

All India Institute of Medical Sciences,
Ansari Nagar, New Delhi 110029

Dated 27.02.2017

No. F./FA/Misc/2017

Subject: SFC agenda and procedure regarding submission of agenda for Financial Concurrence

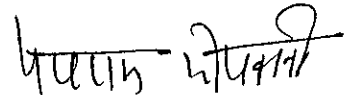
Sir/Madam,

Please refer to letter no. SFA/Letts/05-02/2017 dated 22.02.2017 regarding procedure of submission of SFC agenda to Finance Division for examination and financial concurrence (copy enclosed for ready reference).

In view of above cited letter, it is would be advisable that the SFC agenda related to procurement of machinery & equipment and other materials, rate contract, hiring of various manpower services which are generally processed through concerned store should be submitted to Finance Division only after vetting/examination by concerned store and CPO. Similarly the proposal related to construction, redevelopment and other work should be vetted by Engineering Wing and then only forwarded to Finance Division for further examination/financial concurrence.

In respect of agenda related to creation of posts, revision of pay and other administrative issues, the same should also be vetted/examined by Chief Administrative Officer first and only after the comments of CAO, the agenda may be forwarded to Finance Division well in advance for further examination and concurrence at Finance Division.

The above procedure would help in speedy and timely concurrence of the Finance Division and therefore co-operation of all stake holders is solicited in this regard.


Financial Advisor

To

Chief/HOD/Medical Superintendent
(As per distribution list)

Copy to : For information please

- i) Dy. Director (Administration)
- ii) Sr. Financial Advisor
- iii) Superintendent Engineer
- iv) Chief Administrative Officer
- v) Chief Procurement Officer

Metide to draw 1/10
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ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR NEW DELHI-110029

No. SFA/L&TTS/05-02/2017

Date: February 22, 2017

Subject : SFC Agenda and procedures regarding submission of agenda

Sir

Please refer your OM no F No. 1/DDA/2016-17 of dated 21 January 2017 which has been received on 22th January 2017 by undersigned : Please also refer the guidelines issued by administration (copy enclosed) for preparing and submission of SFC agenda which has reiterated that no agenda item should be accepted after issue of meeting notice and It is informed that the undersigned has not received agendas for concurrence after communication of date of meeting.

It is advised that many agendas which are being put before SFC for procuring the goods and services or for major construction work should be duly vetted by concern wing before financial concurrence.

As per Rule 137 of GFR Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement. Since the Institute follow the process with suitable internal control and proposal are being processed through concern technical authority ensuring the compliance with GFR. Proposal related with constructions are required to be processed through the Engineering wing which is capable to understand the technical issue in the matter. CPO assisted by store department is also technical authority for the procurement of machinery and equipment. If required examination are not done by these authorities that may weaken a system internal control. It would be advisable that all such SFC proposals must be processed through CPO/SE and after vetting by these authorities and after vetting the proposal may be sent to Finance for concurrence.

Since the functions of ESD/CPO/Store Department are supervised by DD(administration) as per the delegated power , it is advised that appropriate action may be taken in view of above and date of meeting may also reviewed because sufficient time may not be available to examine all agendas of SFC.


(RAJ KUMAR)

SR. FINANCIAL ADVISOR

Deputy Director (Admin)

Copy to PS of Director/FA/CPO/SE

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22/2/2017
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ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI

No.F.17-1/2010/Genl./Pt.II

Dated : 14.01.2016

Subject : Procedures regarding Preparation/Submission of agenda for consideration of various meetings.

With the approval of the competent authorities General Section has issued time to time guidelines for preparing proposal/agenda items for consideration of various Committee meetings like the Institute Body, The Governing Body, The Standing Finance Committee and others. It has been observed that in many cases agenda items are being received too close to the scheduled meeting date and guidelines are not being followed.

In view of the above, detailed guidelines for the procedures to be followed in the preparation and submission of agenda items for consideration of the various Committees are circulated herewith in consolidation form for the guidance.

It is requested to prepare the agenda items for various meetings strictly as per the guidelines. It is also reiterated that no agenda item will be accepted after issue of Meeting Notice.

This is issues with the approval of the Deputy Director (Admn).

[Signature]
14.01.16

(Pallav Kumar Chitje)
Administrative Officer (G)

Encl. : Guidelines of GB & SFC

Distribution :

1. All Chief of the Centres.
2. All Heads of the Departments, AIIMS
3. M.S.,Registrar, SE/FA/CPO/All Administrative Officers

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2. PS to Sr. F.A./CAO

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Sh. Narender
18-1-16

[Signature]
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