

NO.G.25017/1/03-FEC  
GOVERNMENT OF MIZORAM  
FINANCE DEPARTMENT

Dated Aizawl, the 11<sup>th</sup> May, 2007

OFFICE MEMORANDUM

In supercession of earlier Office Memorandum issued in this regard, the Governor of Mizoram is please to re-constitute the Purchase Advisory Board as follows :-

**I. STATE PURCHASE ADVISORY BOARD**

- |  |   |                  |
|--|---|------------------|
| 1) Chief Secretary   | - | Chairman         |
| 2) Secretary of the Deptt. Concerned   | - | Member Secretary |
| 3) Financial Commissioner (or authorised representative not below the rank of Jt. Secretary).          | - | Member           |
| 4) Secretary Law & Judicial Deptt. (or authorised Representative not below the rank of Jt. Secretary). | - | Member           |
| 5) Head of Department concerned  | - | Member           |

All cases of purchase involving more than Rs.50.00 lakh are required to be referred to state purchase Advisory Board for obtaining their recommendation.

**II. DEPARTMENTAL PURCHASE ADVISORY BOARD**

- |   |   |                   |
|---|---|-------------------|
| 1) Commissioner/Secretary of the concerned Deptt.   | - | Chairman          |
| 2) Head of Deptt. (or authorised representative not Below the rank of Joint Director)                     | - | Member Secretary. |
| 3) Financial Commissioner (or authorised representative not below the rank of Under secretary)            | - | Member            |
| 4) Secretary, Law & judicial Deptt. (or authorised representative not below the rank of Under Secretary). | - | Member            |
| 5) Dy. Director of accounts/FAO of the Deptt. concerned.  | - | Member            |

For purchase of any material costing upto and including Rs.50.00 lakhs, it will be required for the Department to obtain the recommendation of the Department al Purchase Advisory Board. Therefore, the amount that the DPAB may recommend should in no case exceed Rs.50.00 lakhs in a single sitting.

2 The Departmental officer who are delegated financial power are allowed to incur expenditure for procurement of materials on account of repair and maintenance of machineries and equipments meant for essential service and stores for work upto a limit as prescribed vide notification No.G.17012/5/93-F.Est/59 dt. 21.10.1993 without obtaining the recommendation of the Departmental Purchase Advisory Board. However, such purchases should be made only after observing the required codal formalities and against specific sanction for work.

3. The recommendation of the Purchase Advisory Boards is not required for procurement of materials on DGS&D Rate contract subject to production of valid documents on DGS&D Rate contract and observance of codal formalities and specific sanction.

4. The recommendation of the Purchase Advisory Board will be effective from the date it is approved by the Govt. and will be valid for a period of one year from the effective date for implementation. Under exceptional circumstances, the period of validity may be extended by another six months by the concerned Administrative Deptt. with prior approval of Minister concerned. The Department should strictly follow the G.F.R. and store Purchase Rules while making purchase.

5. It will be the responsibility of the Member Secretary to the Board to issue notice of the Purchase Board meeting at least 7 days in advance to the chairman and other members alongwith the following papers :-

- 1) Agenda notes clearly indicating justification for the required purchase, quantity and other informations with availability of fund with detailed Budget head of account.
- 2) Technical Report in respect of tender/Quotation and comparative Statement duly signed by the Head of Deptt. concerned.
- 3) Copy of tender/Quotation Notice showing detailed terms conditions.

The Head of Deptt. should bring original tender/Quotation notice, paper cuttings in support of wide publication of the notice and tender/Quotation papers in the meeting.

6. The Department concerned will obtain approval of the Minister concerned to the acceptance of the recommendation of the Departmental Purchase Advisory Board in respect of purchase of materials involving upto and including Rs. 50.00 lakh.

7. The Department concerned will obtain approval of the Minister concerned and the Finance Minister to the acceptance of the recommendation of the State Purchase Advisory Board for purchase of materials costing above Rs. 50.00 lakh and not exceeding Rs. 100.00 lakh.

8. The Department concerned will obtain approval of the Minister concerned, Finance Minister and the Chief Minister to the acceptance of the recommendation of the Board for purchase of materials costing more than Rs. 100.00 lakh.

9. The Purchase Advisory Board are recommendary bodies and the recommendation of the Purchase Board are required to be approved by the Ministers concerned in the manner specified above. Once acceptance of the Minister/Ministers to the recommendation of the Purchase Advisory Board is obtained, approval of Government should be conveyed in writing by the Administrative Department concerned.

10. Copies of Minutes of the State Purchase Advisory Board meeting and Departmental Purchase Advisory Board meeting duly signed by members concerned and copy of Govt. approval should be submitted to Finance Department (EC) as and when finalised.

11. While the Work Departments will continue to be governed by the CPWD Codes/Manuals as adapted by the Government and their officers enjoy the powers delegated to them, it will still be necessary for them to obtain the recommendations of the DPAB/SPAB as the case may be, in fixing up the rates of materials proposed to be purchased. Once the rates recommended by the Purchase Advisory Board are approved by the Government, the officers of the Works Departments can go on procuring the materials on the basis of the financial powers delegated to them under CPWD Code /Manuals. For purchase of any material beyond the financial powers delegated to them

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under CPWD Code/Manuals, it will be necessary for them to obtain the concurrence of the Finance Department through concerned Administrative Departments, It may however, be noted that if any of the provisions contained in CPWD Codes/Manuals comes in conflict with this Office Memorandum the instruction conveyed under this Office memorandum will prevail.

12. This comes into force with immediate effect and shall remain valid until further orders.

**Sd/- LALMALSAWMA**  
Financial Commissioner  
Govt. of Mizoram

Memo No.G.25017/1/03 -FEC

Dated Aizawl, the 11<sup>th</sup> May, 2007

Copy to:

- 1) Secretary to Governor, Mizoram
- 2) P.S. to Chief Minister, Mizoram
- 3) P.S. to Speaker/Ministers/Minister of State/Dy. Speaker, Mizoram
- 4) P.S. to Vice Chairman, State Planning Board, Mizoram
- 5) P.P.S. to Chief Secretary, Govt. of Mizoram.
- 6) All Administrative Departments, Govt. of Mizoram.
- 7) All Head of Departments, Govt. of Mizoram.
- 8) All District Treasury Officer within Mizoram.
- 9) All Branches of Finance Department.
- 10) Guard File.

*L. Lalangpuh 11/5/07*  
(LALSANGPUH)

Under Secretary to the Govt. of Mizoram  
Finance Department (Control)