 9. Any consumable component: -----
- 10. Any special requirement: -----

Note: For consumables, pl. fill in PROFORMA-9

Signature

Signature of Division/ Discipline head

CENTRAL SOIL AND MATERIALS RESEARCH STATION

NON-AVAILABILITY CERTIFICATE FROM CSMRS STORE

1. Name of Division:
2. Name of Equipment/ items
3. Quantity required:
4. Type of equipment/ item (field store/ lab. store/furniture / consumables etc.)
5. In case it is spares/ accessories of existing equipment, please indicate the name of equipment, year of purchase of the main equipment.
6. Specifications including drawings of the equipments along with accessories (duly signed by division/ discipline head) in one original + one extra copy:

Encl: Proforma- 5/9 enclosed (Yes/ No)

(Signature)

Sig. of Division/Discipline Head

SRO (Stores)

Workshop Division

Job reference & date: _____

Workshop job No. & Date: _____

Indenting division: _____

Sl No.	Job	1	2	3	Remarks, if any
1.	Name/Part No. of the job(s) Part(s) required and it's Priority				Indenting Division
2.	Quantity required				Stores division
3.	Whether quantity required, if yes, approximate Consumption per year				

The following items/papers are being supplied alongwith for undertaking the job(s) in the workshop as specified above:

Raw material(s)/Drawing/Blue prints/Photostat/Sample of the job(s)

Job(s) received as per required specifications

ARO/RO(Indenting Divn.)

SRO (_____)

CRO (_____)

SRO (Workshop)

ARO (Workshop)

Sup/RA (Workshop)

Foreman(Workshop)

For use in the workshop

Job(s)reference	Job(s) handed over to Mechanic(s) (Name & Date)	Job(s) completed	Remarks

Signature

Supervisor (Workshop)

Sr. Research Officer (Workshop)

Chief Research Officer (Workshop)

Physics & Electronics Instrumentation

Equipment/Job: _____

Indenting Division: _____

Date of sending the job: _____

Particulars of Complaint/Job: _____

Job No.: _____

Details for the Job/report: _____

Date of handing over: _____

Any other remarks: _____

(RA/ARO/RO)

SRO (E)

Item received back in working condition

(Sign. of Indenting Officer)

SRO/CRO

Central Soil and Materials Research Station

**PURCHASE OF CONSUMABLE ITEMS
(to be enclosed with proforma-1)**

1. Name of Indenting
Division: _____

2. Title of the consumable items i.e. stationery, : _____
Chemical, Glassware, Oil, Plastic ware,
Filter Paper etc.

3. Is there any Stock/ portion of indented consumables available? Available/ Not available/
Partially available

4. Details of consumables required (following format to be followed):

Sl. No.	Name of items	Quality/Grade	Qty. required	Rate per item (Rs.)	Approx. Cost (Rs.)
Total					

(Rupees ----- only)

5. Recommended for purchase from Kendriya Bhandar/ NCCF/ Open market.

6. Head of A/c _____

**(Signature)
with name & designation**

SRO/CRO()/ JD()

Director (CSMRS)

CENTRAL SOIL AND MATERIALS RESEARCH STATION
----- DIVISION

List Of Suppliers/ Dealers/ Authorised Service Providers

1. Name of equipment/ item/ consumable:
2. List of suppliers/ dealers

Sl. No.	Name of the firm	Complete address	Contact Phone No./ Fax No./ E-mail, if any
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Signature

Signature of Division/ Discipline Head

Annexure - V

(DIRECTORY OF OFFICERS & EMPLOYEES)

**DISPOSITION STATEMENT SHOWING
STAFF GROUP A (GAZETTED) IN CSMRS AS ON 01.02.2010**

S. No.	Designation	No. of posts S F V E 3	No. of temp./pmt. Posts 4.	Name of the incumbent S/Shri/Ms 5.	Whether pmt./temp. 6.	Date of apptt. in Govt. service 7.	Date of apptt. to the present grade 8.	Date of super-annuation 9.
1.	Director PB-4 Rs.37400-67000 + 10000 GP	01 01 - -	01 pmt.	Murari Ratnam	Pmt	28.05.79	01.08.07	31.01.16
2.	Joint Director PB-4 Rs.37400-67000+ 8700 GP	02 02 -- -	01 pmt. 01 temp	1.Rajbal Singh 2.S.K. Babbar	Pmt. Pmt.	27.02.85 27.05.76	12.02.07 12.02.07	31.07.15 30.09.10
3.	Chief Research Officer PB-3 Rs.15600-39100+ 7600 GP	06 08 - 02	01 Pmt. 05-temp.	1.Nakul Dev 2. M.L. Soni 3. N. Sivakumar 4. Hasan Abdullah 5. S.L. Gupta 6.Rajeev Kumar 7.Nripendra Kumar 8. R.Chitra (SC)	Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt.	03.04.76 31.07.75 27.06-.85 28.06.85 03.06.85 29.05.85 31.05.85 22.02.88	11.10.06 11.10.06 11.10.06 11.10.06 11.10.06 11.10.06 11.10.06 11.10-.06	30.06.10 31.12.10 31.07.18 30.06.19 31.03.21 31.01.21 30.06.19 30.06.26
4.	Senior Research Officer PB-3 Rs.15600-39100+ 6600 GP	19 17 02 -	15 pmt. 04 temp	1.Aabi Binju 2.P.K. Jha 3.N.P. Honkanadavar (ST) 4.Hari Dev (SC) \$ 5.Vinay Swarup 6.Narender Kumar Gupta \$ 7.Manish Gupta 8.Mahabir Dixit 9.Vinay Kumar \$ 10.Sanjeev Sobti 11.G.K. Vijn 12.N. Kumara Vel 13.R.K. Mathur 14. N.V. Mahure (SC) 15. Ram Bachan Shivali (SC) 16.S.V Rao (SC) 17.U.S.Vidyarthi	Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt.	28.06.85 08.04.81 25.01.93 23.08.90 20.02.95 14.05.91 02.03.95 09.03.95 18.03.94 21.01.85 08.08.77 07.10.96 08.11.79 16.08.90 31.07.90 18.07.96 12.09.90	28.06.90 10.01.94 29.12.97 30.07.01 30.07.01 30.07.01 30.07.01 30.07.01 30.07.01 16.04.02 16.04.02 16.04.02 20.03.03* 20.03.03* 20.03.03* 20.03.03* 05.03.07	30.09.18 31.03.17 31.05.26 31.01.25 30.11.27 31.03.30 30.09.30 31.12.23 31.12.27 31.03.19 31.08.17 31.07.30 31.07.17 31.08.21 31.08.21 31.05.22 31.12.24

5.	Research Officer PB-3 Rs.15600-39100+5400 GP	40 19 21 - (27 in Engg. + 25 in Sc. Stream)	40 pmt 12 temp	1..G.D. Sharma 2.Rosie Ahuja 3.Dr. Neelam Phougat 4. A.K. Aggarwal 5.Satya Pal(SC) 6. Amna Kr(SC) 7.Pritpal Singh 8..R.K. Venkatachalam (SC) 9.Raj Kr (SC) 10.Pankaj Sharma 11.Naresh Kumar 12.Alex Varughese 13.Bimal Kr. Munzni (ST) 14.Vishal Tonger (OBC) 15. Amar Deep Singh 16.D.V. Sarwade (OBC) 17. Sukhdev Singh (OBC) 18. Birendra Pratap (SC) 19. Shahid Noor	Pmt. .Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. . . Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Temp. Temp	15.03.78 14.06.85 16.03.98 16.11.72 12.08.74 09.12.74 26.06.78 07.08.79 13.04.89 26.12.78 29.05.75 10.12.85 30.05.91 02.08.06 05.12.06 15.01.07 23.11.98 10.11.09 12.01.10	26.12.96 20.12.00 16.03.98 21.09.00 21.09.00 21.09.00 21.09.00 21.09.00 22.12.00 17.11.05 17.11.05 17.11.05 17.11.05 02.08.06 05.12.06 15.01.07 07.05.07 10.11.09 12.01.10	31.01.13 30.06.20 31.10.26 31.10.11 31.07.12 31.07.12 31.01.15 31.10.10 30.11.24 29.02.16 31.05.11 31.08.19 31.12.24 31.10.37 30.09.35 30.11.37 30.06.30 30.04.15
6.	Under Secy. PB-3 Rs.15600-39100+6600 GP	02 01 01--	01 pmt.	1. A.H.Aggarwal	Pmt.	24.04.84	28.12.06	31.07.19
7.	Library & Information Officer PB-3 Rs.15600-39100 + 5400 GP	01 01 - -	01 pmt.	R.P. Bajaj	Pmt.	30.09.85	30.09.85	30.04.15

\$ on deputation with DSIR

	Man PB-2 Rs.9300- 34800 + 4600 GP							
4.	Pvt. Secy PB-2 Rs.9300- 34800 + 4600 GP	03 02 01 -	03 pmt	1.Suman Sood 2.L.Srinivasan	Pmt. Pmt.	24.03.76 15.04.75	07.04.93 01.12.06	31.10.14 31.01.13
5.	Asstt. Director (OL) PB-3 Rs.15600- 39100+ 5400 GP	01 01 --	01 pmt	Shashi Kala Sharma	Pmt.	16.05.72	03.07.02	31.05.10
6.	Asstt. Accounts Officer PB-2 Rs.9300- 34800 + 4600 GP	01 01 --	01 Pmt	R.L.Sheoran	Pmt.	01.03.83		28.02.19

#ad hoc

+Joined in the afternoon.

**DISPOSITION STATEMENT SHOWING STAFF GROUP B (NON-GAZETTED) IN
CSMRS AS ON 01.02.2010**

S. No.	Designation	No. of posts	No. of temp./pmt. Posts	Name of the incumbent	Whether pmt./temp.	Date of apptt. in Govt. service	Date of apptt. to the present grade	Date of super-annuation
1.	2.	S F V E 3	4.	S/Shri/Ms 5.	6.	7.	8.	9.
1.	Research Assistant PB-2 Rs.9300-34800+ 4200 GP	19 16 03 -	25 pmt 01 temp	1.U.C. Gupta 2.Anil Rastogi 3.N.K. Khoth 4.Mukesh 5.Mumtaj Ahmed (OBC) 6.R.P. Yadav (OBC) 7.V.B. Harit (SC) 8.C. Srishailam (OBC) ** 9.Md. Khadar Basha 10. Bhimeswara Sarma 11.Sameer Vyas 12.Dr. K.K. Misra 13. Pushpa Rani 14. A.K. Jain 15.R.P. Kumawat (OBC) 16.S.N.Singh (SC)	Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt.	16.01.86 11.12.86 31.05.85 10.06.97 05.05.82 22.08.97 06.10.97 05.11.97 27.11.97 17.08.98 20.08.97 05.11.97 02.02.98 25.11.78 12.07.89 17.09.90	26.02.96 26.02.96 01.04.97 10.06.97 02.07.97 22.08.97 06.10.97 05.11.97 27.11.97 17.08.98 20.08.97 05.11.97 02.02.98 30.01.01 29.03.04 22.01.07	31.03.26 31.03.20 28.02.22 31.05.29 30.06.20 30.06.30 31.08.27 31.05.29 31.08.28 30.06.28 30.06.32 28.02.30 30.04.27 30.06.13 30.09.26 30.06.22
2.	Assistant PB-2 Rs.9300-34800+ 4200 GP	06 09 - 03	03 pmt 03 temp	1.A Sachidanandan# 2.Renu Bala Narang 3.Asha Singh(SC) 4J.K. Singhal 5. N.A Sreejit# 6.D.K. Sharma# 7.J.K. Sharma# 8. Paritosh # Bhatia 9..Rita Vohra #	Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt. Pmt.	25.06.83 03.02.73 30.06.80 12.09.74 13.06.83 22.05.75 30.10.82 03.05.82 12.04.83	18.10.01 14.12.98 27.01.99 17.12.81 04.02.02 25.03.04 25.03.04 25.03.04	30.09.19 31.01.12 30.04.18 30.04.13 31.05.19 31.01.15 31.07.20 31.01.19
3.	Accountant PB-2 Rs.9300-34800+ 4200 GP	01 -01 -	01 pmt.					
4.	P.A. PB-2	07 04 03 -	02 pmt 05 temp	1.R. Krishna Kumar#	Pmt	16.03.82	18.04.94	30.06.21

	Rs.9300-34800+ 4200 GP			2.Prem Chand 3.Beena Rani 4.M. Venkata- raman	Pmt Pmt. Pmt..	25.07.82 24.10.81	13.08.93 26.06.01 01.07.08*	31.03.17 31.12.19
5.	D' man Grade I PB-2 Rs.9300-34800+ 4200 GP	01 01 - -		A.K. Madan	Pmt.	08.06.77	01.04.04	28.12.17

#ad hoc

*joined in CSMRS

** technical resignation w.e.f. 26.12.2008 and kept lien for two years

DISPOSITION LIST OF GROUP-C(TECHNICAL) & GR.'D' STAFF OF CSMRS AS ON 01-02-2010

DESIGNATION SCALE OF PAY	NO. OF POSTS F V	NAME OF THE INCUMBENT S/SHRI/SMT. WHETHER SC/ST/OBC	DATE OF APPT. IN GOVT. SERVICE	DATE OF APPT. IN THE PRESENT GRADE	DATE OF BIRTH	DATE OF RETIREMENT	EDU. QUALI.	PMT/ TMP	WHERE POSTED
SUPERVISOR PB-2 + Rs.4200(GP)	7 7 - PMT 4	1. V.K. GUPTA 2 KULDEEP 3. R.K.CHOUDHARY (SC) 4. K C DASS 5.Y.P.NIKHARE (ST+PH) 6.VIPIN KUMAR 7.ANIL KUMAR (SC)	13.01.83 13.06.85 13.08.85 14.06.90 15.12.97 08.05.98 11.12.98	13.01.83 13.06.85 13.08.85 14.06.90 15.12.97 08.05.98 11.12.98	10.09.60 05.04.64 30.05.59 03.10.67 12.08.69 05.05.75 01.03.70	30.09.20 30.04.24 31.05.19 31.10.27 31.08.29 31.05.35 28.02.30	DIP.CE DIP.CE DIP.CE DIP.CE DIP.CE DIP.ME DIP.ME	PMT PMT PMT PMT PMT PMT PMT	DRILLING HQS PROC EGII HQ WORKSHOP HQ.II
LABORATORY ASSISTANT GR.I PB-1 + Rs.2800(GP)	5 5 0 PMT 0 TMP 5	1.MAHENDER SINGH (OBC) 2..VIRENDER SINGH 3.V.P.SHARMA 4 NEETU SINGH (SC) 5.K.P.SINGH	17.09.75 07.07.79 08.07.76 02.05.06 06.07.76	01.04.02 02.12.02 07.12.04 02.05.06 14.07.08	05..01.51 16.09.61 15.01.56 03.03.80 15.02.53	31.01.11 30.09.21 31.01.16 31.03.40 28.02.13	H..SCH. SEC.S JR/SEC MSc Chem: Hr.SEC	PMT PMT PMT Temp Pmt.	RM.I RM.II C.IV CCD
LABORATORY ASSISTANT GR.II PB-1 + Rs.2400(GP)	10 10 - PMT 1 TMP 9	1.DS OJHA 2.PAPIYA GUHA 3.ARCHANA NAVANI 4.KHS RAWAT 5 PREM MASHI 6 JANGALI RAM (SC) 7.ROOP SINGH 8 JHAMMAN MAHTO (ST) 9 N.N.SINGH 10. A.K. GHOSH	05.06.85 29.04.85 20.05.85 27.05.85 23.05.85 07.06.80 17.03.86 10.10.90 0 3.01.81 05.01.82	30.09.94 30.09.94 30.09.94 11.07.97 03.04.01 29.03.01 01.04.02 02.12.02 01.02.05 18.07.08	22.07.64 13.09.62 01.05.63 01.07.63 01.01.64 01.07.57 05.07.63 15.12.57 01.03.62 21.08.60	31.07.24 30.09.22 30.04.23 30.06.23 31.12.23 30.06.17 31.12.23 31.12.17 28.02.22 31.08.20	HR.SEC B.SC B.SC B.A. B.A. INTER B.SC HIGH SC. INTER +2	PMT PMT PMT PMT PMT PMT PMT PMT PMT PMT	C.II S.II S.III S.I EG.I S.IV S.I S.II EG.I HOS-I
LABORATORY ASSISTANT GR.III PB-1 + Rs.2000(GP)	21 21 0 PMT 8 TMP 16	1.RAJESHWAR SINGH 2.AMIT KUMAR 3.OP PANDA 4 SK KAUSHSIK 5 RAJENDER KUMAR (SC) 6.AK VASHISHT 7.SN SING (SC) 8.UMESH KUMAR 9.KARAN SINGH (OBC) 10.RK SHARMA 11.RAM GOPAL 12.JOLLY KURIEN 13. DEVENDER SINGH 14.VINOD NAUDIYAL 15.SOHAN SINGH 16. P.PARAMSHIVAM (SC) 17.YADUNANDAN RAM 18 NAND KISHORE (SC) 19 BALBIR SINGH 20 RAJIV KUMAR 21 RAMBIR SINGH	18.07.89 06.07.89 11.07.89 06.07.89 06.07.89 03.08.89 04.10.89 03.11.89 25.10.89 31.01.90 04.05.90 21.03.91 07.07.94 29.03.96 25.07.84 04.12.87 23.07.87 23.07.87 09.02.84 28.02.06 23.07.87	18.07.89 06.07.89 11.07.89 06.07.89 06.07.89 03.08.89 04.10.89 03.11.89 25.10.89 31.01.90 04.05.90 21.03.91 07.07.94 29.03.96 19.03.99 28.09.01 28.09.01 03.09.02 19.09.05 28.02.06 20.03.09	06.05.63 30.03.66 05.06.65 08.08.63 22.04.63 20.26.65 11.03.62 07.03.52 19.08.51 04.10.67 10.01.60 30.11.57 05.05.69 10.07.70 11.01.60 15.06.65 02.03.59 12.06.62 01.08.60 07.01.82 05.06.61	31.05.23 31.03.26 30.06.25 31.08.23 30.04.23 30.06.25 31.03.22 3103.12 31.08.11 31.10.27 31.01.20 30.11.17 31.05.29 31.07.30 31.01.20 30.06.25 31.03.19 30.06.22 31.07.20 31.01.42 30.06.21	B.Sc B.Sc. B.Sc B.Sc. HR.SEC B.Sc INTER DLL.DE HR.SEC B.A. HIGH .SC SSLC MATRIC XIITH 10 TH 10 TH (AD) 10 TH 10 TH 10 th BSc 10th Pass	PMT PMT PMT PMT PMT PMT PMT PMT PMT PMT PMT PMT PMT PMT PMT PMT PMT Temp	RF.II RM.I EG.I EG C.I SCD CON.R .II C.II HQS.II * RF.I S.III RF.II C.IV CCD C.I S.I S.III HQ Geosynthetics
STAFF CAR DRIVER GR.I PB-1 + Rs.2800(GP)	02 0 101 PMT 1 TMP 1	1.RAGHUBIR SINGH (SC)	22.04.72	22.01.02	06.10.53	31.10.13	8 TH	PMT	HQS.I
STAFF CAR DRIVER GR.II PB-1 + Rs.2400(GP)	02 02 00 PMT 2	1.MAHENDER SINGH 2.DAYA KISHAN (SC)	15.09.81 09.02.84	01.03.01 14.03.02	04.04.60 07.11.64	30.04.20 30.11.24	9 TH 9 TH	PMT PMT	HQS.I HQS.I
STAFF CAR DRIVER ORD. GR. Pb-1, + Rs1900/.	03 03 0 TMP 03	1.RAJ SINGH 2.HARVANS SINGH 3.SANJAY KUMAR (OBC)	04.12.87 23.07.87 04.07.03	17.01.95 05.08.97 04.07.03	01.01.65 21.11.61 01.05.75	31.12.24 30.11.21 30.04.35	8 TH 10 TH SEC.SCH	PMT PMT TMP	HQS.I HQS.I HQS
LIBRARY INF. ASSTT. PB-2, + 4200	01 01 00	1.YASH KUMAR (SC)	01.03.83	07.04.89	18.05.63	31.05.23	XTH.CERT	PMT	L&D
DRILLER, PB-1 + Rs.2800/(GP)	03 03 00	1.GAJENDRA SINGH (ST) 2. LALIT KR SHARMA 3. DIPEN INGITI (ST)	12.03.91 23.08.99 19.01.00	1.03.01 23.08.07 25.07.08	18.06.67 25.06.74 13.08.72	30.06.27 30.06.34 31.08.32	NTC(M) ITI(FITE) RSR. SEC	PMT -do- -do-	DRILLING -do-
ASSISTANT DRILLER PB-1 +Rs.2400	01 01 00	1..S.S.PRASAD (PH)	6.03.00	6.0.3.00	01.01.67	31.12.26	SEC. SCH	PMT	DRILLING
REP. ASSTT. PB-1 + Rs.1900(GP)	01 01 00 TMP 01	1.BIJENDER SINGH	26.08.98	26.08.98	20.03.74	31.03..34	M.Sc	PMT	HQS.I
STORE	01 01 00	1.S.K.GUPTA	04.04.81	10.03.06	07.05.57	31.05.17	M.COM	PMT	STOR

N GR.I , PB-1 + RS.2400(GP)	TMP 1								
ELECTRICIAN, PB-1, + Rs.1900	01 01 00 TMP 1	1.SAMPAT KUMAR (SC)	14.08.92	14.08.92	04.04.65	30.04.25	ITI	PMT	HQS
CARPENTER PB-1 + RS.1900(GP)	01 01 00 TMP 1	1.Md. IRFAN	17.5.04	17.5.04	5.5.80	31.5.40	ITI	TEMP	HQ – I
SR COM-PUTERPB-1 + Rs.2800(GP)	01 00 01 PMT 1	VACANT (CWC Post)							
JR COMPUTER PB-1, Rs.1900	02 00 02 PMT 2	VACANT (CWC Post)							
DRAFTSMAN GR.II PB-2 + Rs.4200(GP)	02 00 02 PMT 1	VACANT (CWC Post)							
DRAFTSMAN GR.III PB-1, + Rs.2400(GP)	01 00 01 PMT 1	VACANT (CWC Post)							
SKILLED WORK ASSISTANT , PB-1, Rs.1800 (GP)	17 15 02 PMT02 TMP00	1 M.L. CHAKRABORTY 2. DHARAM SINGH (SC) 3 .DHOOM SINGH (SC) 4. SOM PAL (SC) 5. SURESH PRASAD (SC) 6 KIRAN PAL (SC) 7. RAMESH (SC) 8 JAI BHAGWAN (SC) 9. DHARAM BIR (SC) 10 .BIRO DEVI (SC) 11. MAINA (SC) 12. RAJ BALA (SC) 13. SURINDER SINGH (VPH) 14. M.CHENGOTTAYAN 15. NEENA BHUTANI	12.01.70 25.08.71 23.03.84 23.03.84 23.03.84 23.03.84 23.03.84 23.03.84 02.05.85 02.05.85 05.04.88 26.09.88 26.02.91 11.07.94 14.10.98 09.04.03	31.01.85 01.02.82 18.02.88 18.02.88 18.02.88 18.02.88 18.02.88 19.02.88 19.02.88 05.04.88 26.09.88 26.02.91 11.07.94 14.10.98 09.04.03	10.07.51 14.03.52 04.01.55 20.10.58 09.05.59 14.11.61 10.02.62 14.04.66 09.05.62 01.01.59 06.03.64 07.05.64 31.05.70 05.06.76 28.10.68	31.07.11 31.03.12 31.01.15 31.01.18 31.05.19 30.11.21 28.02.22 30.04.26 31.05.22 31.12.18 31.03.24 31.05.24 30.04.30 30.06.36 31.10.28		PMT PMT PMT PMT PMT PMT PMT PMT PMT PMT PMT PMT PMT PMT PMT PMT	CASH ADM HQS HQS HQS HQS HQS HQS HQS HQS HQS HQS HQS HQS HQS Cash
LIBRARY ATTENDANT PB 1 +Rs.1800 (GP)	01 01 00 TMP 01	1.ANIL KUMAR (SC)	12.10.89	12.01.89	24.06.62	30.06.22		PMT	L&D
BEARER , PB-1+ Rs.1900(GP)	03 03 00	1.RAMSWAROOP (SC) 2.VIRENDERNATH GOSWAMI (OBC) 3.LAL BAHUDER	01.10.90 01.10.90 01.10.90	01.10.90 01.10.90 01.10.90	20.04.66 06.02.69 01.02.65	30.04.26 28.02.29 31.01.25		PMT TMP TMP	CANT EEN -do- -do- EEN
WASH BOY, IS+ Rs. 1300(GP)	01 01 00	1.JAI PRAKASH (GROUP –D)	01.10.91	01.10.91	09.09.62	30.09.22		TMP	CANT EEN
TEA MAKER PB-1 + Rs.1900(GP)	01 01 00	1.PREM LAL	01.10.91	01.10.91	15.06.65	30.06.25		TMP	CANT EEN
SAFAIWALA IS + Rs.1300	01 01 00	1.JAI NIWAS (SC) (GROUP-D)	01.10.91	01.10.91	23.05.62	31.05.22		TMP	CANT EEN

Pay of Officers/Staff in CSMRS											
Sl.	Designation	Scale of Pay (In Rs.)	Time Scale	Average Pay (In Rs.)	Av. Pay + 50% D.A.	HRA	CCA	TA	DA	Gross Pay/Month	Gross Pay/Month
1	Director	18400-500-22400	8	21200	31800	9540	300	800	5406	47846	47846
2	Joint Director	14300-400-18300	10	16967	25450.5	7635.15	300	800	4326.585	38512.235	38512
3	Chief Research Officer	12000-375-16500	12	14850	22275	6682.5	300	800	3786.75	33844.25	33844
4	Senior Research Officer	10000-325-15200	16	12947	19420.5	5826.15	300	800	3301.485	29648.135	29648
5	Under Secretary	10000-325-15200	16	12947	19420.5	5826.15	300	800	3301.485	29648.135	29648
6	Research Officer(E)	8000-275-13500	20	10750	16125	4837.5	300	800	2741.25	24803.75	24804
7	Research Officer(S)	8000-275-13500	20	10750	16125	4837.5	300	800	2741.25	24803.75	24804
8	Documentation Officer	8000-275-13500	20	10750	16125	4837.5	300	800	2741.25	24803.75	24804
9	Astt. Research Officer	7500-250-12000	18	9900	14850	4455	300	400	2524.5	22529.5	22530
10	Section Officer	6500-200-10500	20	8500	12750	3825	300	400	2167.5	19442.5	19443
11	Private Scretary	6500-200-10500	20	8500	12750	3825	300	400	2167.5	19442.5	19443
12	Astt. Director (OL)	7500-250-12000	18	8500	12750	3825	300	400	2167.5	19442.5	19443
13	Head D'man	6500-200-10500	20	9900	14850	4455	300	400	2524.5	22529.5	22530
14	Research Astt.	6500-200-10500	20	8500	12750	3825	300	400	2167.5	19442.5	19443
15	Asistant	5500-175-9000	20	7250	10875	3262.5	300	400	1848.75	16686.25	16686
16	Personal Astt.	5500-175-9000	20	7250	10875	3262.5	300	400	1848.75	16686.25	16686
17	Accountant	5500-175-9000	20	7250	10875	3262.5	300	400	1848.75	16686.25	16686
18	Draftsman Grade I	5500-175-9000	20	7250	10875	3262.5	300	400	1848.75	16686.25	16686
19	AAO	6500-200-10500	20	9900	14850	4455	300	400	2524.5	22529.5	22530
20	Supervisor Gr.I	5500-175-9000	20	7250	10875	3262.5	300	400	1848.75	16686.25	16686
21	Hindi Translator	5500-175-9000	20	7250	10875	3262.5	300	400	1848.75	16686.25	16686
22	Supervisor Gr.II	5000-150-8000	20	6500	9750	2925	300	400	1657.5	15032.5	15033
23	DraftsmanGr.II	5000-150-8000	20	6500	9750	2925	300	400	1657.5	15032.5	15033
24	Sr.StoreKeeper	5000-150-8000	20	6500	9750	2925	300	400	1657.5	15032.5	15033
25	Laboratory Astt.Gr.I	4500-125-7000	20	5750	8625	2587.5	300	100	1466.25	13078.75	13079
26	Sr.Computer	4500-125-7000	20	5750	8625	2587.5	300	100	1466.25	13078.75	13079
27	Foreman(Workshop)	4500-125-7000	20	5750	8625	2587.5	300	100	1466.25	13078.75	13079

28	S.C.Driver Gr.I	4500-125-7000	20	5750	8625	2587.5	300	100	1466.25	13078.75	13079
29	Driller	4500-125-7000	20	5750	8625	2587.5	300	100	1466.25	13078.75	13079
30	Laboratory Astd.Gr.II	4000-100-6000	20	5000	7500	2250	300	100	1275	11425	11425
31	Mechanic	4000-100-6000	20	5000	7500	2250	300	100	1275	11425	11425
32	DraftsmanGr.III	4000-100-6000	20	5000	7500	2250	300	100	1275	11425	11425
33	Machinist Gr.I	4000-100-6000	20	5000	7500	2250	300	100	1275	11425	11425
34	Astd.Driller	4000-100-6000	20	5000	7500	2250	300	100	1275	11425	11425
35	S.C.Driver Gr.II	4000-100-6000	20	5000	7500	2250	300	100	1275	11425	11425
36	StoreKeeper Gr.II	4000-100-6000	20	5000	7500	2250	300	100	1275	11425	11425
37	Electrician Gr.I	4000-100-6000	20	5000	7500	2250	300	100	1275	11425	11425
38	Fitter Gr.I	4000-100-6000	20	5000	7500	2250	300	100	1275	11425	11425
39	Upper Division Clerk	4000-100-6000	20	5000	7500	2250	300	100	1275	11425	11425
40	Stenographer	4000-100-6000	20	5000	7500	2250	300	100	1275	11425	11425
41	Laboratory Astd.Gr.III	3200-85-4900	20	4050	6075	1822.5	300	100	1032.75	9330.25	9330
42	Jr. Computer	3050-75-3950-80-4590	20	3820	5730	1719	200	100	974.1	8723.1	8723
43	Mechanical Fitter	3050-75-3950-80-4590	20	3820	5730	1719	200	100	974.1	8723.1	8723
44	S.C.Driver Or.Gr.	3050-75-3950-80-4590	20	3820	5730	1719	200	100	974.1	8723.1	8723
45	Library Astd.	3050-75-3950-80-4590	20	3820	5730	1719	200	100	974.1	8723.1	8723
46	StoreKeeper Gr.III	3050-75-3950-80-4590	20	3820	5730	1719	200	100	974.1	8723.1	8723
47	Telephone Operator	3050-75-3950-80-4590	20	3820	5730	1719	200	100	974.1	8723.1	8723
48	Electrician Gr.II	3050-75-3950-80-4590	20	3820	5730	1719	200	100	974.1	8723.1	8723
49	Carpentar	3050-75-3950-80-4590	20	3820	5730	1719	200	100	974.1	8723.1	8723
50	Mason	3050-75-3950-80-4590	20	3820	5730	1719	200	100	974.1	8723.1	8723
51	Reprography Astd.	3050-75-3950-80-4590	20	3820	5730	1719	200	100	974.1	8723.1	8723
52	Lower Divison Clerk	3050-75-3950-80-4590	20	3820	5730	1719	200	100	974.1	8723.1	8723
53	Manager (Canteen)	3050-75-3950-80-4590	20	3820	5730	1719	200	100	974.1	8723.1	8723
54	Junior Clerk (Canteen)	3050-75-3950-80-4590	20	3820	5730	1719	200	100	974.1	8723.1	8723
55	Halwai (Canteen)	3050-75-3950-80-4590	20	3820	5730	1719	200	100	974.1	8723.1	8723
56	LDC(Time Keeper)	3050-75-3950-80-4590	20	3820	5730	1719	200	100	974.1	8723.1	8723

57	Lab.Helper Gr.I	2750-70-3800-75-4400	23	3493	5239.5	1571.85	200	100	890.715	8002.065	8002
58	Lab.Helper Gr.II	2610-60-2910-65-3300-70-4000	20	3282	4923	1476.9	200	100	836.91	7536.81	7537
59	Daftary	2610-60-3150-69-3540	15	3152.5	4728.75	1418.625	200	100	803.8875	7251.2625	7251
60	Tea Maker	2610-60-3150-69-3540	15	3152.5	4728.75	1418.625	200	100	803.8875	7251.2625	7251
61	Bearer	2610-60-3150-69-3540	15	3152.5	4728.75	1418.625	200	100	803.8875	7251.2625	7251
62	Junior Lib.Attendant	2550-55-2660-60-3200	11	2973	4459.5	1337.85	125	100	758.115	6780.465	6780
63	Lab.Helper Gr.III	2550-55-2660-60-3200	11	2973	4459.5	1337.85	125	100	758.115	6780.465	6780
64	Peon	2550-55-2660-60-3200	11	2973	4459.5	1337.85	125	100	758.115	6780.465	6780
65	Safaiwala	2550-55-2660-60-3200	11	2973	4459.5	1337.85	125	100	758.115	6780.465	6780
66	Caner	2550-55-2660-60-3200	11	2973	4459.5	1337.85	125	100	758.115	6780.465	6780
67	Farash	2550-55-2660-60-3200	11	2973	4459.5	1337.85	125	100	758.115	6780.465	6780
68	Wash Boy	2550-55-2660-60-3200	11	2973	4459.5	1337.85	125	100	758.115	6780.465	6780
69	Sweeper	2550-55-2660-60-3200	11	2973	4459.5	1337.85	125	100	758.115	6780.465	6780

Calculation for Average Basic Pay

$\text{Min} + \{(\text{Max} - \text{Min}) \times \frac{3}{4} - X/60\}$, where X = Length of time scale - 5

Length of time scale = $(\text{Max} - \text{Min}) / \text{Yearly increment}$

Calculation of CCA

BP + DP	CCA (in Rs.)
Upto Rs. 2999/-	90
Rs. 3000 to 4499/-	125
Rs. 4500 to 5999/-	200
Rs. 6000/- and above	300

Transportation Allowance (Rates)

Pay Scales	TA (in)

	Rs.)*
8000-13500 and above	800
7500-12000	400
6500-10500	400
5500-9000 and below	100

*** Transportation Allowance in respect of Handicapped persons is twice the normal rate**

No. of Grades in the Scale of 18400-22400	1
No. of Grades in the Scale of 14300-18300	1
No. of Grades in the Scale of 12000-16900	1
No. of Grades in the Scale of 10000-15200	2
No. of Grades in the Scale of 8000-13000	3
No. of Grades in the Scale of 7500-10500	1
No. of Grades in the Scale of 6500-10500	5
No. of Grades in the Scale of 5500-9000	7
No. of Grades in the Scale of 5000-8000	3
No. of Grades in the Scale of 4500-7000	5
No. of Grades in the Scale of 4000-6000	11
No. of Grades in the Scale of 3200-4900	1
No. of Grades in the Scale of 3050-4590	14
No. of Grades in the Scale of 3000-4590	1
No. of Grades in the Scale of 2750-4400	1
No. of Grades in the Scale of 2610-3540	4
No. of Grades in the Scale of 2550-3200	8
Total	69

Total No. of Scales	17
Total No. of Grades	69

4(1)(b)(xi)

The Budget allocated to each of it's agency indicating the particulars of all plans, proposed expenditures and

reports on disbursements made;

The budget allocated to CSMRS under various subheads (Plan & Non-Plan) for 2009-10 along with actual expenditure under these heads for 2009-10 is enclosed

Annexure - VI

(Budget)

**STATEMENT SHOWING PROGRESSIVE EXPENDITURE UPTO APRIL
2010(PLAN) IN RESPECT OF CSMRS.**

**STATEMENT SHOWING PROGRESSIVE. EXPENDITURE
(ACTUAL) UP TO APRIL, 2010 (NON-PLAN) IN RESPECT OF
CSMRS.**

**STATEMENT SHOWING PROGRESSIVE EXPENDITURE UPTO
APRIL, 2010 (PLAN) IN RESPECT OF CSMRS.**

(In thousand of rupees)

Unit of Appropriation Major Head- 2701	B.E. 2010-2011	Actual Expenditure for April 10	Progressive Expenditure up to April 2010	Balance
2701 05.05 - Research and Development in Apex Organization				
05.05.01 -Salaries	47000	6421	6421	40579
05.05.03 - Over time Allowance	100	0	0	100
05.05.06-Medical treatment	950	38	38	912
05.05.11- Domestic Travel Expenses	1000	176	176	824
05.05.12 - Foreign Travel expenses	150	0	0	150
05.05.13 - Office Expenses	14000	71	71	13929
05.05.14 – R.R.T	800	0	0	800
05.05.17- BCTT	0	0	0	0
05.05.20- O.A.E.	500	0	0	500
05.05.26- Ad. & Publicity	150	0	0	150
05.05.27 - Minor Works	22300	0	0	22300
05.05.28-Professional Service	0	0	0	0
05.05.31- Grants -in -aid	0	0	0	0
05.05.32 – Contribution	0	0	0	0
05.05.50 – Other Charges	0	0	0	0
05.05.51 - Motor Vehicles	2000	0	0	2000
05.05.52 - Machinery & Equipment	13000	0	0	13000
Total	101950	6705	6705	95245

Unit of Appropriation Major Head- 2552 (North-East)	B.E. 2010-2011	Actual Expenditure for April 10	Progressive Expenditure up to April 2010	Balance
01.04.11- Domestic Travel Expenses	400	0	0	400
01.04.52 - Machinery & Equipment	400	0	0	400
Total	800	0	0	800

**STATEMENT SHOWING PROGRESSIVE EXPENDITURE UP TO
APRIL, 2010 (NON-PLAN) IN RESPECT OF CSMRS.**

(In Thousand of rupees)

Unit of Appropriation Major Head- 2701	Non-Plan			
	B.E. 2010-2011	Actual Expenditure for April 10	Progressive Expenditure up to April 2010	Balance
1	2	3	4	5
04.03.01 -Salaries	55000	11936	11936	43064
04.03.03 - Over time Allowance	35	0	0	35
04.03.06- Medical treatment	600	3	3	597
04.03.11- Domestic Travel Expenses	300	58	58	242
04.03.13 - Office Expenses	1550	0	0	1550
04.03.17-BCTT	0	0	0	0
04.03.20 - Other Admn. Exp.	285	0	0	285
04.03.27 - Minor Works	1000	0	0	1000
04.03.51 - Motor Vehicles	375	0	0	375
04.03.52 - Machinery & Equipment	40	0	0	40
Total	59185	11997	11997	47188

4(1)(b)(xii)

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

NIL

4(1)(b)(xiii)

Particulars of concessions, permits or authorizations granted by it;

NIL

4(1)(b)(xiv)

Details in respect of the information, available to or held by it reduced in an electronic form;

CSMRS maintains it's bilingual website which can be accessed as <http://csmrs.gov.in>

4(1)(b)(xv)

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

Library & Documentation centre of CSMRS functions from 0930 Hrs. to 1800 Hrs on working days. The L&D centre is not open to General Public.

The names, designations and other particulars of the Public Information Officers;

1. **Sh. M.L. Soni, Chief Research Officer, has been designated as Public Information Officer. The complete contact details of Sh. M.L. Soni Chief Research Officer are as follows:**

**Sh. M.L. Soni
Chief Research Officer & Public Information Officer
Central Soil & Materials Research Station
Olof Palme Marg
Hauz Khas
New Delhi- 110016.
Tel: 011-26962608 (O)**

**Fax: 011-6853108
e mail: mlsoni@nic.in**

**Residential Address & Telephone No.
Flat No. P-43
Nivedita Kunj, Sector 10
R.K. Puram
New Delhi, 110022
Tel: 26166027**

2. **Sh. Murari Ratnam, Director, CSMRS has been designated as the Appellate authority for the purpose of the Right to Information Act, 2005. The complete contact details of Murari Ratnam are as follows:**

**Sh. Murari Ratnam ,Director
Central Soil & Materials Research Station
Olof Palme Marg
Hauz Khas
New Delhi- 110016.
Tel: 011-26961894 (O)
011-26967985 (O)
011-26874590 (R)
Fax: 011-6853108
e mail: mrasm@nic.in**

**Residential Address & T. No.
House No. 1219, Sector-12
R.K. Puram
New Delhi, 110022
Tel 011-26104722 (R)**

3. **Sh. S.K. Babbar, Joint Director, CSMRS is working as Grievances Officer for officers and staff as well as Public Grievances Officer. The complete contact details of Sh. S.K. Babbar is as follows:**

**Sh. S.K. Babbar
Joint Director
Central Soil & Materials Research Station
Olof Palme Marg
Hauz Khas
New Delhi- 110016.**

**Tel: 011-26562114 (O)
011-24677009 (R)
Fax: 011-6853108
e mail: skbabbar@.nic.in**

4. **For vigilance matters, Sh. A.H. Agarwal Under Secretary works as Vigilance Officer. The contact details of Sh. A.H. Agarwal are as follows:**

**Smt. A.H. Agarwal
Under Secretary
Central Soil & Materials Research Station
Olof Palme Marg
Hauz Khas
~~New Delhi-110016~~**

**Tel: 011-26581164 (O)
0124-2308812
Fax: 011-26853108**

5. **Shri A.H. Agrawal Under Secretary (I) works as Nodal/Coordinating Officer under RTI act. The contact details of Shri A.H. Agrawal is as follows.**

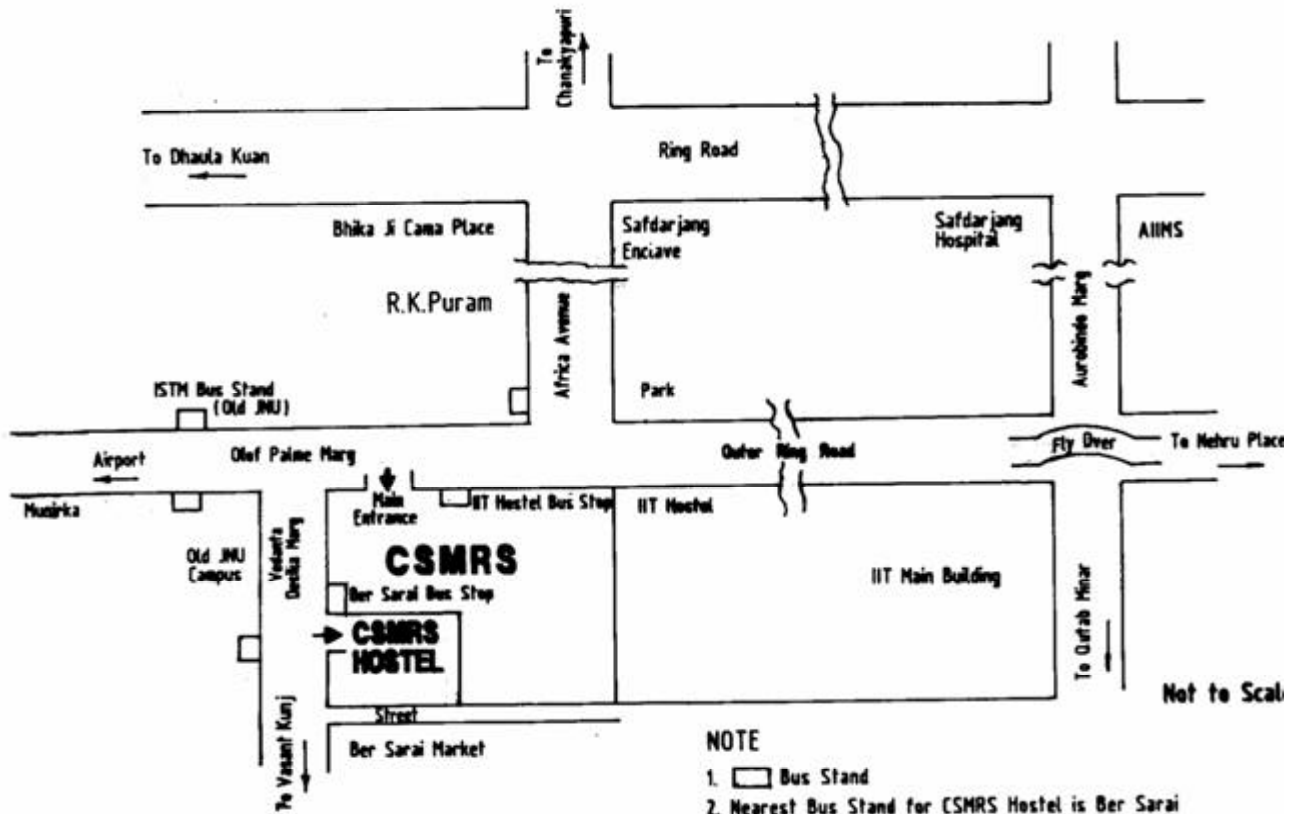
**Shri A.H. agarwal
Under Secretary (I)
Central Soil & Material Research Station
Olof Palme Marg
Hauz Khas
New Delhi- 110016
Tel No. 011-26581164 (o)
Fax No. 011-26853108**

4(1)(b)(xvii)

Such other information as may be prescribed; and thereafter update these publications within such intervals in each year as may be prescribed;

The information shall be updated once every year.

LOCATION MAP OF CSMRS



NOTE

1. Bus Stand
2. Nearest Bus Stand for CSMRS Hostel is Ber Sarai
3. Nearest Bus Stand for main CSMRS Campus is IIT Hostel
4. Approximately 8 Kms from Domestic Airport
5. Approximately 13Kms from New Delhi Railway Station