

GOVERNMENT OF PONDICHERY
DIRECTORATE OF STATIONERY AND PRINTING

No.2367/DSP/P2/Pur/2003-2004/2683

Pondicherry, the 23 DEC 2003

CIRCULAR

Sub: DSP – Pur – Purchase of Non-Paper Stationery
Items/ Carbon Papers etc.,

The Directorate of Stationery and Printing, which was entrusted with issue of Paper and Non-Paper Stationery items to all Direct Indenting Offices, used to procure stationery items required for all the offices, based on the demand projected by them in the annual indent and issue periodically. In case any of the indented item was not available in the stores, a No Objection Certificate for procuring the item locally, after getting the reasonableness of rates certified, by the Directorate of Stationery and Printing, would be issued.

2. This procedure has been reviewed by the Purchase Committee in its meeting held on 17.10.2003. It has been decided by the Committee not to procure the non paper stationery items for supply to other Departments/Offices of the Administration by the Directorate of Stationery & Printing. Instead, it has been decided that the user organisations can procure the Non paper stationery items required by them under the delegated powers. Consequently the issue of stationery by the Directorate of Stationery and Printing will be restricted to the following items:-

- (a) All printed forms and registers.
- (b) All Pre-printed computer forms.
- (c) Duplicating paper
- (d) Writing paper
- (e) Photocopier paper A4 size.
- (f) Stencil paper
- (g) Typewriting White paper.

3. All printing works will be undertaken by this Department.

4. All other paper and non paper stationery items required by the departments may be procured by the concerned offices, after following laid down procedures, without referring to Directorate of Stationery and Printing for No Objection Certificate / Rate Reasonable Certificate etc.


(G. RAGESH CHANDRA)
DIRECTOR

Distribution:-

1. All Heads of Departments/Offices
2. All Direct Indenting Offices.
3. The Director of Accounts and Treasuries, Pondicherry.
4. The Dy. Director of Accounts and Treasuries, Karaikal/Mahe/Yanam.