

**GOVERNMENT OF N.C.T. OF DELHI  
OFFICE OF THE MEDICAL SUPERINTENDENT  
ARUNA ASAF ALI GOVT. HOSPITAL  
5, RAJPUR ROAD, DELHI – 54.**

No. F. 1(126)/MSO/AAAGH/2013/14/

Dated:31/01/2014

**CIRCULAR**

- It has come to the notice of undersigned that user deptts are sending their day to day requirements for procurements on almost daily basis which are simply forwarded by the respective store incharges with remarks of NA.
- Except for an Emergent and life saving requirements which are NA in stores as well as in the departments, all other requirements from various departments needs to be clubbed together and a consolidated demand should be put by the respective store incharges in a duly filled demand performa clearly mentioning stock position, consumption pattern, item required for \_\_\_\_\_ months, cpa/non cpa items etc.. Further store incharges should also take into account buffer stock which should always be maintained. The store incharges to raise demand in consultation with various departments as soon as buffer stock is reached so that Stock Out position do not occur.
- It has also been observed that despite several written circulars with timelines, various tenders (LTE/OTE) 2013-14 of the purchase/maintenance department have not been finalized, processed or floated till to date. This inordinate delay is affecting the smooth functioning of the hospital and patient care, further it has led to procurements/repairs under GFR 145/146 just to run the hospital and in the interest of patients care. This may invite audit objection for not floating our own tenders as sufficient time has elapsed and time limit not adhered to.
- Purchase Officer/Maintenance Incharge is therefore once again directed to float various tenders of the purchase/ maintenance department(LTE/OTE) 2013-14 without further delay as it is affecting the smooth functioning of the hospital and in absence of which we have no option/alternative but to do procurements/repairs under GFR 145/146.
- Head of Office/DMS is directed to provide any additional assistance/help to the purchase/maintenance department in this regard.

Sd-

**(DR. ASHOK JAISWAL)  
MEDICAL SUPERINTENDENT  
Dated:**

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Copy to:-

1. Head of Office/DMS, AAAGH.
2. Purchase officer, AAAGH.
3. All Store incharges, AAAGH.
4. All HODs/Branch Incharges, AAAGH.
5. Sr. Account Officer, AAAGH.
6. IT Incharge for getting it uploaded on our website.
7. Incharge Maintenance, AAAGH.
8. Guard file.

Sd-

**(DR. ASHOK JAISWAL)  
MEDICAL SUPERINTENDENT**