



**CIRCULAR**

It has been observed that while forwarding the proposal for audit concurrence in respect of procurement of goods and services, some of the proposals are not coming in accordance with GFR 2017.

All the ROs/Units/COEs are requested to forward their proposal in accordance with the following guidelines meticulously:

1. All the tender process must compulsorily follow the e-procurement procedures. Any proposals without the following e-procurement procedure shall not be vetted by audit.
2. At each stage of procurement, the concerned unit must place on record, in precise terms, considerations, circumstances & requirement which lead to take procurement decision.
3. The specification in terms of quality, type etc, as also quantity of goods to be procured should be clearly spelt out keeping in view the specific requirement of the unit.
4. Procurement should be carried out in such a manner to avoid unwarranted expenditure.
5. Concerned unit must satisfy itself about the reasonability of the price offered by the bidders/agencies/sellers.
6. All the procurement should be done through clear, transparent and reasonable procedure.
7. Further all ROs/Units/COEs must ensure the compliance of the audit checklist before forwarding the file to HQs for audit concurrence.
8. Each procurement proposal of goods and services should be **moved at-least 4 months** prior to activity to be started.
9. All the ROs/units/COEs are directed to send the file to HQs after pre-check by their respective audit/accounts section.
10. Proposal of extension of existing contract, which have been entered without following e-procurement procedure, shall not be considered further.

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Secretary

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