

Sub:- Tender for works – Acceptance of – avoidness of delay.

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It has come to notice that suite often proposals for acceptance of tenders for works relating to departments like Public Works Department, Public Health Engineering Department etc. requiring the concurrence of Finance Department are referred to this Department by the Administrative Departments concerned, when there is very limited time for the firm period of the tenders to expire. Such belated reference makes it impossible for the Finance Department to effectively scrutinise the proposals and render appropriate advise, without risk of the firm period of the tender expiring.

2. In this connection attention of the Chief Engineers as well as the Administrative Departments of the Secretariat is invited to paragraphs 15, 7, 13 and 15, 7, 14 in the Public Works Department Manual dealing with the procedure and the time schedule to be followed by the Department as well as by the Government for the processing of the tenders. It is enjoined under the above rules that if special orders of Government are necessary one month's time should be given to the Government for proper processing.

3. The Administrative Departments of the Secretariat are therefore advised that they should hence forth set apart half of the one third time prescribed in the Manual, i.e. Minimum of 15 days for scrutiny in the Finance Department, so that the Finance Department will got adequate time to examine the proposal and to agree to the acceptance of the tenders.

Sd/- V. Velayudhan Nair,  
Special Secretary (Finance)

To

All Heads of Department.

Endt. on C1.47469/64(K.Dis) dated 13-10-1974.

Copy forwarded to all Conservators pf Forests.

The instructions contained should be scrupulously followed in the case of tenders/auction sales as the case may be.

Sd/- For Chief Conservator of Forests.

Endt. on L.Dis.18435/74 dated 2-11-1974.

Copy to all Divisional Forest Officers for strict attention and necessary action.

Copy to ML, CH, TR, MR, KT, A1 and A2, D, D1 sections.

Copy to Stock File, Junior Engineer, Senior Superintendent, Administrative Assistnat and Conservator of Forests.

For Conservator of Forests,  
Central Circle, Trichur.