

अखिल भारतीय आयुर्विज्ञान संस्थान, नई दिल्ली
निदेशक कार्यालय

फा.सं.40-30/2024-स्था.।

23.08.2024

**विषय:- संस्थान में विभागों/केन्द्रों के वार्षिक खरीद योजनाओं के संबंध में मतभेद हेतु शिकायत
निवारण तंत्र को सुव्यवस्थित करने संबंधी।**

अधोहस्ताक्षरी को समय-समय पर संकाय-सदस्यगणों से उनके संबंधित विभागों में उनकी वार्षिक खरीद योजना (एपीपी) को अंतिम रूप प्रदान करने अथवा उसके अन्तर्गत खरीदे जाने वाले उपकरणों के विशेष विवरणों को अंतिम रूप देने हेतु विचारों में मतभेद संबंधी अभ्यावेदन प्राप्त होते हैं।

ऐसे मामलों में, यह सलाह दी जाती है कि ऐसे सभी मामलों को पहले संबंधित कॉलेजियम के स्तर पर सर्वसम्मति द्वारा अथवा बहुमत के निर्णय द्वारा निपटाया जाए।

हालांकि, यदि किसी मतभेद का कॉलेजियम के स्तर पर समाधान नहीं किया जा सकता है, तो ऐसे मामले को दिनांक 07.11.2023 के कार्यालय ज्ञापन संख्या 40-30/2023-स्था.। के अंतर्गत गठित प्रापण समीक्षा समिति (पीआरसी) को भेजा जाए (प्रतिलिपि संलग्न)। यह समिति ऐसे मामले की समीक्षा करेगी तथा संबंधित कॉलेजियम के साथ परामर्श करके 2 सप्ताह के अन्दर यथोचित निर्णय लेगी।

ऐसे सभी मामलों में प्रापण समीक्षा समिति का निर्णय अंतिम एवं बाध्यकारी होगा।

प्रो. एम श्रीनिवास
निदेशक

वितरण:-(इसे अपने नियंत्रणाधीन सभी अधिकारियों को भी परिचालित करने के अनुरोध सहित)

1. सभी केंद्र प्रमुखगण (शैक्षिक/अनुसंधान/परीक्षा)
2. अपर निदेशक (प्रशा.)
3. चिकित्सा अधीक्षक (एम्स)
4. सभी केंद्र प्रमुखगण/अध्यक्ष, एन.सी.आई. झज्जर
5. सभी विभागाध्यक्षगण
6. वरिष्ठ वित्त सलाहकार
7. प्रभारी-आचार्य, कंप्यूटर सुविधा

नोट:- किसी भी विवाद की स्थिति में इस कार्यालय ज्ञापन का अंग्रेजी पाठ मान्य होगा।

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI
OFFICE OF DIRECTOR

F. No. 40-30/2024-Estt.I

23.08.2024


Sub: Streamlining the grievance redressal mechanism for difference of opinions regarding Annual Procurement Plans of Departments / Centres reg.

The undersigned occasionally receives representations from Faculty members regarding the difference in opinion in their respective departments, regarding finalization of their Annual Procurement Plan (APP) or regarding finalization of the specifications of the equipment to be procured under the APP.

In such cases, it is advised that all such matters should be first sorted out at the level of respective collegium by consensus or by a majority decision.

However, if any such difference of opinions cannot be resolved at the level of the collegium, the matter maybe referred to the Procurement Review Committee (PRC), constituted vide OM. No. 40-30/2023-Estt.I dt. 07.11.2023. (copy attached). The PRC shall review the matter and take an appropriate decision in consultation with the respective collegium within 2 weeks.

The decision of the PRC shall be final & binding in all such cases.

 23/8/2024

Prof. M Srinivas

Director

Distribution (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor
7. Prof. I/c Computer Facility

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI
OFFICE OF DIRECTOR

F.No. 40-30/2023-Estt.I

07.11.2023

OFFICE MEMORANDUM

Sub: Formation of a Procurement Review Committee to expedite procurements reg.

Ref. OM No. 40-30/2023-Estt.I dt. 7th July 2023 & OM No.F.20-1/ 2023-Estt. 1. (Misc./FC) dt. 17th August 2023, a roster PIC (Procurement) & OIC (Procurement) has been made for handling of procurement related matters at AIIMS New Delhi.

The undersigned has been interacting with AIIMS Faculty & Staff during which it has been informed that few procurement files keep shuffling between various officials for want of clarity regarding some policy interpretation or due to minor procedural variations in vogue amongst various procuring entities at AIIMS, etc. This causes delays in procurement and also leads to wastage of the precious time dedicated by various faculty, officials, etc. in replying to queries etc.

In line with Govt. of India directives on movement of office files, vide which it has been directed that no file should move more than four levels, and to ensure ease of governance, it has been decided to constitute a **Procurement Review Committee (PRC)** to discuss & review any observations which OIC / PIC (Procurement) has on any of the files before the said observations are forwarded to the respective user department / store.

The composition of the PRC shall be as follows:

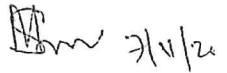
- Addl. Director (Admin) – Chairperson
- Medical Superintendent (Hospital) – Co-Chair
- Prof. I/c Procurement – Member
- Officer I/c Procurement – Member
- Financial Advisor – Member
- Store Officer (DO Store) – Member Secretary

The PRC shall meet preferably on a weekly basis but mandatorily on a fortnightly basis and shall review all procurement cases wherein OIC / PIC (Procurement) has any major observations on account of policy interpretation or procedural violation etc. thereby resulting in delay in the procurement timeline or leading to the retendering of the said procurement, etc. PRC shall take all decisions by majority keeping in view the holistic compliance with Govt. of India directives & the sensitivity of patient care requirements. The minutes



of the PRC meetings shall be placed in the respective files by the OIC / PIC (Procurement) before forwarding the file instead of just recording their observations on all such files. It is desirable that no files are pending with OIC / PIC (Procurement) for more than 2 days other than such files which require discussion in the PRC.

Representative of the user department whose procurement file is being discussed shall be invited as a special invitee to the respective PRC meeting. The next incoming OIC / PIC (Procurement) shall also be invited to all PRC meetings as Special Invitee from January onwards so as to ensure continuity in decision making when the current OIC / PIC (Procurement) hands over charge to them at the end of the financial year.



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