

# REPORT OF THE STUDY TEAM

on the

of SUPPLIES & DISPOSALS

GOVERNMENT OF INDIA MINISTRY OF INDUSTRY & SUPPLY



# THE FINAL REPORT OF THE STUDY TEAM ON THE DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS

GOVERNMENT OF INDIA MINISTRY OF INDUSTRY & SUPPLY

## TABLE OF CONTENTS

CHAPTER NO.

.

•

### SUBJECT

.

#### PART I

#### THE REPORT

I	Intodructory	••	••	••	••	••	••	••	1
п	Registration	••	••	••	••	••	••	••	4
111	Purchaso								6
	SECTION 1-	Introdu	ctory	••		•••	••	••	6
	SECTION 2-	The Pre	Contra	ct Stage	••	:.	••		7
	SECTION 3-	-The Co	at <b>ract</b> S	tage	••	••		••	12
	SECTION 4-	-The Po	st Conti	act Stage	·	••	••	••	15
	SECTION 5-	Rate Co	ontracts	••	••	••	••	••	18
	SECTION 6-	-Paymer	ts	••	••	••	••	••	20
	SECTION 7-	-Control	s and R	eturns	••		••	••	25
	SECTION 8-	Terms a	and Con	ditions Go	ver.ling	Contracts	••	••	28
•	SECTION 9-	-Organia	ation	••	••	••	••	••	36
	Section 10-	-Miscell	laneous	••	••	••	••	••	45
IV	The Inspection W	ing	••	<u>،</u>	••	••	••	••	50
v	The National Test	House	••	·• · · ·	••		••	••	65
VI	The Recovery of I	Departm	ental Cl	arges	••	••	••		74
VII	The Progress Win	g	••	••	••	••	••		77
vIII	The Disposal of S	urplus S	tores	••	••	••	••	••	· 85
1 X	The Shipping Org	anisation	ı	••		••	••	••	90
x	Complaints and P	ublio Re	lations	••	••	••	••	••.	96
XI	Delegation of Pow	vers	••	••	••	••		••	10 <b>3</b>
хп	Organisation		••	••	••	••	••	••	105
			T	PART II					
			-						
	SUMMARY OF F	(ECOM)	IENDA	TIONS	••	••	••	••	111
			I	PART III					
APPE	DICES-								
	I. Letter to the Gov	ernment	of Indi	a, Appoin	ting St	udy Team	••	••	145
:	2. Questionnaire	••	••	••	••	••	••	••	146
:	3. Names of Comme Government Dep								150
	4. Names of the Per	sons wh	o gave c	ral eviden	ce befo	re the Stud	y Team	••	155
	5. List of cases stud	ied	••	••	••	••	••	••	158
I	6. Form of Applica D.G.S.&D. as app	tion for proved (	use of Contract	Firms in ors	India	for enlistn	nent by	the 	159
	7. Progress of Regist	-			••	••	••	••	168

.

(ii)	
APPENDIX NC. SUBJECT	PAGE NO-
8. Time taken for various operations from Indent Stage to finalisation Contract	
9. Questionnaire that should be printed on the Indent Form	170
10. Time taken in Transmission of Indents from Central Registry to Centr	173
Indent Section	173
11. Pamphlet for Guidance of Indenting Departments	173
12. Indent Route Card	002
13. Chart showing the Time Lag between the date of issue of Quota Certificat Essentiality Certificate and Physical Delivery of Steel	te/ £01
14. Particulars to be furnished by Purchase Sections to Import and Shippin Section for Cross-Mandation	ng 202
15. List of Check Points for Checking Draft Contract	203
<sup>7</sup> 16. Slip to be attached to the letter with which Import Recommendation Certificate to be sent	on 101
17. Covering Letter with Import Recommendation Certificate	205
18. Control Chart for watching Delivery of Steel in cases where Quota C tificate/Essentiality Certificate issued by D.G.S. & D.	
19. Supply of Copies of Rate Contracts upon request by D.D.Os.—Procedu of	-
20. Scrutiny Sheet for recording of cases	200 209
21. Table showing the delays in finalisation of cases after supplies have be completed	_
22. Abstract of Indents	210
23. Daily Control Chart to be maintained in Purchase Sections	212
24. Statement showing particulars of existing Returns submitted by Purcha	
Directorates	213
25. Monthly Control Chart to be maintained in Purchase Sections	215
26. Quarterly Arrears statement of Audit Requisitions Queries/Objection	221
27. Indent Planning Register	222
28. Indent Coverage Register	223
29. Reigster of Comparative Statements	224
30. Register of Amendment Letters .	225
31. Register of A/Ts. Drafted	226
32. Instructions regarding Return of Receipted Copies of Inspection Not by Consignees	еч 227
33. Form of Letter to be written by Purchase Officer to Consignee in ca e delays in Return of Receipted Copies of Inspection Notes	of 228
34. Work Analysis of Pilot Section	230
35. Results of the Studies Conducted in the Purchase Wing of D.G.S. & D.	231
36. Statement showing the Re-Allocation of Items between the Different Purchase Directorates	at 241
37. Statement showing staff requirements of Purchase Sections in Region: Offices of D.G.S. & D. in consequence of proposed Re-organisation	al <b>24</b> 5
38. Surpluses and Deficiencies of Staff at Headquarters	217
39. Table showing Analysis of Time taken by Technical Officers in puttin up papers	g 248
40. Multi-Purpose Ledgers (File/Index Register)	251
41. Form of Letter Addressed to the Purchase Officer for copy of A.T./A.I etc.	L. 256

	٠	•			
- 1		٠	٠	۰.	
- 1	н	н	Ŧ		
۰.	٠		-		

	(iii)	
Vipend	IX No. Stbybot	PAGE NOR
42.	Check Points for Scrutiny of A/T etc.	257
	List of Firms which may be exempted from Inspection	258
	Specimen of Inspection Instructions	<sup>•</sup> 259
	Specimen of Inspection Criteria	261
	Sampling Instructions	267
47.	Revised Form of Inspection Note	268
48.	Examiner's Slip	270
49.	Daily Control Chart (To be completed by Examiner/A.I.O./I.O. etc.)	272
•	Duties of Deputy Director of Inspection	274
	Dutics of I.O./A.I.Os.	275
	List of Items for Annual Inspection	276
	Items of work in Inspection Wing to be examined by O. & M. Unit	278
	Statement showin; the Sanctioned Strength of Deputy Directors in the Inspection Circles and Number of I.Os./A.I.Os. working under each	283
55.	Powers of Head Clerks	286
56,	Statement showing Particulars of Returns submitted by Inspection Circles to the Inspection Wing of D.G.S. & D.	287
57.	List of Materials which can be Analysed/Tested within 10 days	296
58.	List of Materials which can be Analysed/Tested within 21 days	300
59.	Monthly Statement to be prepared by each Assistant Director in N.T.H.	302
60.	Laboratory Carc	303
61.	Enhanced delegation of powers to the Director, N.T.H.	305
	Duties of the Joint Director, N.T.H.	306
6 <b>3.</b>	Form of Confidential Report for Gazetted Technical Official's of N.T.H	307
64.	Form of Confidential Report for Non-Gazetted Technical and Executive Sub rdinates	309
65.	Account Sheet for Departmental Charges against Non-Departmental Orders	312
66.	Form of Progress Registers	313
67.	Scheme for maintaining Statistical Data mechanically in the Statistical Directorate	314
	Statement showing the taff that will become surplus by the implementation of the new scheme of maintaining progress data mechanically	316
	Shuttle Sheet	317
	Form of Progress Report	318
71.	Statement of Progress Staff Region-wise	319
	Daily Diary of J.F.O.	<b>3</b> 20
73.	Weekly Programme of J.F.C	321
74.	Registers maintained by Dispotal Wing (Central Registry)	322
	Check List for checking urplus reports	323
	Form in which A.D. (Disposals) puts up Surplus Reports	324
	Form D.G.S.&D182	325
	Form DGS&D-190	326
	Consolidated Return recommended for Disposals Wing	327
80,	Duties of Dock Inspectors	329

,

APPEND	rx No.	SUBJECT	PAGE NO.			
81.	81. Form for scrutiny of Demurrage Bills					
82.	82. Daily Control Chart for Shipping					
83.	83. Control Chart for Shipping Branch					
84.	84. Statement of cases dealt with by Director (Complaints) during the period April, 1965 to June, 1965					
85.	Duties of Director of Co	omplaints	335			
86.	Duties of Public Relatio	ns Officer	336			
87.	Set up of Directorate of	f Complaints	337			
88.	88. Form of Complaints Diary in P.R.O. Cell					
89.	89. Statement of Proposals to delegate powers to Supply Officers for making purchases					
90.	<b>Delegation of Administ</b>	rative Powers to D.G. (S. & D.)	344			
91.	Statement of proposed	delegation of powers to Director (Ad	ministration) 351			
92.	Existing set up of D.G.	S. & D.	354			
93.	Functions to be perform	ned by Planning and Development l	Division 355			
94.	94. Organisation and Functions of Directorate of Coordination					
95.	95. Chart showing set up of proposed O. & M. and Coordination Division					
96.	Chart showing proposed	l set up of D.G.S. & D.	358			
97.	97. Net result of Staff Position					
		PART IV				
			BRANDINIS .			

(iv)

RESOLUTION CONTAINING THE DECISION ON THE RECOMMENDA-TION OF THE STUDY TEAM 361