



CENTRAL SILK BOARD,  
B.T.M.Layout, Madiwala  
BANGALORE-560 068.

☎: 26282213

Fax: 26681511.

e-mail: csb@silkboard.org

No.CSB-28[12]/06/Admn/Vol.II

Dt: 21.05.2012

**CIRCULAR**

Sub:- Purchase procedure / guidelines – Reg.

S. P.

It is observed from the purchase proposal submitted by the various CSB Units, that most of the Units are not furnishing the following information / document while seeking expenditure sanction by the Competent Authority.

- [1] Copy of demand draft / banker's cheque / cash receipt etc., for having remitted the required EMD by the supplier / parties/bidders should be furnished while submitted the proposal to C.O., and this should be incorporated in Comparative Statement and PRC minutes.
- [2] Most of the letter heads of the parties / suppliers is not having the KST/CST Regn. No./TIN No./PAN No. etc. which should be ensured in future
- [3] Some of the Units are in the habit for obtaining the quotations on plain paper without having the address of the party also which should be dis-continued henceforth.
- [4] While forwarding proposals to Central Office, it may be ensured that offers received are genuine and rates being recommended are reasonable.

This issue with the approval of the Competent Authority.

  
21/5/12

[KAJAL GHOSH]

ASSISTANT DIRECTOR [ A & A ]

To:

- 1] The Director, CSR&TI, Mysore/Pampore/Berhampore
- 2] The Director, CSTRI, Bangalore
- 3] The Director, NSSO., Bangalore
- 4] The Director, SBRL, Bangalore
- 5] The Director, CSGRC, Hosur
- 6] The Director, I/C, CTR&TI, Ranchi
- 7] The Director, CMER&TI, Lohdoigarh
- 8] The Scientist-D, & I/C, MSSO., Guwahati
- 9] The Scientist-D, & I/C, BTSSO., Bilaspur
- 10] In-charge Officer, Regional Office, Delhi/Mumbai/Kolkata /Chennai / Jammu Lucknow/Patna/Hydrabad /Bhubaneswar

- 11] Joint Director [Finance], Accounts/Bills/Audit Section, C.O. Bangalore.
- 12] Joint Director [Pub], Publicity Section, C.O.
- 13] Joint Secretary [Tech], Coordination/Maintenance/Protocol Section C.O. Bangalore
- ✓14] The Deputy Director [Computers] Central Office with a request to host the circular in CSB website [under RTI, Stores Section]
- 15] All the Member of Purchase Scrutiny Committee [PSC] in Central Office, Bangalore