



सत्यमेव जयते

भारत सरकार

Government of India



परमाणु ऊर्जा विभाग

Department of Atomic Energy

क्रय एवं भंडार निदेशालय

Directorate of Purchase & Stores

वार्षिक प्रतिवेदन
ANNUAL REPORT

2024-2025

Vision

Directorate of Purchase and Stores endeavours to make the material management process efficient, transparent, time bound, user friendly to its stake holders and facilitate meeting the vision of Department of Atomic Energy for development of Nuclear Power Technology and increasing application of Radiation Technology.

Mision

The Directorate of Purchase and Stores formed in 1972 as a Service Organisation to cater to the needs of Constituent Units of Department of Atomic Energy in achieving their mission by procuring Stores of Right Quantity, Right Quality at Right Price and Right Time from the Right Source, ensuring Accounting, Storage and Issue of Stores following a uniform, transparent, systematic, efficient and cost effective procedure in accordance with the relevant rules and regulations of Government of India.

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FOREWORD



It is great joy and privilege to present the Annual Report of Directorate of Purchase & Stores (DPS) for the year 2024-25. The report reflects the dynamic progress and unwavering commitment in rendering services to all the Units of DAE. Work force transformation is a key priority for DPS to ensure that, we are an effective and efficient service organisation, focused on delivering the requirement of all the constituent Units of DAE in achieving their strategic goals.

DAE has a broad mandate of research, development and application of nuclear technology for power generation, societal applications, safety and security of the nation. To achieve the above mandate, DPS, a service organisation plays a vital role in the material management functions. By fostering a culture of continuous learning, DPS has developed excellent expertise in procurement activities following a systematic procedure to source materials, storage and inventory control, logistics etc. within the purview of Government guidelines.

The volume of purchase and stores activities increased manifold, but our human resource has not augmented proportionately. Dynamic public procurement policies, significant skill gaps, limited exposure to digitalisation has evinced longer procurement cycle time.

Improvement is an ongoing process and all steps are being taken by DPS to accelerate automation in workflow, to streamline and simplify the procurement cycle. The data integration and seamless transfer of GeM bid and contracts to MMS portal has been implemented. By adopting e-procurement technology DPS could bring in uniformity to Purchase & Stores by automating process, standardising procedures, leading to improved efficiency with low margin of errors. Digital progress needs to be further expedited and expanded across all the Units of DPS. Complete activities in the procurement cycle are being done through a single IT solution viz. MMS and DPS is transitioning to a paperless office.

Designed SOP's for raising Indents, hierarchies for approvals, instructions to Indenters, tendering through GeM / CPP Portal, facilitated in improving the quality of Indent and Tender preparation entailing reduction in procurement lead time.

Open window with users to have one-to-one interaction for providing inputs, guidance, resolving issues and post tender queries are rendered. Communications received through dedicated e-mail ID are responded on priority. Fortnightly meetings through video conference with outstation Units are also arranged in resolving issues related to their purchase files.

As DPS continue to navigate the challenges of a rapidly evolving unit of DAE, the Human Resource Management Policy stands as a cornerstone of its growth and success. This policy is designed to create a culture of continuous learning, innovation and excellence, empowering the employees to reach their full potential. Human Resource Policy plays a critical role in shaping the Vision and Mission of DPS

DPS looks forward for continued and steadfast support of Chairman, AEC, Computer Division, BARC and other Units of the Department, which will enable DPS to support in fulfilling their strategic goals.

I also convey my sincere thanks to the editorial team, who worked hard for successfully publishing the Annual Report. Suggestions for further improvements in the activities of DPS is solicited.



Ved Singh

Director, DPS

FROM THE CHIEF EDITOR'S DESK



Directorate of Purchase & Stores presents the annual report for the financial year 2024 – 2025 reporting the progress made to support the Department of Atomic Energy (DAE), as a procuring entity and a service organisation and the steps taken to give our values to deliver on our goals and respond to the new challenges.

Our strategy also aims to build bridges between User, Consignee, Accounts and Administration along with the Vendors to the satisfaction of both the Users and Suppliers. The report also showcases our progress and highlights, the dedication of our team in our mission.

We are proud of what has been achieved by our team and are eager to continue making a positive impact in the years to come. Looking ahead, we are focussed on adapting to the evolving policies of the Govt. of India, which drive continued growth & innovation.

This report brings out our core activities of Purchase and Stores, experiences of DPS officials and showcases the additional events which took place at headquarters and various constituent units of DPS. My sincere thanks to all the contributors towards achieving the goal of DPS during 2024-2025.

I would like to thank Shri Ved Singh, Director DPS with profound gratitude, for the inspiring guidance, interest, support extended and for his valuable time in going through the articles methodically, which enabled the release of the annual report, 2024-2025.

A special mention about members of our Editorial team, for their diligent emphasis in planning and execution towards finalisation of this annual report in a timely manner.

Kitheri Joseph
Regional Director, MRPSU

EDITORIAL TEAM



Dr. Kitheri Joseph

Dr. Kitheri Joseph is a Gold Medalist in M.Sc Chemistry, from Loyola College, Chennai. She is from 33rd Batch of BARC Training School and joined IGCAR in 1990. She is a doctorate in Chemistry from University of Madras. She is the first women Regional Director, DPS, DAE. She caters to the purchase and stores activities of IGCAR & others units of Kalpakkam and HWP, Tuticorin since Feb '2024.



Shri A. K. Jha

Shri A. K. Jha has completed his M. Tech. degree from I.I.T., Mumbai in Aerospace Engineering. He joined BARC, Trombay after graduating from the 36th batch of BARC Training School and currently holds the post of Regional Director, NRBPSU, DPS w.e.f. 23/08/2022. He handles day to day material management activities pertaining to projects and operating plants of NRB.



Smt. Sarita N. Mhatre

Smt. Sarita N. Mhatre is a B. Com graduate and holds a diploma in Materials Management from IMM. Since joining the department on 6th February, 1989, she has worked in various sections in DPS in various capacities. Holding the post of a Deputy Director in this Directorate since January, 2025, she is currently looking after various procurement activities of CPU, including medical and IT related procurement and also functioning as Chairman/ Member-Secretary/Member of various committees.



Shri Diwakar Vikram Singh

Shri Diwakar Vikram Singh presently holds the post of Deputy Director (Official Language) in the Directorate of Purchase and Stores(Headquarter), Mumbai. He has M.A.(English) & M.A.(Hindi Translation) degrees from University of Lucknow (Uttar Pradesh). He has also secured Master's Degree in "Linguistics" & Master's Degree in "Human Rights" from Annamalai University(Tamilnadu). He is vested with the responsibility of ensuring implementation of Official Language Policy of Government of India in all the Regional Units of DPS including its Headquarter located at Mumbai.



Shri. K.L.N. Rao

Shri. K.L.N. Rao is a Graduate in Commerce, and Post Graduate Diploma holder in Industrial Relations & Personnel Management from Kakatiya University and Post Graduate Diploma holder in Materials Management from Annamalai University. Joined DPS in the year 1991 and worked at HWP (Manuguru), HRP/NFC-Hyderabad, BARC-Vizag, FRFCF-Kalpakkam and presently at NFC-Hyderabad as Stores Officer.



Shri. Raja Binod

Shri. Raja Binod is a graduate in Physics and a Post Graduate Diploma holder in Computer Applications. Joined DPS in the year 1997 and worked at various units of DPS and presently working as Assistant Purchase Officer at AMPU, AMD, Hyderabad. He is a member of the committee constituted by Director, DPS for interaction with GeM and CPPP authorities.



Smt. Lalita Vinod Joshi

Smt. Lalita Vinod Joshi holds a Bachelors degree in Commerce and Masters degree in Business Administration in Human Resource. She joined the Department in the year 1998 and currently working as Assistant Personnel Officer in this Directorate w.e.f. 2024. She looks after the core activities of Establishment Section which involve managing personnel matters and other administrative tasks related to employees.



Smt. Amesha Patil

Smt. Amesha Patil is a Commerce Graduate from University of Mumbai. She holds a Graduate Diploma in Public Procurement and a Masters degree in Business Law from National Law School University, Bangalore. She began her career in DPS in 2008 and she currently holds the post of Assistant Purchase Officer in Regional Purchase Unit Manuguru, Heavy Water Plant, Hyderabad.



Jayita Ghoshal

Jayita Ghoshal is a Graduate with honours in Chemistry from University of Calcutta. She is part of the first batch to undergo six months JPA/JSK Induction Training before joining DPS on 28-10-2022 and is currently serving as Junior Purchase Assistant in Central Purchase Unit.



ORGANISATION DPS



DPS: OPENING AVENUE BY BETTER SERVICES TO STAKE HOLDERS

Shri Ved Singh, Director, DPS

The Directorate of Purchase and Stores (DPS) came into existence with effect from 22nd June 1972 as a Service Organization to cater to the needs of constituent units of Department of Atomic Energy. DPS is having 31 pan India units catering to the various R&D Units, Industrial Units and Service Organizations of DAE to facilitate the vision of DAE for development of Nuclear Power Technology and increased application of Radiation Technology. The mandate of DPS is to make the material management process efficient by following cost effective procedure in accordance with the relevant rules and regulations framed by Government from time to time, and in a transparent, time bound, user friendly manner to its stake holders. The DPS comprises of Purchase Units, Stores Units, Accounts Units & Administration Unit. All the DAE Users located throughout the country and Vendors are the key Stake Holders. It is important to foster strong relationships with both Users and Vendors as they are crucial to an organization's success and for that co-ordination between other stake holders i.e. Purchase, Stores and Accounts is vital.

The users need to ensure clear guidelines, follow efficient process, accountability, transparency, accessibility and ensure efficient use of public fund. The Suppliers/Vendors require fair and transparent opportunities, timely payments and clear communication.

To enhance the procurement system and

better serve these stakeholders the DPS has opened the following avenues for:

- **Enhanced Transparency and Accessibility:**

DPS has adopted procurement through e-procurement platforms like Government e-Marketplace (GeM), Central Public Procurement Portal (CPPP) to increase transparency and streamline procurement processes.

DPS has been successful in achieving almost 95% of its procurement through GeM. Regular interaction with the GeM authorities for improving/customizing the portal, according to the unique nature of requirements are being carried out.

Drive towards paperless office is one step towards digitization which will enhance efficiency, accountability and accessibility.

DPS is receiving different types of indents from various units. It has been observed that the main reason for delay in the processing of indents is due to the indent not being complete in all respect. For this reason DPS has formulated a detailed guideline for Indenting Officers. These documents are made available on BTS-BARC portal as well as on the respective portal of different Units. A team of DPS officers shall visit the Indenting Officers to appraise them the major areas where usually data is incomplete or where data is mandatory.

The following steps are initiated by DPS for

enabling the Indenting Officer to generate indents complete in all respects:

1. Before raising an indent for a requirement involving high value and with various technical details/scope of supply, Indenting Officers are advised to have a preliminary discussion with Senior Officers of DPS to finalize the details of the indent. This meeting shall be held in person or through Video Conference on all Wednesdays, falling on working days.
2. A Team of Officers from DPS shall make periodical visit to every group of BARC/DAE Units to apprise the Indenting Officer of mandatory requirement and general instructions to be followed, while raising the indent whereby the delay can be curtailed and multiple communication avoided.
3. Before initiating of indents on MMS or any other IT program for raising indent, the Indenting Officer mandatorily have to go through the instruction made available to generate indent complete in all respect.

- **Ensure that all procurement related information is easily accessible to all stakeholders:**

DPS with the help of technical support from the respective Units, achieved to integrate all the functions of procurement seamlessly on the digital platform. DPS has also pursued for having common platform which shall be acceptable and accessible to all the units over pan India in coming years,

in order to achieve uniformity in the work processes, easy data share and access and maintain familiarity with the work environment. To achieve this feat, MMS is presently being extended to all the DAE units stationed in Mumbai viz. DCSEM, AERB, BRIT, HWB on a pilot basis.

- **Simplification and Standardization:**

Simplify procurement procedures and standardize tender documents to reduce complexity, ambiguity and to provide clear and concise guidelines to minimize errors and delays. DPS has formulated and published the SOP for purchase & stores.

- **Capacity Building and Training :**

Training is very essential in improving the efficiency of the organization. DPS Officials have been nominated for various types of Material Management Training being organized by Department of Expenditure, Ministry of Finance/Other Govt. Agencies to enhance their understanding of procurement rules and best practices. From the year 2022 onward for JPA/JSK post, Induction Training is being conducted for a period of six months before appointment of selected candidates as regular Government employees, to ensure smooth transition to real time working environment after successful completion of induction training.

- **Vendor Meet:**

To keep bidders/vendors abreast with the developments, it is a common platform for buyer and seller to meet. DPS every year conducts vendor meets at various locations

all over India facilitating all the bidders to participate at their respective locations. The vendor meets are comprised of informative sessions where-in presentations are made on different material management topics as well as interactive sessions held to satisfy/clarify the doubts of vendors.

- **Promote professionalization of procurement:**

DPS has given emphasize on implementation and enhancement of automation activities usage on Information Technology in order to minimize the time and to achieve the timely objectives. Every unit is having their own Material Management Software linked with Users, Purchase, Stores and Accounts.

The physical movement of files is completely dispensed by usage of e-office. MMS, is being used for processing indent, approval at various stages, release of order, amendment, acceptance/discharge of bank guarantees, various reports, bill processing for releasing payment, emails to vendors for supply status, intimation of payment/deduction etc. All the staff members of DPS are provided with latest configuration of computers and each section are provided with scanner.

- **Strengthening Monitoring and Evaluation:**

The requirements are processed in DPS on end-to-end basis, from receipt of indents to expiry of warranty period. DPS has established robust monitoring and evaluation mechanisms to track

procurement performance and identify areas for improvement. This facilitates timely rectification of the lapses or faults by any agency involved in the contract say Vendor, User and Buyer. This review system has helped in considerable reduction in lead time and improved contract management. This also helps to assess the performance of the vendor.

- **Implement effective grievance redressal mechanisms to address stakeholder concerns:**

One to one interaction is one of the steps towards effective and transparent dealing. DPS follows this through interactive sessions conducted periodically with the user departments, vendors, stores and accounts. Dedicated email IDs have been created for this purpose; support.indentor@dpsdae.gov.in for users and support.vendor@dpsdae.gov.in for vendors respectively. It is ensured that the communications received through these emails are responded within 48 hours.

- **Promoting MSME Participation:**

DPS undertakes procurement activities in strict compliance with the prevailing Government Policies, GFR & CVC guidelines. The Public Procurement Policy stipulates that every Department which involves in public procurement shall conduct Vendor Meet for enhancing participation of MSEs in Government Procurement. As a responsible procuring entity this Directorate conducts Vendor Meet especially for MSME firms at various

Regional Units to ensure ease of participation of the vendors located at respective places. Through these Meets, vendors are educated with the changes in working of DPS owing to change in Government Policies.

DPS has represented DAE in many of the DPIIT meetings and has been co-ordinating with various DAE units to meet the requirement of government procurement policies under Make in India Programme.

- **Ensure timely payments to Vendors:**

When the supplies are made it is responsibility of the buyer organization/Accounts/Paying Authority to release timely payment to Suppliers. On GeM portal as per guidelines, payments need to be made within specified period of 10 days, failing which Incident / Show cause Notices can be raised by the Sellers which can ultimately lead to the Buyer being flagged as Red Buyer on the portal. Hence it is being ensured that timely payment to suppliers/vendors including MSME suppliers are made. MSME suppliers are liable for interest on payment, if payment not made within 45 days. Utmost efforts are being taken to ensure timely payments to MSME vendors as contract placed on MSME are being identified by usage of MMS/Material Management Software of respective units. As well as any query received on MSME-Samadhan Portal are being resolved and answered in due time.

Consignee plays an important role. Once the supply is affected, the consignee has to

generate CRAC within a specified time available on GeM portal. Hence, it is for consignee to generate GR, obtain inspection report/Installation/commissioning/training certificate from IO and generate the CRAC. The consignee has to upload all the required documents on MMS/Material Management Software for release of payment.

- **Technology Integration:**

With the advancement of Information Technology, DPS has also adopted automation and the usage of Information for material management. DPS started online tender processing ten years back. Software for processing the indents is available in all Units of DPS. Today all indents are processed through e-tender mode. In the major Units of DAE, indent generation and approvals are done using in-house developed software. These indents when transmitted to DPS are converted to tenders online and the release of e-tenders and receipt of offers from vendors take place in an internet based portal. The offers received from e-tender portal are imported and processed using the in-house software for release of orders, acceptance of bank guarantee/FIM, Supply reminder, Acceptance of material, Generation of CSRV, Payments, Issue of deduction memo etc. The in-house software also includes modules like data analytics to help find areas of improvement.

- **Interaction with GeM:**

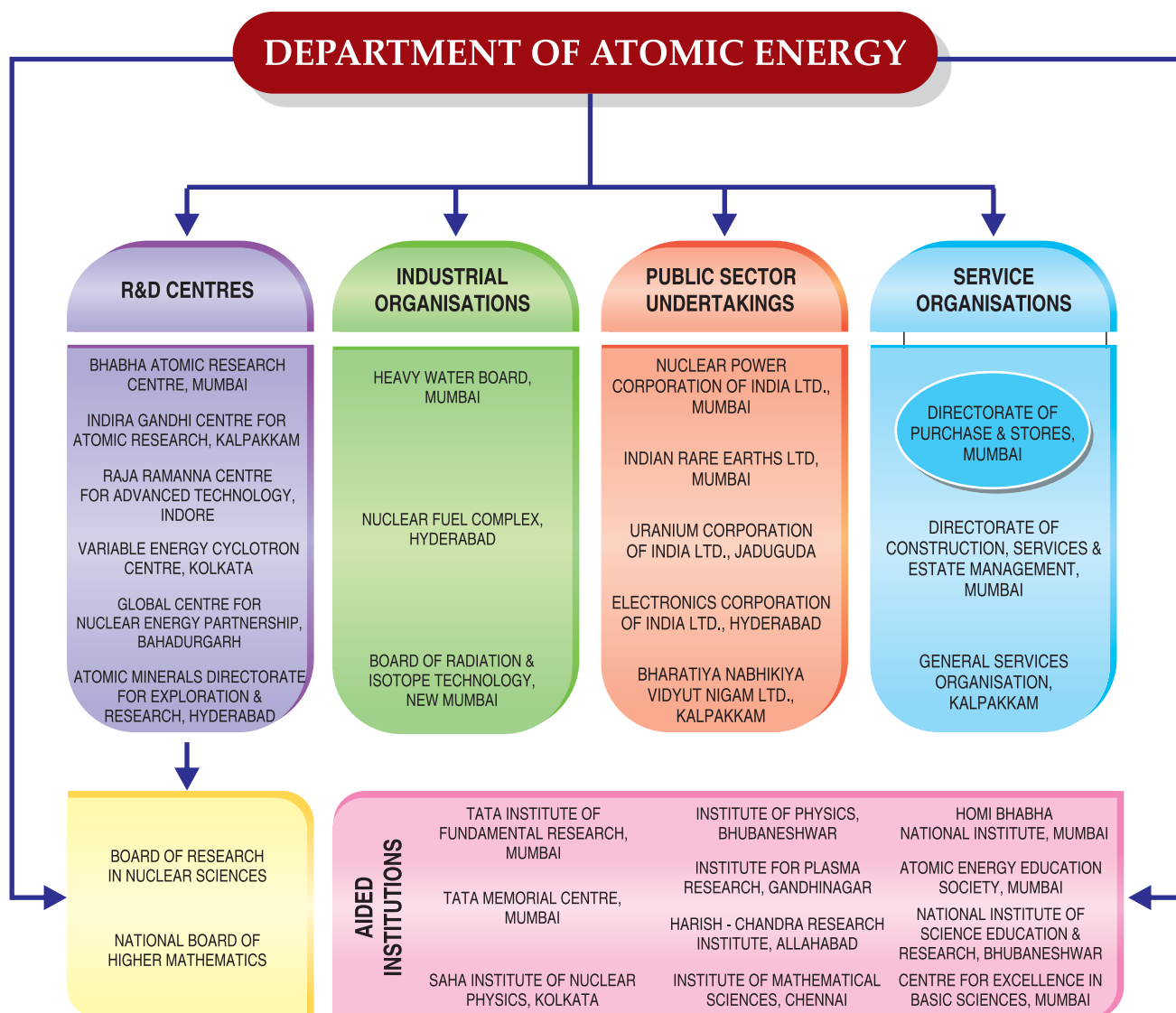
DPS has been following up regularly with GeM authorities to address the issues relating to procurement and enhancement



of features as per the requirement of DAE. DPS has played an important role to bring new features in GeM portal which has helped in improving the procurement process in GeM.

By addressing these areas, the DPS procurement system can become more efficient, transparent, and accountable,

benefiting all stakeholders. To conclude, it is important to have good co-ordination with all the stake holders to ensure success in procurement process. This will greatly reduce the unnecessary back and forth communication between purchase unit and stake holders. This would culminate in achieving the desired goal.



Directorate of Purchase & Stores, a service sector under the Department of Atomic Energy (DAE), Government of India is the centralized agency responsible for materials management functions of Research and Development centres like Bhabha Atomic Research Center (BARC), Mumbai, Indira Gandhi Centre for Atomic Research (IGCAR), Kalpakkam, Raja Ramanna Centre for Advanced Technology (RRCAT), Indore, Variable Energy Cyclotron Centre (VECC), Kolkata and industrial set-ups such as Nuclear Fuel Complex (NFC, Hyderabad), Board of Radiation and Isotope Technology (BRIT), Navi Mumbai, Heavy Water Plants at different locations under DAE.



UNITS OF DPS

CENTRAL PURCHASE AND STORES UNIT, MUMBAI



The Directorate of Purchase and Stores (DPS) operates from Vikram Sarabhai Bhavan, Anushaktinagar, Mumbai. It has the Central Purchase Unit (CPU), Central Accounts Unit (CAU) and Central Administration Unit and Stores HQL Office.

Joint Director and Deputy Directors with their Staff assist Director, DPS in carrying out the activities of Central Purchase Unit to satisfy the procurement needs of BARC, HWB, BRIT, VECC, AMD, GCNEP, AERB and DCS&EM.

The Central Stores Unit is situated inside BARC Complex and carries out its day-to-day functions. There are 15 Zonal Stores operating from Mumbai

NUCLEAR RECYCLE BOARD PURCHASE AND STORES UNIT (NRBPSU)



The NRBPSU is operating from NRB Headquarters, Anushaktinagar and takes care of procurement activities of all the NRB Projects and Operating Plants at Tarapur and partially for Kalpakkam. The Purchase Unit situated at Anushaktinagar, Mumbai concludes purchase contracts including transportation contracts whereas, stores units at Tarapur/Kalpakkam take care of receipts, safe storage of consignment, issue of items and disposal of scarp through forward auction.

MADRAS REGIONAL PURCHASE AND STORES UNIT (MRPSU)



The Madras Regional Purchase and Stores Unit (MRPSU), located in Pallavaram, Chennai, is a digitally-enabled hub that streamlines the procurement, issuance, and disposal of materials for key Department of Atomic Energy (DAE) units. MRPU's IT Team with the support of software developers of P&WMS, IGCAR manages the E-Procurement system and maintaining IT infrastructure. MRPSU also establishes rate contracts for drugs and medicines for the DAE hospital in



Kalpakkam, leveraging a robust e-procurement platform. Additionally, Stores Units within the Kalpakkam complex support the material needs of various divisions/groups within IGCAR, BARC (F), Units of NRB, Kalpakkam, HWP (T) and the DAE hospital, Kalpakkam. The MRPU Transport & Clearance Godown, also in Pallavaram, Chennai, employs efficient logistics management practices for enhanced supply chain transparency in managing all transport and clearance activities. MRPSU plays a crucial role and acts as a catalyst, facilitator, enabler, driving force, and key contributor, ensuring timely material procurement to help various units of the Department of Atomic Energy to achieve its objectives.

HYDERABAD REGIONAL PURCHASE AND STORES UNIT (HRPSU)



Hyderabad Regional Purchase & Stores Unit, a regional unit of DPS in Hyderabad is mandated with procurement of various goods such as raw materials, chemicals, consumables, high value capital equipment of both indigenous and imported materials for Nuclear Fuel Complex.

In addition, HRPSU is coordinating required transportation of materials activities including movement of strategic material to various Reactor sites and other Units of DAE. Further, HRPSU extends support for transportation of material movement between 3 units of Nuclear Fuel Complex at Hyderabad, Pazhayakayal and Kota.

DPS Stores Unit at ZC, Pazhayakayal is catering to the material management activities for ZC.

INDORE REGIONAL PURCHASE AND STORES UNIT (IRPSU)



Indore Regional Purchase and Stores Unit is responsible for procurement and material management activities of the Raja Ramanna Centre for Advanced Technology, a Research and Development Unit of DAE working in the field of Particle Accelerators and Lasers and allied technologies.

REGIONAL PURCHASE UNIT (MANUGURU), HYDERABAD



Regional Purchase Unit (Manuguru) in Hyderabad is an entity of DPS in Hyderabad and is mainly involved in procurement of various goods such as chemicals, equipment, spares, consumables, fuel oils, petroleum products, etc. for production of Heavy Water, Enriched Boron Carbide Powder, Enrichment of H₂O₁₈ and operation of Captive Power Plant at Heavy Water Plant, Manuguru. In addition, RPUM is involved in export of Heavy Water consignments to various countries for non-nuclear applications.

PURCHASE AND STORES UNIT, MYSURU



Purchase and Stores Unit at Rare Materials Project, Mysuru is catering to the needs of Rare Materials Project, Mysuru, in procurement of strategic materials.

ATOMIC MINERALS PURCHASE UNIT, HYDERABAD



Purchase Unit at AMD, Hyderabad takes care of procurement needs of the Atomic Minerals Directorate for Exploration and Research (AMDER) with headquarters at Hyderabad and 07 Regional Units and 02 Regional Offices spread across the country, which are basically engaged in the geological exploration for mineral deposits required for the nuclear power program of the country. Regional Units of AMDER are situated at different parts of the country.

DPS REGIONAL STORES AT VARIOUS REGIONS OF ATOMIC MINERALS DIRECTORATE EXPLORATION AND RESEARCH



Hyderabad, Telangana

The Stores Unit caters to AMD Headquarters and AMD South Central Region engaged in Research and Drilling of Minerals.



Bengaluru, Karnataka

Stores Unit in Bengaluru caters to the AMD Southern Region and also acts as a GeM Consignee for BARC, Seismic Array Station, Gauribidanur, BRIT, Bengaluru, PoCTA Guest House (RMP).



Tatanagar, Jharkhand

The Stores Unit started during 1986 at Sundernagar post, Jharkhand and later shifted to Khasmahal during 1996 and caters to the requirement of AMDER, Eastern region, Tatanagar.



New Delhi, NCT

This Stores Unit first started in 2022. The Unit caters to AMD Northern Region, New Delhi engaged in Research and Drilling of Minerals.



Jaipur, Rajasthan

This Stores Unit started in 2022 and caters to the material needs of 10 drilling units and 07 camps under AMD Western Region and located in various places in Rajasthan. The primary function of stores is to arrange and supply of drilling material to different field units and regions.












Nagpur, Maharashtra

This Stores Unit started in the year 1976 and caters to 08 different drilling units, Survey Unit, Resident Geologist Camp and more than 15 Laboratories and Investigation under AMD Central Region.

It is situated at two different locations;

(i) Wadi, Nagpur, its primary role being receipt and issue of heavy and bulky items like drilling accessories and (ii) the second one in the heart of city i.e., AMD Complex, Civil Lines,

 	<p>Nagpur which is Regional Headquarter for Receipt and Issue of small and light articles.</p> <p>Shillong, Meghalaya</p> <p>This Stores Unit started in 2022 and caters to the material management needs of AMD North Eastern Region, Shillong mainly for exploration activity and research of mines.</p>
CALCUTTA REGIONAL PURCHASE AND STORES UNIT (CRPSU)	
 	<p>Calcutta Regional Purchase Unit (CRPU) caters to the procurement requirements of Variable Energy Cyclotron Centre, Kolkata, a Research and Development Unit of DAE working in the field of experimental nuclear physics, radiation damage studies and isotope production for research and nuclear medicines. CRPU also serves in procurement activities of Heavy Water Board Facilities, Talcher, Orissa, which is into the production, enrichment and conversion of specialty chemicals including various organo-phosphorus solvents.</p> <p>Calcutta Regional Stores Unit, VECC, Kolkata is carrying out the work of receipt of consignments, (local, up-country and foreign), Procurement, Disposal and Material Management activities for VECC and various Units of DAE i.e., the RMRC (Radiation Medicine Research Centre), BARC, BRIT, MCF (Medical Cyclotron Facility).</p>
DPS REGIONAL STORES UNIT AT UNITS OF HEAVY WATER PLANT	
	<p>Manuguru, Telangana</p> <p>Stores Unit Heavy Water Plant (Manuguru) is catering to the needs of Heavy Water Plant (Manuguru) which is the largest Heavy Water Production facility, supporting the Indian Nuclear Power Program, and the flagship of Heavy Water Board along</p>

	<p>with production of O18. Captive Power Plant, backbone of Heavy Water Plant, Manuguru, caters to the main plant requirements. This is an ISO-9001:2015, ISO-14001:2015 and ISO 45001:2018 certified organisation.</p> <p>Transportation of Heavy Water to different destinations including within India and abroad has become the prestigious task to Stores Unit.</p> <p>In the History of HWB, one of the biggest consignments out of more than 100T so far exported is “50T Heavy Water” to USA.</p>
	<p>Talcher, Orissa</p> <p>Stores Unit, HWBF, Talcher is catering to the procurement and material management activities for the Heavy Water Board Facilities, Talcher an Industrial Unit of DAE working in the field of production of various Nuclear grade Solvents and allied products which are used in metal extraction.</p>
	<p>Kota, Rajasthan</p> <p>Kota Regional Stores Unit, HWP(K) is responsible for the material management and disposal activities of Heavy Water Plant (Kota), an Industrial Unit of DAE involved in production of Nuclear Grade Heavy Water (D2O) mainly used as a moderator and coolant in Pressurised Heavy Water Reactors (PHWRs).</p>
	<p>Vadodara, Gujrat</p> <p>Stores Unit, Heavy Water Board Facilities (Vadodara) is catering to material management activities for the Heavy Water Board Facilities (Vadodara), an industrial unit of DAE working in the field of production of heavy water by employing Mono-thermal Ammonia-Hydrogen exchange process, production of Potassium Metal, Sodium Metal and Tri-Butyl Phosphate.</p>



Thoothukudi, Tamilnadu

DPS Stores Unit, Thoothukudi is catering to the material management activities for HWP, Thoothukudi.

BARC STORES UNIT, VISAKHAPATNAM



DPS Stores Unit, Vizag is catering to the material management activities for BARC, Visakhapatnam.

DPS COUNCIL

The Directorate of Purchase & Stores performs as an exclusive entity which caters Department of Atomic Energy with procurement facility in its endeavour to achieve the high-end goals of Department such as attaining self-sufficiency in nuclear field. DPS is also a part of the goals put forth by DAE for Amritkal 2047. In addition to above, DPS caters services to all constituent units of DAE in procurement, logistics, disposal of scrap and unserviceable vehicles.

The decentralization of decision-making mechanism and delegation of financial powers resulted in faster decision making. Delegation of powers also implies authority with accountability. While decentralization procedural powers have been delegated, the administrative powers are with Director, DPS.

In order to have a consistency in decision making and to take policy decisions, a body called DPS Council was constituted in the year 2005. The Council so constituted is an advisory committee to Director, DPS. Any matter which is brought to the Council for decision is deliberated at length and after

considering suggestions/views of the Members, a final decision is taken by Chairman. Council meets periodically as per the requirement. Special council meetings are also conducted in the exigencies.

The functions of council are:

- 1) Implementation of policy decisions concerning smooth and efficient functioning of DPS.
- 2) To consider review and recommend all administrative policy matters concerning Recruitment, Promotion, Transfers etc.
- 3) To review, decide all matters of policy and procedure and also to review the performance/progress of all Units to submit a report to PRIS-G Expert Committee.
- 4) To consider any other matter which may be brought to the Council by Members for recommendation of Director, DPS.

Seniors Officers of DPS including Joint Director, Regional Directors, IFA, CAO and Deputy Directors are the Members of DPS Council.

DPS COUNCIL MEMBERS



Shri Ved Singh

Chairman and Director, DPS

Shri Ved Singh completed his B.Tech (Mechanical) from Lucknow University. He is from the 34th Batch of BARC Training School and joined BARC in the year 1991 as Scientific Officer(C).

He has worked majorly on designing nuclear safety class equipment and piping for Back End Fuel Cycle Facilities and other BARC facilities. He has worked extensively towards seismic design requirements of nuclear safety systems of Back-End Fuel Cycle Facilities. He played a key role in providing innovative design solutions for various systems for operating reprocessing and waste management plants to enhance safety and operating life.

He worked as Regional Director of NRBPSU from year 2016 to 2019 and also as Executive Director, NRB before taking over as Director in this Directorate w.e.f. 01.03.2024.



Shri V. Naga Bhaskar

Member and Regional Director, HRPSU

Shri V. Naga Bhaskar is a graduate in Electronics and Instrumentation Engineering. He is from the 31st batch of BARC Training School and joined Nuclear Fuel Complex, Hyderabad in 1988. His area of specialisation is "Implementation of Instrumentation, Control and Automation Systems".

Few of his contributions include Design, conceptualization, procurement and implementation of a state-of-the-art High availability Supervisory Control and Data Acquisition System for Uranium Oxide Plant; Conceptualization, specification,

implementation, installation and commissioning of the remote Input and Output based PLC controlled 19 and 37ele PHWR Fuel Bundle Inspection System; Modernisation of the Control System of 3780 Tonne Press at Extrusion and Piercing Plant; Development and implementation of control system of Seven axes die profile groove cutting machine (KB 65); Revamping of Bright Annealing Furnace.

He is a recipient of the DAE Group Achievement Award and Work of Excellence Award of NFC. He is currently serving as Regional Director, HRPSU since March 2019.



Dr. Kitheri Joseph **Member and Regional Director, MRPSU**

Dr. Kitheri Joseph is a Gold Medalist in M.Sc Chemistry, from Loyola College, Chennai. She is from 33rd Batch of BARC Training School and joined IGCAR in 1990. She holds a doctorate in Chemistry from University of Madras. She gained experience in the field of sodium chemistry, thermal analysis, solid state nuclear materials and nuclear waste management. She took the lead role and developed a new electrolyte and reference material for electrochemical hydrogen meter, used for sensing hydrogen in sodium. As an Associate Director, Metal Fuel & Reprocessing Group, she led the team on metal fuel fabrication, pyrochemical reprocessing both at lab & plant scale level and towards conversion of uranium oxide to metallic uranium by Direct Oxide Electrochemical Reduction (DOER) process. She also led the team from IGCAR in Indo-UK civil collaboration in the field of nuclear waste management.

She took over as the Regional Director, DPS, DAE in February 2024 and is the first woman to hold the post of a Regional Director of DPS. She leads the purchase and stores team in catering to the requirement of IGCAR & others units of Kalpakkam and HWP, Thoothukudi.



Shri. A. K. Jha

Member and Regional Director, NRBPSU

Shri A. K. Jha has completed his M. Tech. degree from I.I.T., Mumbai in Aerospace Engineering. He joined BARC, Trombay after graduating from the 36th batch of BARC Training School and currently holds the post of Regional Director, NRBPSU, DPS w.e.f. 23/08/2022. He handles day to day material management activities pertaining to projects and operating plants of NRB.



Shri. Prashant Khare

Member and Regional Director, IRPSU

Shri Prashant Khare is a Mechanical Engineer. He joined RRCAT in 1989. Presently he is working as Director, Proton Accelerator Group, and Heading Cryomodule Development and Cryo-Engineering Application Division and also as Regional Director, IRPSU.

His areas of interest are cryogenic engineering and development of systems based on it like cryomodules, Horizontal Test Cryostat for SCRF cavities and development of SCRF cavities through laser welding. He is the recipient of Prestigious Homi Bhabha Science & Technology Award for the year 2018, DAE Scientific and Technical Excellence Award – 2013, two Group Achievement Awards in 2009 and 2014. He is the inventor and leader of the team that developed “SHIVAY” technology which has been selected as one of the “75 land mark Achievements in engineering and Technology in Independent India” in the compendium published by Indian National academy of Engineering/DST”. Among publications, Shri Khare holds 6 patents, 9 journal publications and 45 conferences.



Mr. Shailesh Kumar Jakhotiya

Member and IFA, DPS

Mr. Shailesh Kumar Jakhotiya is the Internal Financial Advisor for Bhabha Atomic Research Centre and DPS. Mr. Jakhotiya is a 2003-batch Civil Servant of the elite Indian Audit and Accounts Service (IA&AS) and has more than 21 years of rich experience in Government Audit and Financial Management. Mr. Jakhotiya has held various senior positions in 7 provincial offices of the Government of India including of Deputy Director, Board of Auditor, United Nations at New York. Mr. Jakhotiya had multiple prestigious international assignments of audit and assurance such as Financial Audit and Compliance audit of World Intellectual Property Organization at Geneva, Internal Atomic Energy Agency, Vienna, Indian embassies at Bhutan and Philippines.



Smt. Mandakini S. Bhange

Member and Deputy Director, DPS

Smt. Mandakini S. Bhange had passed S.S.C. from Pune Board. She joined in the Department in February, 1989 as Purchase Clerk and worked in various sections in DPS in various capacities. Holding the post of a Deputy Director in this Directorate w.e.f. 30.11.2022, she looks after the procurement activities of CPU and all activities of Store Units and also is Chairman/Member-Secretary/Member in various Purchase, Stores & Administration Committees.



Smt. Kalavathy C. Pillai

Member and Deputy Director, DPS

Smt. Kalavathy C. Pillai is a Commerce Graduate from Mumbai University. She joined DPS Mumbai, in 1986 as a Purchase Clerk. She served in various capacities. During her tenure at HRP, she was awarded as Best Individual Performer on 26th January 2022. She played a key role in preparing the Standard Operating Procedures (SOP) for procurement, SOPs for the hierarchy of approvals, and led the team for interactive sessions with the Indenting Officers. She is also a faculty member for the Induction Trainees.



Shri. R. Vijay Kumar

Member and Deputy Director, HRPSU

Shri. R. Vijay Kumar is a graduate in Arts and joined this Directorate as Stores Clerk in 1989. He worked at various Stores Units and has been involved in the development/renovation activities of various Stores Units. He also served as a Member Secretary of Survey & Disposal Committee in many units of DPS. He is a recipient of the Swachhata Abhiyan Achievement Award as a group leader in 2019 at HRSU, NFC, Hyderabad. He was involved in review and editing of NIT documents related to disposal of various scrap/unserviceable/surplus items in line with GeM Forward Auction and he structured the New SOP for disposal of End of Life Vehicles through M/s.MSTC.



Smt. Sarita N. Mhatre
Member and Deputy Director, DPS

Smt. Sarita N. Mhatre is a B. Com graduate and obtained her diploma in DGMM from IMM. Since joined the department in 1989 and worked in various capacities. Holding the post of a Deputy Director in this Directorate since January, 2025, she is currently looking after various procurement activities of CPU, including medical and IT related procurement and also functioning as Chairman/Member– Secretary/Member in various committees.



Shri. S. Y. Kamble
Member and Chief Administrative Officer, DPS

Shri S.Y. Kamble is a graduate in Commerce and holds an degree in MBA in HR from Sikkim Manipal University. He joined the Department at DAE Secretariat in March 1989 and having served at different units of DAE is currently posted at DPS, Mumbai. In addition to overseeing various administrative activities, he is functioning as Part-Time Vigilance Officer, Central Public Information Officer, Grievances Officer, Liaison Officer for SC/ST/OBC/PwBD. In his more than 35 years of service, Shri Kamble served in all sectors of the Department, namely, Secretariat, R&D, Industrial and Service, except Power.



Shri. M. P. Vinod
Member and Manager (Purchase), RPUM

Shri M.P Vinod, Scientific Officer(E) after graduating with a Bachelor of Science (Chemical Technology) from Osmania University joined Heavy Water Plant, Manuguru in 1989. His

main area of operation has been in the field of Exchange Unit for enrichment of deuterium, Hydrogen Sulphide production for chemical exchange, Sodium Sulphate Recovery, Effluent Treatment, etc. In February 2009, he was posted as Liaison Officer at Heavy Water General Facilities in Hyderabad and was involved in coordinating with various government departments to meet the plant requirements, factory evaluation of manufacturers for various materials required for plant operation, material inspections, etc. From August 2021, he is serving as Manager (Purchase) at the Regional Purchase Unit (Manuguru) which caters to the purchase activities of the Heavy Water Plant (Manuguru).



Shri. Amit Kumar Jain **Member and Incharge, AMPU**

Shri Amit Kumar Jain joined AMD in the year 2002, as SO/C after obtaining M. Tech. (Modern Methods of Chemical Analysis) from Indian Institute of Technology, Delhi. He has worked in Chemistry Laboratory at AMD Northeastern Region, Shillong and AMD Northern Region, New Delhi where he has analysed various geological samples for Uranium, major, minor, traces and Rare Earth elements for uranium exploration.

Shri Amit Kumar Jain was awarded DAE's Group Achievement Award 2016 and has published more than 25 research papers in various seminars, National and International journals as well as in many inhouse publications. Since November 2024 he is posted as Incharge for Materials Management Group AMD Hyderabad and Incharge, AMPU, DPS.



ESSENTIAL FUNCTIONS





DIRECTORATE OF PURCHASE AND STORES (DPS)

Executive Summary

Directorate of Purchase & Stores (DPS) was formed in the year 1972 as a centralized agency. DPS is a service organization of Department of Atomic Energy and a Centralized Agency entrusted with the responsibility of procurement and stores activities for various units of Department of Atomic Energy including operational plants and projects like HWB, NFC, BRIT, Research & Development units like BARC, IGCAR, RRCAT, VECC, NRB & GCNEP and for the Constructional and Service Organisations like DCSEM and GSO.

DPS was decentralized with Headquarters at Mumbai and Regional Units namely HRPSU, AMPU, RPUM at Hyderabad, IRPSU at Indore, MRPSU at Chennai, CRPU at Kolkata and NRBPSU at Mumbai. DPS has 32 Purchase & Stores Units catering services to all constituent units of DAE across the nation.

DPS contributes in procuring the vital requirements of the projects with utmost speed, resulting in meeting the larger end goals of the Department of Atomic Energy i.e. attaining self-sufficiency in Nuclear Energy and Radiation Technology. The requirement of the projects is of highly specialized nature with stringent quality requirement. DPS provides other services such as logistical support, receipt, accounting, transportation of material to various units, custom clearance of import, arranging insurance, export of goods, proper storage and issue of material as and

when required to the units. Inventory management and the other allied activities are also rendered by this Department.

DPS plays a crucial role in effectively implementing and executing the procurement activities in-line with the Public Procurement Policy of Government of India. DPS has promptly adapted to the changes and functions to best suit the dynamic material management requirements such as procurement through Government e-Market, Central Public Procurement Portal, Preferential Purchase Policy, Restriction on Procurement from Suppliers sharing land borders with India & Global Tender Enquiry etc., in a uniform, transparent, systematic, efficient and cost-effective procedure. DPS strictly follows the Global Tender Enquiry norms by processing all the tenders of value less than 200 crores indigenously.

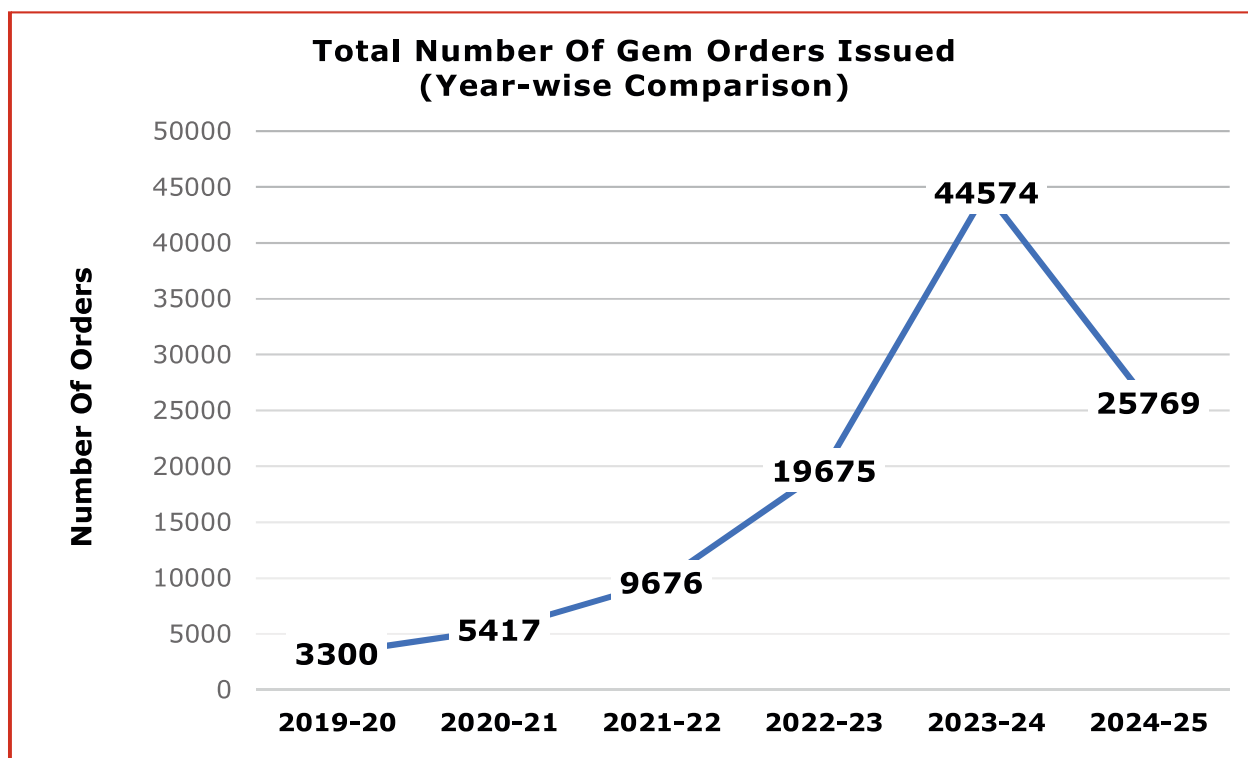
Training programmes were conducted for Indenting Officers to bring-in the awareness of the changes/updates that are occurring on GeM portal/Govt. As part of policies for effective functioning, dedicated e-mail IDs have been created for this purpose viz. support.indentor@dpsdae.gov.in and helpdesk@dpsdae.gov.in for users. Communications received through these e-mails are replied within 48 hours.

A total of ten Vendor-Buyer meets were organized at Indore, Kolkata, Hyderabad, Tarapur, New Delhi, two in Chennai, and three in Mumbai respectively to encourage greater participation from vendors in the

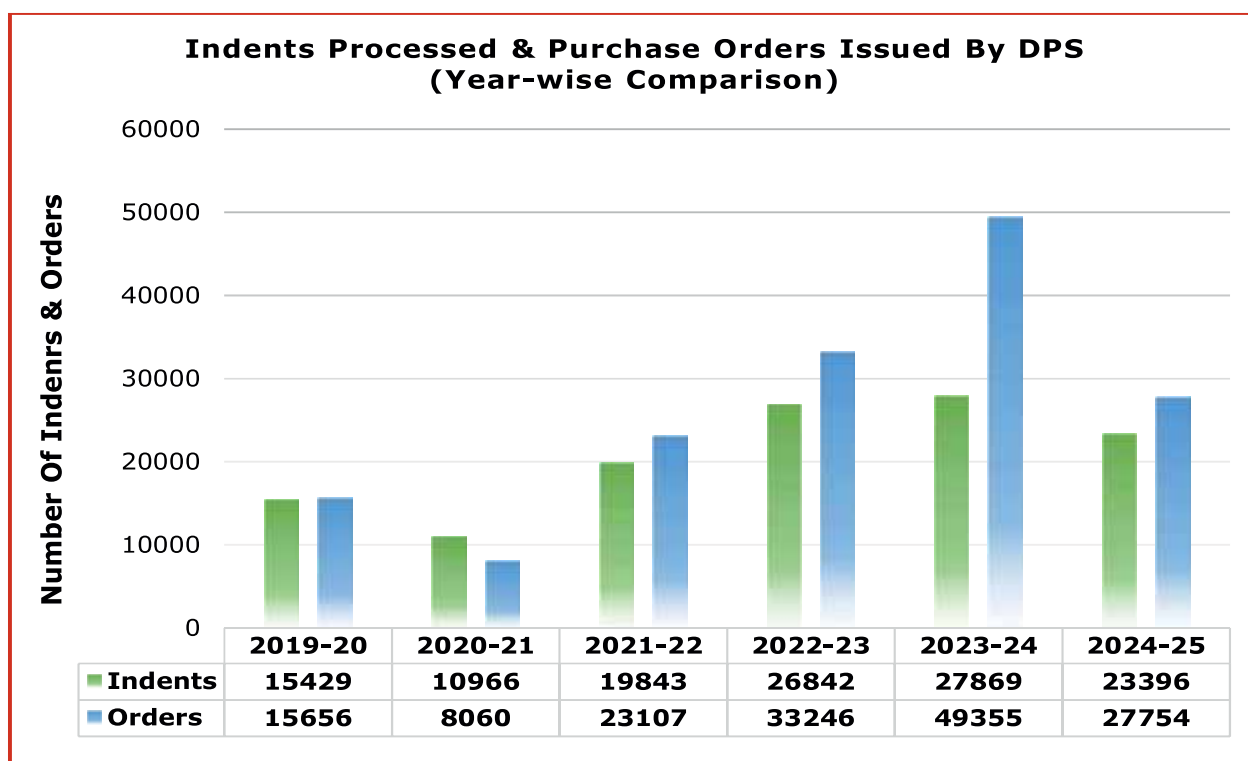
bidding process as well as ensuring competitive bidding.

SPECIAL ACHIEVEMENTS FOR THE YEAR 2024-25

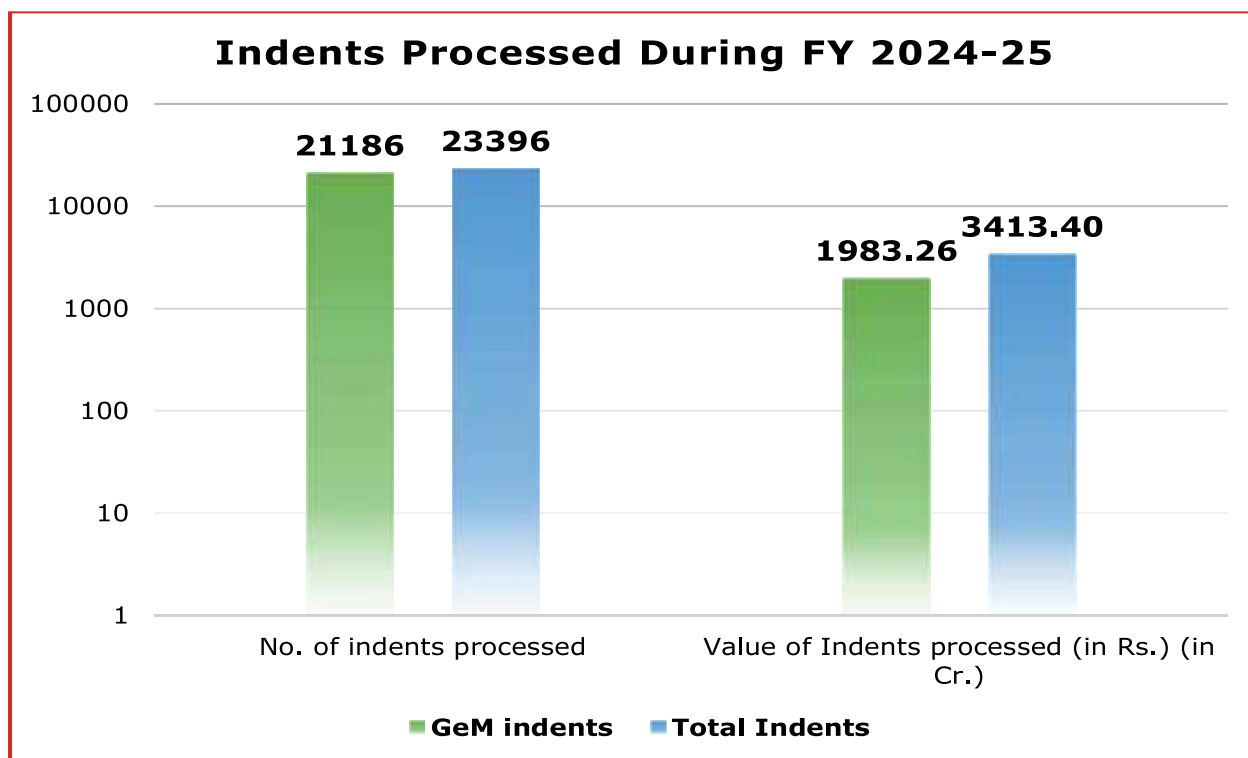
1. DPS has set its goals for Viksit Bharat@2047 and the same has been showcased in the DAE Conclave held at NISER, Bhubaneswar.
2. DPS is successful in achieving 100% of its eligible procurement through GEM. DPS has effectively processed 23396 indents and issued 27754 purchase contracts worth Rs.1698.33 crore. Stores Unit of DPS has floated 279 sales tenders and released 230 e-sales orders.
3. The various stores units of DPS have floated 279 sales tenders and released 230 e-sale orders. The total number of CSRV issued during this year was 35967. Further, 356715 items issued against 149211 vouchers and accounted for.
4. Under Swachhata Pakhwada, this Directorate disposed 8333.8 MT of scrap generating revenue of Rs.55.99 Crore. Stores Unit have codified 46048 items this year thereby improving its inventory management.
5. DPS replied queries received from RTI, CPGRAMS and Samadaan through the portals respectively within the time line.
6. Under Mission mode programme of recruitment, examination was conducted across India in a transparent way to fill the existing vacancies. The second batch of 59 trainees were successfully posted across India in 2024. The third batch six months Stipendiary Induction training is in progress for 62 JPA/JSK.
7. DPS continued its efforts towards greater use of Hindi in official work. The progress made in the use of Hindi are reviewed quarterly during OLIC meetings.
8. After processing the bills in MMS, automatic mails are being sent by the system to suppliers was implemented in DPS Accounts Unit.
9. CPU, DPS, Mumbai has implemented Acceptance/Discharge Bank Guarantee Module, Digital Signing in Indents/ Receipt Voucher/Purchase Order, Correspondence/Noting Module, GeM seek clarification, Acceptance/Rejection of Offers in MMS System with the help of Computer Division, BARC.
10. DPS has initiated paperless office under single IT solution in DPS, Mumbai.



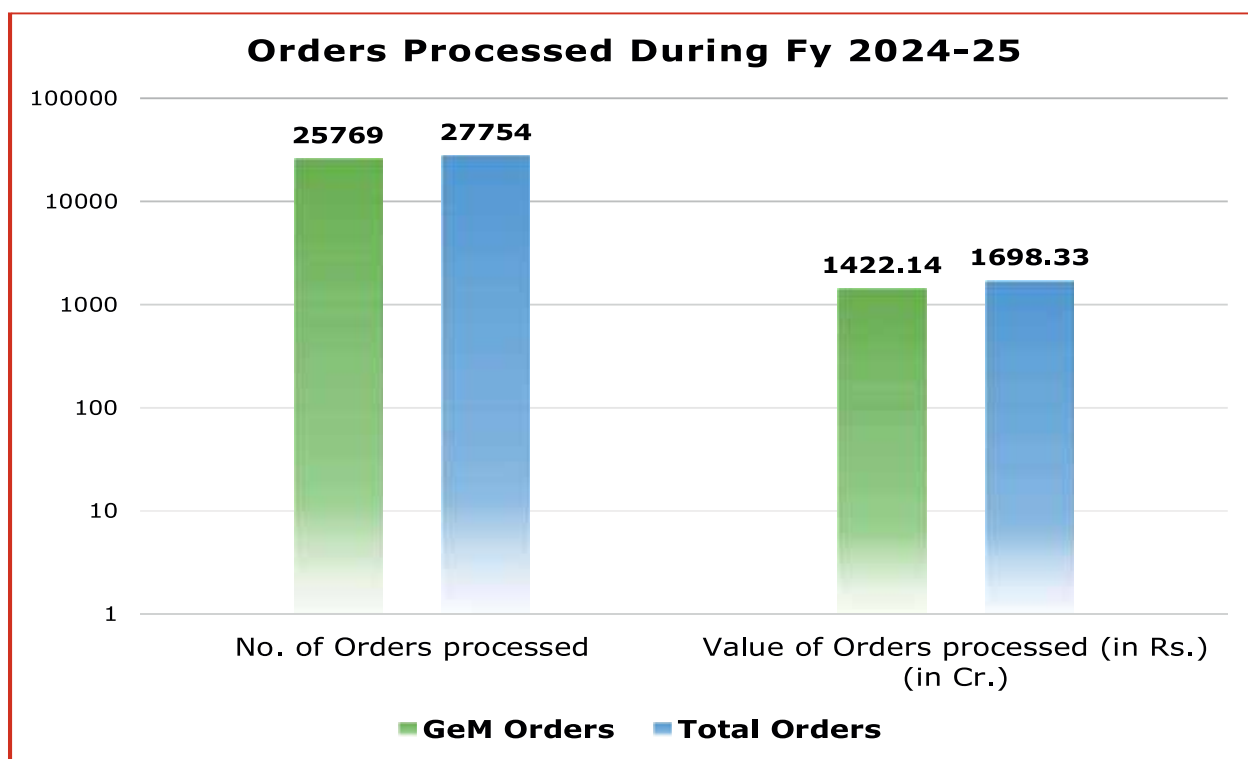
(FIG. 1)



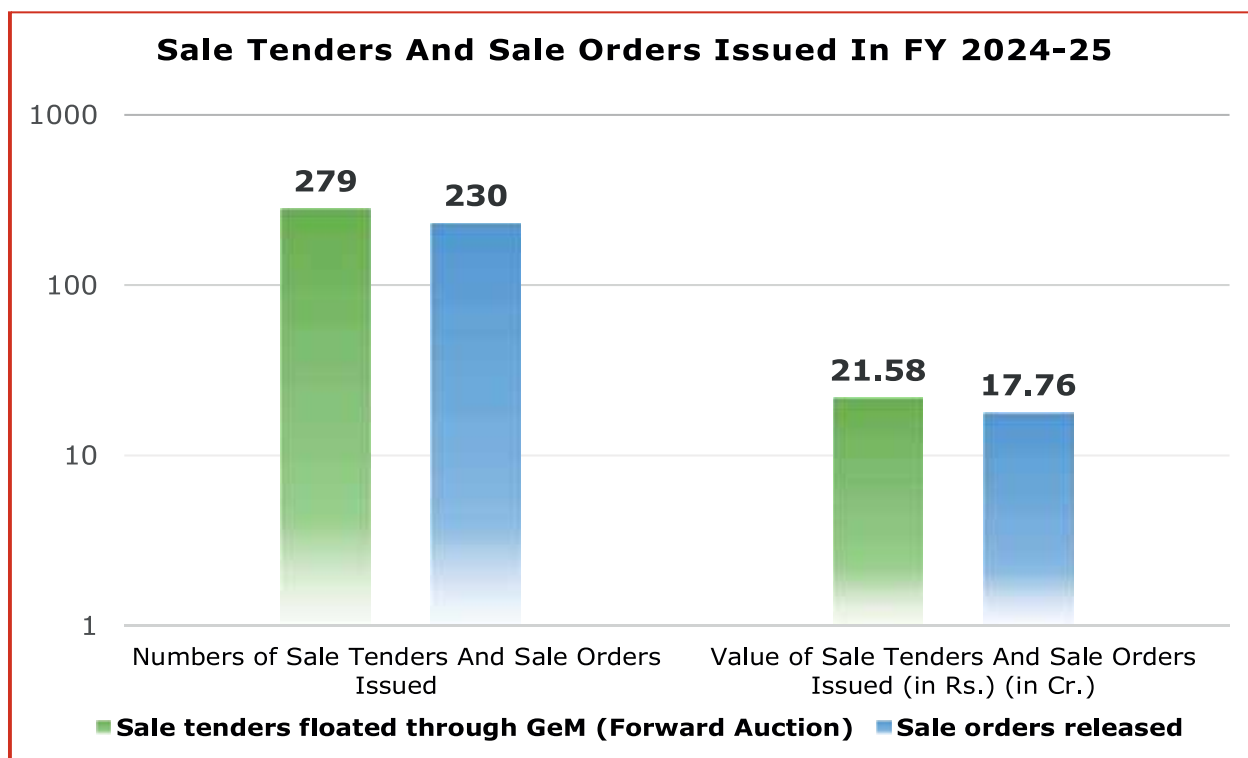
(FIG. 2)



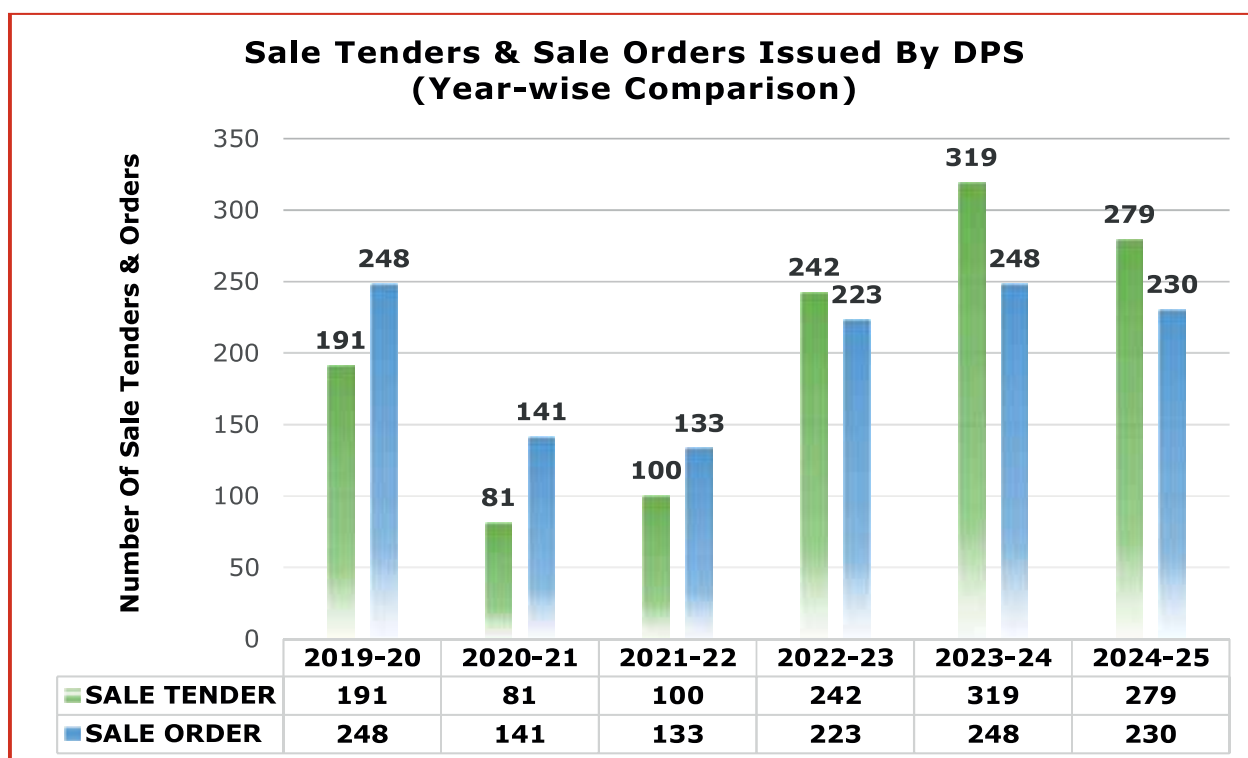
(FIG. 3)



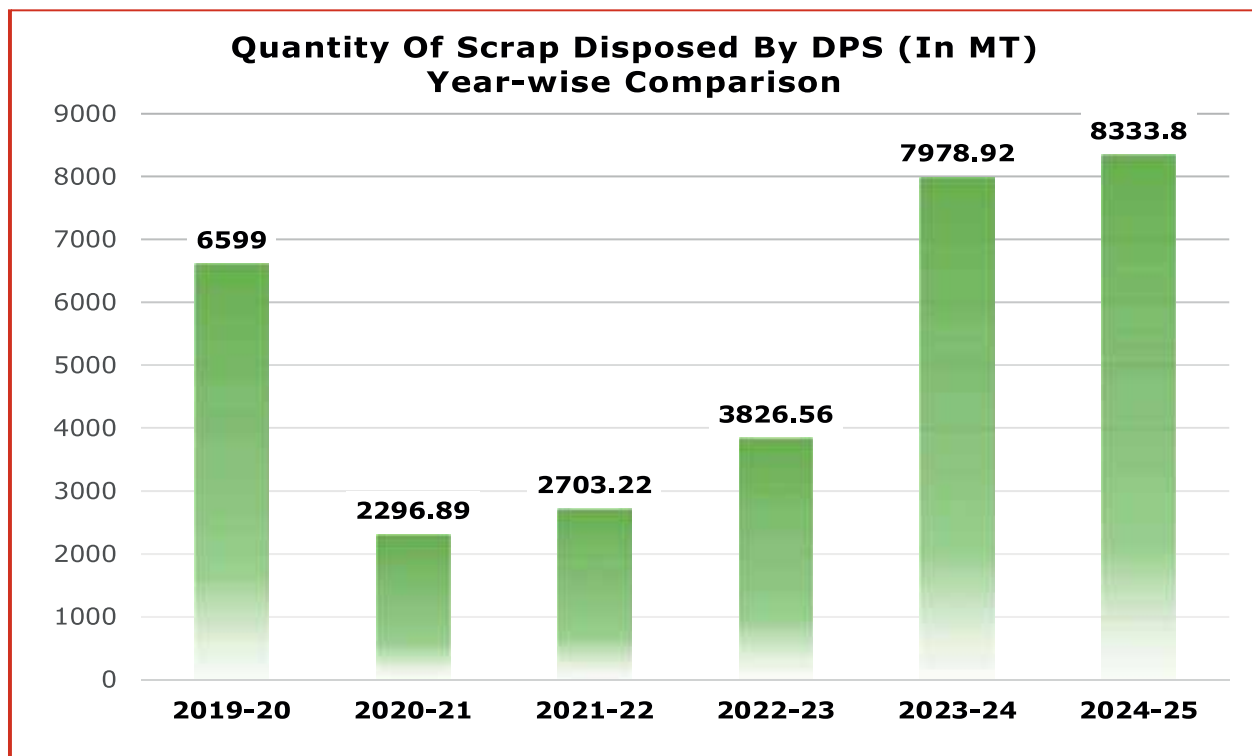
(FIG. 4)



(FIG. 5)



(FIG. 6)



(FIG. 7)

SUMMARY OF ACTIVITIES APRIL 2024 TO MARCH 2025

		CPU/CSU		HRPSU		MRPSU		IRPSU		NRB		DPS	
		TOTAL NO.	Value (Rs.) (in Cr.)	TOTAL NO.	Value (Rs.) (in Cr.)	TOTAL NO.	Value (Rs.) (in Cr.)	TOTAL NO.	Value (Rs.) (in Cr.)	TOTAL NO.	Value (Rs.) (in Cr.)	TOTAL NO.	Value (Rs.) (in Cr.)
1	Total No. of Indents processed out of GeM(a)	1343	1013.45	153	317.66	694	92	14	3.57	6	2.45	2,210	1,429.13
2	No. of Indents processed through GeM (b)	11963	686.51	3066	729.18	3,537	145	616	136.1	2004	286.47	21,186	1,983.26
3	Total no. Of indents processed (a+b)	13306	1699.96	3219	1046.85	4231	238	630	139.67	2010	288.92	23,396	3,413.40
4	No. of Indigenous orders processed out of GeM (a)	1167	107.47	195	120.34	566	11	11	2.24	32	28.1	1,971	269.15
5	No. of Foreign contracts processed (b)	9	6.06	0	0	1	0.058	4	0.47	0	0	14	6.59
6	No. Of orders processed through GeM (c)	11882	478.24	7261	718.95	4310	121.08	722	53.28	1594	50.59	25,769	1,422.14
7	Total no. Of orders processed (a+b+c)	13058	591.76	7456	839.29	4877	132.6	737	55.99	1626	78.69	27,754	1,698.33
8	Total No. of MSME orders included in Sr. no. 7 above	9060	279.08	4978	291.91	2,872	51.87	592	37.43	347	55.47	17,849	715.76
9	No. of Sale tenders floated through GeM (Forward Auction)	87	3.21	79	9.14	45	3.55	42	2.42	26	3.27	279	21.58
10	No. of Sale orders released	90	6	54	4.46	30	2.66	34	1.95	22	2.7	230	17.76
11	Quantum of scrap disposed off in MT/Nos.	807.84 MT & 3296 Nos	3.66	1297.465 MT	5.97	428.88 MT	2.62	860.789 MT	17.59	4938.826	26.15	8333.8 MT & 3296 Nos	55.99
12	No. of unserviceable items in Nos.	2748	0.89	24	0.015	4470	0.51	1835	0.207	449	0.79	9,526	2.41
12A	No. of unserviceable items in MT	21.64 MT	0	0	0	0	0	0	0	0	0	21.64 MT	0
12B	No. of old vehicles disposed off	87	0.98	32	0.23	0	0	7	0.045	0	0	126	1.26
13	Total revenue of Disposal (12+12A+12B)	0	1.87	56	0.25	4,470	0.51	1,842	0.25	0	0.79	6,368	3.67
14	Movement of incoming trucks	2990	0	6686	0	2374	0	593	0	1685	0	14,328	0
15	Movement of outgoing trucks	1258	0	4038	0	188	0	228	0	1411	0	7,123	0
16	Total no. of RVs issued	12179	0	11511	3,314.28	6577	453.15	3339	84.65	2361	105.56	35,967	3,957.64
17	No. of items in above RVs	20809	0	19289	3,560.62	9773	0	4659	0	3422	105.56	57,952	3,666.17
18	Total No. of vouchers issued	77754	0	34085	107.04	15043	0	9620	758.65	12709	7.97	1,49,211	873.66
19	Total No. of items involved in above vouchers	213834	0	55225	107.04	37105	0	21458	0	29093	7.97	3,56,715	115.01
20	Total no. of items codified	12738	0	7419	0	17028	0	4813	0	4050	0	46,048	0

CENTRAL PURCHASE UNIT

Central Purchase Unit (CPU) is located at DPS Headquarters, V. S. Bhavan Mumbai. CPU caters to the material needs of various constituent Units of DAE at Mumbai and outstation Units. Any procurement beyond the powers delegated to Regional Units viz. AMD, VECC, HWP etc. are also dealt by CPU. CPU, DPS, Mumbai also caters logistic services to constituent units of DAE.

Different purchase sections have been formed in CPU with a view to ensure the equitable distribution of work and speedy handling of purchases. In addition, import & custom clearance, transport & clearance, central dispatch, work related to Stores and Equipment Committee (S&EC)/Stores Purchase Committee (SPC) and post audit functions are being handled by independent sections.

The Purchase functions of CPU are looked after by Deputy Directors and Officers at supervisory level viz., Purchase Officers and Assistant Purchase Officers. Any deviations/policy decisions faced while processing tenders/contracts, the approval of Director, DPS is sought. Changes in public procurement policy are reviewed periodically and implemented.

CPU, DPS, Mumbai has implemented the following features in MMS System with the help of Computer Division, BARC:-

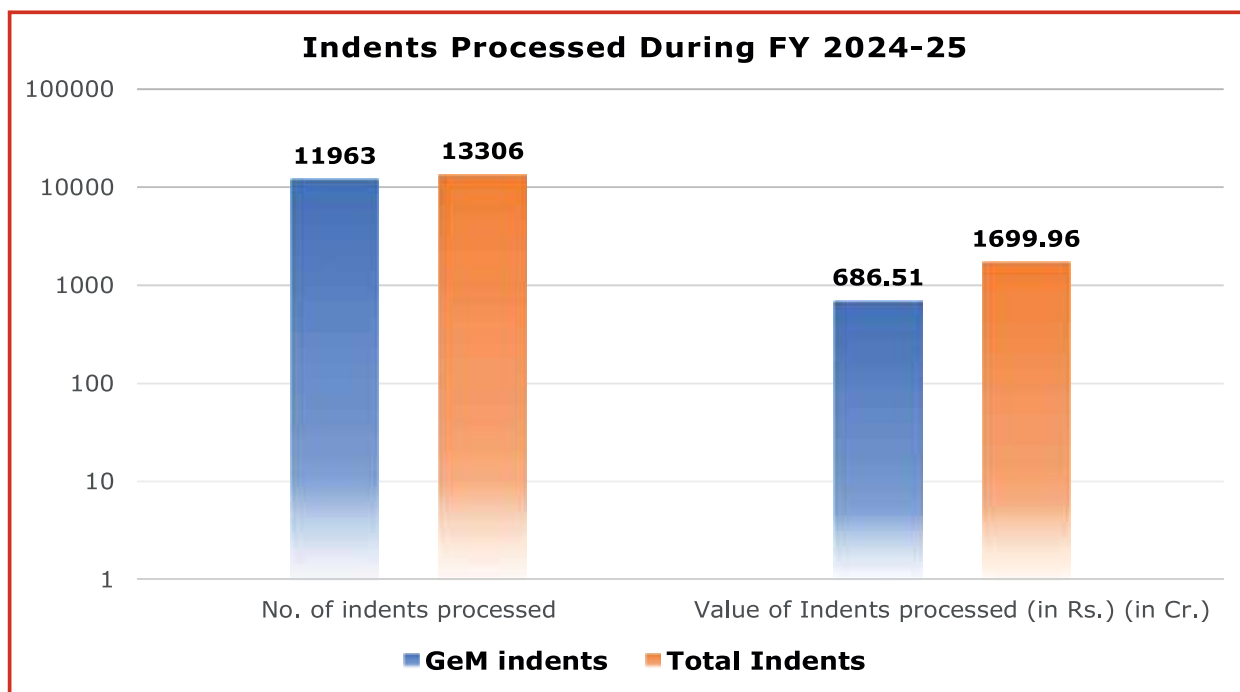
Acceptance/Discharge Bank Guarantee Module, Digital Signing in Indents/Receipt Voucher/Purchase Order, Correspondence/

Noting Module, GeM seek clarification, Acceptance/Rejection of Offers, Online Delivery Period amendment request and Receipt of online recommendation from User for any amendment, Amendment proposal put up, Creation of correspondence to User/Accounts/Stores, Creation of dash-board for showing pending tasks, brought forward created for access of BF files, Complete purchase cycle document i.e. Tender, CST, Contract, Bank Guarantee etc. CPU, DPS, Mumbai has also initiated paperless office under single IT solution in DPS, Mumbai.

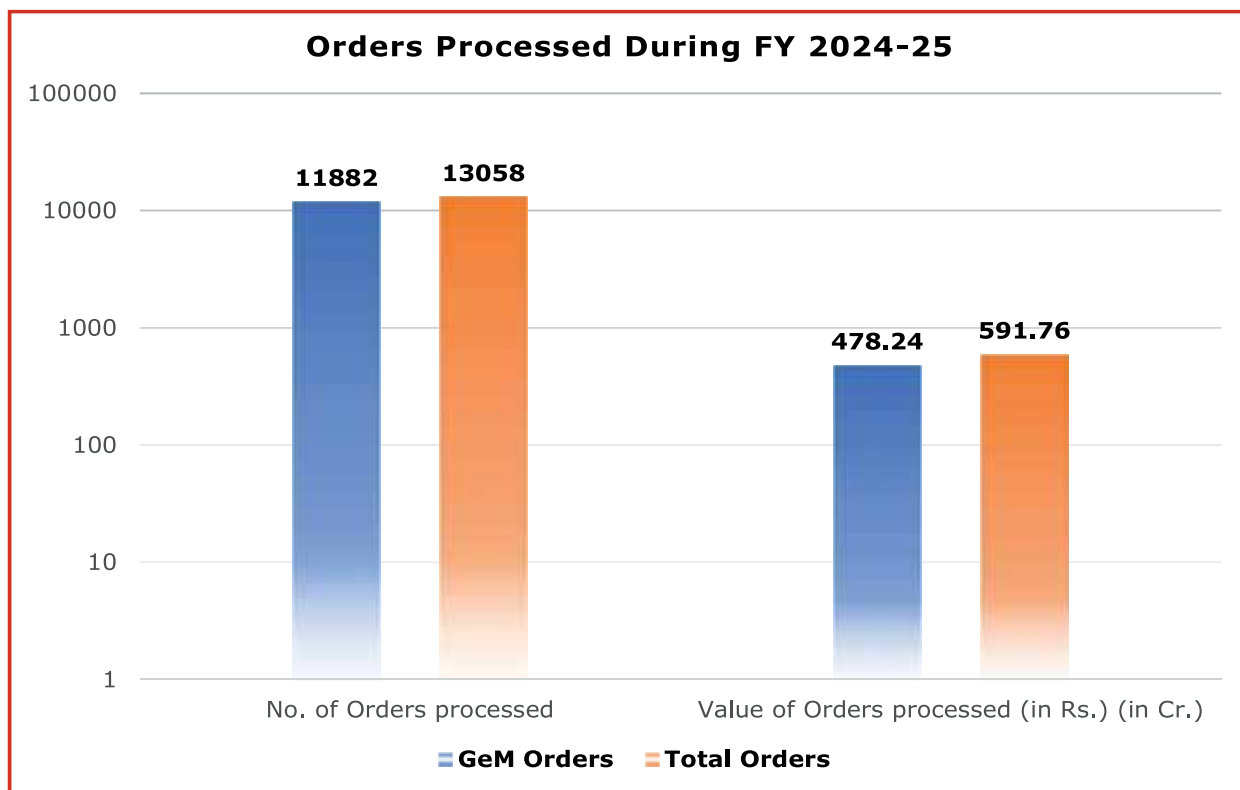
Consignments whenever received were smoothly cleared in-time without any delays. CPU has performed optimally to best suit the ever-changing material management requirements as per Government guidelines.

During the year 2024-25 CPU has effectively processed 12,253 Indents and issued 30,548 purchase contracts worth Rs.1164.88 Crores. CPU was successful in achieving 85% of its procurement through GeM. All the RTI queries and grievances received through CPGRAMS/Samadhan portals are replied within the timeline by CPU. User interaction sessions were organized through video conferencing with outstation Units for guidance if any and to address issues/queries.

Details regarding Indents processed, Contracts released are depicted graphically.



(FIG. 1)



(FIG. 2)

CENTRAL STORES UNIT

The inventory needs of every unit of the Department of Atomic Energy (DAE) placed at Mumbai are apportioned by the Central Stores Unit (CSU), Directorate of Purchase and Stores, Mumbai. With the help of its numerous stakeholders and Zonal Stores, the Central Stores Unit is able to satisfy the constantly expanding and varied needs. Various sections of the Central Stores Unit handle tasks such as procuring common stock items, receiving different kinds of materials, accounting for and storing materials, issue of materials to patrons and disposal of residuals as well as unserviceable items / condemned vehicles as per the prescribed procedure. In addition to meeting inventory needs, the Central Stores Unit supports the logistical needs of several Research and Development Divisions of BARC and other DAE constituent units.

The **Provisioning Section** of Central Stores Unit is in-charge of initiating procurement action for roughly 1000 items in order to consolidate the requirements of common stock items among various DAE units located in Mumbai. Planning the purchase of goods based on demand, introduction of new items, frequently used items, and stocking large quantities of goods, and issuing items in accordance with Zonal Store requirements are all part of the activities. The Provisioning Section of Central Stores Unit is also in-charge of managing the three stock sections that house the materials, the Petrol Pump and Inflammable Stores, following prescribed safety norms. In order

to satisfy the needs of different DAE units, the Provisioning Section of Central Stores Unit during 2024-25 raised 325 indents, ensuring and fulfilling the demands and providing continuous guaranteed supply.

The constantly expanding material receipts are managed by the **Receipt Section** of Central Stores Unit, which serves as a liaison between the Department and its suppliers. Coordination of the supplies received through various modes and types (both foreign and indigenous) is done by the Material Receipt Cell, which is situated close to North Gate, BARC. In order to receive and unload the material at the consignee location as quickly as possible, this Section coordinates with Suppliers, Security, Indentors, and the Zonal Stores. During 2024-2025, the Receipt Section handled 5362 receipts that were received via purchase and logistic channels. This Section is carrying out its responsibilities with amazing speed and accuracy in order to guarantee the quick and easy movement and unloading of materials against supplies.

The **Movement Section** of Central Stores Unit, handles movement of all essential standard materials required for various R & D Units. It provides continuous support in material handling and logistic support for the movement of materials. Through the completion of transportation contracts, this Movement Section guarantees the safe and seamless relocation of materials following all robust safety protocols ensuring the movement without any untoward incidents.

This section also handles shipments with irregular dimensions, shapes, and capacities, using the modern equipments, tools, and skilled labour to ensure the materials are handled safely and smoothly. Although it was hectic, transport of materials using 4248 trucks, to various locations within Mumbai and to different DAE units spread throughout India was achieved successfully. During the year 2024-25, the Movement Section raised 06 indents to conclude different transport contracts. In addition to day-to-day activities, the Movement Section offers assistance to different DAE Sections, Divisions, and Units with the transportation of large, heavy materials. This section handles the unusual task of moving, loading, and unloading materials, with the aid of mechanized tools and labour which is extremely challenging because of space limitations,.

The **GAS Section** at Central Stores Unit, distributes cylinders filled with various types of gases adhering to the safety regulations and legal requirements of handling gas cylinders. It also assesses the quantity to start the procurement process for commonly used gases and a few cryogenic materials. During 2024-25 the Gas Section had raised 15 indents to guarantee that users would always have access to gas. In order to ensure the availability of essential gas to various user departments, this section worked diligently to maintain the stock of various gas cylinders.

Under CSU, there are two disposal sections.

Disposal Section – I ensures the disposal of

general scrap items through GeM portal using the Forward Auction functionality.

Disposal Section - II deals with surplus, obsolete, and unusable items that have outlived the Department's needs and are destined for final disposal. In accordance with the new guidelines issued by the Government of India, Disposal Section II has also initiated the process of disposing of condemned vehicles through MSTC. Together, the two divisions during 2024-25 successfully disposed off 829.48 MT of general scrap materials, 2748 capital/unserviceable item numbers, and 87 condemned automobiles, bringing in Rs.5,52,80,588/- for the exchequer. In order to prevent further deterioration of scrap items and to ensure revenue generation, these Sections carried out the disposal activities in a timely, environmentally responsible, and scientific manner.

The **Computer Section** of Central Stores Unit, is working on new developments and enhancements to Material Management System (MMS) software. When it comes to creating new MMS modules, this section is at the forefront. This Section strives to make MMS more user-friendly while maintaining the accuracy of the data with the assistance of the Computer Division, BARC. The Computer Section at Central Stores Unit is responsible for infrastructure developments, such as the acquisition of Personal Computers and other computer accessories.

The S&DC meeting, which aids in the declaration and ultimate disposal of items, is conducted by **Surplus and Redundant Stores**, Central Stores Unit.

Main Office, Central Stores Unit is responsible for the generation of all required documents by collating it from various sections of Central Stores Unit and delivered required reports upon request, promptly.

The **15 Zonal Stores**, which are located both inside and outside of BARC's premises, satisfy the scientific community's door-to-door inventory requirements. Through prompt receipt clearance, management, and material issuance, the Zonal Stores delivered outstanding service to the Divisions they serve. The Zonal Stores received materials totalling 12022 against contracts and purchase orders during the year 2024-25, and they distributed the materials to indenters and user sections via Issue Vouchers totalling 75982.

Accomplishments: On December 11th, 2024, the Central Stores Unit held a **Vendor Buyer Meet** for suppliers and scrap dealers to spread awareness of the various Directorate of Purchase and Stores activities which would be of their interest. Fifty-nine vendors and scrap dealers attended the event. Senior officials responded to suggestions and questions from vendors and scrap buyers, and they were informed of the most recent developments in the Purchase/Forward Auction functionality on GeM. Additionally, on February 12 and 13, 2025, Central Stores Unit participated in the Vendor Development Program, which was organized by M/s. All India Rubber Industries Association and started by the Ministry of MSME. Vendors with MSE manufacturing status were successfully introduced to the MSE items required by

DAE during the two-day program.

Swachhta Abhiyan - Swachhta Abhiyan / Swachhta Pakhwada was carried out at Central Stores Unit with a view of keeping the office premises clean and neat. As part of the activities, tree plantations were carried out at Central Stores Unit. The Swachhta Abhiyan drive was carried out by all the Stores Units in co-ordination with the Division to whom they are catering service, areas needed attention were identified and necessary corrective measures initiated. During the period 2024-25, 41519 records were weeded out by following the procedure and 80715 Sq. Mtr. area was cleared by removal of scrap items.

Training

Training/refresher programmes for the officials on GeM activities, MMS activities, UCS activities, various topics of interest of stores and e-Office etc. were imparted by Senior Officers of Central Stores Unit to the level of 26.50 hours during the year 2024-2025. Training Programme on Stores Procedure for Category – I trainees of BARC in the month of March, 2025 was taken up by Officers of CSU.

Infrastructure Developments

Technical developments were made with upgradation of existing computers and infrastructure developments were carried out for the welfare of the staff. New cabins for staff of Central Zonal Stores/ Hardware/ Electrical/Stationery Sections have been setup. DCSEM Stores has been renovated and storage shed have been refurbished for



providing safe storage space for materials. Renovation of Mod Lab Stores has been initiated for providing more storage space for accommodating materials and healthy working atmosphere for staff. Revamping of canopy and other installations at Petrol Pump Station has been completed after the signing of MOU with M/s. IOCL Authorities.

All the safety points raised during the inspection of RIT of BARC Safety Council have been complied. CCTV cameras were installed at the scrap yard at Trombay Village Stores for the safety and security of the materials. Revamping of Hospital Zonal Stores has been done for release of more storage space.

STOCK VERIFICATION TEAM / HEADQUARTERS (LIAISON)

STOCK VERIFICATION

As mandated in Rule 213 of GFR 2017, verification of all stores under Directorate of Purchase and Stores is carried out by an independent Stock Verification Team (SVT) headed by a Stores officer HQ(L) (Headquarters-Liaison) who reports directly to Director, DPS. Verification of items under the categories of Consumable, Capital, Furniture & Fixtures (F & F) at all stores is carried out by this team in a periodic manner and as per the guidelines of Directorate of Purchase and Stores.

The Stock verification team verifies items stored in 65 Stores units of Department of Atomic Energy located across the country. Shortcomings and discrepancies found during the course of verification are reported and remedial action is suggested. Reconciliation of discrepancies carried out by the individual Stores unit is verified and updated in SVT records. Reminders are sent for timely settlement of discrepancies.

MAIN ACTIVITIES OF HQL:

Preparation of budget

HQL submits budget estimates for procurement of goods and service, Contracts for the requirement at Directorate of Purchase and Stores Headquarters. Review and submission of budgetary data is carried out periodically.

Facility management:

- HQ(L) attends to the various service requests from Purchase, Administration and Accounts Sections functioning from Vikram Sarabhai Bhavan.
- Various Service Contracts such as CMC for Air-conditioners, Copier machines, Contracts for cosmetic maintenance, pest control, etc. are undertaken by HQ(L).
- Repairing of furniture, washing of linen, etc. are done on "as and when required" basis.
- To meet the daily needs of stationery items specific to Directorate of Purchase and Stores such as printed files, cartridges, rubber stamps, mementos for retiring officials etc. are procured by HQ(L).
- HQ(L) also acts as a consignee for the material procured for Headquarter Zonal Stores, and NRB, BARC, Vikram Sarabhai Bhavan.
- It facilitates and arranges vehicles either available through finalized Service Contract or using the Departmental vehicles against the approved request received from various officials of Directorate of Purchase and Stores.
- Procurement of miscellaneous items required by Director's Office, Accounts, Administration, Purchase and for vehicles under HQ(L) through cash Imprest account.

Major activities during the year:

- Two Annual maintenance contracts were awarded for servicing available printers/scanners.
- A contract for providing cosmetic maintenance cum multitasking (unskilled) work and pest control for Directorate of Purchase and Stores premises in Vikram Sarabhai Bhavan was awarded through GEM.
- Procurement of printer cartridges through GEM.
- Renovated the server room of Directorate of Purchase and Stores in Vikram Sarabhai Bhavan.
- Installation, Commissioning and Training of Automated Vertical Storage system was carried out in IGCAR area, ground floor, Vikram Sarabhai Bhavan.
- Number of Direct purchase order placed on GeM during the FY 2024-25 is 1367 valued at Rs 2,98,12,906.96 /-(Approx 3 Cr.)
- 73 Nos. of indents were raised to fulfill

the requirement of units stationed at Directorate of Purchase and Stores, Vikram Sarabhai Bhavan worth Rs.2,84,45,577.41/-

- Renovated the training hall at South Wing Extension Building, Vikram Sarabhai in coordination with Directorate of Construction Services and Estate Management.
- Work orders were raised for supply and installation of Drinking water facility, water storage tank, plumbing work, repair and renovation of Toilet Civil work in 3 schools of Palghar district Maharashtra as part of Swachhata Pakhwada 2025.
- HQ(L) actively joined the team to organize Vendor-Buyer Meet 2025 at DAE Convention Centre, Anushaktinagar, in addition to training of newly recruited JPA/JSK's.
- Transfer of surplus, obsolete, un-serviceable and weeded out files/items of Directorate of Purchase and Stores, Vikram Sarabhai Bhavan to Disposal Section, Trombay Village Stores.



MADRAS REGIONAL PURCHASE & STORES UNIT (MRPSU)

Introduction : The Madras Regional Purchase & Stores Unit (MRPSU), under the leadership of the Regional Director, is responsible for the procurement and stores management activities of key Department of Atomic Energy (DAE) units. These include IGCAR, BARCF/FRFCF of NRB-Kalpakkam, HWP-Thoothukudi, and GSO including Hospital. MRPSU comprises the Madras Regional Purchase Unit (MRPU) in Chennai, and Stores Units at Kalpakkam, Thoothukudi, and Pazhayakayal (administration only), along with a Transport and Clearance (T&C) Godown in Chennai. In addition to these core functions, MRPU also establishes Rate Contracts for Drugs and Medicines for DAE hospitals nationwide.

Key Achievements and Activities

Administration Unit : The Madras Regional Administration Unit functions as a bridge between the Central Administrative Unit, DPS Mumbai, policies and regional execution, ensuring adherence to labour laws, service rules, and administrative guidelines issued by the DAE and the Department of Personnel & Training (DoPT). It caters to the needs of approximately 120 employees and is the custodian of service records for employees of MRPU, MRAU, MRAdU Chennai, the T&C Godown, and Stores Units at Kalpakkam, Tuticorin, and Pazhayakayal.

Beyond establishment functions, the Administration Unit actively promotes employee engagement and a positive work

environment through various group activities.

- A special lecture was organized on May 16, 2024, focusing on the Prevention of Sexual Harassment (POSH) Act, with NGO member Smt. N. Srilakshmi from the Rural Women Social Education Centre, as the speaker. The session aimed to educate all staff members on the importance of creating a safe and respectful workplace, emphasizing the welfare of all women employees, regardless of their employment status.
- To commemorate the 10th International Yoga Day, a yoga session was conducted on July 30, 2024, led by Yoga Instructors Smt. Lakshmi Thakur and Smt. Amutha. The session focused on physical and mental well-being, stress management, and incorporated yoga asanas and breathing exercises tailored for an office environment.
- In alignment with the Swachhata Special Campaign, a tree plantation drive was undertaken on October 10, 2024, within the MRPSU office premises, to promote a cleaner and greener India.
- MRPU organized a blood donation camp at VHS Blood Centre, Taramani, Chennai, on October 15, 2024. Staff members donated 9 units of blood, contributing to the center's efforts to support Thalassemia patients and others in need.

- Lectures on Vigilance Awareness were conducted on November 14, 2024, featuring Smt. S Arulmathi, Joint Controller and Vigilance Officer, and Dr. (Smt) Kitheri Joseph, Regional Director, MRPU. The lectures emphasized preventive vigilance and ethical conduct in both professional and personal life.
- Swachhata activities were organized throughout the year, including a Swachhata pledge and active cleaning of office premises at Pallavaram on February 28, 2025. A modular selfie booth was installed to reinforce the commitment to a clean and green India.
- International Women's Day was celebrated on March 7, 2025, with Dr. M Jayasree, ex-Medical Superintendent, GSO Hospital, DAE, delivering a lecture on work-life balance. The event also included games and prize distribution, fostering a spirit of camaraderie and rejuvenation.

The Administration Unit also conducted Hindi workshops throughout the year, held quarterly at DPSSU, Kalpakkam, and MRPU, Chennai, with approximately 20 employees and officers participating. Hindi Week was celebrated in the third week of September with various competitions and prizes. The second edition of the in-house Hindi magazine, "Anuprabha," featuring contributions from staff members in Hindi, English, and Tamil, was released in March 2025.

Accounts Unit : The Madras Regional

Accounts Unit (MRAU) plays a vital role in processing payments and managing the financial transactions of MRPSU. There has been a reduction in the utilization of cheques, with an increased adoption of electronic payment methods through the Public Financial Management System (PFMS). All data w.r.t. Accounts Unit is provided in figure 1 to 6.

- Out of a total of ₹ 299.57 crore, 83.44% (₹ 249.96 crore) was paid through e-payment, while 16.56% (₹ 49.61 crore) was paid through cheques.
- The unit processed a total of 5,446 bills, comprising 4,015 GeM bills and 1,431 other bills.
- MRAU also processed 5,224 claims, including 4,914 medical claims, 260 TA claims, and 50 LTC claims.
- High-value payments were efficiently processed, including ₹ 81.62 crore to a foreign supplier (in Indian currency), ₹ 31.57 crore to Indian suppliers, and approximately ₹ 39.43 crore towards furnace oil supply.
- Foreign exchange payments, such as wire transfers, Letters of Credit (LOC), and custom duty payments, were processed in a timely manner.
- The unit provided support to DAE units in Kalpakkam for optimal budget utilization and reporting.
- Training on PFMS was imparted to accounts personnel from IGCAR & GSO to facilitate their transition to the system in the next financial year.

- A Purchase Management System (PMS) was maintained to cross-verify PFMS transactions and provide PIN-wise expenditure details to the units.
- A total of 1,678 files were pre-audited through the E-Procurement portal, including rejection/amendment files and

Purchase Order/Delivery Period extension files.

- PRIS targets were consistently achieved through effective coordination with purchase sections, ensuring prompt bill processing and payments.

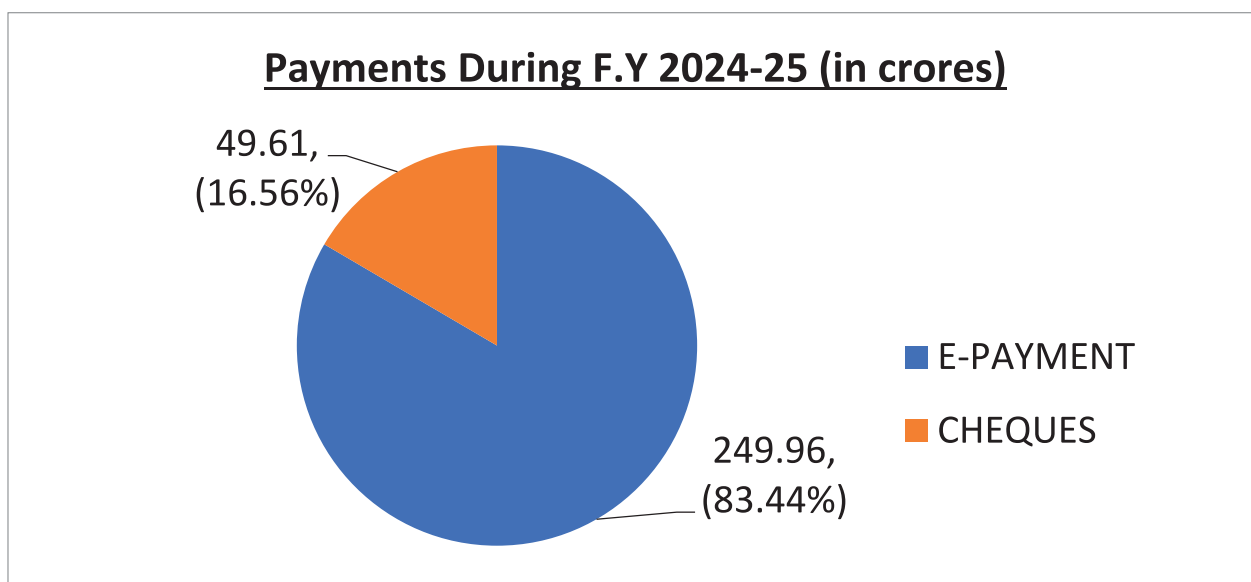


Fig. 1

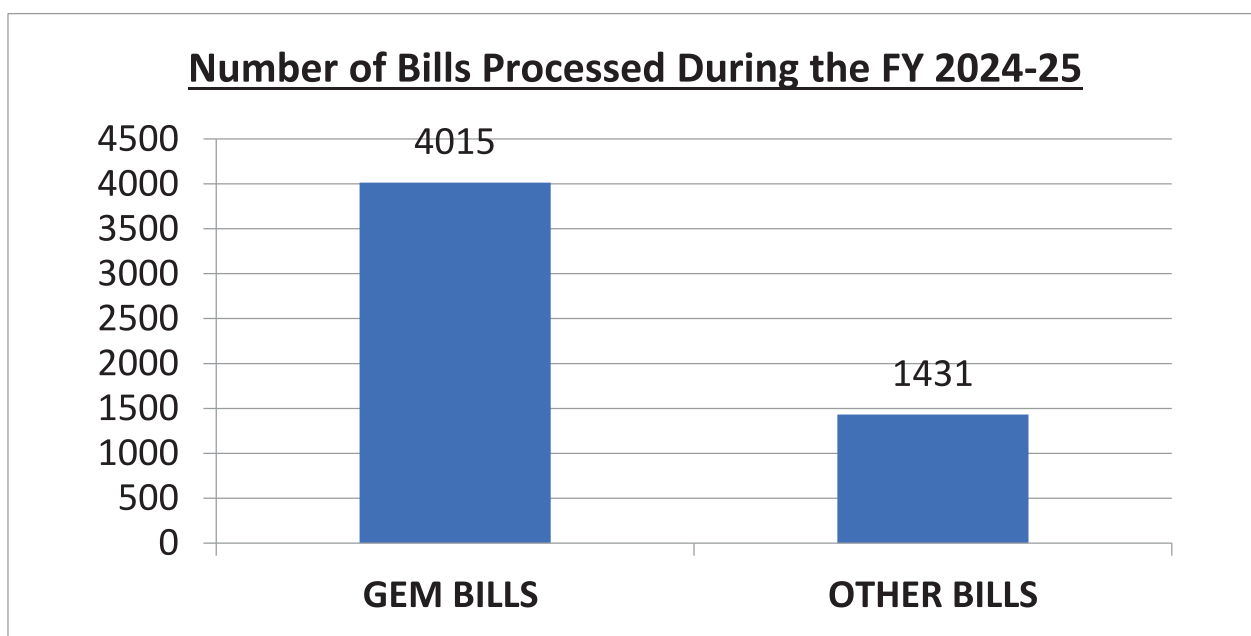


Fig. 2

Number of Claims Processed During the FY 2024-25

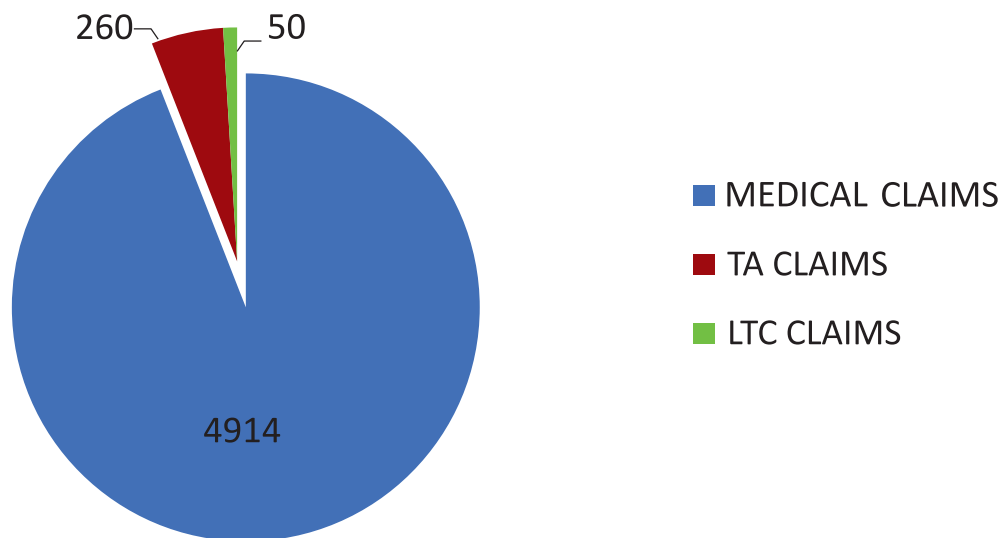


Fig. 3

Purchase Unit : The Purchase Unit, an integral part of MRPSU, plays a crucial role in the procurement activities for various DAE units.

- The Purchase Unit successfully placed 4818 Purchase Orders with a total value of ₹ 132.12 crores. The data of Purchase Unit is presented in figure 7 to 10.
- 6 Purchase Orders, each exceeding ₹ 2 crores, were placed with a total value of ₹ 19.20 crores.
- Some of the significant Purchase Orders are as follows:
 - o 6 kW & 0.8kW Industrial Microwave Heating System for NRB (₹ 2,06,58,600/-).
 - o Carbon Steel Spun Pipe for NRB (₹ 4,03,54,440/-).
 - o Manufacture, inspection, testing and

supply of seamless carbon steel pipes for NRB (₹ 4,63,60,530/-).

- o Design, fabrication, assembly, factory performance testing at 9 load points, safe loading, transportation, safe delivery, installation, site testing and commissioning of 2 nos of 750 TR capacity water cooled centrifugal chillers for IGCAR (₹ 3,41,28,000/-).
- o Supply, Installation, Commissioning & Training of CADMATIC 3D Piping Design Software for NRB (₹ 2,51,92,999.5).
- o Nitric acid conforming to IS 264/1960 for NRB (₹ 3,03,50,000).

Stores Unit :

The Stores Units within MRPSU, including the Central Stores at IGCAR and stores at NRB/BARC(F), FBTR (O&M), CWMF,

NDDP, and GSO (General and Medical) in Kalpakkam, along with the T&C Godown in Chennai, are responsible for comprehensive material management activities. The Stores Unit at FRFCF, Kalpakkam, specifically manages material for the FRFCF project. All materials are handled with utmost safety, utilizing appropriate material handling equipment.

- The Provisioning Section created and regularized 57 indents for the procurement of IGCAR & GSO requirements. 73 common user items, valued at ₹ 1,46,12,321/-, were procured through GeM.
- The Receipt Section processed 5,658 GRs and prepared 5,374 receiving vouchers, accounting for 8,256 items. CRACs were generated in a timely manner, and discrepancies were promptly addressed.
- Receipts included 3,996 filled gas cylinders, 141.729 MT of steel, and 12,060 KL of diesel.
- Significant consignments were safely handled, including 22 full truckloads of manipulators (costing ₹ 26 crores) unloaded at FRFCF, and 66 boxes (50 MT) of fabricated items shifted to the plant site.
- The Stock Section issued 27,335 stock items against 10,498 valid RCIVs and processed 3 Free Issue Materials. 156.2615 MT of steel was issued.
- 5,371 slow/non-moving items, valued at ₹ 65,17,78,008.90/-, were identified and

communicated to relevant sections.

- 4,262 filled industrial and medical gas cylinders were issued, and 2,8181 items were codified and recorded in stock cards.
- Infrastructure developments at the Stores Units included the procurement of a new 5MT forklift, provision of a pickup vehicle, installation of a storage compactor and automated vertical storage system, enhancing material handling and storage efficiency.
- The Stores unit also actively participated in organizational events, including International Yoga Day, International Women's Day and Swachhata Pakhwada, where it secured the Second prize.

IT Team :

- EPROC and Systems Support: E-PROC is used in MRPU as purchase software from tender creation to purchase order release. The software also caters the online post purchase order follow-up like amendment, acceptance and discharge of Bank Guarantee, Post tender and Purchase Order Recommendation, clarification / rework processing.
- Updating the E-PROC software was carried out as and when required by the purchase team. The latest SOP or circulars issued by DPS were also implemented with the support of developers in P&WMS, IGCAR.

Infra structure enhancements :

- Updated each APO group with high speed multi-function printer having auto document feeder scanning facility
- Purchased mid level i5 desktop with 16 GB RAM and 1 TB SSD and issued to DPS employees of MRPU - Stenos, PAs and JPAs.
- Firewall and proxy server were periodically updated with latest patches to strengthen the security of MRPU LAN
- Contactless facial biometric system installed for all DAE employees stationed at MRPU. The attendance details can be taken by DPS administration on various formats as required for individual or in groups.
- K7 Anti Virus system was updated with new license for 3 years on server. The client mode with auto updation form server on client machine is also done.

Accounting Procedures and Systems:

Public Financial Management System (PFMS) and Purchase Management System (PMS) are extensively used by accounts for keeping track of old payments and performing current payments.

Transport and Import Clearance Section:

The transport and import clearance section

of MRPU caters to the needs of import clearance of IGCAR / BARCF Kalpakkam by utilisation of contracts for air consolidation/ insurance/ transport/import & customs clearance concluded by DPS/CPU Mumbai & timely clearance of the consignment. In addition to this transport contract for sea shipment of optical glass from Russia was also concluded. All consignments were cleared without major demurrage and any damage. The clearance of optical glass consignment from Russia was an important milestone during 2024-25.

In addition to the above, re-export activities of defective items, clearance of free of cost / free replacement item and all kinds of import / re-export activities pertaining to IGCAR / BARCF Kalpakkam are taken care by Transport and Import Clearance Section of MRPU, in strict compliance of rules and procedure.

Conclusion : The MRPSU has demonstrated a strong commitment to efficient procurement, stores management, and administrative support across its constituent units. The contributions and coordination of the Purchase, Stores, Administration, Accounts, and IT support team played vital role in the smooth functioning of MRPSU in serving varying units of DAE at Kalpakkam and Thoothukudi.

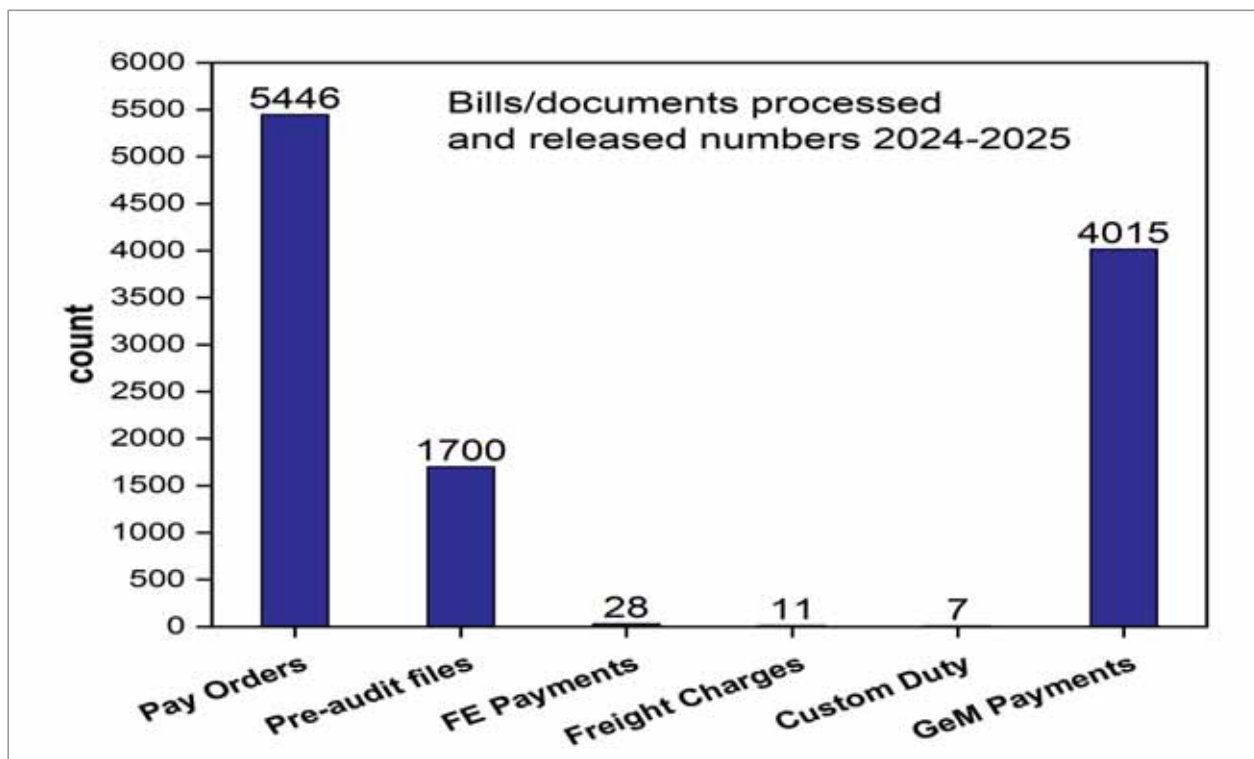


Fig. 4

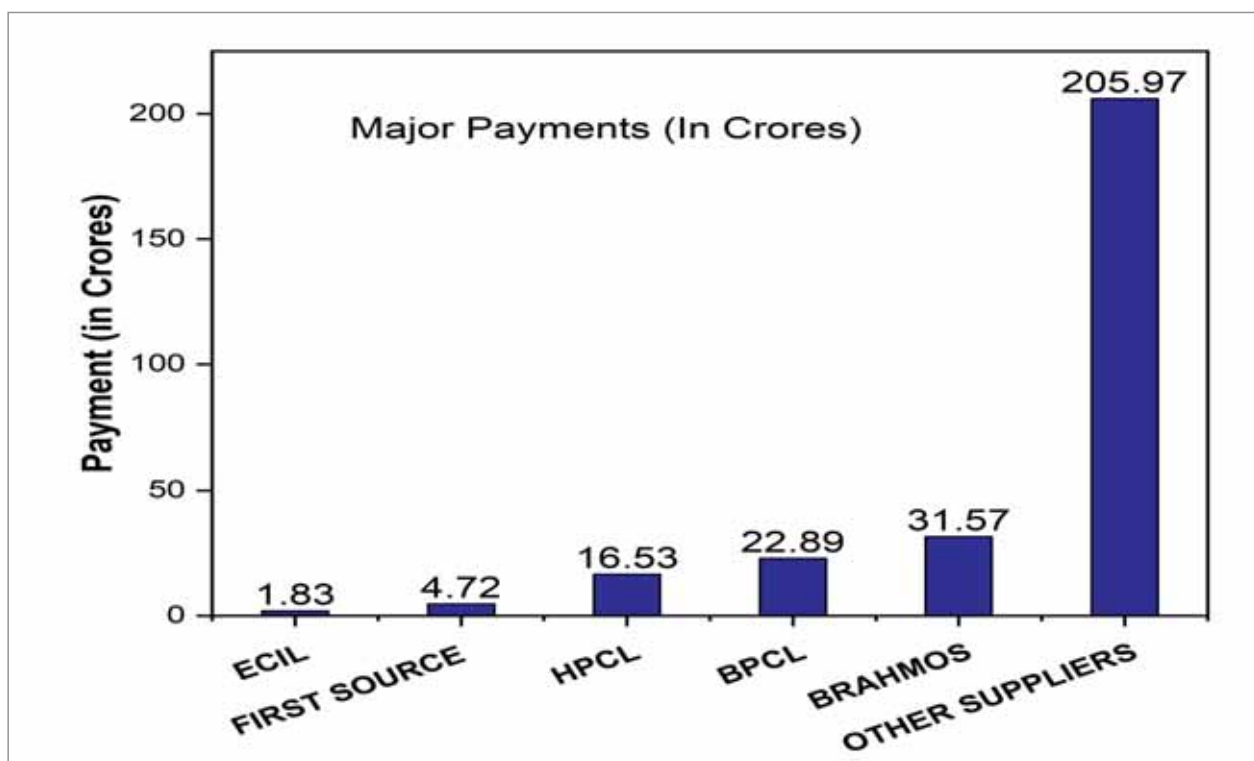


Fig. 5

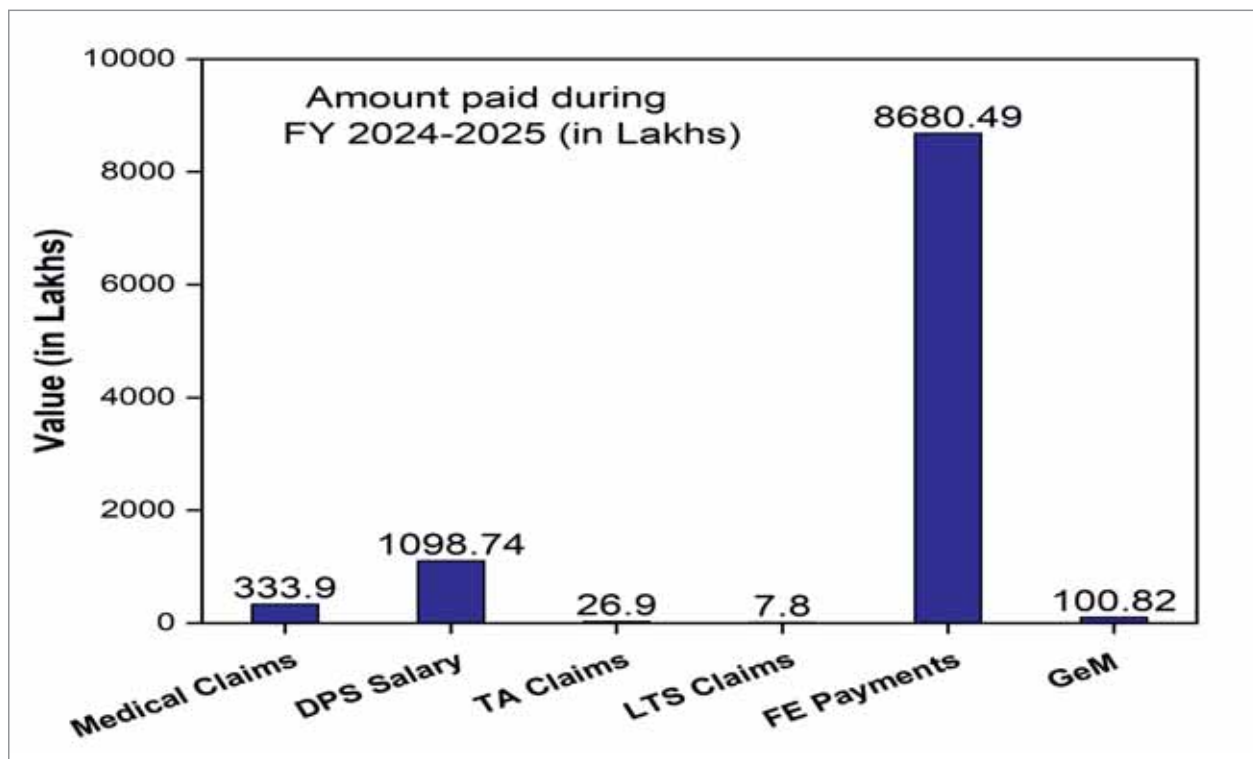


Fig. 6

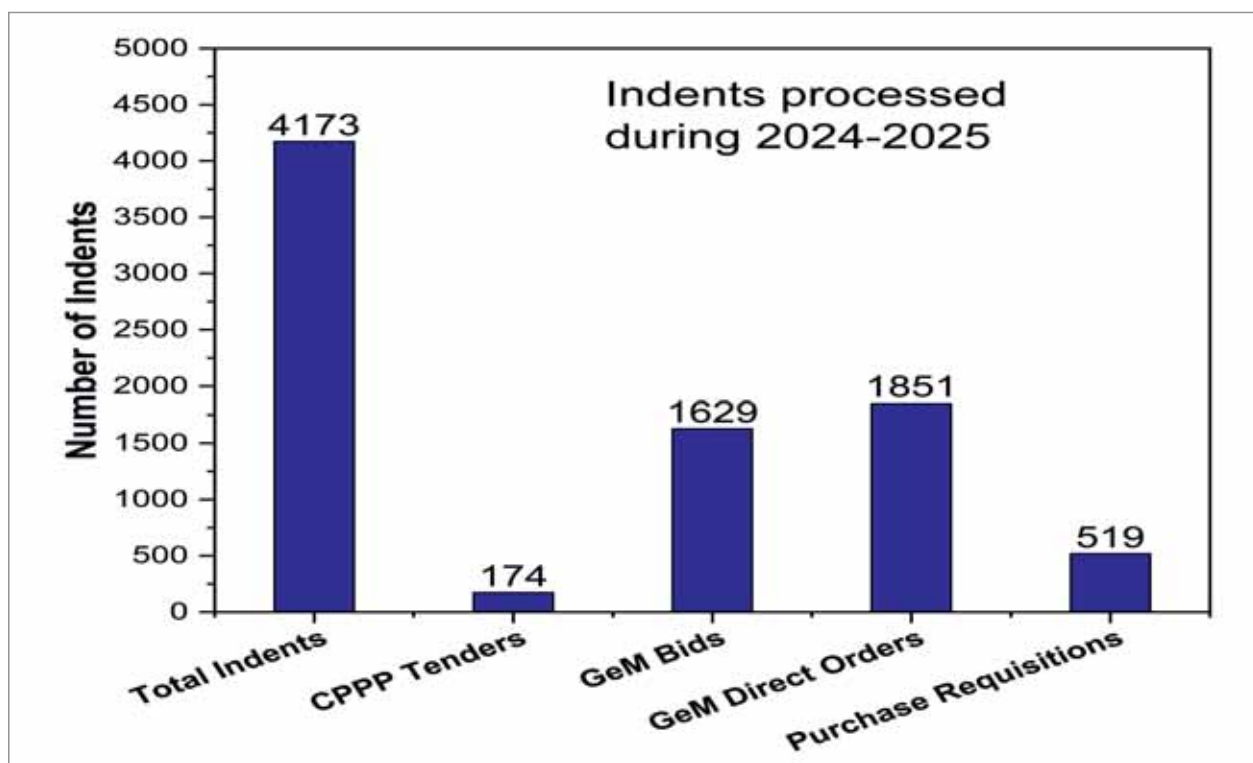


Fig. 7

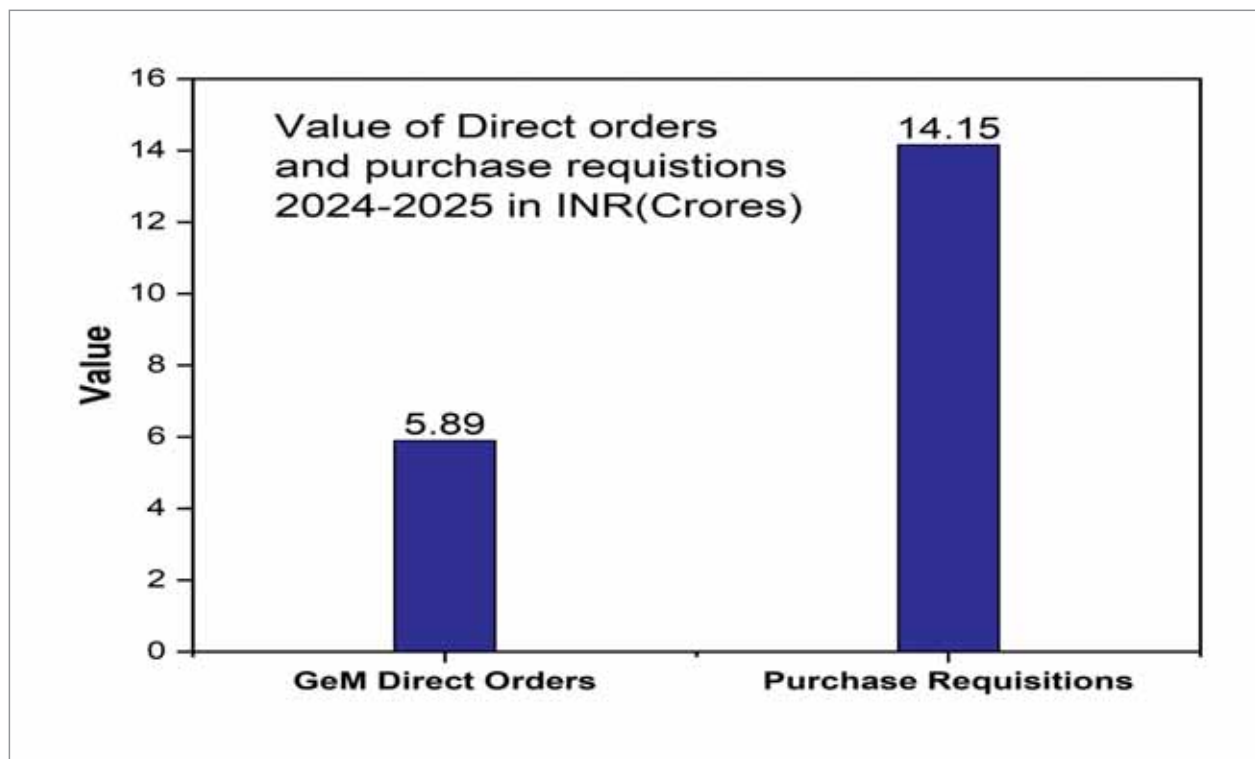


Fig. 8



Fig. 9



Fig. 10

HYDERABAD REGIONAL PURCHASE AND STORES UNIT (HRPSU)

Purchase, Stores & Purchase Accounts:

Hyderabad Regional Purchase, Stores and Accounts Unit headed by Regional Director (P&S) supported the activities of NFC during 2024-25 by extending its services as follows:

Purchase:

- ❖ During the financial year total 1314 tenders were processed on GeM & CPP Portal, out of which 1237 (94%) GeM

tenders were processed.

- ❖ During the financial year, total 2862 Contracts worth Rs.530 Crores (approx.) (Indigenous Contracts) were finalized. The above includes 2738 (96%) GeM Contracts worth Rs. 434 Crores (approx.).
- ❖ During the financial year, total 1819 GeM MSE Contracts worth Rs.197 Crores (approx.) were finalized.

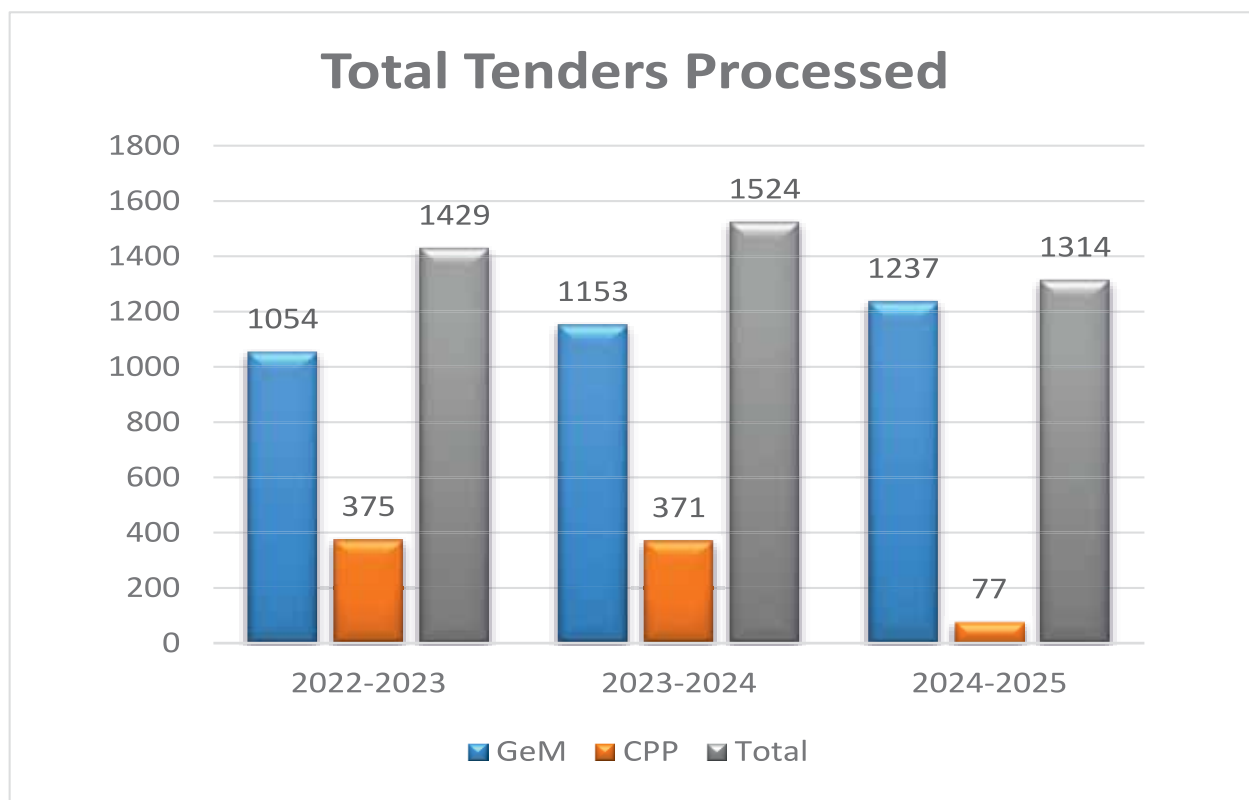


Fig. 1

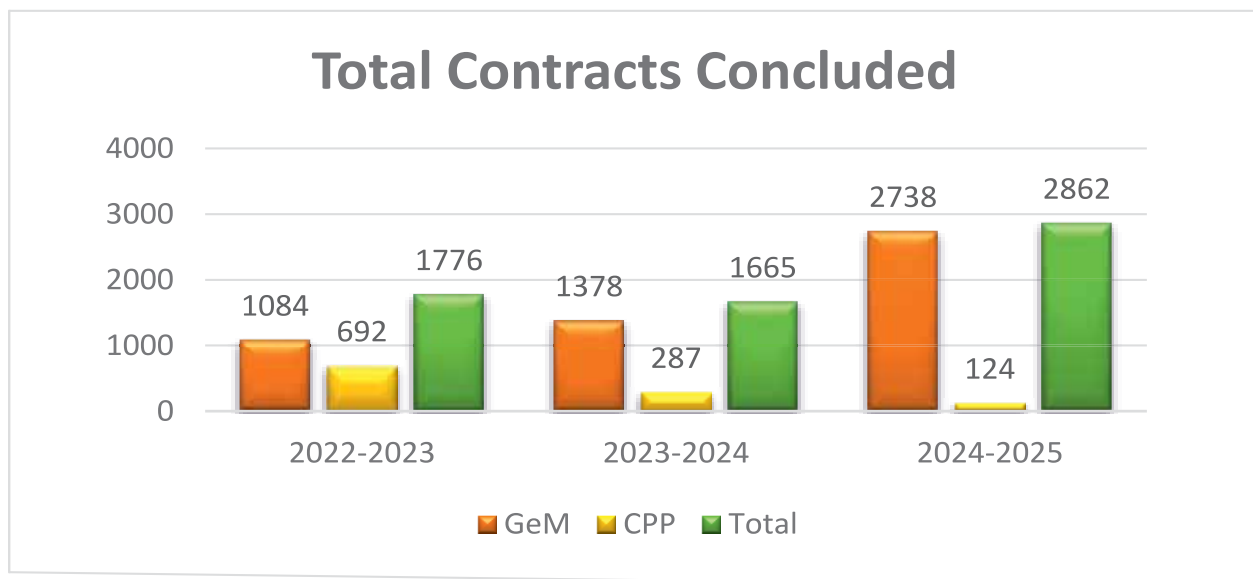


Fig. 2



Fig. 3

Stores:

RECEIPTS:

Total of **4903** Receipts received and regularized during the year from April, 2024 to March, 2025 of these, **3284** are GeM Receipts. **484** Receipts received and regularized for NFC, Kota of these **696** are

GeM Receipts. **48633** Cylinders of various gases were received.

STOCK-ISSUES & ACCOUNTING:

Total **21519** items were issued to the user sections/plants against **15070** valid RCIVs. **1988** Items were issued to the user sections/plants against **1022** RCIVs by NFC, Kota.

175.689 MT of Zr. Rod and 169.163 MT (Approx.) of other materials issued as FIM to various Fabricators (Total Materials issued as FIM was 344.852 MT).

47112 various gases issued to the user plants against 1899 RCIVs.

TRANSPORT & CLEARANCE:

129 Truck loads / containers of **Strategic Consignments** and various other materials were dispatched to different units of DAE and 698 Truck loads receipts were received including **Empty Fuel Boxes and SDU/MDU Consignments** from M/s UCIL. 1523 consignments (PO/GeM) were received through Courier / Post Office.

Movement of Vehicles :- (Receipts, Scrap,

Transportation other than Strategic material)

- Incoming -- 2846 Trucks/Tankers
- Outgoing -- 1921 Trucks/Tankers

Total 53820 Fuel Bundles were dispatched as shown in the graph below:

DISPOSAL:

Total quantity of **742.42 MT of scrap** was disposed off during the year earning a revenue of **Rs. 406.57 Lakhs** thereby freeing an area of **13140 Sq.Ft.**

60 Sale Tenders floated through **GeM (Forward Auction)** and **35 Sale Orders** were placed for disposal of scrap.

A Chart depicting the GeM Receipts in the last three years is shown below:

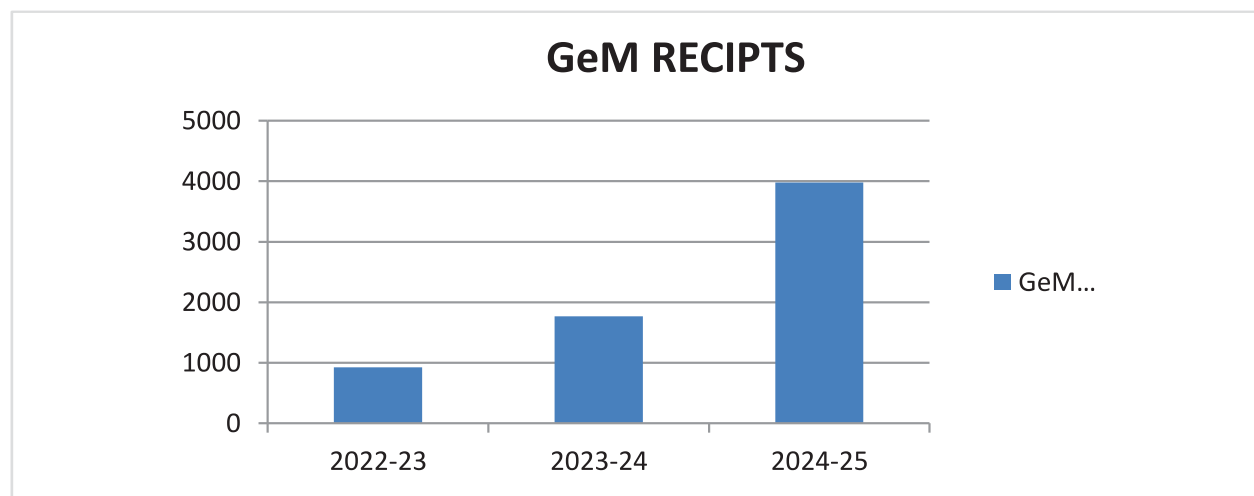


Fig. 4

A chart depicting Receipt, Issue and Accounting including Empty Fuel Boxes of the last three years is shown below:

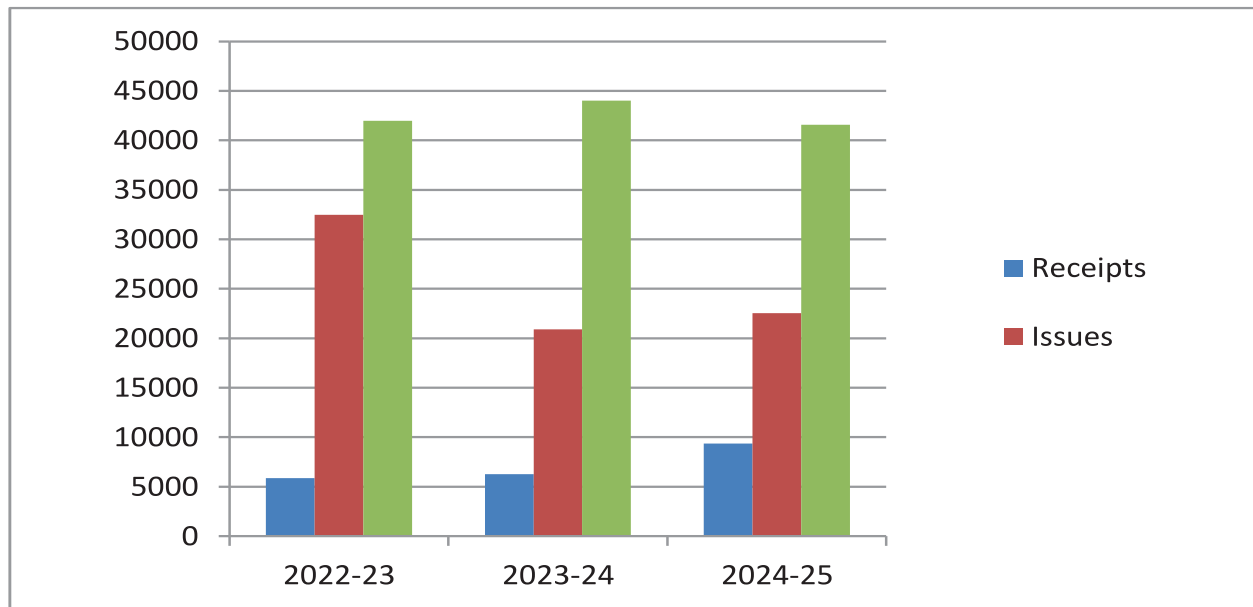


Fig. 5

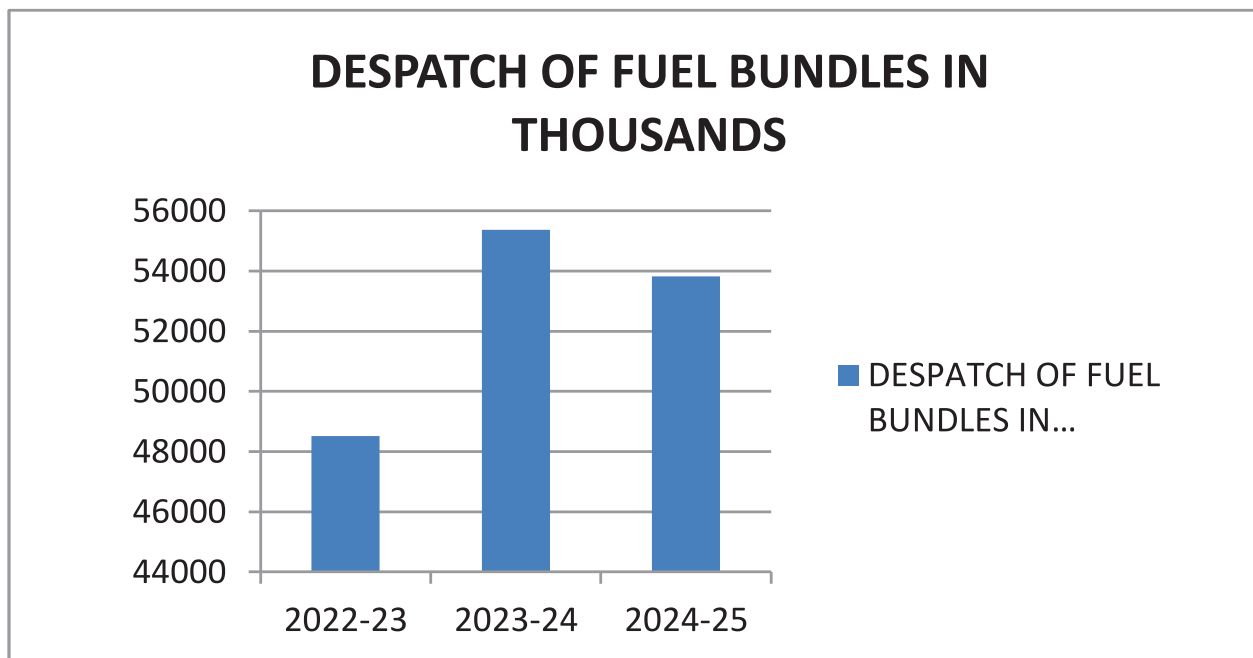


Fig. 6

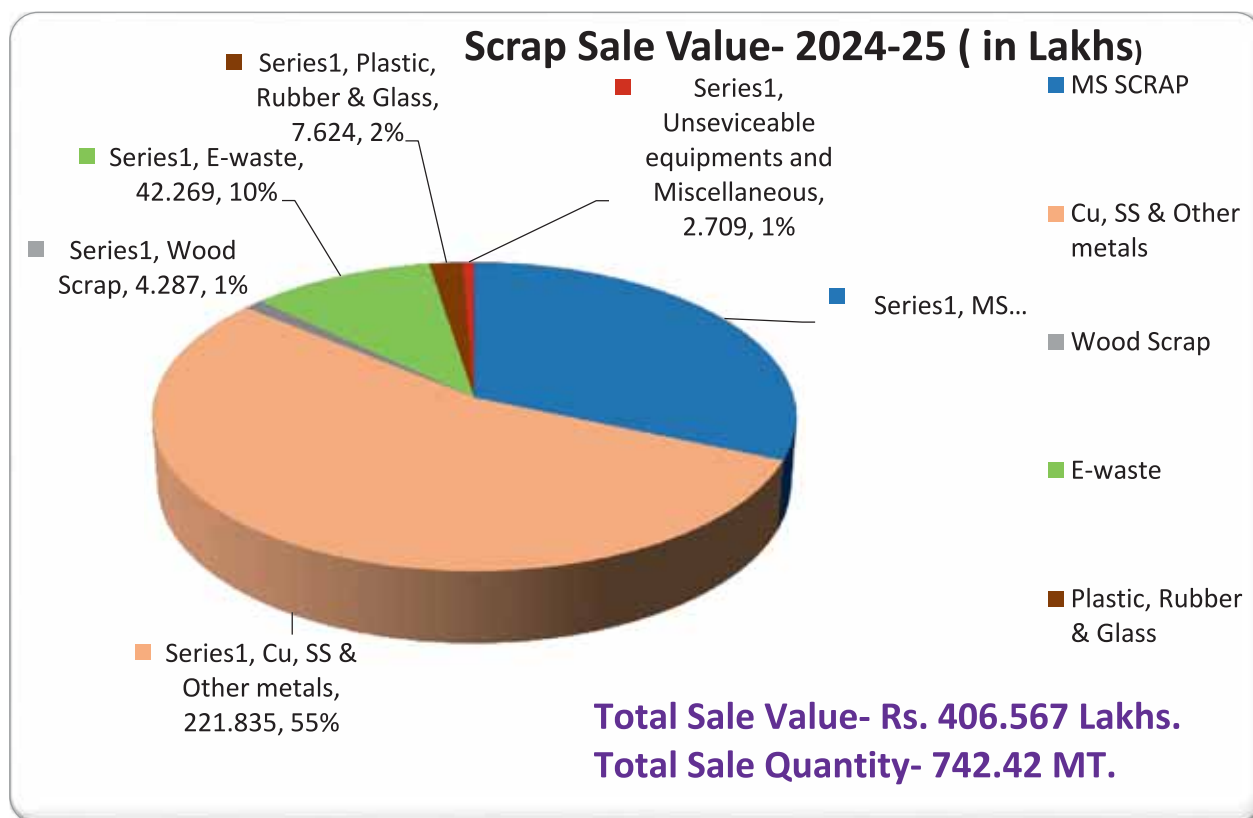


Fig. 7

Special Tasks:-

- Dispatch of **12 Consignments of Calendria and Coolant Tubes** to newly underway NPCIL Project, GHAVP, Haryana.
- Receipt and Clearance of Strategic consignment of **250 MT (20 Containers)** from Uzbekistan.
- Export of **2 packets of 2 Kgs.** Sample of Strategic Material to IAEA, Vienna.

Swatchata Activities:

HRPSU/NFC has taken up activities such as cleaning the premises and surroundings which includes segregation of files,

reviewing and identification of old files for weeding out.

HRPSU has reviewed, identified for weeding-out and shredded total 3237 Nos. of old files by Purchase and total of 72,897 old records / old stock cards by Stores with the approval of Competent Authority. The shredded-out papers were given for recycling and an amount of Rs.10,000/- has been credited to the Govt. Account through NFC.

As a continuous process in Swatchata activities, 97 items were identified as slow moving and circulated by Stores during the year.



Purchase Accounts :

1) No. of pay orders generated	4190
2) No. of Pre-audit Files	2630
3) No of Bills/CSRVs/CRACs received	6373
4) Payment to M/s. UCIL (Including transport)	Rs. 1963.02 Cr
5) Payments to other suppliers (M&S, Consumables & Capital)	Rs. 445.75 Cr
6) Payment to M/s. IREL (MoU)	Rs. 45.80 Cr

INDORE REGIONAL PURCHASE AND STORES UNIT (IRPSU)

Indore Regional Purchase and Stores Unit (IRPSU) is catering to the procurement needs of Raja Ramanna Centre for Advanced Technology (RRCAT) which is situated in Indore, Madhya Pradesh. RRCAT, a Unit of DAE is engaged in R&D activities in non-nuclear front line research areas of Lasers, Particle Accelerators and related technologies.

Following are the major activities carried out by IRPSU in the year 2024-2025.

Procurement:

- Table -1 and Fig. 1 to 4 give the statistics of procurement during 2024-2025.
- All efforts are made to address various queries of users in timely manner. Special interaction session in presence of Director, DPS was conducted at IRPSU conference room, where IRPSU Staff and Indentors discussed the issues being faced while working on GeM.
- IRPU team also participated in DPS day celebrations day at Mumbai and marked their melodious presence.
- Special Achievements:
 - 1) IRPU has succeeded to remove Red flag from all three secondary buyers by updating the payment details on GeM portal.
 - 2) There are no pending audit paras. IRPU has replied to all audit paras during the year 2024-2025.

- 3) IRPU has carried out import and related documentation for 9 foreign consignments. Also 2 consignments exported to Fermi Lab, USA.
- 4) Long pending legal matter were handled by IRPU and cleared in financial year.

Stores:

- IRSU is mandated for receipt of material, accounting, shifting and its issuance to the Users. Transportation of material to various DAE Constitute Units and disposal of scrap are also its responsibilities.

Use of computerized solutions:

- IRPSU is constantly working on use of computerized solutions for improving accuracy, efficiency and productivity and data recording. The issue of digitally signed CSRVs has been linked with email alert resulting in timely action for discharge of SDBG.
- Generation of automatic Repository for weeding out files after completion of retention period of records as per rules has been introduced in the Project Data Management System (PDMS).
- IRSU has generated revenue of Rs. 72.39 lakhs and Rs. 84.90 lakhs by disposing General Scrap items of 129.15 MT and unserviceable equipment of 80.86 MT respectively.

- Total 28 numbers of disposal tenders floated during the period through GeM Forward Auction.
- IRSU has generated 1106 RV's costing Rs. 99 Crores during the period.

आर आर कैट में आयोजित "हिंदी पखवाडा - 2024-2025" के अंतर्गत आयोजित प्रतियोगिता में इंदौर क्षेत्रीय क्रय इकाई के श्री अश्विनी कुमार शर्मा - कनिष्क क्रय सहायक को "हिन्दी काव्य-पाठ प्रतियोगिता" में प्रोत्साहन पुरस्कार से सम्मानित किया गया |

Table -1

S.No.	Description	Nos.	Rs. in Crores
1.	Total No. of Indents processed	751	138.71
2.	No. of Indigenous orders processed	748	56.11
3.	No. of Foreign contracts	4	0.47
4.	No. GeM orders	722	53.28
5.	Total No. of orders	752	56.57

Table -2

Disposal of Scrap/Unserviceable items through Forward Auction in GeM Portal :

S. No	Description of Scrap	Quantum of Scrap	Sale (in Lakhs)
1	General Scrap Items	129.15 MT	72.39
2	Unserviceable equipment's disposed	80.86 MT	84.90

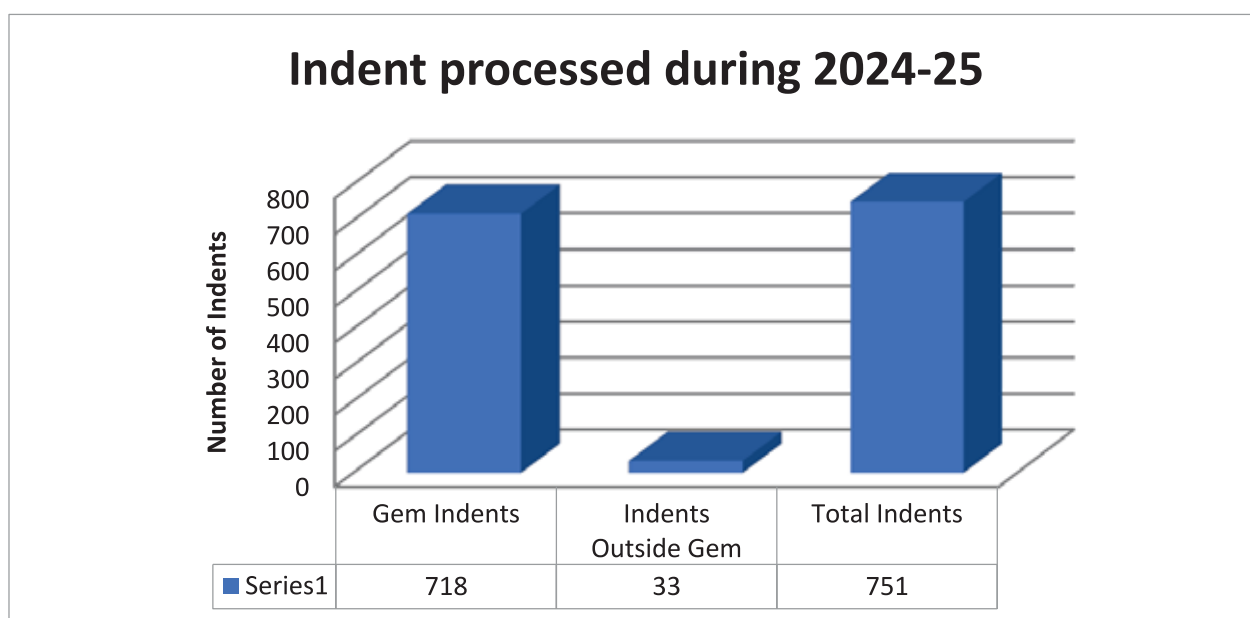


Fig. 1

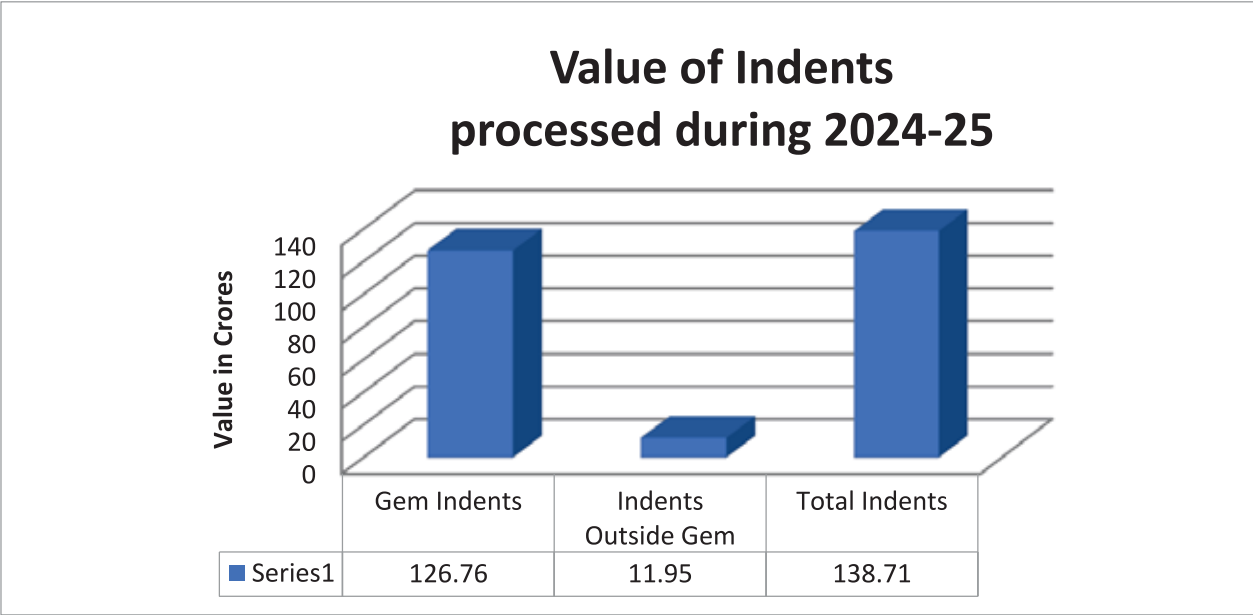


Fig. 2

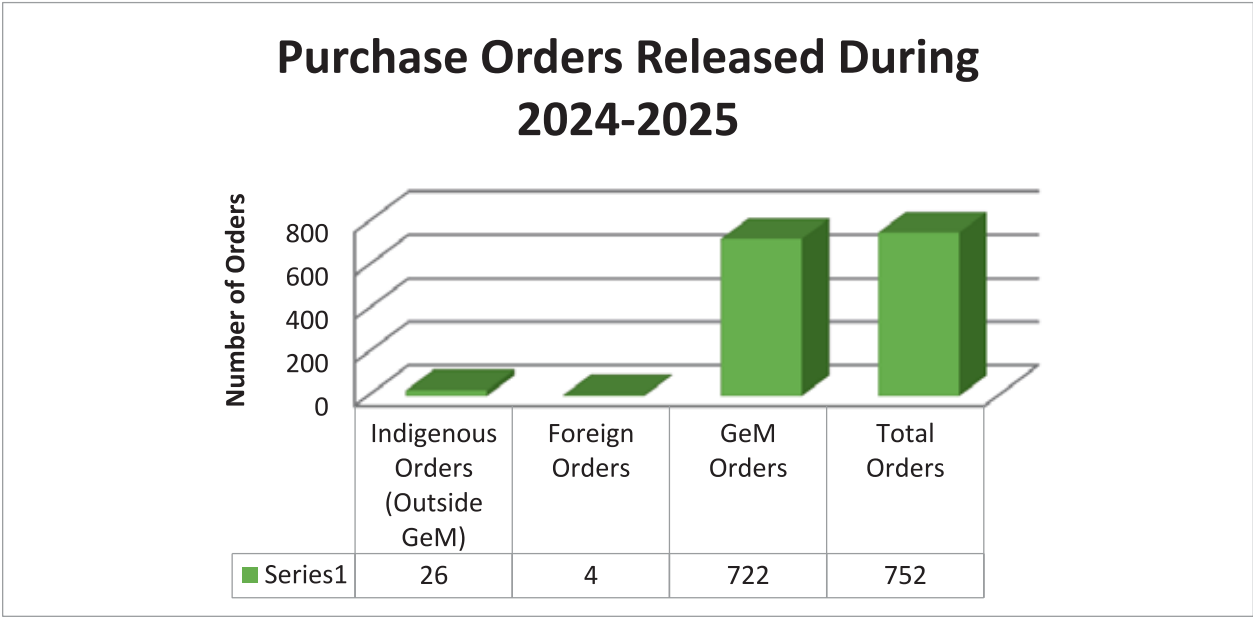


Fig. 3

Value of Purchase Orders Released during 2024-2025

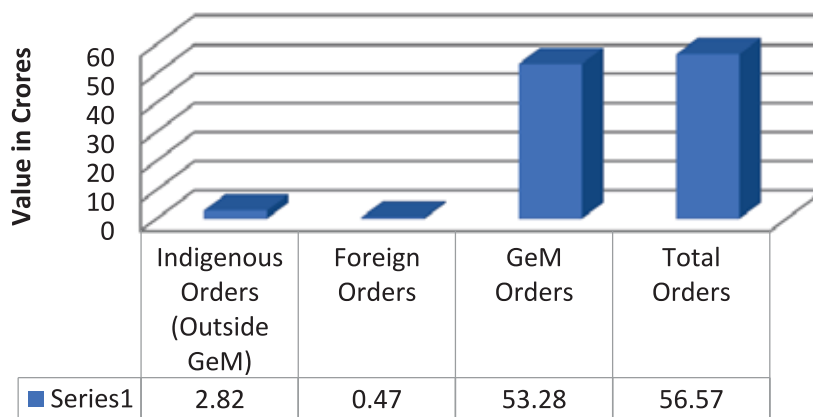


Fig. 4

NUCLEAR RECYCLE BOARD PURCHASE AND STORES UNIT (NRBPSU)

Nuclear Recycle Board (NRB) is a multi-disciplinary entity within BARC pursuing programmes in harnessing nuclear energy and its application for the benefit of the society. NRB Plays a pivotal role by bridging the first and second stage of Indian Nuclear Power Programme.

Since its inception in 2009, the NRBPSU is responsible for all material management activities of NRB. The Purchase Unit situated at Anushaktinagar, Mumbai concludes purchase contracts including transportation contracts for projects and operating plants and manages the stores activities of NRB headquarter. The Stores Unit at Tarapur takes care of receipt, safe storage of consignment, issue of items for projects and operating plants and disposal of scrap through forward auction.

Major Activities Carried Out During the Year 2024-25:-

- After obtaining all the approvals from Competent Authority, the Main plant of HWP(Baroda) was safely Disposed by dismantling without any incident with support of plant authorities.
- Total Quantity Disposed is 4785 MT Revenue Generated: 24.99 Cr"
- Total 2010 Nos Indents for a total value of Rs. 288.92 Cr. Processed.
- Total 1626 Nos. of Contracts for a total value of Rs. 78.69 Cr.

- Total 32 Nos. of contract for a total value of Rs. 28.10 Cr. Concluded through CPPP.
- Total 56 Nos. of contracts concluded against PT for a total value of Rs. 20.70 Cr.
- Total 31 Nos. of contracts concluded against TPT for a total value of Rs. 14.02 Cr.
- Total of 3422 items received against 2361 RVs regularized.
- Total of 29093 items issued against 12709 valid RCIVs
- Total of 4050 items were codified in eMatman system and migrated to MMS for accounting.
- 26 bids were uploaded on GeM Portal through Forward Auction. 22 Sale Orders were issued for 4938.826 MT General scrap items to successful bidders for total value of Rs. 26,15,37,827/-
- A purchase order was placed on M/s Bhilai Engg Corporation Ltd for fabrication, drawing, supply of requisite materials other than purchasers free issue material, fabrication, collection of FIM from project site with total value of the PO Rs. 24,14,45,971/-

The total Quantity of FIM issued was 896.477 MT (SS 304 L Plates, Pipes, Hollow Bar Nozzle, Square Box, Seamless Pipe Reducer & Hollow Cone Spray Nozzle)

Out of 896.477 MT quantity issued, the finished goods received was only 317.952 MT and the balance left with M/s. BEC was 578.525 MT was received back in 37 Trips with strategic planning and transportation.

- NRBPSU, Purchase Unit have actively participated in various events conducted by NRB i.e. Yoga Day, Marathi Bhasha Diwas, Women's Day.

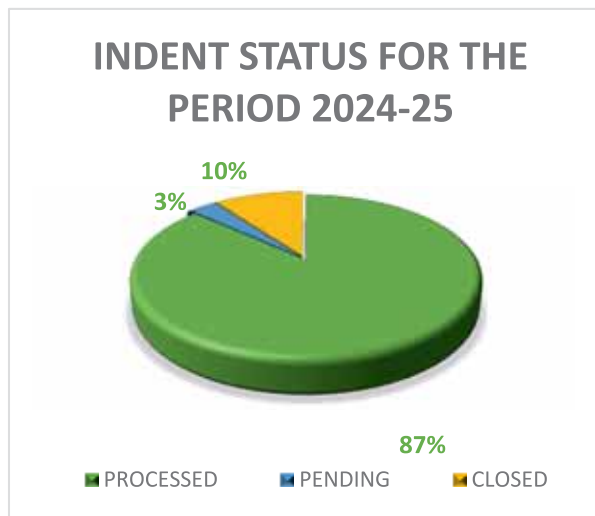


Fig. 1

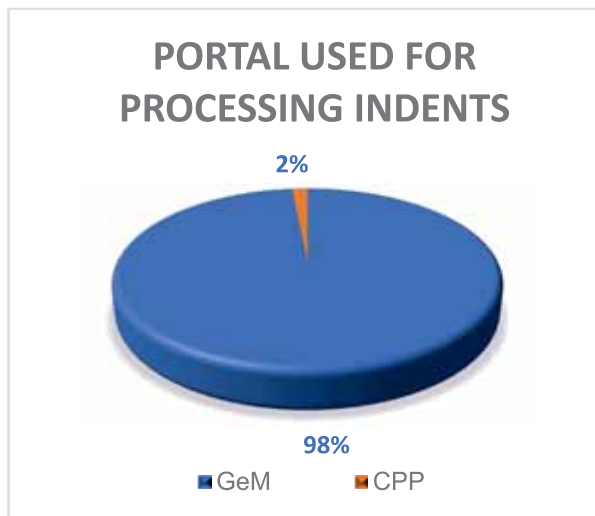


Fig. 2

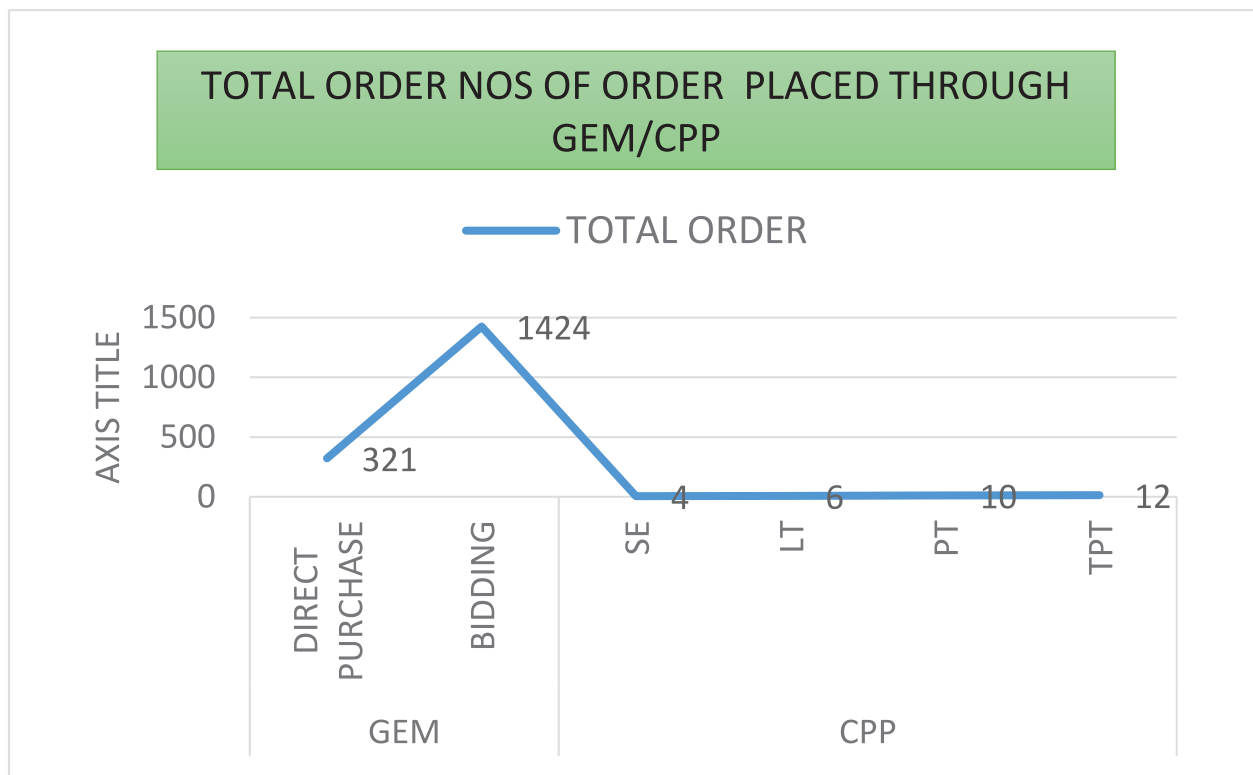


Fig. 3

CENTRAL ADMINISTRATIVE UNIT

Central Administrative Unit (CAAdmU) is located at Vikram Sarabhai Bhavan, Directorate of Purchase and Stores (DPS) Headquarters, Mumbai. It comprises of Recruitment, Establishment, Administration, Vigilance, General and Hindi Section and an Administration Unit at MRPU. The administration of DPS has been rendering excellent service to its officials in areas of service matters, prompt attention to vigilance issues, methodically ensuring recruitment and promotion processes followed as per the calendar.

Establishment Section

Establishment Section is mainly dealing with works related to maintenance of 406 Personal files and service books (of those Stationed at Mumbai). The core activities are maintenance and updating of personal records, periodical review of records to meet administrative, routine service requirement and verification of service records and preparation of periodical reports. Apart from this, routing files for approval of Competent Authority for Establishment activities like Pay fixation on promotion / MACPs, PF Advance / withdrawal, LTC, TA on transfer / retirement /Death, Issue of Leave Order, Children Education Allowance, Nomination (GPF/ Gratuity/ Group Insurance), forwarding of applications for outside employments, issue of identity / service certificate / verification of castes etc.

In addition to that it deals with Pension & related works (43 cases in 2024), Voluntary

Retirement proposals, works related to closure of probation, confirmation of employment, Compilation of PRIS (G), Co-ordinating and resolving queries related with AAIS.

Vigilance Section

DPS as a Service Organisation and the nodal agency for all procurement in DAE comes under the ambit of scrutiny and vigilance as it is part of supply chain. Chief Administrative Officer, DPS is the part-time Vigilance Officer of DPS. Vigilance Section is entrusted with implementing of code of conduct under Central Civil Services (Conduct) Rules 1964 and to monitor and prevent corruption having Vigilance angle as per the CVC's norms. Vigilance Section deals with initiating disciplinary proceedings under CCS (CCA) Rules 1965, Review of services under FR 56(j), issuing Vigilance Clearance for all officials of DPS. It deals with preparation and issue of blank APARS for all officials of DPS and is also the custodian of APAR Dossiers in r/o all Non-Gazetted staff of DPS. It issues sanction orders for PRIS (O) & (G) for all units of DPS.

It maintains the movable/ immovable property transaction files and AIPR files of all officials of DPS. This year as an initiative towards implementation of digital solutions, immovable property module has been introduced on AAIS portal of DPS. Vigilance Awareness Week-2024 was observed during the period from 28/10/2024 to 03/11/2024 under the guidelines of Central Vigilance Commission on the theme

“Culture of Integrity for Nation's Prosperity”. Special Talks on 'Ethics and Governance', 'Preventive Vigilance' and 'Procurement' were organized. Buyer-Seller Meet was organised to address grievance of the vendors. Quiz, Essay, Extempore speech and Poster competitions were conducted on general awareness on Vigilance activities.

Recruitment Section

Recruitment Section, DPS deals with all works related to Direct Recruitment for the post of Junior Purchase Assistant / Junior Storekeeper. Assisting in conducting Six Monthly Induction Training to the candidates for the post of JPA/JSK. Follow up of C & A Verification, Caste verification and special verification from DAE. Issuing 'offer of appointment' to JPA/JSK and preparation of Service Books of new trainees. All works related to MACP, NFUG, Compassionate Appointments, UDC appointment of those who are selected from SSC. Maintenance of manpower data and reports related to manpower are dealt in Recruitment Section. Further Parliamentary questions, Issue of renewal of fidelity guarantee policy for SK and Sr.Sk., Processing of nominations for training at ATI and other than ATI centers are carried out by Recruitment Section. Coordination with CAG audit and IIW audit matters related to administration. Matter related to re-engagement of Consultant after retirement is dealt by Recruitment Section.

During the year, the mandatory information required under Act [Section4 (1) (b)] has been posted on DPS website and the

information is updated from time to time. 3rd Batch of Induction Training for JPA/JSK commenced from 11.11.2024 and will be completed by 10.05.2025. During the period from April to December, 2024, total 286 RTI applications were received and disposed off. The online RTI application and appeals so received are being disposed through online portal.

General Section

General Section deals with DPS Legal cases which include CAT, Tribunals, High Court, Civil Court and one workmen's compensation case. Preparing draft and filling it in Hon'ble CAT tribunal. Getting approvals for draft to be filed in legal cases of Purchase and Stores from DAE and appointment of counsel from Ministry of Legal Affairs. The General Section also ensures observing various days by the DPS as notified by Government of India. General Section also deals with DPS Association matters such as nomination of officer for conducting association election, casual leave to Association members etc. Conducting Office Council meeting/s and Regional Council meeting of DPS Western Region. General Section also conducts Workshop, Shramdaan Activities, Best to Wealth exhibition, Swachhata Rally and Closing ceremony for DPS Swachhata activities at Mumbai.

General Section conducted two Special talks on "Safety and Security measures on women issues" and "General Awareness on empowerment of Women" for DPS staff stationed at Mumbai. The General Section

also compiles and sends different kinds of reports including Reducing pending Matters, Swachhatta Pakhwada, Parliament matters etc. to DAE. General Section is also responsible for co-ordinating and conducting Swachhatta Programme and Women's day programme of DPS, Mumbai.

Administration Section

Admin Section primarily deals with the promotion, transfers, posting of the DPS officials in Purchase, Stores, Admin & Account cadre. Preparation of proposals to fill up the posts of PO, SO, DD, JD and forwarding the same to DAE. Conducting departmental examination, convening DPC, preparation of LDE & SCF panels and operation of the same, as and when vacancy occurs are also done by the Admin Section. Admin Section is also responsible for maintaining Rosters & Preparation and circulation of seniority list of all promotional grades except Direct Recruitment posts. Conducting Transfer Committee Meetings & Considering mutual transfers of the staff related to Admin & Accounts cadre are also done by the Admin Section.

This section is also entrusted with the establishment/ service matters of the DPS officials for which, almost 114 personal files

with Service Book and 241 shadow files posted at outstation units (Total 355) are maintained. Submitting file for approval of Competent Authority for PF Advance/ withdrawal, LTC claims, Transfer/ retirement TA, TA on tour, probation closure, updating service books, CEA claims, Sanction for grant of HRA/ TA/ Guest House, pay fixation, issue of relieving orders and conveying the sanctions of the same to the concerned Establishment Section of outstation unit are taken care by the Admin Section. AAIIS Software is used for providing the Administration services to the staff posted at Mumbai, Tarapur, Mysore, Vizag and Vadodara. Admin Section is also responsible for the calculation of PRIS eligibility of all the DPS officials.

Hindi Section

In Hindi section, translation of Official documents is done from Hindi to English and vice-versa. Hindi workshops are organized by Hindi section during every quarter for officers and employees of the office. In every financial year, Hindi Magazine is published by Hindi section for propagation of Official Language. Ensures effective implementation of Official Language policy of Government of India in the Directorate of Purchase and Stores.

CENTRAL ACCOUNTS UNIT

Central Accounts Unit (CAU), which is integral to DPS, extends the accounting and financial functions. In addition to managing the works related to the drawing of salaries and retirement benefits, CAU undertakes other crucial Accounts / Financial functions such as pre-auditing, settlement of supplier's bills, foreign exchange payments towards material procured, etc. to achieve the objectives of DPS. Functions of Accounts in DPS are also extended to Regional Purchase and Stores Units under the hierarchy of DPS or through PAOs of respective units of DAE, like: -

1. Madras Regional Accounts Unit in Chennai functions with independent Pay and Accounts Office takes care of day-to-day accounting activities of MRPSU.
2. Hyderabad Regional Accounts Unit in Hyderabad is responsible for accounting activities of HRPSU. Rendering of Monthly Accounts to Department of Atomic Energy (DAE) is by PAO, NFC, Hyderabad.
3. Calcutta Regional Accounts Unit in Kolkata, is responsible for accounting activities of CRPSU and responsibility for submission of Monthly Accounts to DAE is vested with PAO, VECC, Kolkata.
4. Accounts Unit at Regional Purchase Unit at Manuguru is responsible for releasing of payments to suppliers, pre-auditing Purchase files and rendering accounts to DAE supported by PAO, HWP, Manuguru.

5. Indore Regional Accounts Unit in Indore is responsible for releasing payments to suppliers, pre-auditing of Purchase files and rendering accounts to DAE supported by PAO, RRCAT, Indore.

Functions of different Sections in Central Accounts Unit, DPS, Mumbai are detailed below:

The Central Accounts Unit (CAU) in DPS, Mumbai is categorised into different Sections:

- i) Salary Section
- ii) Cash & General Section
- iii) Pre-audit Section
- iv) GeMI, II & III Sections
- v) Foreign Exchange Section
- vi) Local Bills I & II Sections

Salary Section

The salary section manages payments to officers and staff stationed at various locations, including Mumbai, Tarapur, Visakhapatnam, Mysore and Vadodara.

In addition to salary payments, this section deals with:

1. Management of General Provident Fund (GPF) and Contributory Provident Fund (CPF) accounts.
2. Processing of Pension (Superannuation, VRS & Death Case) & Provisional Pension cases of DPS employees stationed all over India.
3. Payment of advances related to Travelling Allowance and Leave Travel

Concession, ensuring timely settlements, Payment of PRIS, Uploading and Monitoring of National Pension System (NPS) data.

Cash & General Section

The cash & General Section oversees all payment-related functions. It utilises a robust in-house developed programme to process vouchers received from all sections for payment. Remarkably, CAU processed an impressive number of vouchers, approximately 14,776 during the fiscal year 2024-25.

Morality and simplicity are fundamental principles upheld by CAU, reflecting in both the allocated budget and its expenditure. These virtues underscore the department's commitment to ethical conduct and efficient financial management.

To streamline transaction processes and ensure a hassle-free experience, various types of payments such as Earnest Money Deposits (EMDs), sale of scrap, Tender fees via Demand Drafts are now channelled through Bharatkosh, the Government of India's Non-Tax Receipt Portal.

TDS on Income Tax recovered from employees and contractors/scrap dealers are properly accounted and returns are filed on monthly/quarterly/annual basis.

Pre Audit Section

The procurement process encompasses various stages like initiating the NIT, receiving bids, assessing technical parameters, obtaining purchase recommendations from the Indenting Officer and

evaluating costs.

Before issuing Purchase Orders other than GeM contracts, the Pre-Audit section conducts a pre-audit of such purchase files, which are finalised through issuance of Limited Tender, Open Tender, Two-Part Tender through the CPP portal. Various proposals related to Consolidated Medical Indents with unique terms & conditions and Rate Contracts issued thereafter is also pre-audited before issuing.

Initially, the proposals for floating tenders for the sale of scrap done on GeM using Forward Auction functionality are certified by accounts. Upon receiving bids, the Pre-Audit Section certifies the sale order and bid acceptance letters of the highest bidder (H1).

The Pre-Audit Section scrutinises the proposals for price matching in respect of GeM Contracts and evaluates offers for acceptance or rejection on CPPP and GeM portals.

Pre-Audit ensures accuracy and compliance with the terms outlined in the Contract or Purchase Order, thereby enhancing efficiency. Purchase Orders are proposed with consideration for efficiency, economy and transparency in public procurement.

GeM Sections I, II & III

These Sections are responsible for making payments for the supplies made against the contracts placed through GeM. Upon receiving documents such as invoices, CRAC, sanction orders, contract copies, indent forms, ICT Certificate, PSDBG acceptance and sellers bank details, they are

meticulously verified for accuracy. Payments are then expedited within the stipulated time frame.

In the fiscal year 2024-25, approximately 9800 GeM bills & approximately payments of Rs. 510 Crores released highlighting the significant volume of transactions conducted through this platform.

Foreign Exchange Section

Foreign Exchange (FE) section deals with payments to overseas suppliers through various methods such as Letter of Credit, Wire Transfer, DRR (Documents Received for Remittance).

Additionally, the FE section handles other related tasks including:

1. Payment of Customs Duty.
2. Settlement of Clearing Custom House Agent bills
3. Disbursement of Freight Charges
4. Processing Insurance/Re-insurance payments
5. Strategic Payments (Secret Projects)
6. Miscellaneous Bills (Export, DHL Express, Magazine Subscription etc.)
7. Pre-deposits Payments (Legal cases)
8. Advance Payment (Legal cases)

Moreover, the FE section is also responsible for the payment of Customs Duty on behalf of NFC with transactions exceeding Rs. 1 Crore and Custom House Agent bills (for some cases).

Local Bills Section I & II

The Local Bills section deals with payments related to Global Tender Enquiry (GTE) contracts issued to Indian Suppliers and various miscellaneous payments. Payment processing relies heavily on documentation including:

1. Payment upon receipt and acceptance of material – CSRV
2. Payment against Preliminary Inspection Report and supply – PIR.
3. Payment upon delivery or collection of material – RDC.
4. Original Shipping Release certified by Assistant Purchase Officer.
5. Free Issue Material – Utilization Certificate certified by Indenting Officer & Assistant Stores Officer
6. Payment against documents submitted through Bank/Demand Draft – PSD.
7. Pro-rata/stage payments/Advance payments/Confidential HQ files payment certified by Indenting Officer. Payments processed – 100%, 90-10%, 80-20%.
8. Refund of PSD on completion of contractual obligations & on receipt of release letter from concerned Purchase Section.

The Local Bills Sections are responsible for scanning and uploading all necessary documents such as Invoices, Original Shipping Release, Receipted Delivery Challans etc. into MMS for record keeping and audit purposes.



KNOWLEDGE SHARING



DPS TOWARDS UNIFORM ITEM CODIFICATION

The mandate of Directorate of Purchase & Stores, as a service organization is to cater to the DAE Organizations in R&D, Mining, Industries and Service Sectors. The activities of a Stores Unit starts from the receipt of goods, its storage to its final issuance / disposal. During this process, each item that is received and kept in Stores is codified.

Codification refers to the process of assigning a unique, standardized code to each item in the inventory. This system of classification helps in identifying materials without ambiguity, regardless of their physical location, type, or manufacturer. Codification systems typically use alphanumeric codes that represent specific attributes of the material, such as category, specifications, or origin. By ensuring that every unit across different locations uses the same coding structure, it becomes easier to track, store, and manage materials.

A code consists of a system of words, letters, or symbols used to represent items/materials. Codification involves systematically organizing these details into a code to facilitate material identification, enhance communication, maintain brevity, ensure confidentiality, and make it compatible with Information Technology systems.

Types of Codes

1. Numerical codes: Numerical codes contain only numbers. The set of numbers represent different classes of items. This is the most commonly used

code eg. BIS, ISO, Harmonized System of Nomenclature (HSN). This type of coding is IT friendly.

2. Decimal codes are numerical code but uses decimal points in between each set of numbers.
3. Alphabetical codes: These are codes using exclusive letters of alphabet.
4. Mixed Code: This is mix of alphabetical as well as numerical code.
5. Visual code: This is the simplest way of identification but scope is limited.
6. Bar Code: Of late, bar code is being extensively used as the same is totally automated and compatible to IT programs.

The diverse range of activities involving uniquely tailored materials that are essential for various sectors, including Research & Development, Mining, Industry and Services. Across all the units of DAE nationwide, there exists a significant investment in these items—running into lakhs. To manage this effectively, a reliable system for uniform identification is essential. One of the most exciting advancements in “Materials Management” is implementing a rationalized codification system that effectively categorizes equipment, raw materials, components, and spares according to the needs of the organization.

The old approach to functional codification simply can't keep up with the expanding

inventory and diverse stock range. It has led to troubling instances of stock duplication under different names and codes across various stores, where items are commonly found in multiple categories. By consolidating these items, it is feasible to drive standardization, reduce variety, and apply modern materials management techniques like value analysis and operational research.

The end goal is to maximize returns with the minimum inventory necessary in our warehouses. Embracing standardization in a uniform manner, not only makes procurement cheaper and easier but also helps to lower the replacement costs.

Importance of Uniform Codification of materials in a Multi-Unit Organization like the Stores Unit of Directorate of Purchase & Stores offers several key benefits:

1. Consistency Across Multiple Units

With stores units spread across different parts of India, it is crucial to code, classify and identify the material to maintain uniformity. Without standardization, mix-up can arise, leading to errors, delays, and unnecessary costs. A uniform coding system ensures that materials are recognized uniformly at all locations

2. Simplified Inventory Management

A uniform codification system enables centralized inventory tracking, which is especially beneficial when managing large quantities of goods across multiple locations. It helps stores managers to quickly identify stock levels, reorder materials, and track the movement of goods

in and out of the warehouse. This reduces the chances of stockouts or overstocking and ensures effective management of inventory.

3. Improved Procurement Process

When different units follow the same codification system, procurement becomes more efficient. Buyers can easily identify materials, specifications, and suppliers based on the codified system, making it easier to place orders, negotiate prices, and streamline the purchasing process. This consistency ensures that the right materials are procured for all units across India, reducing the chances of mistakes and improving overall supply chain efficiency.

4. Streamlined Communication and Reporting

Uniform codification allows for clearer communication and better reporting. Whether it's sharing information about stock levels or material usage, a standardized system ensures that all units are on the same page. Reports can be generated at each level to give a comprehensive overview of inventory status across all locations, without the need for time-consuming data reconciliation.

5. Enhanced Compliance and Auditing

A standardized codification system simplifies compliance with industry regulations and auditing processes. With all materials classified under a uniform code, audits can be performed more efficiently, and regulatory requirements can be met with ease.

In brief, the advantages of a uniform codification system go beyond improved operational efficiency.

Additional benefits of uniform coding are,

Cost Savings: By minimizing the chances of errors, stock discrepancies, and overstocking, uniform codification helps reduce inventory-related costs. Organizations can also negotiate better prices with suppliers when materials are easily identifiable and categorized.

Faster Decision-Making: With clear visibility into inventory and material status, managers can make faster and more informed decisions, whether it's regarding procurement, distribution, or demand forecasting.

Better Supplier Relationships: A uniform coding system allows suppliers to easily identify and fulfil material orders, ensuring smooth transactions and timely deliveries.

Scalability: As organizations expand to new regions or increase their operations, a uniform codification system can scale efficiently without requiring significant changes to the underlying infrastructure.

Challenges in Implementing Uniform Codification Across India

While the benefits of uniform codification are clear, organizations may face certain challenge in implementing such systems, which is Data Migration and Integration. For organizations with legacy systems in place, migrating existing data into a new uniform coding system can be time-

consuming and technically challenging. Careful planning, data validation, and integration with existing software systems are required to ensure smooth implementation.

Best Practices for Implementing Uniform Codification

To successfully implement a uniform codification system across a network of stores and units of DAE in India, organizations should consider the following best practices:

1. **Develop a Clear and Simple Coding Structure:** Ensure that the coding system is intuitive and easily understood by employees at all levels. Use a logical hierarchy that categorizes materials based on function, type, or specifications.
2. **Use Technology for Automation:** Leverage modern software tools and inventory management systems to automate the codification process. This can reduce human error and improve the accuracy of material tracking.
3. **Train Employees Across Units:** Conduct regular training sessions for employees at all locations to familiarize them with the new codification system. Ensure that training materials are available in local languages for better understanding.
4. **Continuous Monitoring and Updates:** Regularly review the codification system to ensure that it is working effectively. Adapt and modify the system as and when required (being

dynamic) to meet changing business needs and market conditions.

5. **Ensure Data Integrity:** Make sure that all materials are correctly coded, and any discrepancies in data are promptly resolved. Regular audits should be performed to maintain the accuracy of the inventory system.

Conclusion

In an organization with its units spread across India, uniform codification of materials is a vital strategy for improving efficiency, reducing errors, and enhancing overall supply chain management. While challenges may exist, the long-term benefits—such as streamlined operations, better communication, cost savings, and scalability—far outweigh the initial

hurdles. Directorate of Purchase and Stores in its stride towards a uniform codification system has taken the first step in identifying the personnel who shall be the flag bearers for this mammoth task. Visits to other organization like ours for e.g. MAPS, NPCIL, other organizations like Railways, PSU's or well organized private sectors available throughout our country, to understand the methodology before formulating and implementing the uniform coding system.

By adopting a standardized coding system, organizations can ensure smoother operations, faster decision-making, and more efficient resource management, positioning themselves for success in an increasingly competitive market.

GEM PROCUREMENT MADE EASY – IS IT A REALITY

Since its launch in August 2016 and with the mandate defined in the Rule 149 of GFR, Government e-Market place (GeM) portal has made long strides in dominating the field of public procurement. GeM, which initially started off as another portal for Public Procurement is now being used as the main portal for undertaking all the eligible public procurement related activities. It being a faceless and a dynamic system, providing an end-to-end solution for procurement, provides a transparent, efficient, and user-friendly platform for purchasing goods and services. This online marketplace has significantly improved procurement process by reducing delays, increasing transparency, and enhancing competition. One of the most significant advantages of GeM is the transparency it brings to government procurement. Traditional procurement methods were often criticized for being cumbersome and prone to corruption. GeM eliminates these inefficiencies by providing a digital, end-to-end procurement system. Automated workflows, e-bidding, and reverse auctions ensure fair competition and the best prices for goods and services.

The GeM procurement process is designed to be straightforward with the process flow involving well defined stages: Registration by both the Buyers and Suppliers, Product listing by the suppliers, Evaluation of the product catalogues by the Buyers, Initiation of procurement process by the Buyer with the supportive technical input from the user department, either through direct purchase or bidding, Evaluation of the offers by the Buyer with the justified technical

competency of user department, Placement of Contract, Acceptance of the supplies received, Payment to the Suppliers.

These pre-defined steps which are purely menu driven, ensures that the whole procurement life cycle is completed within a stipulated timeline and without any ambiguity at any stage. For example, the terms and conditions framed during the preparation of the bid which eventually forms part of the contract ensures that no post tender conditions are incorporated later during the contract creation, the timeline fixed for regularising the post supply procedures like the acceptance of the supplies, release of payment ensures the suppliers receive their payment on time for the supplies made. Further, the adherence to the Public Procurement Policies is ensured as the portal prompts for compliance of the same at all the relevant stages of the procurement cycle and failing which the portal doesn't allow to proceed further. Instant notifications about order status, payments, and policy changes ensure better communication and tracking.

GeM enables direct purchases from vendors, eliminating intermediaries, thus reducing costs. The platform promotes competitive pricing through transparent bidding processes, ensuring that government agencies obtain products and services at the lowest possible rates. Additionally, the ability to compare multiple options fosters cost-effective decision-making. The procurement process functionalities like the Direct Purchase, Product ID based bidding, Custom or BOQ

bidding have greatly eased the procurement process. The functionality of the Direct Purchase enables the Buyer to ensure immediate procurement of the items conforming to their specifications from among the various listed products. GeM is designed to be user-friendly, allowing government buyers to search for products, compare prices, and place orders with ease. The Product ID based bidding enables the Buyer to pre-define all the terms and conditions of the procurement well in advance by selecting the options available in the portal thereby ensuring the receipt of relevant offers from the prospective sellers. The functionality of Custom or BOQ bidding enables the Buyer to undertake purchase of such items which are not available on the portal. Though the authenticity and the credibility of offers received against such bids are not validated by GeM unlike for those received against Product ID based bidding, ensuring prudence in the evaluation of the offers received by the Buyer will ensure that procurement process can be effective.

The platform is accessible to both small and large vendors, ensuring a level playing field. Registration is straightforward, and integration with Aadhaar, PAN, and bank accounts simplifies transactions for businesses and ensures credibility of the stakeholders. GeM has been instrumental in boosting the participation of Micro, Small, and Medium Enterprises (MSMEs) in government procurement. By providing a direct and transparent platform, small businesses can compete with larger companies without any hurdles. The government also promotes MSMEs through preferential policies, ensuring their growth

and sustainability.

In short it is a reality that GeM has indeed made significant progress in simplifying public procurement to a large extent. GeM has transformed procurement processes by making them more transparent, efficient, and cost-effective. By eliminating intermediaries, fostering competition, and promoting digital transactions, GeM has significantly improved the ease of procurement for government entities. However, it is also a fact that there are many features which are still not available on GeM and hence limiting the usage of GeM for certain types of procurements. Addressing the following points too will add feathers to the crown of GeM, like incorporating checks to ensure quality of products especially of materials of low cost, features allowing localized MSE's only for these low materials (by fixing the cost content features in GeM) that are needed urgently ensuring quality features. The Start-Ups are finding it difficult to comply with the regulations of the buyers, which are being addressed through Vendor- Buyer Meets. It is very essential to provide equal access to internet facility / Server availability for micro vendors of remote places, failing which may restrict their participation making it difficult for those vendors to compete with monopolized Macro suppliers.

Being dynamic, with continued advancements and updates and the expected roll out of the new version, the future of GeM looks promising and the portal has the potential to set new benchmarks for public procurement, benefiting both the government and businesses alike.

VENDOR BUYER MEET – TRANSPARENCY IN THE TRUE SENSE

Strengthening vendor participation in Public Procurement through DPS, DAE

Procurement process has trust and commitment as its back bone and the Buyers and Vendors are the two faces of the same coin. It is a symbiotic relationship sustained through accountability, inclusivity and transparency. In the realm of strategic and sensitive public procurement, transparency is not just a principle — it is an imperative requirement. As the nodal agency responsible for procurement under the Department of Atomic Energy (DAE), the Directorate of Purchase and Stores (DPS) plays a critical role in ensuring that procurement processes are conducted with the highest standards of integrity, fairness, inclusiveness and with high level of transparency. One of the most effective instruments in this endeavour has been the Vendor Buyer Meets — a platform that exemplifies "Transparency in the True Sense", especially in promoting participation from Micro and Small Enterprises (MSEs).

The unique procurement needs of DAE include high-precision engineering components involving stringent standards, specialized shielding materials, cutting edge scientific equipment's and specialized services — which require a reliable and responsive vendor base. However, DPS understands that many capable MSEs are often unaware of opportunities, procedures, or technical expectations. Vendor Buyer Meets provides a gateway to the vendors and bridges both buyers and vendors to

reduce the access gap.

Vendor Buyer Meets acts as an interface between Directorate of Purchase and Stores Procurement Officers and Vendors, enabling them to understand upcoming requirements and tender opportunities, clarify specifications and compliance norms, learn about e-Procurement systems, GeM integration, vendor registration processes and share suggestions or concerns that can help refine procurement strategies.

At Directorate of Purchase and Stores, transparency is embedded in the fabric of every procurement activity. Vendor Buyer Meets reinforce this commitment in several tangible ways. Through open presentations and discussions, vendors interact directly with Directorate of Purchase and Stores, reducing layers of interpretation or communication errors. All vendors whether new entrants or existing suppliers, are treated equitably and given a fair platform to showcase their capabilities. During the Vendor Buyer Meets, information about benefits extended to MSEs and Startups like EMD Exemption, MSE & MII Purchase Preference etc. are explained to the participating Vendors. Clarity on Vendor Evaluation Criteria is imparted by explaining the basis of technical and financial evaluation, ensuring that vendors understand what constitutes a successful bid.

Vendors get clear insights and guidance into

the do's and don'ts while bidding, careful study of specifications and other terms and conditions, ensuring they are not unintentionally excluded due to technical jargon or documentation gaps.

Vendor Buyer Meets organized by Directorate of Purchase and Stores are catalysts for capacity building wherein Vendors get clarity on procedural compliance, documentation, and tendering nuances. Many new vendors who attend Vendor Buyer Meets go on to become successful long-term suppliers to DAE units.

While transparency is sustained in Vendor Buyer Meets, its scope is scaled up by holding sector-specific and region-wise meets, leveraging digital platforms to reach vendors across the country, documenting and publishing Vendor Buyer Meet outcomes and FAQs for broader transparency creating structured feedback to improve future procurement practices. Directorate of Purchase and Stores also participates actively in the invited Vendor Buyer Meets

organized by organizations like MSME Directorate, NSIC etc which is an excellent opportunity to interact with a wider spectrum of vendors and participants from other Government Departments / Ministries, resulting in stronger collaboration with Industry Bodies and MSME Associations as well as other Government Departments/Ministries.

The Directorate of Purchase and Stores, through initiatives like the Vendor Buyer Meet, is not merely simplifying procurement—it is building a transparent, inclusive, and participative ecosystem for Indian industry. With MSEs at the forefront of these Vendor Buyer Meets, India can build a stronger, self-sufficient and innovation driven industrial base, ensuring that procurement is not just a transaction but a national development strategy.

These engagements exemplify how transparency, when institutionalized in spirit and practice, can transform procurement from a compliance function into a strategic enabler of national development.

DPS: YOUNG MINDS PERFORM, PARTICIPATE AND TRANSFORM

The youth of today are the leaders of tomorrow – a fact proven time and again by the countless young minds constantly learning, growing and embracing changes on a global scale. Today the world can be moved using a single post on the social media, and today's youth are the driving force behind such monumental changes. The gap among Gen-X, Millennials and Gen-Z reach beyond mere upbringings – the technological, socio-environmental and psychological differences ensure a comprehensive divergence of opinions, worldview and methodology. In today's world where new innovations are being introduced every day, the modern workforce simply cannot afford to keep the youth at the side-lines any longer.

An organization is only as good as its resources, and DPS has done a significant job in utilizing one of its most diverse ones – the young workforce. They are uniquely utilised in administrative support, policy implementation, digitization and IT support and data analysis. In past few years, there has been a significant growth in young workforce in DPS. More than 200 new appointees have been employed through different recruitment drives which brought a new energy in workforce of DPS – who are also required to undergo a six months long induction training since 2020. The results have been astounding – from collaborative teamwork to fostering positivity and inclusivity, the new appointees have shown time and time again the importance of a strong well-trained workforce of young

minds at hand.

Since the past few years, DPS has made a sincere effort to involve the young employees in every aspect of the work cycle. The seniors in the organization encourage and nurture these young minds by imparting in them the knowledge in discharging the day-to-day work, the intricacies of procurement process, the interpretation and implementation of government policies etc. and every effort made to embrace and mentor the new appointees. Ideas are abundant, but it takes expertise to sift through – discarding the flaws and cheering on the good ones. This has resulted in the young group of employees being active participants in policy implementation to decision making, in designing and executing major landmarks such as – Standard Operating Procedure (SOP) and Action Approval Hierarchy. They are participating in training programmes targeting the Indenting Officers in sensitizing them of the latest significant changes in the procurement procedure and policies.

It would be remiss to emphasize the importance of youth of today and not mention the digital world we live in right now. Digitization ensures transparency and accountability – both indispensable tools of public service. Growing up with the technological revolution, the young minds of today are uniquely equipped to handle these and provide suggestions to utilize these tools in their favour. And they have

demonstrated due diligence while being part of the team entrusted in implementation of the paperless office system at DPS.

It is a testament to the well-rounded nature of talented group of young employees that the non-procurement government policies such as Swachh Bharat Abhiyan and Marathi Bhasha Divas are all celebrated with equal enthusiasm and dedication as any other assignment. Eager, passionate and full of a zest for life – the young employees of DPS are writing, directing and participating in cultural programmes and winning the audience with every heartfelt performance. DPS is currently in the process of forming a Human Resource Wing – and the young workforce have been a major driving force for it. They have also been participating for

the formation of Make A Difference (MAD) group – a creative team of employees to be utilized for the challenging and unique thinking – a role they are well-equipped to handle.

Driven by the desire for personal and professional growth, and deep-seated responsibility to make a difference in this world, and supported by the incredible encouragement, mentoring and cooperation of the seniors in the organization, these young employees actively seek opportunities for further training, capacity-building programmes, and exposure to diverse fields to enhance their skills and contribute better to their work. By utilizing this invaluable asset, DPS is managing to stand apart from the crowd – to leave a lasting mark.

CUSTOMER SATISFACTION - THE LITMUS TEST

Directorate of Purchase and Stores (DPS) plays a key role in catering to the procurement and Material management functions for DAE. Apart from the core activity of Nuclear Research and Development, the activities of DAE also extend into the field of Agriculture, Medicine, Health care and application of radiation technology in the field of food and for National Security. The requirement of DAE is of unique nature due to its sophisticated, complex, strategic requirement and it necessitates technical competence and procurement of quality product.

DPS aims in fulfilling the material management activities of DAE in an effective and efficient manner in compliance of the provisions of rules, regulations, orders and guidelines framed by the Government of India. Its main focus is to work for the Industrial, R&D and other Service units and to support DAE in its vision to achieve its goal of making India a Viksit Bharat by 2047.

Driving towards the customer satisfaction in Material Management process, the main focus is to work in cohesion with all the stakeholders; Indenting Officers, Purchase and Stores Units, Accounts Units and the Suppliers.

Efficient procurement requires the timely processing of indents - from issuing tenders to ensuring the availability of necessary stores. Hence, it is inevitable that the Indenting Officers are sensitized about the Government Public Procurement Policies

like Make in India, support for Micro and Small Enterprises (MSEs) etc., and about the guidelines for global imports which play a vital role in enhancing procurement efficiency. Under the guidance of the Director, DPS has been conducting interactive sessions and training programs for Indenting Officers. Dedicated teams have been formed to facilitate these training programs. A fortnightly Indentors interactive session has been scheduled which enables them to seek help or guidance and also to know the status of their indents or help and guide them. A separate email ID for the purpose has also been created. These initiatives aim to enable Indenting Officers to raise indents accurately and comprehensively to minimize delays caused by repeated communications. As a result of this program there has been noticeable improvement in the work flow and fostering a better understanding between Purchase and the User department.

Stores have categorized numerous items to ensure that an Indenting Officer raises an indent only when the required item is not available in stock. This approach has helped to prevent overstocking and has reduced inventory cost. All transactions, including goods receipt, generating of Inspection and Installation reports are entered online through the Material Management System (MMS) portal. The portal also maintains all related store accounting records. This data is accessible to the Indenting Officers, Purchase and the Accounts Units. As a result, Indenting Officer can track the

supply status, and Accounts unit is better equipped to process the payment promptly.

Accounts unit is responsible for ensuring timely payments to suppliers. Purchase and Stores units, and Indenting Officers ensure that all the relevant documents are made available to the Accounts unit. The portal is integrated with all the stakeholders, allowing for real-time tracking of payment status and its details. The MMS portal is currently undergoing upgradation.

As a Public Procuring Agency, DPS is responsible and accountable for ensuring transparency, fairness, and to provide equal opportunity to all the bidders and ensuring competitive bidding. Majority of tenders are processed through GeM portal, a unified and faceless platform. This platform also has the functionality to enable the Seller as well as the Buyer to seek clarifications. A dedicated helpdesk has been setup in DPS to address suppliers' queries related to payments, EMD refunds and bank guarantee returns.

Additionally, DPS is actively advancing its Vendor Development Program to promote "Make in India" initiative and facilitate the indigenization of items procured through Global Tender Enquires. Exhibitions are held inviting the Vendors to display their new technology and also impress upon our

strategic requirement. Furthermore, this department is regularly organizing Vendor meet offering guidance on effective bidding and ensuring compliance with procurement standards and regulations.

DPS is improving and automating its software, integrating all stake holders on a unified platform. This has not only increased the efficiency and speed but also significantly improved transparency. Digitalization has expanded the competition.

Customer service-the litmus test signifies, whether all the stakeholders involved in the procurement process get the response, timely support, real time tracking and access on a common platform and DPS is vigorously striving hard to excel in this area to meet the customer expectations. The individuals playing the key role are the staff members. To improve their moral and efficiency, Human Resource improvement program has been designed by Administration Unit. Employee Recognition Programs, Professional development Opportunities, Wellness Initiatives, Team Building events all are a part of this program.

From the traditional way to the digitalization, DPS as a whole has brought in a drastic change in the Material Management system, thus leading to excellence.

LEVERAGING TECHNOLOGY: ONE ORGANIZATION ONE SYSTEM

In today's fast-paced digital era, fragmented technological systems hinder seamless communication and operational efficiency within large organizations. Drawing parallels with platforms like UPI, which revolutionized financial transactions across India, it's evident that a unified system can bridge gaps and boost performance.

Directorate of Purchase & Stores (DPS) being a reputed Central Government Organization has its presence in many Indian states stands Unified by a robust System acting as a thread, connecting and holding each and every unit of this organization like precious beads of a necklace.

Whether there be Material Management System (MMS) being operated in and around the units of Mumbai, e-PROC (Electronic Procurement) software prevalent in Chennai, Purchase Information Management System (PIMS) running in Indore, Material Information System (MIS) of Mysore, e-Office in the DPS units and at Hyderabad. It is evident that every Unit has understood and devised their own technological methodology to address & ease the procurement process and also bringing themselves on Online electronic platforms.

While each unit has adopted technology independently, the absence of a unified platform results in technological disintegration. This lack of centralization causes delays, inefficiencies, data silos, in procurement processes and difficulties to

the employees during their inter-unit transfers.

DPS has issued various SOPs and formed Committees for the simplification and standardization of work. A Unified System would bring real-time monitoring, centralized data access and improved procedural uniformity. It would enhance productivity, minimize on-boarding time and reduce information loss. Adopting a Unified System will not only streamline operations but also position DPS as a forward-thinking, cohesive organization ready to meet the challenges of tomorrow.

Aligning with the "Go Paperless" initiative, it also supports the organization's goal of becoming a Carbon-Neutral Tech-Savvy body. To realize this vision, DPS aims initially in CPU, DPS Mumbai to integrate the advanced technologies such as paperless office, a step towards Digital India.

The following features were also implemented in MMS system:

- Digital signatures of indent, purchase orders, receipt vouchers etc.
- Digital BG Acceptance/Discharge note.
- Offer Acceptance/Discharge/Seek clarification noting.
- Delivery Period extension amendment request sent to User and receipt of recommendation from User.
- Amendment proposal put up through MMS.

- Creation of correspondence to Users, Accounts, Stores through MMS.
- Creation of noting module for paperless work.
- Brought forward creation in MMS for access of BF files.
- Uploading of complete procurement cycle document i.e. Tender, CST, Contract, BG etc. in MMS.

ADOPTABLE MODALITIES FOR IMPORT CONSIGNMENTS TO AVOID LATER STAGE INTRICACIES

INTRODUCTION:

Though the MII policy restricts Global Tender Enquiries (GTE) with a view to promote indigenous manufacturers, on many occasions it is inevitable to float tenders on GTE basis for the procurement of spares / consumables / raw materials either from OEM/OPM/OES for the existing imported equipment (or) where the requirement persists even when the tender value is less than Rs.200 cr. (or) where the value of tender is more than Rs.200 Cr.

CURRENT MODALITIES:

Directorate of Purchase and Stores (DPS) is the nodal agency for procurement of goods, stores and transportation of material for various units of DAE all over the country as well as arranging shipment and customs clearance of import & export consignments meant for R&D units, industrial units & research institutes under DAE. DPS concludes a contract (Air Consolidation cum Customs Clearance Contract) for airlifting of cargoes from various airports throughout the world and customs clearance upon arrival in Indian airports like Mumbai, Chennai, Hyderabad & Kolkata on all India basis which is operated by DPS/Regional units. Exports made by DPS are normally, defective item sent for repair or defective item returned to the foreign supplier under non-returnable basis, various samples under IAEA, Vienna agreements.

ADOPTABLE MODALITIES:

As per Incoterms, 2020, the adoptable modalities have been published by ICC (International Chamber of Commerce) and accordingly the FCA, FOB terms are adopted in the DPS NIT forms. However, CFR (C&F as per Incoterms, 2010) is one of the best price terms to adopt along with FOB price term to address the above issue of having to conclude two additional contracts for the consignment/material being imported through sea

ANALYSIS:

As a thumb rule, FCA gateway airport at origin foreign airport and FOB origin foreign seaport are adopted. However, DPS adopts flexibility to choose right and more suitable shipments as per latest Incoterms. For import of sea consignments meant for R&D institutions like BARC, IGCAR & VECC, FOB origin seaport is selected. For industrial unit like NFC, Hyderabad, CPT (Carriage Paid To) Hyderabad is chosen where the seller bears freight upto Hyderabad using multi-modal transport upto ICD (Inland Container Depot), Hyderabad and the Insurance to be arranged by the Buyer. And the NFC Stores unit arranges clearance at ICD, Sanatnagar for door delivery at NFC, Hyderabad. For the unit at NFC, Kota, the preferred shipment term is C&F – JNPT (Jawaharlal Nehru Port Trust), Nhava Sheva, Navi Mumbai with transportation from JNPT to

project site, Rawat Bhata, Kota and transit insurance arranged by Department using existing long-term contracts.

For the **FOB** port of origin shipments, separate Sea Transport Contract is concluded for movement of cargo from Foreign Seaport to Indian Seaport depending upon the location proximity of different units.

For **Free of Cost** supply during warranty, suppliers are asked to ship under DDP terms ie. Delivered Duty Paid - all expenses upto ultimate destination at site will be to supplier's account.

As per directives of DPS in line with

guidelines of Govt. of India's Ministry of Shipping, Chartering wing, import consignments can be booked with any suitable shipment terms including CIF (Cost, Insurance & Freight). Generally, for other than CIF/CIP shipments, insurance is arranged through authorised insurance company of DPS as per existing open general insurance coverage on warehouse-to-warehouse basis.

CONCLUSION It is imperative to select right shipment term depending on various factors including geo political situation, except bulk cargo like coal, oil, fertilizer etc.



EXPERIENCE SHARING



SITTING ON THE OTHER SIDE OF THE TABLE

Shri. Avinash Puntambekar, former Regional Director, IRPSU

Perspective

Having served in the Accelerator Program of Raja Ramanna Centre for Advanced Technology (RRCAT) Indore for over 3 decades, I took over as Regional Director (RD), Indore Regional Purchase and Stores Unit (IRPSU) on 22 February, 2021. This gave me the chance to sit on the other side of the table, which resulted in change of role and responsibilities altogether. The changes, as part of procurement activities, were from the role of former Indenting Officer/Competent Authority to head of the unit procurement wing. It was a wonderful opportunity to learn new field and be able to serve the Centre on larger scale. Working in technical field with pressing demand to achieve desired technical results, meeting project timelines as well as financial goals with limited knowledge of Government procurement policies and constraints in procurement process, I (and many of other colleagues) used to get upset due to procurement delays and used to blame everything on Directorate of Purchase and Stores (DPS) staff. However my perspective changed completely when I got opportunity to serve as RD, IRPSU just for little over 3 years!!

Here below I am trying to summarise my experience that helped me to learn new field and at the same time to understand the issues in timely procurement and propose few recommendations to overcome those.

Working in Scientific field vis-à-vis in

Procurement:

Sitting on the other side of the table it was prominently noted that working in procurement was much different. Some of the key differences noted are listed below:

Unlike in technical field where multiple routes and options are explored to get the desired results, the entire procurement activities are guided by General Financial Rule and Manual for Procurement of Goods, published by Ministry of Finance, Department of Expenditure. One has to strictly follow those without much liberty to violate those even to speed up the procurement process.

While the technical activities are answerable to internal/departmental reviews, the entire procurement activity is in public domain and under the purview of RTI and CPGRAM.

Certain mistakes in decisions taken in technical field are tolerable to certain extent with very basic nature of uncertainties in engineering activities and R&D involved. On the other hand mistakes in procurement and violation of GFR are non-forgiving with responsibility of individual to be fixed.

The staff at Purchase/Stores/Accounts are transferred frequently due to probity and promotion issues unlike technical staff who more or less retires from same unit in which he/she joins! Many of the staff at DPS rush over weekends to their hometown to take care of their families and worry for the

higher education of their children and other family responsibilities. Probably for the same reason the staff of DPS do not find themselves attached to the project activities of respective units and to the Project(s).

DPS does not have any dedicated computer professional to manage procurement and all the IT support is provided by concerned Units. This puts additional challenges on the DPS employees as they need to learn different software being used at different units when they get transferred to another unit. It was also noted that DPS staff work with strict hierarchy which is very uncommon in technical field.

In one way or other the issues listed above indirectly affect the daily functioning of procurement which were rather unknown sitting on the other side to table.

Procurement delays and lessons learned

As a matter of fact delays in procurement are known to all and a great cause of concern to both DPS as well as DAE units. For the same reason, this is the major focus in my article of experience sharing. Heading the Purchase and Stores activities I got the opportunity to closely monitor their functioning that helped me to understand the multi facet functionalities, various obligatory requirements, different processes involved, their challenges, intricacies and limitations.

In a complete procurement cycle multiple agencies are involved namely; Indenting Officer and their Competent Authority (CA), Purchase, Stores, Accounts, Local unit IT support, various committees, Bidder,

Supplier, Logistics (Transporters), Project coordination etc. As against general misconception to blindly blame DPS all the time, what was learned that procurement is delayed on account of multiple reasons due to issues with Indentor, Accounts, Suppliers also and many a time due to lack of adequate knowledge of extant procedure and functionalities of the other stake holders. It is also observed that both Indentor and Purchase Unit work in their independent domain with limited understanding on the working of each other and reluctance to know other's field.

Few important and common reasons prominently noted for delays in procurement are due to closing/re-tendering of files, delay in processing of purchase files by Indenting Officers / Purchase / Stores / Accounts / Supplier. It was prominently noted that quality of Indent for w.r.t. its proper technical specification, estimation of cost and delivery period, complexity and work efforts needed to manufacture of items, payment terms, and readiness of site for installation makes a lot of difference in timely processing of purchase file.

There have been cases of delayed responses to communication to and from Purchase and Indenting Officers. Some of the other incidents include not proper post contract follow up with Supplier, no timely processing of Delivery Period extension with/without admissibility of LD clause from Indenting Officers and Seller's perspective. In such cases, files go through multiple communications with Indenting

Officers with queries which are repetitive in nature in many files.

What was prominently noted that different agencies involved in procurement cycle do their given respective role to the best of their capacity, however it was observed that there is no single agency which monitors and follows up with all agencies for timely action of the complete procurement cycle (starting from raising indents to release of applicable part of PSDBG). Each agency is used to completing their part of task and once ball is not in their court, they tend to lose the track of the delays which are not on their part. In my opinion this was one of the prominent reasons resulting in avoidable delays. In any system or project it is very important to identify and also avoid the avoidable delays.

As Purchase is blamed for procurement delays, Accounts Section is blamed for delayed payments. After carefully monitoring several payment delays it was noted that necessary documents required for payment were not available with Accounts Section. They are pending to be received from Indenting Officers, Purchase, Stores, Supplier and Budget cell etc and once all the documents are in place Accounts makes the payment within stipulated time without any further reminder.

Issues due to introduction of GeM and Make-in-India policy

My sitting on the other side of table was also associated with Government e-Marketplace (GeM) era and introduction of Make-in-India policy. With the introduction of GeM

as sole Central Government Procurement agency to replace erstwhile DGS&D, the special privilege of DAE by which they were immune of DGS&D got abolished. Further to promote "Atma Nirbhar Bharat" government introduced Make-in-India policy with different classes of supplier (Class-I and II local supplier and Non local supplier) for procurement starting from 5 lacs up to 200 crore. This resulted in newer challenges on daily basis. It was observed that some of the DPS staff were unenthusiastic to adopt to the new system of procurement, however thanks to recent recruitment with proper induction training program, the young JPA and JSK were quick to learn and adopt these changes. It was also observed that many Indenting officers/ Indent approving authorities having most of their attention towards the project schedules, understanding the new purchase procedures and guidelines in place are not given much importance and also with a feeling that these are the aspects best looked into by DPS, in particular GeM functionalities and time lines (like procurement modes of GeM - Product ID/Custom bid/Direct Purchase/L1 Purchase/Timely processing of consignment inspection/ acceptance and payment). As against in the past Indenting Officers were mostly isolated with tendering and ordering process, now it was required to involve them in these activities too. The Secondary Buyer login ID given to I/O for Direct Purchase is slowly becoming popular. In addition to this, 'Service Contracts' are now to be managed by the Technical Officers at their end through GeM Secondary Buyer ID.

It was another great experience for me to interact with GeM Head Quarter at New Delhi and get many of the GeM related issues resolved for DPS. Several interaction meeting with GeM officials were organized for technical users which helped both DPS and technical staff to assimilate GeM faster and get through their queries. In my understanding various training modules put by GeM on their website are a very good resource of information that should be utilised fully by both technical users as well as DPS staff.

Seeking DAE approval for Global Tender Enquiry (GTE) was another classic example to learn and share. There was another general perception that it is very difficult to get DAE approval for GTE. The basic steps involved were proper filling up of form duly approved by unit head, publishing procurement plan on website, NOC from DPIIT and few undertakings. Once the requirements were understood, those were disseminated to all stake holders and getting DAE approval for GTE within 2~3 weeks was a routine.

Few suggestions for consideration

1. Sitting on the other side of the table, what I learned that the position and role of RD (or equivalent post) is very critical for unit as well as for respective DPS unit of that Centre. RD (or equivalent post) being in senior position have technical knowledge and experience as well as personal contacts with majority of technical users and their competent authorities. At the same time RD also gets
- all valuable inputs from Purchase, Stores and Accounts on the extant procedure and rules. Hence he/she is best suited for liaisoning between the two to facilitate and ensure speedy procurement. It was a surprise to note that important units like BARC and VECC do not have any RD post. It is suggested to have RD (or equivalent) post at these (and other) units with due importance to the post.
2. In all possible ways it is very important to avoid retender of purchase files or to at least control closing of files (particularly at a much later stage). Closure or re-tendering of file is a waste of resources from all domain and loss of precious project time with associated risk of cost escalation. In order to address this issue it is suggested that with help of local unit IT support a data base is to be created on reasons for a) Closing; b) Retendering of file. With the exercise done at IRPU, it was noted that the reasons for either closure or retendering the case files are on many instance repetitive and hence it is felt that the stakeholders are not sensitized on the issue. It is really very costly for any organization that their staff learn by making their own mistakes that has already happened in previous files or other officer case.
3. As stated earlier that there is no single agency which monitors and follows up with all agencies for timely action of the complete procurement cycle. To overcome such situation, a need for "Structured liaisoning" for effective link between various stake holders

(Purchase, Indenting Officers, Accounts, Stores, Project Coordination Cell, bidders/suppliers) is being suggested with following objectives;

- a) To discuss certain case files with important lessons learnt (Closed/retender/ representations/Audit queries etc) and “to take important feedback for all agencies involved”.
- b) Based on the experience so generated, evolve SOP and Check lists for various stake holders and also educate Indenting officers and Indent approving authorities on them.
- c) Understanding of dynamic GeM functionalities w.r.t. various procurement modes and time line with their updates and educating various stakeholders.
- d) Proper training to all stake holders on raising tickets with GeM and their resolution, raising incidents against defaulter seller with GeM and their escalations up to resolution.
- e) Monitoring of contract progress and suggesting timely action to stake holders including DP Delivery Period extension.
- f) Follow up with various agencies - Indenting Officer/ Purchase/ Accounts/ Stores/ PCC in case of delayed responses say greater than one week). As various Purchase steps are very well defined for different Indent values, monitoring of those

steps and follow up “using system generated reminders” with escalation to next higher level until that action is completed can be implemented with the help of IT support. Experience at IRPU on several of such system generated reminders was very much useful!

This structured liaisoning is proposed to act as facilitator and not just as review mechanism and to become another road block.

4. There is a strong need of proper training and orientation to the Indenting Officers and Competent Authorities in procurement procedures. It is recommended that each of the Indenting Officers be given compulsory orientation training for 3 months in Purchase. The curriculum, faculty and exam pattern to be properly designed with the help of subject expert. There is no best learning than sitting in purchase for processing the file yourself (under guidance and supervision of senior Purchase staff) through all stages starting from tendering to release of applicable BG.
5. Preparation and use of flow chart with identified steps with responsibility of various agencies involved in procurement.
6. Technical tours of the respective DPS staff to the technical areas to get them feel involved with project as well as know and understand the application of various goods and equipment they were

involved in procurement.

7. Conducting periodic and regular Training and interaction meeting of Purchase/Stores and Indenting Officers to educate them on extant procedure as well as new updates and to resolve their everyday queries.

I wish some of the above proposals will be considered at appropriate level, which will help to further improve the overall procurement system.

In all I would like to state that sitting on another side of table was a great learning experience for me. This also helped me to

learn new things and also serve the unit and the department on a larger scale.

I also take this opportunity to sincerely thank Shri S V Nakhe, former Director RRCAT, Shri U D Malshe, Director RRCAT, Dr. G Padmakumar Former Director DPS, Shri Ved Singh Director DPS as well as colleagues from RRCAT and DPS who have given valuable inputs to me during my tenure as RD, IRPSU and helped to learn new thing and serve the unit.

I wish DPS and their staff a very bright future, full of exiting challenges and success to win on those.

JOURNEY THROUGH FOUR DECADES: EXPERIENCES AND TAKEAWAYS

Smt. Geetha K, former Deputy Director, MRPSU

My official life began directly after school, a significant shift from the familiar world of academia to the structured environment of the office. This narrative will trace my personal and emotional evolution alongside my professional growth, culminating in broader lessons that I hope will resonate with younger generations.

Early days and foundational learning:

My initial assignment involved the rudimentary task of handwriting addresses on tenders, a stark introduction to the pre-digital era where every task was manual. Soon after, I transitioned to a section within the organization before the commissioning of MAPS. Here, I was responsible for managing the dispatch of a large volume of files related to the upcoming commissioning, meticulously maintaining registers and physically moving these documents. This early work felt monotonous and frustrating, leaving me questioning my purpose and feeling lost.

A turning point came through a Purchase Assistant, my first mentor at work. Observing my lack of enthusiasm, he wisely advised me to cultivate a love for my work and to introduce systematic processes. This counsel ignited a spark within me and I resolved to genuinely engage with my responsibilities and adopt a more rational outlook.

Takeaway: Embrace your work with responsibility and affection, regardless of its

perceived nature. This positive approach fosters both personal and organizational growth, even amidst challenges.

Recognizing that professional life is rarely without its difficulties, I decided to pursue further education to enhance my qualifications and explore better opportunities. Balancing work and study, I earned my B.Com. and subsequently completed my ICWAI(I). While the allure of new horizons initially beckoned, the arrival of my son shifted my priorities towards work-life balance and the comfort of a familiar environment. Consequently, I chose to stay within the organization and further specialized by obtaining a Post Graduate Diploma in Materials Management.

Takeaway: Continuous learning is achievable even while working. Dedication and perseverance can lead to significant professional and academic advancement.

Navigating Technological Advancements:

The mid-1990s marked the beginning of computerization at MRPU, positioning it as a pioneering unit in this technological shift within DPS. I was selected to be part of this pivotal team, leading to a dual role balancing purchase responsibilities with computerization tasks. Although demanding, this experience broadened my understanding of the overall workflow. The rapid pace of computerization driven by dedicated colleagues was a significant learning experience, which later proved

invaluable when I took over as APO of an independent unit at AMPU, Hyderabad, in 2006. My experience at MRPU enabled me to implement a similar system at AMPU before my departure in 2010, with the unwavering support of two dedicated colleagues.

A subsequent significant development came in 2011 when DPS mandated a complete transition to e-tendering, aligning with GFR requirements. I was designated as the first APO(e-tender) at MRPU, responsible for uploading and releasing all tenders up to the public tender value. The initial phases were fraught with challenges due to the cumbersome and complicated processes. However, our feedback contributed to the evolution of a simplified e-tender system that was later adopted across all other units. The dedication of our small team, particularly a Purchase Clerk who managed all uploads with remarkable interest, was commendable. The support from the then Computer section head and their team was also instrumental in this journey. The landscape of computerization has since transformed dramatically with the introduction of GeM and other portals.

Takeaway: Adaptability and a proactive approach to challenges are crucial for progress. Embrace opportunities to learn and contribute to evolving systems. A positive attitude and willingness to take on new responsibilities are vital for professional growth.

Key Roles and Responsibilities:

My tenure as APO at MRPU underscored

the critical role this position plays in ensuring the smooth functioning of assigned sections. A thorough understanding of the status of all files, especially priority ones, is paramount. Effective team support, driven by the leader's active involvement, is equally essential. I realized the importance of diligently following established parameters (PRIS) for efficient operations, requiring continuous self and section monitoring. Recognizing the gravity of working responsibly, understanding that even minor oversights can lead to significant complications, became a guiding principle.

My subsequent posting as Purchase Officer at DPS Mumbai was an enriching experience. The inspiring environment provided a strong sense of purpose. Here, I handled a different set of responsibilities, including the procurement of medicines for the BARC hospital and other units, alongside regular procurement activities. The volume of rate contracts placed was substantial, and we ensured timely execution of purchase requisitions, diligently following up on defaults and implementing corrective actions. The teamwork was exceptional. The implementation of GST and the subsequent numerous amendments presented a significant challenge.

Takeaway: Avoid routine work by staying informed about all ongoing tasks and ensuring adherence to regulations. Educating stakeholders on procurement rules is a key responsibility, especially in senior roles. Maintaining composure and

diplomacy in challenging situations is also crucial.

My return to MRPU post-COVID presented one of the most demanding periods of my career. A new Regional Director assumed leadership during this challenging time, and I believe my unwavering support was vital for the organization's stability. The period following May 2020 brought a cascade of changes w.r.t. the Public Procurement Policies like strict compliance of the Make in India policy, mandatory usage of GeM for all the procurement activities etc. which meant that the personnel had to be abreast with the updated changes. Maintaining a consistent operational approach across regional units facilitated the adaptation to these numerous changes, albeit with considerable effort.

Managing countless delivery period amendments and COVID-related relaxations, along with the migration to the CPPP portal, posed immense challenges in terms of skill upgrades and adherence to timelines. Additionally, MRPU faced an arbitration case, a novel experience that required our full commitment despite limited legal expertise. Throughout this period, MRPU received crucial support and coordination from Headquarters. Ensuring the continuous supply of critical chemicals and gases for operating plants also demanded constant attention. We addressed this by establishing annual rate contracts for chemicals and maintaining stock for urgent gas requirements.

Takeaway: Remain steadfast during

challenging times. Give your best effort and trust the process. While addressing concerns is important, proactively working towards solutions within regulatory frameworks is a fundamental responsibility in public procurement.

The Final Chapter: Deputy Director:

Becoming Deputy Director signified a broader responsibility encompassing not only Purchase but also Stores units at MRPU, a new area for me. This transition proved to be enjoyable, supported by a collaborative Stores team.

Two significant contracts involving crucial items faced delays despite advance payments. Resolving this involved numerous high-level meetings, in which I actively participated. Ultimately through concerted efforts, supplies commenced, a significant achievement for the unit.

While policy changes began to streamline, an unforeseen event disrupted operations. Severe flooding on the top floor of our 70-year-old building necessitated a temporary relocation and eventually a permanent shift of MRPU to Pallavaram. This coincided with the retirement of the Regional Director, leaving me with the additional responsibility of managing RD MRPU's duties. The relocation involved not just physical movement but also the complex task of re-establishing intranet and internet connectivity from Kalpakkam, requiring extensive coordination and patience amidst severe space constraints.

Simultaneously, we faced a logistical

nightmare with a critical consignment stuck due to the Russia-Ukraine war and the closure of the designated port. Securing insurance proved impossible. Despite pressure from the supplier and the advance payment already made, we successfully navigated these challenges, bringing the consignment to Chennai through meticulous planning and problem-solving. The unwavering support from top management at all levels was invaluable. The dedication of MRPU/Stores/Accounts staff during this period was unparalleled.

Subsequently, MRPU welcomed its first woman Regional Director. Her decisive approach and understanding of the prevailing challenges were immediately apparent. She facilitated improved space allocation for MRPU, leading to better operational alignment. Her support during my final tenure at MRPU has left me with gratitude and respect for her leadership.

Throughout my career, I fostered a strong rapport with Accounts and Administration, dispelling the notion of inherent friction between these departments. The extraordinary efforts of Accounts personnel in ensuring timely payments for the Russian consignment, even during off-hours, were particularly commendable. The crucial and responsible roles played by both DPS Mumbai and MRPU Administration during my final years were also significant.

Ultimately, after a long and fulfilling journey, I decided to seek voluntary retirement, relinquishing office on August

30, 2024. Reflecting on the path traversed and the countless individuals who impacted my life, it was an incredibly enriching experience.

Final Takeaways:

- Regular, direct interaction with all stakeholders facilitates clarity and accelerates progress.
- Thorough upfront analysis of complex, high-value indents ensures compliance and streamlines processing.
- Teamwork is paramount and those who undermine the system should be appropriately addressed.
- Effective stress and time management are essential; learn to disconnect from work stress outside of office hours.
- Work with passion and complete involvement.
- Execute tasks diligently, neatly, and punctually.
- Every role within a job chain and every position within a hierarchy is important for overall functionality and correctness, fostering collaboration rather than division.
- Cultivate a love for your work, regardless of its perceived monotony; your engagement will lead to growth.
- Embrace technological advancements and continuously update your skills.
- Responsibility fosters maturity, not merely age.



MY JOURNEY IN DPS FROM MANUAL MODE TO e-PROCUREMENT

Shri. Sunil Ramchandani, former Deputy Director, CPU

Like any other young aspirant, I was also lucky and happy to join Directorate of Purchase and Stores (DPS), Department of Atomic Energy as Purchase Clerk in December 1986. It was a great privilege to serve in a premier multi-disciplinary Nuclear Research Centre of India.

As a Purchase Clerk (equivalent to Lower Division Clerk in Accounts/Admin Cadre and the post is abolished now), the primary job assigned to me was to prepare tender enquiries. During those days, the sections in DPS were named based on nature of the items to be procured viz: FAB for fabrication items; CAP for capital items, ENG section for items which involves design, engineering and procurement of Engineering items, IEE for imported Electrical items; CHEM for chemical items, GEN for procurement of general items etc. There were around 20-25 sections in DPS.

Before formation of Contracts and Material Management responsible for procurement activities for NPCIL, the procurement activities of power projects like NAPS, MAPS, RAPS, TAPS etc were also entrusted on DPS.

All the procurement activities were carried out on manual mode. Tenders were issued by post to probable bidders by post. For indents where the estimated cost was below one lakh, tenders were issued to limited suppliers based on source of supply available with DPS which was also based on the response received for similar items in

earlier tenders, for indents where the estimated cost was one lakh and above, public tender was necessary. In such a case, tender had to be published in leading dailies and letter of intimation had to be issued to all probable suppliers. The probable bidders on receipt of such intimation or after viewing the advertisement in leading dailies, had to visit the DPS office for purchasing the said tender document and accordingly had to submit the bid. In case of offer received from firm to whom DPS has not issued the tender enquiry or the firm has not purchased the tender document, such offers were considered to be unsolicited and rejected.

Recent amendment in general financial rules has provision of placement of direct order for procurement of common store items, upto Rs.50,000/- , whereas in earlier days, tender enquiry had to be issued to all the probable supplier's and on the due date, tenders used to be opened manually by one of the Asst. Purchase Officer for closed tender and Purchase Officer for Public tenders and Two Part Tenders.

Based on Government guidelines that all the tenders needs to be made available online, DPS after inviting bids for said services have awarded the contract to M/s. Nextenders who were responsible for publishing DPS tenders on their portal on public/private partnership which means publication of any bid on portal and uploading of any bid by probable bidder were subject to payment to M/s. Nextender by buyer as well as the bidder.

As the Government procurement plays a major role and in order to have transparency, Government of India have introduced a portal called Central Public Procurement portal and all the tenders were supposed to be through CPP Portal. After completing all the requisite formalities, DPS also introduced the tendering through said CPP Portal and DSC's were issued to all concern officials responsible for publication of bids on said portal.

In Aug 2016, Government of India introduced Government e-Market Place. The portal is totally faceless and contactless. Initially all the automobiles required for Government Departments were procured through GeM Portal and I was the first official in DPS who was designated with role of Secondary Buyer in GeM Portal, slowly and gradually the portal was upgraded and all off the shelf items were listed by various bidders on GeM Portal.

GeM is the order of the day and its role in public procurement is totally inevitable. As per government mandate, all public procurement activities shall be carried out through GeM Portal. As GeM Portal evolved and as per the needs of various ministries, utilities like Custom Bid and BOQ Bidding

were also introduced. As DAE is engaged in research and development activities and our requirements are strategic in nature, custom bidding is very much beneficial to the Department. Today in the era of GeM, all types of procurement can be done on GeM portal except items for which GFR allows for procurement through Global source.

The journey from manual procurement—sending tender enquiries by post and opening bids physically—to a fully digital, transparent system like GeM has been remarkable. e-procurement has not only simplified processes but has also brought transparency, efficiency, and accountability to public procurement.

As I look back through my journey in DPS, I am proud to be a part of both the eras of procurement, offline as well as online, from manual to e-procurement, from red taped bulky files to paper-less office. I've started off my career in DPS on a type writer and ended my journey on a high end personal computer. Having been a part of this transformation, I take pride in witnessing and contributing to the evolution of India's procurement landscape. When I joined the office, I was a student, when I left the office, I was still a student, more curious to learn and to explore.



OUT-REACH



DAE CONCLAVE

In a world where technology is the new currency, Department of Atomic Energy, for the last 71 years of serving the nation through developments in technological, nuclear, healthcare, agricultural and research fields, has been striving towards a singular goal - to make India, energy independent. DAE has been working tirelessly to not only put India in the forefront of the energy map of the world, but to provide a better standard of living for every citizen.

First of its kind in the history of DAE, the Conclave – hosted from 22nd to 26th October, 2024 at National Institute of Science Education and Research (NISER), an aided institution of DAE located in Bhubaneswar, Odisha. This was the first step towards unifying the brilliant minds working in the various constituent units. The idea behind this was two-fold, first, to foster camaraderie amongst the scientists, engineers, service providers and members of academia and policymakers.

Striving for excellence must be a group effort if we are to succeed, and by putting all these great minds under one roof, DAE aimed to do exactly that. Moreover, the intention was to familiarize every field with new developments in all other fields - so as to inspire the participants to innovate and pioneer new cutting-edge technology.

The well-organized DAE conclave at NISER, Bhubaneswar included an array of activities such as presentations, talks and exhibit demonstrations by many pioneer personalities representing various organizations of

DAE on a diverse range of topics, all cutting edges in their innovations. The poster presentation event was one of the main attractions, stretched across three days of the five-day-programme, included presentations by students, PhD scholars and forerunners from various DAE organizations.

The objectives, as outlined by DAE, were simple -

1. To Present critical developments in the fields of:
 - (i) Energy Security
 - (ii) Food, Water Security and Urban Waste Management
 - (iii) Health Care
 - (iv) Critical Materials, Advanced Manufacturing Technology, 3D Printing, and cutting- edge Technologies such as LASER, Plasma, AI and ML, Accelerators, Cyber Security, etc.
 - (v) Advanced Technologies for Instrumentations and Control Systems
 - (vi) Scientific accomplishment in basic sciences directed Research and innovations in education and training.
2. To exhibit DAE technologies for the benefit of society, students, young researchers, Industries, Health Care Professionals, etc.

More than 500 scientists were invited from 28 institutions under DAE, including 50

exhibitors and over 200 poster presentations were made - one of which was by the Directorate of Purchase & Stores (DPS) which covered the following topics:-

1. An overview of DPS for the scientific world at large to familiarize scientists, academics and industrialists with the service organization – focusing on the nation-wide reach and the origin of this esteemed organization.
2. The policies governing the activities of DPS emphasizing on the on the following subjects:
 - (i) Canons of Financial Propriety – to acquaint the participants with the basic rules of procurement
 - (ii) Major procurement policies, such as - General Financial Rules (2017) its amendments; Micro, Small and Medium Enterprises Policy; Make in India Policy
 - (iii) The pitfalls associated with improper procurement to be kept in mind while using public funds such as:
 - (a) Possible deviation from Public Procurement Policy
 - (b) Wastage of public funds and time
 - (c) Wastage of resources
 - (d) lack of providing equal opportunity
 - (e) corruption
3. Modes of grievance redressal for transparency and active action in DPS – to address any issues arising from

misuse of policies and public funds, and comply with the following regulations:

- (i) Right to Information (RTI) Act portal
- (ii) Grievance Portal for Violation of PPP-MII (2017)
- (iii) Centralized Public Grievance Redress and Monitoring System (CPGRAMS)
- (iv) DPS Helpdesk
- (v) The indenter support desk (support.indenter@dpsdae.gov.in)
- (vi) The vendor support desk (support.vendor@dpsdae.gov.in)
- (vii) Government e-Marketplace Incident Management Policy
4. The incredible quantum of work being done devotedly by DPS for years – a table of all the major areas encompassing the work of DPS – indents, indigenous and foreign contracts, sale orders, disposed scrap and codification of items.
5. The standardized procedures adopted by DPS for efficiency - the entire procedural flow of indents, once it enters the system to service in procuring in time and cleared the uncertainties faced by Indenter's/participants.
6. The modes of GeM procurement used in DPS as per Rule 149 of GFR (2017) for transparency, efficiency and inclusivity –
 - (i) Direct Purchase
 - (ii) L1 3 OEM Comparison

- (iii) Product ID based bidding
 - (iv) Custom & BOQ bidding
 - (v) Reverse Auction
 - (vi) Forward Auctions
 - (vii) Service Bidding
7. The arms of DPS – allocated to maximize efficiency and utilize every resource at hand and working in a perfect tandem to serve the nation every day
 - (i) Purchase
 - (ii) Stores
 - (iii) Accounts
 - (iv) Administration
 8. The current in-focus goals and the future long-term Chintan Shivir Amritkal 2047 goals of DPS – keeping them SMART (Specific, Measurable, Achievable, Relevant and Time-bound), to see how those are linked with the goals of DAE as a whole and in hopes to convey the tremendous amount of work undertaken through this, and hoping to secure connections and cooperation from all to achieve the same.
 9. Expectations from Indenting Officers - the first to start the process of procurement, they can help speed up the process for the ease of procurement of their own needs – to minimize delays and procedural red-tape

From 22nd to 26th October, 2024, DPS was invited to be part of history as participant in

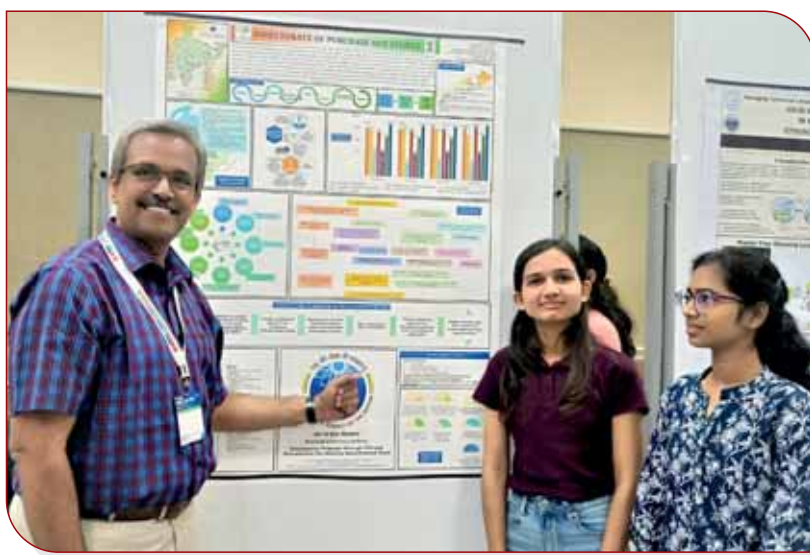
the first Conclave organized by DAE in NISER, Odisha, which enabled DPS to reach numerous minds, opening up avenues for communication and exchange of information for the benefit of the department as a whole. While participants were only allotted one day for posters, by the special request and initiative by Director, DPS, and kind consideration of DAE Conclave organisers, DPS was granted the unique opportunity to participate on all three days of the poster presentations. Moreover, DPS being assigned with the first slot, ensured that it was utilised by visitors, which included participants of conclave as well as the student community of NISER. The poster presented by DPS, unique in its nature of content, made a considerable impact on participants. Being the service oriented 'odd man out', the poster garnered more attention and interest, as well as a genuine curiosity regarding public procurement – something many of the scientific populace came to know about for the first time.

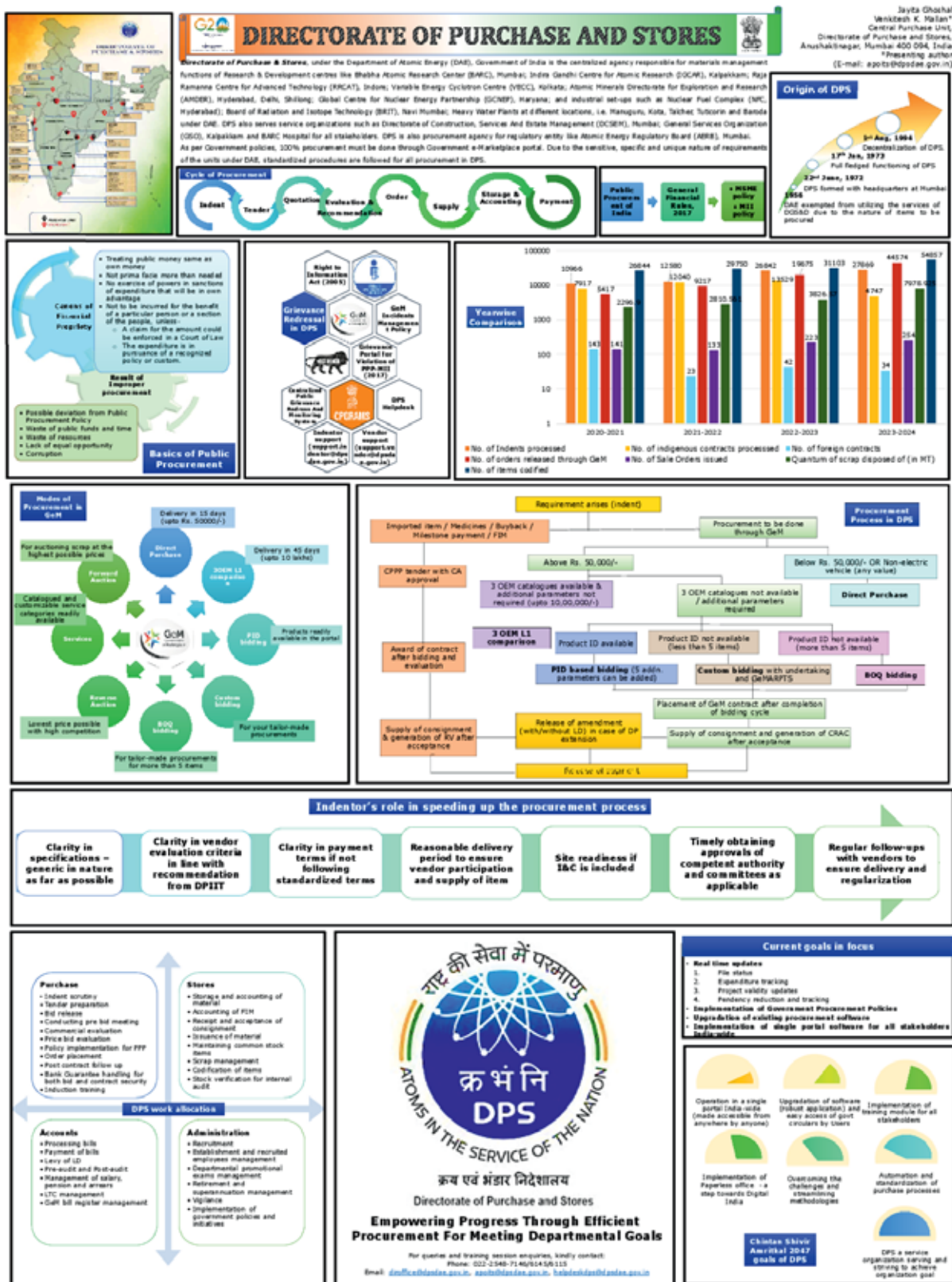
Majority of the queries faced during the presentation were regarding the procurement activities through GeM portal. Public procurement, being a new area of knowledge for most visitors at the presentation, quickly garnered interest and became a favourite among all, with specific emphasis of attention on procurement cycle and modes of procurement. The response received was so incredibly overwhelming that the organizations participating in the conclave also enquired about the possibility of training sessions by DPS on GeM related activities, which was gladly accepted and

the contact details were shared, should the need arise.

It would be amiss not to mention the heartfelt cooperation and hospitality extended by the organizers of DAE conclave at NISER, about submission of abstract, presentation of the poster as well as arrangement of accommodation. Even through the severe cyclonic storm Dana affecting the state for days, the enthusiasm

of each and every participant did not dampen one bit. Instead, the conclave not only persevered, but flourished with all factions coming together to celebrate the scientific community of India. This was a journey much needed, a triumphant effort for solidarity among the peers and policymakers and Directorate of Purchase & Stores feels proud to be one of them and to leave a footprint on the way to success.





VENDOR DEVELOPMENT PROGRAMME FOR MSMEs

M/s All India Rubber Industries Association organized a Vendor Development Program in association with Ministry of Micro, Small and Medium Enterprises Development and their facilitation Office at Andheri East, Mumbai on 12th and 13th February, 2025. The main objective of Vendor Development Program was to create platform for MSMEs especially for Rubber products.

On their invitation, a committee was formed by Director DPS to represent the DPS/DAE in the Vendor Development Programme. A committee of Smt. Rajashree Waghmare, Purchase Officer, Shri. Deepak K.S., ASO, Shri. Salil Kumar SK represented DPS/DAE at Vendor Development Program. After the inauguration programme, a presentation on Procurement Procedure was made by DPS wherein the activities of DPS/DAE along with necessary requirement to be followed by the bidder during bidding process were illustrated. The presentation also emphasized the necessity of vendor awareness about GeM portal and difficulties faced by DPS during the bidding process such as low rate of MSME manufacturer participation, frequent failure of MSE supplier to match quality of the product as per requirement, non-execution of contracts etc. All the queries raised by the vendors during session were explained and replied which was appreciated by MSME Assistant Director Shri. Praful Umare.

To ascertain the requirement of Rubber Products in BARC, a note was circulated through BTS, against which sample piece of Safety Shoes, Rubber Hand Gloves, Rubber

Gaskets, Rubber Valves etc. were received and the same were displayed in a stall managed by DPS at the event. The visitors to the stall were briefed about the product requirement of BARC and encouraged them for participation in GeM for supply of the MSME reserved items.

The Vendor Development Program also had an interaction programme with MSME authorities to sort out the issues related to non-participation of MSE vendors for Reserved items, Livery items, and also on the quality of the items. The authorities assured that necessary guidelines will be issued in this regard.

The two days Vendor Development Program concluded with felicitation of the Government Buyers and Memento Presentation Ceremony by Shri. Praful Umare, Assistant Director, MSME and Shri. Barapatre, Director, MSME. A letter of appreciation for active and enthusiastic participation in Vendor Development Program was received from All India Rubber Industries Association.





VENDOR MEETS

Directorate of Purchase & Stores (DPS), a service organization is mandated to carry out the material management and allied services for Department of Atomic Energy that plays a vital role in the timely implementation of various projects of the Department. The requirement of the Department is highly technical and strategic, hence sourcing items is a real challenge. In procurement, the basic aim is to achieve the right balance between cost and requirement. Also, public procurement is a dynamic field, where policies are constantly reviewed and upgraded entailing changes in implementation. Capable and competent suppliers facilitate efficiency, economy and promotion of competition in public procurement.

The major challenge faced by the procuring agency is their capacity to identify the right source. The rapid pace of technological advancement has ushered in larger avenues of sourcing. One of the avenues is to organize Vendor meetings for the dissemination of information on various initiatives of the Government of India and to also allow the free flow of feedback and ideas.

Through Vendor Meet, information regarding non-standard items required for scientific and research activities is shared with potential suppliers. Presentations on Do's and Don'ts on GeM portal, Role of consignee, submission of offers, GeM reverse Auction, Buy-back Auction etc., Procurement policies for MSE's, Procurement of common stock items,

procurement of medicines, how delivery and quality of items is essential and is very integral for the DAE etc. are given.

The objectives of this program is to provide a learning platform for both buyers and sellers regarding effective practices, that each one should follow to broaden the vendor base, development of new vendors and understand buyers' requirements.

For the year 2024-2025, Vendor Meets were organized at various locations across India facilitating vendors to participate at their respective places. Every Meet had an open house question and answer session where the participating vendors interacted with officials about the various issues of concern and clarified the queries. Meetings were concluded by highlighting the initiatives taken by DPS for broadening the vendor base and the benefits of locating suitable entrepreneurs, which helped indigenize a number of products.

Synopses of Vendor Meets organized at various DPS Units are:

Central Purchase Unit Medical Vendor Meet

Vendor-Buyer Meeting was held on 23rd August, 2024, at Central Purchase Unit (DPS) in Mumbai. The meeting involved 78 representatives from 53 vendors, including manufacturers and distributors. The Chief Guest was Dr. D.K. Aswal, Group Director, HS&EG & Associate Director, Medical Group, BARC. Other attendees included Shri Ved Singh, Director, DPS, Shri P.V.S.

Chandrasekhar, Consultant, DPS, Dr. S.U. Nadkarni, Head Medical Division, Dy. Directors and Senior Officers of DPS.

The meeting aimed to build strong business relationships with vendors from the pharmaceutical industry, share experiences, and remove hurdles for strengthening business relationships. Dr. S.U. Nadkarni discussed the role of the User Department in the procurement process and the Pharmacopoeia Committee. Shri Ved Singh thanked the participating vendors and advised them to take advantage of the meeting and get their queries resolved.

Dr. Aswal stated that DPS is the sole procurement agency for Department of Atomic Energy and that the meeting will help understand the various problems in the procurement process and help in timely supply of medicines to hospitals and dispensaries. Other presentations covered topics such as terms and conditions for procurement of medicines, provisioning and receipt of medicines, and precautions to be taken while bidding against DPS tenders on the Central Public Procurement Portal.

An interactive session followed, where vendors raised queries related to 21 days delivery period proposal, bulk procurement, 80% shelf life of medicines, higher EMD amount, rate contract expiry, and payment delays. All queries were addressed to the vendor's satisfaction.





Indore Regional Purchase and Stores Unit, Indore

On September 14, 2024, a "Buyer Vendor meet" was organized at Vikram Sarabhai Hall, Convention Centre RRCAT, Indore. About 100 members, including 51 bidders/vendors, participated from across the country. The meeting aimed to address technical user and purchase side objectives, with presentations from both sides. The meeting was inaugurated by Shri T.A. Puntambekar, Additional Director of RRCAT, and the inaugural address was delivered by Shri Unmesh D. Malshe, Director of RRCAT.



During the technical presentation, Shri Jishnu Dwivedi, Director of TDSG, highlighted the importance of manufacturing Linacs in India. Shri R S Sandha, Head of Accelerating Structure Dev. Lab., presented the overall plan for manufacturing the LINAC. In the post-lunch session, Shri Avinash Puntambekar, Regional Director of Indore Regional Purchase and Stores Unit, discussed new procurement procedures and guidelines, particularly in the GeM era with the introduction of Rule 149 of GFR. He explained changes in procurement policies, presented issues related to Purchase, Stores, Accounts, and briefed vendors on how to submit their offers correctly to avoid rejections.



The last session was an interaction session with industry participants and representatives from the technical user side, discussing advance payment, three-stage tender mode of procurement in GeM, and the need for timely processing of payments.

All the queries were addressed to the satisfaction of the vendors.

The meet ended with a vote of thanks by Shri RS Sandha, ensuring that this will help in properly formulating technical requirements by users and correct submission of bids by bidders, resulting in ease of procurement processing for Manufacturing of Industrial Linacs by Indian Industries.



Purchase and Stores Unit, Kolkata

A Buyer-Seller Meet was held on 8th November 2024 at DPS, VECC, Kolkata. The event attracted 120 prospective contractors, buyers, and sellers dealing with Sale, Purchase, Service, Logistics, and CHA for Products and Services required in units of Department of Atomic Energy located in Eastern Region. Registration counter flagged off by Shri Ved Singh, Director, DPS. Shri. Sumit Som, Distinguished Scientist, and others. Guest Speaker Shri Subhash Ram, SO/G & Incharge, AMD, Kolkata, shared the specific and peculiar nature of items required by Geologists of AMD and their procurement issues in the Eastern Region. Dr. Arup Bandyopadhyay, OS, VECC, Kolkata gave detailed presentation

on “how delivery and quality of item is essential and is very integral for the Department of Atomic Energy.

Presentations were given to bring awareness on how to register as a Buyer and Seller, Forward Auction, Service Contracts, Logistics, CHA clearing services through GeM, Reverse Auction, Buy-back Auction etc. by GeM Trainer Shri Abhishek Nayak. Presentations on “Role of Consignee”, “Submission of Offers” were also made to enhance the bidding knowledge to Bidders.



Madras Regional Purchase and Stores Unit, Chennai

A Medical Vendor Meet was held at Madras Regional Purchase and Stores on 26th November 2024 to discuss procurement processes, receipt and acceptance, and difficulties in obtaining emergency and life-saving medicines. The meeting was attended by 28 vendors. Dr. Kitheri Joseph, Regional Director, Madras Regional Purchase and Stores Unit, Dr. R. Divakar, Group Director, MMG, Medical Group, GSO-DAE Hospital, Dr. Meena Nair, Medical Superintendent and S. Annapoorni, Purchase officer participated in the meeting.

There was a lecture on procurement of Medicines from buyer's perspective, Tendering procedures, Government policies and basic principles in accepting the offers and also detailing the list of mandatory documents which should accompany the supply and the reason for rejecting the supply. The meeting also included an interactive session, submission of feedback forms, and the meet concluded with singing the national anthem.



Central Stores Unit, Mumbai

A Vendor Buyer Meet was held on 11th December 2024 with an intention to keep the MSE/MSME Vendors abreast with the new developments in the procurement policies of DPS. 59 Vendors participated in the meet. The primary aim of the Vendors meet was to make the Vendors / Scrap dealer acquire basic knowledge of the current scenario in the field of procurement/disposal of various scrap items. The Vendors were taken through various presentations on the Procurement of Common Stock items, Gases & Conclusion of Service Contracts, Disposal Activities, Processing of material against GeM Contract by Central Stores. Security Section, BARC presented the role of security in BARC emphasizing on the need for security to ensure a safe working environment. This was followed by an

interactive session where the vendors raised several queries pertaining to delivery period extensions, bid validity period, receipt of material by consignee etc. The session was extremely informative to both sides.



Central Purchase Unit, Mumbai

Central Purchase Unit, DPS conducted a Vendor-Buyer Meet with Micro & Small Enterprises on 8th January 2025. 87 representatives from 67 vendors participated in the event. Shri Sandeep Uke, CCA, Department of Atomic Energy was the Chief Guest and Shri Dharmendra Narain, OS&Head RPD, BARC was the guest of Honour for the meet. Shri Nitin Barapatre, Jt. Director, MSME and Shri Praful Umare, Assistant Director, MSME were the invitees. Shri Ved Singh, Director, DPS, Dy. Directors and Senior Officers of DPS participated in

the meet. Chief Guests from MSME elaborated the various procurement policies for Micro and Small Enterprises, including exemptions and relaxations, common stock requirements, receipt and acceptance of material, and payment terms. Presentations were made on “Do's and Dont's on GeM Portal”, “Procurement Policies for MSE's highlighting exemptions and relaxations for MSE's”, “Common Stock Requirements, Receipt & Acceptance of Material” and “Payment to Vendors highlighting the reasons attributable for delay in releasing payment”. The main aim of the meeting was to focus on transparency in the public procurement system and to address Vendors' queries. Vendors were sensitized about authentication of local content, payment terms in the GeM portal, reverse auction, and Performance Bond.



DPS Stores Unit, Kalpakkam

A Vendor Meet was held on 12th February 2025 at GSO Annex building, Kalpakkam, to discuss information and participation in disposing of scrap/unserviceable items through Forward Auction and other service contracts through the GeM Portal. 27 scrap Buyers and Service Providers participated in the meeting, which was attended by the

Chief Guest, dignitaries, and representatives. The meeting discussed various stages of scrap generation, disposal, and procedures for participating in Forward Auctions and Services through the GeM Portal. Feedback was collected, and the meeting concluded with a vote of thanks from the attendees.



Hyderabad Regional Purchase and Stores Unit, Hydeabad

Vendor-Buyer Meet 2025 was organized by Hyderabad Regional Purchase & Stores Unit (HRPSU), Nuclear Fuel Complex (NFC), Hyderabad on 18th February 2025 at Gurukul Complex. Distinguished Scientist, Chairman & Chief Executive NFC, Dr. Komal Kapoor graced the event and inaugurated the program. Shri V. Naga Bhaskar, Regional Director, HRPSAU and other Executive Committee Members of NFC also joined.

Regional Director, in his address said that the objective of organizing this meet was to promote and develop Micro & Small Enterprises, encourage MII initiatives in compliance with the government guidelines/policies and enable the vendors to get an overall insight into the procurement life cycle mechanism being

followed at NFC. Shri. Ved Singh, Director, DPS, Mumbai, who could not attend the meet due to pre-occupation sent an audio-video message on this occasion stressed on the fact that these meets enable vendors to understand the present requirements of our Department. Dr. Komal Kapoor, Distinguished Scientist, Chairman & Chief Executive, NFC, stated that recent developments in the field of nuclear energy opens up huge procurement needs.

Shri V. Srinivasa Rao, General Manager, Material Planning Section, NFC gave a presentation which brought out the detailed list of products, consumables and raw materials and their respective quantities regularly being procured by NFC on annual basis and also presented a gist of five years procurement done by NFC. The presentation by the Purchase section dealt on the latest government guidelines and precautions to be taken while uploading of bids while the presentation from the Stores section dealt on the subject of delivery of goods & transportation Contracts wherein the procedures of the Stores section while receiving goods and issuance of Free Issue Materials were elaborated. Finally the presentation from the Accounts Section explained the requirements for a smooth and trouble free payment clearance.

Finally in the interactive session, various queries pertaining to procurement of goods and services, reverse auction, price matching, return of EMD and payment process on GeM raised by the participants

were addressed. The feedback forms duly filled were obtained from all the vendors. An overall summary of the feedback received from the vendors showed that the meet was very interactive & indeed informative. The meet concluded with Vote of Thanks followed by collective singing of the National Anthem.





AMDER - NR, New Delhi

A Vendor-Buyer Meet was held on 21st March, 2025, at the Conference Hall, AMDER, Northern Region, west Block-VII, R.K. Puram, Sector-I, New Delhi - 110066. The event featured 34 representatives from 32 vendors, including manufacturers and distributors, as well as 12 In-charges/ Officials from AMD, NR. The event began with an inaugural session, lighting a lamp and Saraswati Vandana.

Keynote speeches from various dignitaries and guests included Dr. Deep Prakash, Officer on Special Duty, Project Director, GCNEP (Chief Guest), Dr. Joydip Sen, Regional Director, AMD NR, New Delhi (Guest of Honour), Shri Ved Singh, Director,

DPS, Shri Tushar Agarwal, Shri P.V.S. Chandrasekhar, Consultant, DPS, Smt. Mandakini Bhange, Dy Director, P&S, Stores Officers, Asstt. Stores Officer, and Asstt. Purchase Officer of DPS.

Smt. Vasundhara Morudkar, Stores Officer, CSU, emphasized the pivotal role of the Directorate of Purchase & Stores (DPS) within the Department of Atomic Energy (DAE), catering to diverse demands of its various units. Smt. Mandakini Bhange, Deputy Director, P&S, provided valuable insights into the objectives of the meet, emphasizing the importance of establishing an open and inclusive platform for meaningful interaction between Vendors and Buyers.

Shri P.V.S. Chandrasekhar, Consultant, DPS, highlighted that the success of any system hinges on participants' understanding of it, emphasizing the importance of vendor collaboration in achieving the Department's objectives. Dr. Joydip Sen, Regional Director, AMD NR, New Delhi, welcomed the vendors and emphasized the department's expectation of quality work from its vendors.

Dr. Deep Prakash, OSD and Project Director, GCNEP, presided over the event as the Chief Guest, highlighting the event as an exceptional platform that fosters collaboration and facilitates mutual growth. He also emphasized the event's value in learning about the department and encouraging vendors to share their perspectives, fostering a more harmonious environment.



CELEBRATIONS



Women's Day Celebration

Mumbai

Observed worldwide on 8th March, International Women's Day is more than just an opportunity for showing the appreciation and gratitude; it is a chance to acknowledge the tireless and determined contributions of the women in the workforce. This year, the theme was set as 'Accelerate Action', a call for action to go beyond simple awareness – to take steps for real-time changes. Standing in the twenty-first century, it is no longer enough to celebrate passively, steps must be taken to be the change we want to see – a future of equality.

Directorate of Purchase and Stores (DPS) celebrated International Women's Day on 7th March, 2025 (Friday), at the Multipurpose Hall, Training School Hostel, Anushaktinagar. After welcoming dignitaries and the chief guests – Smt. Shashikala Kamble, Shri Ved Singh, (Director, DPS) and Shri S. Y. Kamble, (CAO, DPS), the program commenced with Deep Prajwalan to usher auspicious tidings by Smt Shashikala Kamble (Chief guest), Smt. Mandakini Bhange (DD, P&S), and Smt Vasundhara Morudkar(SO). A poster designed in-house by Smt. Harshita Mittal (Technical Officer, ECIL) and Jayita Ghoshal (JPA) emphasized the celebratory occasion and showcased the talent of the women in DPS workforce.

Compered by Smt Manik Hariyan (JPA) and Kum Neetu Singh (JPA), the event began with a devoted recital of Saraswati Vandana by Smt. Rekha Varsolkar and Smt. Hemlatha

Amin, and the chief guests being presented with potted plants as a symbol of appreciation. Smt. Veena Singh, who was unable to join due to unavoidable circumstances, sent a heartfelt message that was conveyed to the invitees. Smt. Vasundhara Morudkar (SO), delivered a heartfelt and empowering address to the invitees, highlighting the importance of active action in an evolving world to bring forth a revolution of open minds. Afterwards, the women employees superannuating within the period of January 2024 to December 2025 were felicitated by Smt Shashikala Kamble with a token of appreciation for their hard work to bring DPS where it is today.

Cultural program, the focus of the event, flourished with a fun and colourful itinerary, starting with a dance medley performed by the participants from Central Stores unit, poetry recitation by Jagrati Chaurasiya (JSK), a Pauwada – a tribute to Marathi language by Kum Sulochana Kamble, Smt Sunita Jadav, and Smt Rekha Varsolkar and a song by Kum. Megha Chopdekar. All of the talented participants were felicitated with gifts by Smt Kalavathy Pillai (DD, P&S).

A unique highlight of the event were the various fun filled games and 'Antakshari'.

The event ended with a vote of thanks, including a special shout out to Smt Harshita Mittal (Technical Officer), Shri Saurabh Wilton (PA), Shri Prashant Nandoskar (JPA) and Jayita Ghoshal (JPA) – for the rangoli commemorating the



occasion at the entrance of the convention hall.

NRBPSU, Tarapur

Smt. Rameshwari A Patil, JSK, Smt. Prahiti P Patil, SK and Smt. Anjali B Kamble, participated in Women's day Celebrations held at BARC, Community Hall, Tarapur on Dt.07.03.2025 and conducted by BARC (T) Women Cell.



HRPSU, Hyderabad

International Womens Day was celebrated at Nuclear Fuel Complex, Hyderabad on 08.03.2025. All the women employees of Hyderabad Regional Purchase & Stores & Accounts Unit also took part in the event. On this occasion Smt. M. Bala Latha, Former IAS Officer & Former Deputy Director for Ministry of Defence was invited as the Guest of Honour. Smt. M. Bala Latha delivered an inspiring speech on the Role of Women for Building Modern World. The event was followed by cultural programs and games. Eye check-up camp was also organized at NFC for women above 40 years. In continuation to the above event, women employees of Hyderabad Regional Purchase Stores & Accounts Unit gathered at Anubhandar Conference Hall, HRSU and



celebrated the day by playing “musical chair”, “antakshari” etc.

MRPSU, Chennai

PURCHASE, ADMINISTRATION AND ACCOUNTS UNIT: - International Womens Day was celebrated on 7th March 2025 in a grand manner at MRPSU, Chennai. An inspiring event as organised with motivating speeches and fun activities to recognise and honor the incredible women in our organisation. Dr. M. Jayashree, ex-medical superintendent, GSO-DAE hospital delivered a captivating lecture on work-life balance for women in workforce. Games and various events were held and prizes were distributed.

STORES UNIT:- Womens Day celebration of the DPS staff was also held on 19th March 2025 at Central Stores Unit, IGCAR, Kalpakkam. Smt. Kitheri Joseph, RD, MRPSU presided over the function along with FRFCF Stores Officer. Smt. Gayathri, Chief Manager, SBI, Kalpakkam and Smt. Manika, SBI, Kalpakkam were the Chief Guest on the occasion. Wonderful speeches were delivered by both the Chief Guests regarding the prevailing financial situation, beneficial financial instruments, investments, saving plan etc. RD, MRPSU and Stores Officer delivered the speech about

women empowerment. Refreshments were served and cultural programs, fun games were organised for staff and prizes were distributed.



RPUM, Hyderabad



SWACHHATA PAKHWADA

Mumbai

This Directorate started the celebration/ observation of the Swachhata Pakhwada by administering Pledge on Swachhata. Employees of Directorate of Purchase and Stores (DPS) conducted Swachhata Rally at Trombay village (fishermen's colony), Mumbai which is around 9Kms from Anushaktinagar colony, carrying banners and placards displaying the slogans on Swachhata and sloganeering the Swachhata theme – “Clean India – Healthy India” to create awareness on Swachhata among residents. A street play titled “Clean India-Healthy India” was also performed by DPS employees emphasizing on the fact that changes in behaviour at micro level can lead to significant end results. As part of mass awareness campaign on Swachhata activities, an exhibition showing Waste to Wealth, Swachhata Thematic Painting, Selfie Booth and Signature campaign were conducted. Tree Plantation drive was also conducted illustrating the importance of trees for global environment, reducing the effects of climate change, improving quality of air, preservation of water resources, etc.



The significant Community outreach initiative done by this Directorate during this Pakhwada was renovation of Toilets at Zilla Parishad School of two villages namely Poryachapada & Katkaripada in Tribal Area of Palghar District, Taluka Mokhad, Zilla –Palghar, Maharashtra, around 150 Kms from Mumbai, Taluka Mokhad, Zilla –Palghar and installation of Water Filters in

three schools in this area. The authorities of the Zilla Parishad Schools have expressed their gratitude through press release and formal appreciation letters to this Directorate. The Pakhwada concluded with a formal closing ceremony on 28.02.2025.

RNI No-MAHIMAR 2023/05445

विदर्भ न्यायव्रती

डिपीएस मुंबई यांच्याकडून जिल्हा परिषद शाळा राजेवाडी, कातकरीपाडा व पोऱ्याच्यापाडा शाळांना मदत

● विदर्भ न्यायव्रती ●

— मोरवाडा प्रतिनिधी. —

मोखाडा : जिल्हा परिषद आय एस ओ शाळा राजेवाडी येथे डिपीएस, अनुशक्तीनगर, मुंबई यांच्या माध्यमातून उत्तम अशी मुलांना शुध्दपाणी पिण्यासाठी सुविधा करण्यात आली. या साठी भारत सरकारच्या परमाणू ऊर्जा विभाग अंतर्गत असलेले खरेदी आणि भंडार निदेशालय (DPS) यांच्याकडून वाॅटर फिल्टर, पाण्याची टाकी व संपूर्ण पाईप लाईन तयार करून दिली. सदर कामाचे उदघाटन प्रसंगी डिपीएस चे डायरेक्टर वेद सिंग, मुख्य प्रशासकीय अधिकारी, संजय कांबळे, डेप्युटी डायरेक्टर सी.मदाकिनी भांगे मॅडम, भंडार अधिकारी सुरेश कुचेकर, सहलेखा अधिकारी मयूर घुरी, सह खरेदी अधिकारी व्यंकटेशन मल्लन, हर्षल कोळी, अभिलाष मेनन, गिते, जोग, लाखन, दिपक चाईकर सर संपूर्ण डिपीएस टिम मुंबई यांच्या माध्यमातून दि.२७ फेब्रुवारी २०२५ रोजी मोखाडा तालुका येथे मोठ्या प्रमाणात मदत मिळाली, यामध्ये जिल्हा परिषद शाळा राजेवाडी, पोऱ्याच्यापाडा व कातकरीपाडा येथे चांगल्या प्रकारचे शौचालय दुरुस्ती करून दिली. तसेच येथे मुलांना शुध्दपाणी पिण्यासाठी व्यवस्था करून आदिवासी भागात मोठ्या प्रमाणात मदत केली शेवटी सर्व मुलांना खाऊ वाटप करण्यात आले. भारत सरकारच्या "स्वच्छता अभियान २०२५" च्या माध्यमातून या तीनही शाळेतील ग्रामस्थ, विद्यार्थी व शिक्षक वर्गाकडून डिपीएस मुंबई यांचे आभार व्यक्त करण्यात आले आणि राजेवाडी शाळेत तयार झालेला भाजीपाला डिपीएस च्या सर्व मान्यवरांना देऊन आभार व्यक्त करण्यात आले.

॥ विद्या विनयेन शोभते ॥

जिल्हा परिषद शाळा राजेवाडी
केंद्र-वाकडपाडा, तालुका-मोखाडा, जिल्हा-पालघर.

ज.क्र. दिनांक १/०३/२०२५

आभार पत्र

प्रति,
सन्मानिय,
मा.श्री.वेद सिंग साहेब (डायरेक्टर),
अनुशक्तीनगर, DPS, मुंबई.

आमच्या जिल्हा परिषद ISO शाळा राजेवाडी येथे आपल्या अनुशक्तीनगर, DPS, मुंबई यांच्या माध्यमातून उत्तम अशी मुलांना शुध्द पिण्यासाठी पाण्याची सुविधा करण्यात आली. या मध्ये फिल्टर, टाकी, व DPS मुंबई यांनी दिनांक २७ फेब्रुवारी २०२५ रोजी मोखाडा तालुका येथे मोठ्या प्रमाण मदत करण्यात आली. यामध्ये आमच्या जिल्हा परिषद शाळा राजेवाडी येथे मुलांना शुध्द पिण्यासाठी पाण्याची व्यवस्था करून दिल्याबद्दल आपले मनापासून आभार व्यक्त करण्यात येत आहे.

आपला विश्वासू

जिल्हा परिषद पालघर

जिल्हा परिषद प्राथमिक शाळा कातकरीपाडा

ता. मोखाडा जि.पालघर

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ज. क्र. ०१ दिनांक - ०१/०३/२०२५

आभार पत्र

प्रति,
सन्माननीय,
मा.श्री. वेद सिंग साहेब (डायरेक्टर)
अनुशक्तीनगर, DPS, मुंबई

आमच्या जिल्हा परिषद प्राथमिक शाळा कातकरीपाडा येथे आपल्या अनुशक्तीनगर ,DPS, मुंबई यांच्या माध्यमातून मुलांना शुध्द पिण्यासाठी पाणी यामध्ये फिल्टर, पाण्याची टाकी, शौचालय दुरुस्ती व नळ जोडणी इत्यादी DPS मुंबई यांनी दिनांक २७ फेब्रुवारी २०२५ रोजी उदघाटन करून विद्यार्थ्यांना वापराकरिता वरील सुविधा उपलब्ध करून देण्यात आल्या .

आमच्या जिल्हा परिषद शाळा कातकरीपाडा येथे वरील सुविधा उपलब्ध करून दिल्याबद्दल शाळा व्यवस्थापन समिती कातकरीपाडा, विद्यार्थी व शिक्षक यांच्या कडून आपले मनापासून आभार व्यक्त करण्यात येत आहे.

आपला विश्वासू



MRPU, Chennai

The following activities were performed by MRPU, DPS as a part of "Swachhata Pakhwada 2025"

A) Tree-saplings were planted at MRPU, T&C Godown, Pallavaram, Chennai during October 2024.



B) One Sanitary Pad Dispenser / Incinerator were installed in MRPU Office on 31.01.2025.





C) A general lecture on cleanliness to sensitize children about individual and environmental cleanliness were conducted, and interactive session with students followed by quiz on Swachh Bharat Mission were arranged during the visit to the following Schools:

- (i) Pallavaram Corporation Primary School, Pallavaram at 10.30 hrs. on 20.02.2025
- (ii) Panchayat Union Middle School, Pasumpon Nagar, Chennai at 10.30 hrs. on 21.02.2025
- (iii) Sri Venkateswara Hindu Middle School, Hindu Colony, Nanganallur, Chennai at 13.30 hrs on 28.02.2025.

D) Oath taken along with students by our MRPU Staff on the theme "Maintaining our surroundings clean"

E) Cleaning kit containing broom, big size dust bin, Phenyl, floor cleaner, mop stick, Soap oil, etc., were presented to the schools.

F) As a part of Swachhata activity - 2025, a swachachta pledge and cleanliness drive was arranged at MRPU office at Pallavaram on 28.02.2025. All the employees participated enthusiastically and cleaned the outside premises of the office.

F) Besides the above activities, a modular selfie booth was installed to serve as a visual reminder of our commitment towards clean and green India.



DPS, AMD(ER), Tatanagar

This Unit attached with AMD, Eastern Region Office participated in Various Swachhta programme activities during the “Swachhta Pakhwada” programme organized by AMD, ER, Khasmahal, Jamshedpur Unit. After the Inaugural and pledge taking ceremony along with plantation drive for spreading the message of environment sustainability at AMD Eastern Region Residential Complex on 16/02/2025. The following activities were conducted: -

- A) On 18/02/2025 Dustbins were distributed in Madhya Vidyalaya, Bhatin & Prathamik Vidyalay, Dhobani schools,



which will help students and staff to dispose of waste properly and encourage environmental awareness among the students.

- B) Cleaning drive in nearby society (In front of Police Thana, BDO Office, Sadar Hospital) of office area with awareness slogan on placards has been conducted on 19/02/2025 .
- C) Total 35 “Safai Karmacharies” who are engaged in AMD Office and residential colony to keep the area clean have been honoured on 20/02/2025 as a part of “Swachchhata” program.



- D) “Swachh Bharat Diwas” was celebrated with Shramdaan activities at AMD campus on 21/03/25 (16.30 hrs.-17.30 hrs.).



- E) Swachhta Awareness rally and Signature Campaign outside AMD complex was conducted on 22/02/2025.



- F) Collection and disposal of Garbage and e-waste from AMD Residential Complex on 23/02/2025 as a part of “Swachchhata” program.



- G) Sorting of files and removal of scrap in office on 24/02/2025 done and cleaning of individual rooms/offices in the office premises on the same day.



- H) “Swachchhata Abhiyan” was conducted in Field Office campus and its surroundings area from 25/02/2025 to 27/02/2025.

- I) In order to spread the awareness about “Swachh Bharat Mission”, a poster making competition was held and the winners were awarded with prizes on 28/02/2025 in the concluding ceremony.

DPS,AMD/SR, Bengaluru

DPS Stores Unit, AMD, Southern Region, Bengaluru received 1st Prize for Swachhata Pakhwada Activities conducted from 16.02.2025 to 27.02.2025 by AMD/SR, Bengaluru. The Award received by Shri. P. Raju, Asst. Stores Officer and staff of DPS Stores Unit, from Shri. Siby K Varughese, Regional Director, AMD Southern region, Bengaluru in the presence of Shri. M. G. Murugan, Chairman, Swachhata Committee, AMD/SR.



VIGILANCE AWARENESS WEEK

DPS, Mumbai

Vigilance Awareness Week is observed every year during the week in which the birthday of Sardar Vallabhbhai Patel (31st October) occurs and the Commission decided that this year Vigilance Awareness Week would be observed from 28th October to 3rd November, 2024. Accordingly, Directorate of Purchase & Stores has observed Vigilance Awareness Week - 2024 during the period from 28/10/2024 to 03/11/2024. Vigilance Awareness Week banner was displayed at the entrance of Vikram Sarabhai Bhavan, Mumbai throughout the week.

All DPS officials took the Integrity pledge on 28/10/2024. Integrity pledge was administered to all DPS officials by Director, DPS in Hindi and IFA, DPS in English. Deputy Director, CSU administered the pledge for staff at Stores Unit, Mumbai.

Various programs were conducted as part of Vigilance Awareness Week at V.S. Bhavan, Mumbai. Poster competition, Essay writing competition, Extempore Speech competitions were organized for DPS officials on this year's theme "Culture of Integrity, for Nation's Prosperity". The programs received good response from the officials of DPS who participated actively.

Valedictory function and Prize Distribution was organized on 04/11/2024, wherein the Chief Guest was Dr. Nitin B Jawale, Director (Vigilance), DAE, Mumbai. He delivered a Special Talk on 'Ethics and Governance highlighting his experience in Vigilance

while holding the post of Managing Director at various Public Sector Units and as Collector of various Districts in India. Chief Administrative Officer, DPS gave a brief introduction on Vigilance awareness and the steps taken by DPS to improve transparency and accountability. Director, DPS gave his insights on achieving transparency and efficiency through Vigilance Awareness. Selfie point was set up on the valedictory function day for clicking selfies holding placards showing quotes related to vigilance awareness by DPS officials.





Madras Regional Purchase and Stores Unit, DPS, Chennai

Quiz competition was held for DPS officials at MRPU on 14/11/2024. Also, an interactive session on Vigilance Awareness was conducted on 14/11/2024. Smt. S. Arulmathi, Joint Controller and Vigilance Officer, Office of Principal CCA, Department of Telecommunications who delivered a lecture highlighting the importance of preventive vigilance in ensuring transparency, accountability, and ethical practices in public service. The session covered key topics such as risk identification, compliance with regulations and the role of robust whistle blower mechanism. Participants



actively engaged in discussions, sharing their insights and raising queries on vigilance practices. The event concluded with a collective commitment by all attendees to uphold integrity and work towards a corruption-free environment.

Weekly Vigilance Quotes were shared with all employee email ids of DPS and DPS officials also participated in the capacity building programs organized by Administrative Training Institute and Vigilance Conclave organized by Vigilance section, DAE during the three-month campaign period from 16th August to 15th November 2024.

Stores Unit, VECC, Kolkata

Stores Officer, Dr. Indira Prakash was invited to deliver a lecture on CVC Guidelines on Procurement at Ajay Diwatiya Lecture Hall, VECC on Vigilance Awareness Week.



OTHER EVENTS

Yoga Day

This year marks the 10th International Day of Yoga with the theme "Yoga for Self and Society." Yoga, a transformative practice, represents the harmony of mind and body, the balance between thought and action, and the unity of restraint and fulfillment. It integrates the body, mind, spirit, and soul, offering a holistic approach to health and well-being that brings peace to our hectic lives. Its power to transform is what we celebrate on this special day. As per the directions of DAE, International Day of Yoga was observed in DPS. Shri Sharad B Hatwar, Assistant Purchase Officer, CPU, DPS who has done Pranayam Course at Ambical Yog Kutir, Thane guided the participants during the practical session on Yoga.

As a part of Yoga Day, Yoga session was organised in MRPU by Yoga Instructors - Smt. Lakshmi Thakur and Smt. Amutha. Topics like Physical and Mental well being and stress management were covered. Yoga session was tailored for office environment and Pingala Nadi Cleansing was given proper importance. Around 25 employees from MRPU actively participated and performed yoga asanas and simple breathing exercises were also performed.





DPS STORES participated in the program on 21st June, 2024 by performing Yoga at VEC Centre, Kolkata.

Hindi Rajbhasha Day

Shri Ankur Katiyar, Store Keeper got 2nd prize in Debate during the Hindi Rajbhasha Day Celebrations at BARC Vizag.

Cultural and Sports

DPS Stores Unit, Vizag, actively participated with the various cultural and sports activities conducted by BARC Vizag.

Shri Durga Prasad, JSK, DPS Stores Unit, participated in the Inter-Divisional Cricket League Matches organized by BARC Vizag during Dec. 2024.



Shri Ankur Katiyar, SK received 1st Prize for Essay Writing and Slogan Writing Competition from Shri. M.S. Rao, Project Director, BARC Vizag.

Shri Cyprian Netto G, ASO, DPS Vizag and Shri Ankur Katiyar, Storekeeper, DPS Vizag took part in the Walkathon conducted by BARC Employees Recreational Club on 10th October 2024, as part of Swachhata Activities of BARC Vizag.



Shri Cyprian Netto G, Assistant Stores Officer, DPS Stores Unit, was one of the key members of the Organizing Committee for the XXXIX DAE Sports & Cultural Meet 2024-25 Volleyball Tournament and played an active role in ensuring the successful execution of the event. He was presented with a memento by Shri M.S. Rao, Project Director, BARC Vizag, in recognition of his



contributions to the XXXIX DAE Sports & Cultural Meet 2024-25 Volleyball Tournament

Marathi Day

DPS staff at NRB Tarapur actively participated in the Marathi Day celebrations.



Internal Complaints Committee Meeting

Special Lecture was arranged by MRPU on 16/05/2024 in connection with Internal Complaints Committee. NGO member Smt. N.Srilakshmi, Rural Women Social Education Centre gave lecture on POSH ACT which was attended by all the staff members in the conference hall. She explained about the Prevention of Sexual Harassment at workplace Act and about ensuring the welfare of all the women employees to be included regardless of whether they are employed regularly, temporarily adhoc or daily wage basis.

Dr (Smt) Kitheri Joseph, RD, MRPU, explained about the don'ts towards women employees and Do's to be followed by women employees. She conveyed that as far as Central Government Department is concerned, ICC committee's decision will be taken seriously and their complaint or punishment or remark will reflect in the service records of the employee. She made it very clear that the sexually coloured

remarks are highly subjective and the impact on women employee is important than the intention of the male employee through case studies.

Smt. K. Geetha, ex-Deputy Director, MRPU, Chennai explained about the importance of maintaining the mental as well as physical health for both men and women. Women in particular don't take this seriously till it affects their health and hence it is mandatory to concentrate on ones mental and physical health to ensure a peaceful environment both at the office and home.

Blood Donation Camp

A blood donation camp was organized by MRPU at VHS Blood Centre, Taramani, Chennai. Staff members donated around 09 units of blood which will be used for Thalassemia and other patients.

Fire Safety

CISF Personnel from IGCAR, Kalpakkam delivered a lecture at MRPU to all the staff at MRPSU on 9/12/2024 on Fire safety and firefighting. A demonstration / practical session toward handling fire and its extinguisher was held.

World Environment Day

All the DPS staffs participated in the Tree



plantation, Quiz competition & lecture at Ajay Diwatiya Lecture Hall, VECC, Kolkata on World Environment Day.



Celebration of World Environment Day- 2024
5th June 2024 at VECC Bidhannagar Campus, Kolkata



Tree plantation programme on the occasion of World Environment Day- 2024



WELCOME NEWCOMERS

Candidates who qualified the competitive examination were selected as Trainees for the Induction Training Programme. After successful completion of training the following candidates joined DPS as Junior Purchase Assistants (JPA) / Junior Store Keeper (JSK) during 2024-25. Hearty welcome to the new JPAs/JSKs

Sl. No.	Emp. ID	Emp. Name	Post Name	Unit Name
1	1623	Shri Sharath D. Madival	Junior Storekeeper	Stores Unit, Mysore
2	1626	Kum V. M. Kaviya	Junior Storekeeper	Stores Unit, Kalpakkam
3	1625	Kum Susitha S.	Junior Storekeeper	Stores Unit, Kalpakkam
4	1633	Shri Nikshith S.	Junior Storekeeper	Stores Unit, Kalpakkam
5	1630	Shri Swapnanil Kalita	Junior Storekeeper	Stores Unit, Mumbai
6	1628	Shri Sanjay R	Junior Purchase Assistant	Central Purchase Unit
7	1627	Smt Sreelekshmi G.	Junior Purchase Assistant	Central Purchase Unit
8	1649	Shri Karthik V.	Junior Purchase Assistant	Madras Regional Purchase Unit
9	1637	Kum. Harshada Sudarshan Fusate	Junior Storekeeper	Hyderabad Regional Stores Unit
10	1636	Shri Ravipalli Lokesh	Junior Storekeeper	Hyderabad Regional Stores Unit
11	1632	Kum Aayushi	Junior Purchase Assistant	Central Purchase Unit
12	1631	Smt. Akansha Bhadola	Junior Storekeeper	Stores Unit, Mumbai
13	1638	Shri Arvind Kumar	Junior Purchase Assistant	Hyderabad Regional Purchase Unit
14	1639	Shri Ashim Deb Nath	Junior Storekeeper	Stores Unit, AMD, Shillong
15	1635	Kum Neetu Bijendra Singh	Junior Purchase Assistant	Central Purchase Unit
16	1634	Kum Rekha Devi	Junior Storekeeper	Stores Unit, Mumbai
17	1644	Shri Deepender Pratap Singh	Junior Purchase Assistant	NRB Purchase & Stores
18	1643	Shri Harshit Mishra	Junior Storekeeper	Stores Unit, Mumbai
19	1642	Shri Paras Kumar	Junior Storekeeper	Stores Unit, Mumbai
20	1641	Kum Neha	Junior Storekeeper	Stores Unit, Mumbai
21	1640	Shri Kapil Rana	Junior Purchase Assistant	Central Purchase Unit
22	1646	Shri Punit Kumar	Junior Storekeeper	Stores Unit, Mumbai
23	1645	Shri Gaurav Arya	Junior Storekeeper	Stores Unit, Mumbai
24	1647	Shri Sahil	Junior Purchase Assistant	Central Purchase Unit
25	1650	Shri Shubham Vijayrao Dable	Junior Storekeeper	Stores Unit, Mumbai
26	1648	Kum. Harpreet Kaur	Junior Storekeeper	Stores Unit, Mumbai
27	1651	Kum. Bhawna Bangari	Junior Storekeeper	Stores Unit, Mumbai
28	1659	Shri Swastik Pandit	Junior Storekeeper	Stores Unit, Tatanagar

Sl. No.	Emp. ID	Emp. Name	Post Name	Unit Name
29	1652	Shri Polamarasetti Durga Prasad	Junior Storekeeper	Stores Unit, BARC, Vizag.
30	1654	Shri Shaswata Malakar	Junior Purchase Assistant	Central Purchase Unit
31	1656	Shri Rakesh Kumar	Junior Storekeeper	Stores Unit, Mumbai
32	1655	Shri Sahil Narendra Lad	Junior Storekeeper	Stores Unit, Mumbai
33	1657	Shri. Manish Kumar	Junior Storekeeper	Stores Unit, Tarapur
34	1658	Shri Rupwate Sushant Gautam	Junior Storekeeper	Stores Unit, Mumbai
35	1660	Shri Armaan Anand	Junior Storekeeper	Stores Unit, Mumbai
36	1661	Shri Sandeep Kumar	Junior Storekeeper	Stores Unit, Tuticorin
37	1662	Shri Nilesh Mahadev Mudhale	Junior Storekeeper	Stores Unit, Mumbai
38	1663	Shri Sonal Garg	Junior Storekeeper	Stores Unit, Mumbai
39	1670	Kum Malreddy Sai Priya	Junior Purchase Assistant	Madras Regional Purchase Unit
40	1669	Kum Damma Bhargavi	Junior Storekeeper	Stores Unit, HWB, Manuguru
41	1667	Shri Sohit	Junior Storekeeper	Stores Unit, Mumbai
42	1666	Shri Niranjana Sudhakar Ahire	Junior Purchase Assistant	Central Purchase Unit
43	1665	Kum Sagnika Das	Junior Storekeeper	Stores Unit, Mumbai
44	1668	Shri Hardik Vijay Bedmutha	Junior Storekeeper	Stores Unit, Mumbai
45	1673	Shri Siddharth Sharma	Junior Storekeeper	Stores Unit, Mumbai
46	1672	Kum Ekta Binjola	Junior Purchase Assistant	Central Purchase Unit
47	1671	Shri Ramesh Bhati	Junior Storekeeper	Stores Unit, Tarapur
48	1674	Kum Madepalli Sri Atchyutha	Junior Purchase Assistant	Madras Regional Purchase Unit
49	1675	Shri Sachin Manjunath Rathod	Junior Storekeeper	Stores Unit, Kalpakkam
50	1677	Shri Harshit Gupta	Junior Storekeeper	Stores Unit, Mumbai
51	1676	Shri Akib Hussain	Junior Purchase Assistant	Central Purchase Unit
52	1678	Shri Shiwansh Kumar Dwivedi	Junior Storekeeper	Stores Unit, HWBF, Vadodara
53	1679	Kum Shrutika Singh	Junior Purchase Assistant	Hyderabad Regional Purchase Unit
54	1680	Shri Omveer Singh Bankawat	Junior Storekeeper	Stores Unit, Mumbai
55	1681	Smt Bellapukonda Anjana Sri Priya	Junior Purchase Assistant	Regional Purchase Unit (Manuguru)
56	1683	Shri Katta Premjeevan	Junior Storekeeper	Stores Unit, HWB, Manuguru
57	1686	Shri Aryan Pratap Singh	Junior Storekeeper	Stores Unit, Mumbai
58	1685	Shri Sahil	Junior Storekeeper	Stores Unit, Mumbai
59	1692	Shri Ram Prakash Rai	Junior Storekeeper	Stores Unit, Mumbai

GOODBYE WITH GRATITUDE



April, 2024

Smt. S R Khanvilkar
Storekeeper
CSU, Mumbai



April, 2024

Smt. M P Suryavanshi
Deputy Director
CPU, Mumbai



April, 2024

Smt. Megha V Raul
Storekeeper
SU, Tarapur



May, 2024

Smt. Rajeshwari Gurumurthy
Assistant Stores Officer
CSU, Mumbai



May, 2024

Shri V V Raviprakash
Assistant Stores Officer
SU, Kalpakkam



May, 2024

Smt Meena Umamaheshwaran
Assistant Purchase Officer
MRPU, Chennai



May, 2024

Shri T D Shinde
Assistant
SU, Mumbai



May, 2024

Shri Hemant B Saraviya
Storekeeper
CSU, Mumbai



May, 2024

Shri Ashok Kumar K E Nair
Sr. PS
DPS, Mumbai



May, 2024

Shri V Swaminathan
Storekeeper
SU, Kalpakkam



May, 2024

Smt. Jayashree S. Iyer
Senior Accounts Officer
CAU, Mumbai



June, 2024

Shri Vinayak G Kulkarni
Stores Officer
CSU, Mumbai



June, 2024

Smt. Apoorva L Pangerkar
Storekeeper
CSU, Mumbai



June, 2024

Shri P V S Chandrasekhar
Joint Director
CPU, Mumbai



June, 2024

Shri L L Prajapati
Storekeeper
SU, HWB Kota



June, 2024

Shri R M Shende
Assistant Stores Officer
CSU, Mumbai



June, 2024

Shri A Vasudeva Reddy
Stores Officer
RMP, Mysore



June, 2024

Smt. Gauri Ravindra Latkar
Steno-II
CPU, Mumbai



June, 2024

Shri Pugazhendhi N S
Deputy Controller of Accounts
MRAU, Chennai



July, 2024

Smt. Sossamma Thomas
Deputy Director
CPU, Mumbai



July, 2024

Smt Sujatha Srinivas
Assistant Purchase Officer
HRPU, Hyderabad



July, 2024

Shri P K Saxena
Storekeeper
SU, HWB Kota



August, 2024

Shri Pravin V Kshirsagar
Assistant
CAdmU, Mumbai



August, 2024

Smt. Sunita V Agarkar
Assistant Purchase Officer
CPU, Mumbai



August, 2024

Kum. Tarulata J Malandkar
Assistant Accounts Officer
CAU, Mumbai



September, 2024

Shri T K Chandra Sekhar
Senior Accounts Officer
CAU, Mumbai



October, 2024

Shri Sajeevan K Nair
Stores Officer
SU, Manuguru



October, 2024

Smt. Sunetra S Kharsikar
Assistant Purchase Officer
CPU, Mumbai



October, 2024

Shri Deepak B Pawar
Purchase Assistant
CPU, Mumbai



November, 2024

Smt. P Balasubramanian
Purchase Assistant
CPU, Mumbai



November, 2024

Shri V C S Ravikanth
Assistant Stores Officer
HRSU, Hyderabad



November, 2024

Smt. Aarti D Gurve
Assistant
CAdmU, Mumbai



December, 2024

Shri Anupam Tamra
Storekeeper
IRSU, Indore



January, 2025

Shri D A Dimri
Assistant Accountant
CAU, Mumbai



January, 2025

Smt. Megha P Patil
Assistant
CAdmU, Mumbai



January, 2025

Shri Rajendra C Durve
Assistant Stores Officer
CSU, Mumbai



January, 2025

Smt. Rohini B Kore
Junior Storekeeper
CSU, Mumbai



January, 2025

Smt. Sujatha Viswanathan
Assistant Personnel Officer
CAmU, Mumbai



January, 2025

Smt. Meena Pitchaimani
Senior Clerk
CAmU, Mumbai



February, 2025

Shri Sunil R Ramchandani
Deputy Director
CPU, Mumbai



February, 2025

Smt. Meenaxi A Savant
Purchase Assistant
CPU, Mumbai



February, 2025

Smt. Surekha A Wagh
Purchase Assistant
NRBPSU, Mumbai



Voluntary Retirement

Smt. Alka Jayant Chavan
Storekeeper
CSU, Mumbai



Voluntary Retirement

Smt. Sangeeta S Mhatre
Senior Clerk
CAU, Mumbai



Voluntary Retirement

Smt. Sujata S Padave
Senior Clerk
CAU, Mumbai



Voluntary Retirement

Smt. K Geeta
Deputy Director
MRPU, Chennai



Voluntary Retirement

Smt. Sadhana S Dani
Purchase Assistant
CPU, Mumbai



Voluntary Retirement

Shri D. Nageshwaran
Assistant Purchase Officer
HRPU, Hyderabad



Unfortunate Demise

Smt. Pushpa H Maru
Sr. Clerk
CAU, Mumbai

FREQUENTLY ASKED QUESTIONS

FAQs are divided into following sub-sections:

- (A) Indent and tender stage
- (B) After opening of tender: Bid rejection issues
- (C) Procurement from Foreign Sources with no local value addition
- (D) Post Order Stage

(A) INDENT AND TENDER STAGE	
A.1	<p>What are the current procurement modes?</p> <p>Currently, 100% procurement is done through GeM and, ONLY for eligible cases through Central Public Procurement Portal.</p>
A.2	<p>When can the indent be processed through CPP Portal?</p> <p>Refer to Answer at A.17.</p>
A.3	<p>Why is it necessary to procure 100% goods through GeM?</p> <p>In accordance with DAE Office Memorandum No.10/8(3)/2021-SUS/4965 dated 17.04.2023, guidelines issued to all the Ministries and Departments by Government of India to ensure 100% procurement of goods and services through GeM.</p>
A.4	<p>What is the main difference between “Product ID” procurement and Custom Bid Procurement on GeM?</p> <p>Product ID procurement means that the item is available on GeM Portal under a specific Category and with 'Product Ids'. In this case, the Sellers as well as their registered Product Catalogue is verified by GeM.</p> <p>In case the item is not available on GeM under any Category, buyer creates the “Custom catalogue” based on the “Technical Specification” provided by Indenting Officer. In this case, the seller as well as the offered Product Catalogue and the authenticity of the offer is NOT verified by GeM.</p>
A.5	<p>How to notify prospective bidder about the publication of 'Custom Bid' on GeM?</p> <p>In case of Product ID based Bidding, Indenting Officer can submit email IDs of prospective bidders along with the indent. Up to 100 mail IDs can be added while preparing the bid and once the bid is floated, GeM sends an alert to the respective bidders about publication of the bid.</p> <p>For Custom Bidding, the categories indicated by the Indenting Officer in the</p>

	Undertaking forwarded will be used while creating the Custom Bid and once the bid is floated, GeM will issue notification to all the suppliers registered under that category.
A.6	<p>What if the GeM Product ID available on the Portal does not fully match Indenting Officer's specifications?</p> <p>While creating a Product ID based bidding, there is an option to include additional desired 05 parameters and its values apart from the product ID specifications.</p>
A.7	<p>Many a times, the L1 quoted price is found to be very much on the lower side compared to the indent estimate. How to deal with such situations?</p> <p>Indent estimate should not be always based on the GeM Portal search results. Indent estimates can also be arrived at by considering the past purchases, obtaining budgetary quotes from other sources, etc.</p>
A.8	<p>What are Golden and Gray parameters on GeM?</p> <p>Specifications marked with yellow are Golden Parameters. These parameters of a product catalogue are those specifications which have maximum impact on technical aspects and also on the cost of the product. The grey specifications do not impact the cost of the product.</p>
A.9	<p>What is Direct Purchase on GeM?</p> <p>Direct Purchase enables a buyer to buy products available on GeM for value upto ₹ 25,000/- without the bidding process (except automobiles), through any of the available sellers on GeM, meeting the requisite quality, specification and Consignee Location.</p>
A.10	<p>Is it possible for a buyer to modify the Delivery Period?</p> <p>No, it's not possible for the buyer to modify the Delivery date. However, buyer can amend the Delivery period post contract generation, but the stipulated Delivery Period cannot be reduced.</p>
A.11	<p>What is L1 Direct Purchase Order on GeM?</p> <ul style="list-style-type: none"> i) As per GeM, L1 procurement enables direct purchase for orders valuing between ₹ 25,000/- and ₹ 5,00,000/-. ii) Buyer needs to compare three different Brands (OEM) and sellers/Service Providers on GeM, who meet the requisite quality, quantity, consignee location and specifications demand. System will then recommend L1 product, matching these requirements. iii) Buyer needs to select system recommended L1 to place a direct purchase order. There is no bidding in this case also.

A.12	<p>What tools are available on GeM to ensure Price reasonableness under Direct Purchase?</p> <p>GeM provides a robust decision support system for ensuring price reasonableness for Buyer. Buyer can also view price trends on the basis of historical transaction of that product on GeM.</p>
A.13	<p>What is “Bill of Quantity (BOQ)” bidding on GeM?</p> <p>Bill of quantity mode of bidding is used where there are multiple items with varying quantity in a single indent. The following options are now available to the buyer during the BOQ bid creation process:</p> <ul style="list-style-type: none"> • Total Value-wise evaluation • Item-wise evaluation • Group-wise evaluation <p>Buyer has to specify the bid estimated value for all types of Bid evaluation mode. In case of Item-wise evaluation, the Buyer will have to specify the bid estimated value for every schedule and for Group-wise evaluation, the Bid estimated value for each group needs to be updated.</p> <p>Buyer may specify the BOQ title so that, it could be easily searched after bid is published.</p> <p>The requirement under BOQ is uploaded as an excel sheet on GeM Portal.</p> <p>Buyer may also choose to take the Bid to Reverse Auction, post Technical Evaluation. However, as regards the Custom Bidding, the Indenting Officer has to provide an “Undertaking” for initiating the BOQ Bidding.</p>
A.14	<p>What is Reverse Auction (RA) option on GeM?</p> <p>Reverse Auction in GeM is a feature where suppliers submit online bids to compete against each other. Unlike Forward Auctions, where bids increase as the auction progresses, in Reverse Auctions, bidding starts with the highest possible price and decreases gradually and eventually, the lowest bid wins.</p>
A.15	<p>Where can I find training material on GeM?</p> <p>Please visit : https://gem.gov.in/training/training_module</p>
A.16	<p>What is the procurement mode available other than GeM?</p> <p>Central Public Procurement (CPP) Portal.</p>
A.17	<p>In which case, the items are allowed to be procured through CPP Portal (outside GeM)?</p> <p>i) If items fall under the categories covering IT, Cyber security, Surveillance, Medical equipment category and where there is a possibility of data transfer through equipment.</p>

	<p>ii) After obtaining approval to process through Global Tender Enquiry.</p> <p>iii) Spares of equipment from foreign origin with Proprietary Article Certificate (PAC) attached duly concurred by Finance and approved by Competent Authority.</p>
(B) AFTER OPENING OF TENDER: BID REJECTION ISSUES	
B.1	<p>Why large number of bids are getting disqualified/rejected by DPS?</p> <p>Any bid which is not submitted in line with NIT conditions are disqualified. Very often, bidders are not submitting the required documents like “Annexure-XI”, “Annexure-XII”, wrong claim of EMD exemption and other “Declarations documents”. Hence, those offers are being rejected/disqualified.</p>
B.2	<p>What to do if the L1 price is unreasonably below the estimated price? What if L1 is unworkable on GeM?</p> <p>An abnormally low bid is one in which the bid price, in combination with other elements of the bid, appears so low that it raises material concerns with respect to the capability of the bidder to perform the contract at the offered price. Indenting Officer may advise DPS to initiate L1 unworkable option with approval of competent authority after the concurrence of finance.</p> <p>Procuring entity may seek a written clarification from the bidder including complete analysis for such bids. If the procuring entity determines that the bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, the procuring entity may reject the bid/proposal.</p> <p>However, it would not be advisable to fix a normative percentage below the estimated cost, which would automatically be considered as a bid with abnormally low rate(s).</p> <p>Once the L1 is not workable, the order can be processed to next higher bidder through GeM in the same tender.</p>
B.3	<p>There is only one suitable offer, is re-tendering required?</p> <p>No, only suitable offer is not a reason for retendering, provided the market has been fully explored. The offer should be technically suitable and price reasonableness is justified based on independent cost estimation.</p>
B.4	<p>What is Annexure XI?</p> <p>Annexure-XI is a declaration sought from the bidders for compliance on the “Make-in-India” (MII) Policy wherein, the details of the local value addition done in the product quoted is to be declared. The declaration is mandatory, where the value of requirement is above ₹ 5 Lakhs.</p>

B.5	<p>Why even after filling “Annexure-XI” by bidder, bid is not accepted by DPS?</p> <p>Bids are not accepted under the following circumstances:</p> <ul style="list-style-type: none"> i) If annexure-XI is NOT filled and submitted strictly as per format attached along with NIT. ii) Bid reference number is not indicated in the “Annexure-XI”. iii) Annexure-XI submitted is not signed by the bidder. iv) Address of the place where local value addition was made is not mentioned by the bidder. v) Percentage of the local value addition is left blank. vi) Wrong Bid reference number is mentioned in the “Annexure-XI”.
B.6	<p>What is Annexure XII?</p> <p>Annexure-XII is a declaration called for from the vendors for compliance of GFR 144(xi) that quoted product is not manufactured by the countries which share the land border with India.</p>
B.7	<p>Are there any exemption for any bidder to participate with product coming from countries having land border sharing with India?</p> <p>As per OM F.18/37/2020-PPD dated 8th Feb., 2021 - Restriction under GFR 144(xi): A bidder is permitted to procure raw materials, components, sub-assemblies, etc. from the vendors from countries which share land border with India. Such vendors will not be required to be registered with the Competent Authority, as it is not regarded as 'sub-contracting'. However, in case a bidder has proposed to supply finished good procured directly / indirectly from vendors from the countries sharing land border with India, such vendors will be required to be registered with the Competent Authority.</p>
B.8	<p>What is EMD?</p> <p>Earnest Money Deposit (EMD) is a surety to our bid to avoid alteration of bid, backing out from the bid by the firms before awarding of the Contract. EMD is applicable only for indent of values above ₹ 25 Lakhs.</p> <p>The rate of EMD is 2% of the indent values upto ₹ 10 Crores subject to a maximum of ₹ 10 Lakhs and @ 1% of the indent value above ₹ 10 Crores subject to a maximum of ₹ 20 Lakhs.</p>
B.9	<p>Which bidders are exempted from submission of EMD?</p> <p>FOR TENDERS ISSUED THROUGH CPPP:-</p> <ul style="list-style-type: none"> i) Firms those are under Micro and Small category and registered with MSE/NSIC/

	<p>DPS are exempted from submission of EMD, provided they are registered for offered product/services.</p> <p>ii) A foreign bidder directly quoting in FE is also exempted from submission of EMD. However, if the quotation is submitted by an Indian agent in INR on behalf of Principal of foreign origin, then the Indian agent must submit EMD, if applicable, else the bid shall be rejected by DPS.</p> <p>FOR TENDER ISSUED THROUGH GeM:-</p> <p>i) Micro and Small Enterprises who are manufacturer of the Primary Product Category or Service Provider of the Primary Service Category and give specific confirmation to this effect at the time of bid submission and whose credentials are validated online through Udyam Registration / Udyog Aadhaar (as validated by Government from time to time) and through uploaded supporting documents.</p> <p>ii) Start-ups as recognised by Department of Industrial Policy and Promotion (DIPP).</p> <p>iii) KVIC, ACASH, WDO, Coir Board, TRIFED and Kendriya Bhandar.</p> <p>iv) Sellers who have got their credentials verified through the process of Vendor Assessment by Vendor Assessment Agencies for the Primary Product / Primary Service for which Bid / Reverse Auction has been invited.</p> <p>v) Sellers/Service Providers having annual turnover of ₹ 500 Crore or more, at least in one of the past three completed financial year(s).</p> <p>vi) Sellers / Service Providers holding BIS License for the Primary Product Category whose credentials are validated through BIS database and through uploaded supporting documents.</p> <p>vii) Central / State PSUs.</p> <p>viii) Seller / Service Provider registered with designated Agency / Authority as specified in the bid document by the Buyer – such bidder shall have to upload scanned copy of relevant registration document in place of Bid Security document while bidding.</p>
<p align="center">(C) PROCUREMENT FROM FOREIGN SOURCES WITH NO LOCAL VALUE ADDITION</p>	
C.1	<p>Product is costing less than ₹ 5 Lakhs and is imported, how can Indenting Officer buy the item?</p> <p>The requirement will be processed through Custom Bidding mode through GeM Portal. As per OM, the items costing less than ₹ 5 lakhs and above ₹ 200 Crores are exempted to be processed under Global tender Enquiry (GTE) without obtaining the</p>

	GTE approval from Secretary, DAE. In this case requirement of Annexure-XI (MII) will not be applicable.
C.2	<p>Product is costing greater than ₹ 5 Lakhs and is imported, how can Indenting Officer buy the item?</p> <p>Initially explore the requirement by floating a Custom Bid on GeM Portal. If it is found that there are no bids with local content of at least more than 20% (item is totally imported) then, obtain the approval from DAE for GTE to process the case through CPP Portal.</p>
C.3	<p>The supplier for the indented item is of foreign origin and they do not have any Indian Agent, how can the prospective bidder participate in the tender?</p> <p>The Foreign supplier should get them registered on the CPP Portal to be able to participate in the tender process.</p>
C.4	<p>Where to find the guide for registration of Foreign vendors on CPP Portal?</p> <p>Please visit: https://eprocure.gov.in/cppp/</p>
C.5	<p>What is the procedure for obtaining approval of GTE?</p> <p>For obtaining GTE approval following procedure is to be followed:</p> <ol style="list-style-type: none"> Initially the requirement has to be explored locally by inviting tender through GeM Portal (Custom bidding) or CPP Portal and if no Indigenous offer is received (due to imported nature of Goods). Correspondence with DPIIT is done at the below given address and no source is provided by DPIIT. Shri Akhilesh Kumar, Director, DPIIT; Ph. 23062343, Mo. 9432015776 Email:<akhilesh.kumar1965@gov.in>. (To save time, step ii can be initiated concurrently with step I) Proposal for obtaining approval of GTE should be provided by user Department in the prescribed format along with supporting documents of correspondence made with DPIIT and extract copy of 3/5 years procurement plan published on the Unit's website. The proposal should be got approved by the Group Director and submitted to DPS, who will take approval of Head of the Unit before sending to DAE for obtaining the GTE approval. Certification as per para 3 of OM No.F.20/45/2020-PPD dated 8th January, 2021.
C.6	<p>Is there any exemption for import of goods without the need for GTE approval?</p> <p>For procurement of Spares parts of the equipment/Plant & Machinery etc. on</p>

	nomination basis from Original Equipment Manufacturer/Original Equipment Supplier or Original Product Manufacturer as no competitive tenders are invited in such cases.
C.7	Can an Indian Agent participate on behalf of foreign supplier on CPPP? Yes, they can participate subject to production to authorisation issued by the foreign supplier.
(D) POST ORDER STAGE	
D.1	Supplier on GeM is not supplying the goods even after Delivery Period extension and repeated reminders? If BG exists, the same may be forfeited with the approval of Competent Authority. The supplier will be prevented from entering into fresh transactions, uploading of new products/services. Their uploaded product will not be visible and will not be able to participate in bids. If already participated in ongoing bids, buyer will be notified on their dashboard of this suspension for appropriate action at their end. Carted products will be taken out. However, Sellers/Service Providers will be able to complete the transactions already finalised such as delivery, payment receipt, etc. The list of GeM suspended sellers is available at: https://gem.gov.in/incidentmanagement/sellers
D.2	The quality of goods supplied under GeM is very poor. In such cases, the supplied product is required to be rejected and intimation is to be sent to supplier stating that replacement should be made exactly as per the specification given in the contract. Indenting Officer is advised to recommend raising incident on GeM. GeM takes strict action against bidders which includes suspension from further participation in bidding process in Govt procurement across the country. Efforts to be made for reliable sellers known to Indenting Officer, buyer to encourage them to be on boarded on GeM.
D.3	In how many days acceptance of the material must be completed? On the GeM Portal, within 04 days of receipt of the item, the Provisional Receipt Certificate is generated and after 10 days, auto CRAC is generated if acceptance is not given.
D.4	What is Auto CRAC? Beyond 10 days, if the item is neither accepted nor rejected, GeM system will automatically generate "Consignee Receipt and Acceptance Certificate" (CRAC), indicating acceptance of goods by system itself.



D.5	<p>What if the material cannot be accepted within 10 days, as it involves Installation and Commissioning?</p> <p>Please inform the consignee, concerned Stores authorities about the same by mail so that appropriate action by them can be initiated to avoid Auto CRAC.</p>
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Note: As the procurement policies as well as GeM are evolving and dynamic in nature, readers are requested to visit the respective website for latest updates.

पारिभाषिक शब्दावली

पारिभाषिक शब्द से अभिप्राय :

रसायन विज्ञान, भौतिकी, दर्शनशास्त्र, राजनीति विज्ञान आदि जैसे ज्ञान के विभिन्न क्षेत्रों के विशिष्ट शब्द पारिभाषिक (तकनीकी) शब्द कहलाते हैं। किसी शब्द के अर्थ को संबंधित ज्ञान के क्षेत्र में विशेष संदर्भ में सही और स्पष्ट तरीके से परिभाषित करना चाहिए। प्रत्येक शब्द का केवल एक विशिष्ट अर्थ होना चाहिए ताकि अर्थ संप्रेषित करने वाले शब्द में द्व्यर्थकता न हो।

पारिभाषिक शब्दों की विशेषताएं : हम पारिभाषिक शब्दों की निम्नलिखित विशेषताएं बतला सकते हैं :

- पारिभाषिक शब्द उच्चारण करने में सरल होना चाहिए और इसकी संरचना स्पष्ट होनी चाहिए। यदि ग्रहण किए गए शब्द (borrowed words) इसमें उपयुक्त नहीं बैठते हैं तो इन्हें छोड़ देना चाहिए।
- ज्ञान के क्षेत्र-विशेष में शब्द का केवल एक ही विशिष्ट अर्थ होना चाहिए।
- इसके अर्थ की स्पष्ट तरीके से परिभाषा दी जानी चाहिए ताकि इसके प्रयोग का संदर्भ स्पष्ट हो जाए।
- संदर्भ की परिभाषा अर्थों के लिए अलग-अलग हो सकती है। जैसे speed (गति) और velocity (वेग) अथवा heat (ऊष्मा) और temperature (तापमान)। परंतु बोलचाल की भाषा में ऐसे शब्द पर्यायवाची शब्द माने जाते हैं।
- इस प्रकार ग्रहण किए शब्दों में संबंधित अर्थों को व्यक्त करने के लिए और शब्द गढ़ने के लिए परिवर्तन किए जा सकते हैं।

पारिभाषिक शब्दावली निर्माण के मुख्य सिद्धांत
इस प्रकार हैं :

(1) पुनरुद्धारवादी सिद्धांत :

इस दृष्टिकोण के समर्थकों का मत है कि संस्कृत में हजारों शब्दों की रचना करने की क्षमता है। यदि किसी व्यक्ति को संस्कृत भाषा की धातुओं (roots) और उसके उपसर्गों/प्रत्ययों के प्रयोग की जानकारी है तो वह कई शब्दों की रचना कर सकता है। अतः इनके अनुसार किन्हीं अन्य स्रोतों से शब्द ग्रहण करने की आवश्यकता नहीं है। डॉ. रघुवीर इस विचारधारा के प्रबल समर्थक थे। उनका विश्वास था कि संस्कृत की धातुओं और उपसर्ग/प्रत्ययों के समुचित प्रयोग से पारिभाषिक शब्दों की क्रमबद्ध रचना की जा सकती है।

(2) शब्द ग्रहण अथवा आदानवादी सिद्धांत :

कई विद्वान अन्य भाषाओं से शब्द ग्रहण करने के पक्षधर रहे हैं। शब्दों से परिचित विद्वान, बिना प्रयत्न के भाषा का प्रयोग करने में सफल हो जाते हैं। भारत सरकार ने 1940 में अवतार हैदर की अध्यक्षता में पारिभाषिक शब्दों के निर्माण के लिए सुझाव देने के लिए समिति का गठन किया। इस समिति ने सुझाव दिया कि विदेशों में हो रहे वैज्ञानिक विकास की बराबरी के लिए हमें भी अंतरराष्ट्रीय पारिभाषिक शब्दावली का प्रयोग करना चाहिए। 1948 में मौलाना अबुल कलाम आज़ाद ने मत व्यक्त किया था कि हमें भारतीय शब्दावली का निर्माण करने का बोझ नहीं उठाना चाहिए। अन्य विद्वानों ने भी उनके इस मत का समर्थन किया। पारिभाषिक शब्दावली बोर्ड ने 1950 में इस निर्णय को अनुमोदित कर दिया।

(3) प्रयोगवादी सिद्धांत :

यह विचारधारा दिन-प्रतिदिन प्रयोग किए जाने वाले हिंदी-उर्दू के संयुक्त रूप 'हिंदुस्तानी भाषा' के शब्दों के प्रयोग में विश्वास रखती है। पंडित सुंदरलाल, जाफर हुसैन, हिंदुस्तानी सांस्कृतिक समाज और उस्मानिया विश्वविद्यालय इस विचारधारा के समर्थक हैं। वे संस्कृत, अरबी, फारसी, तुर्की, अंग्रेजी आदि सभी भाषाओं के शब्दों से बनी भाषा हिंदुस्तानी का प्रयोग करना चाहते थे। इस विचारधारा का प्रतिनिधित्व करने वाली मुख्य शब्दावलियाँ उस्मानिया विश्वविद्यालय द्वारा 1952 में प्रकाशित 'समाजशास्त्र की हिंदी शब्दावली' (Hindi Terms of Sociology) और 1954 में 'हिंदुस्तानीसांस्कृतिक समाज द्वारा प्रकाशित पुस्तक' हिंदुस्तानीके लिए शब्दावली कानून' हैं।

(4) उदारतावादी अथवा समन्वयवादी सिद्धांत :

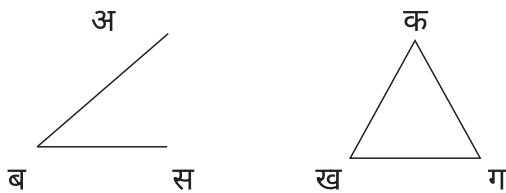
जब सभी सिद्धांत असफल हो जाते हैं तो हम उदारवादी तरीके का आश्रय लेते हैं अर्थात् सभी विचारधाराओंके सही बिंदुओं का चुनाव किया जाता है तथा कठिन प्रक्रियाओंको छोड़ दिया जाता है। अब, अधिकांश विद्वानों को विश्वास है कि संस्कृत धातुओं एवं उपसर्ग/प्रत्ययों का प्रयोग करते हुए वैज्ञानिक तरीके से नए शब्दों की रचना की जा सकती है। वे यह महसूस करते हैं कि स्पुतनिक (sputnik), रेडियम (radium), पल्सर (pulsar) जैसे अंतरराष्ट्रीय मान्यताप्राप्त शब्दों का प्रयोग किया जाना चाहिए। कुछ स्थानों पर नए शब्दों की आवश्यकता पड़ सकती है, लेकिन अन्य स्थानों में प्रचलित शब्दों का त्याग नहीं किया जाना चाहिए। इस विचारधारा के समर्थकों के अनुसार पारिभाषिक शब्दों का निर्माण करने के लिए विभिन्न विचारधाराओं के शब्द ग्रहण किए जाने चाहिए। पारिभाषिक शब्दों का निर्माण करते समय प्रचलित शब्दों को प्राथमिकता दी जानी चाहिए।

वैज्ञानिक तथा तकनीकी शब्दावली के स्थायी आयोग द्वारा स्वीकृत वैज्ञानिक तथा तकनीकी शब्दावली के निर्माण के सिद्धांत :

- (1) अंतरराष्ट्रीय शब्दों को यथासंभव उनके प्रचलित अंग्रेजी रूपों में ही अपनाना चाहिए और हिंदी व अन्य भारतीय भाषाओं की प्रकृति के अनुसार ही उनका लिप्यंतरण करना चाहिए। अंतरराष्ट्रीय शब्दावली के अंतर्गत निम्नलिखित उदाहरण दिए जा सकते हैं :
- (क) तत्वों और यौगिकों के नाम, जैसे हाइड्रोजन, कार्बन, कार्बन डाइऑक्साइड आदि;
- (ख) तौल और माप की इकाइयाँ और भौतिक परिणाम की इकाइयाँ, जैसे डाइन, कैलॉरी, एम्पियर आदि
- (ग) ऐसे शब्द जो व्यक्तियों के नाम पर बनाए गए हैं जैसे फारेनहाइट के नाम पर फारेनहाइट तापक्रम, वोल्टा के नाम पर वोल्टमीटर और ऐम्पियर के नाम पर ऐम्पियर आदि;
- (घ) वनस्पति विज्ञान, प्राणी विज्ञान, भूविज्ञान आदि की द्विपक्षी नामावली;
- (ङ) स्थिरांक जैसे g आदि;
- (च) ऐसे अन्य शब्द जिनका आमतौर पर सारे संसार में व्यवहार हो रहा है, जैसे रेडियो, पेट्रोल, रडार, इलेक्ट्रॉन, प्रोटॉन, न्यूट्रॉन आदि;
- (छ) गणित और गणित विज्ञान की अन्य शाखाओं के संख्यांक, प्रतीक, चिह्न और सूत्र, जैसे साइन, कोसाइन, टेन्जेन्ट, लॉग आदि (गणित संक्रियाओं में प्रयुक्त अक्षर रोमन या ग्रीक वर्णमाला के होने चाहिए)।

(2) प्रतीक रोमन लिपि में अंतरराष्ट्रीय रूप में ही रखे जाएँगे परंतु संक्षिप्त रूप नागरी और मानक रूपों में भी, विशेषतः साधारण तौल और माप में लिखे जा सके हैं, जैसे सेंटीमीटर का प्रतीक cm. हिंदी में भी ऐसे प्रयुक्त होगा परंतु इसका नागरी संक्षिप्त रूप से.मी. हो सकता है। यह सिद्धांत बाल-साहित्य और लोकप्रिय पुस्तकों में अपनाया जाएगा परंतु विज्ञान और शिल्प-विज्ञान की मानक पुस्तकों में केवल अंतरराष्ट्रीय प्रतीक, जैसे cm. ही प्रयुक्त करना चाहिए।

(3) ज्यामितीय आकृतियों में भारतीय लिपियों के अक्षर प्रयुक्त किए जा सकते हैं, जैसे :



परंतु त्रिकोणमितीय संबंधों में केवल रोमन अथवा ग्रीक अक्षर ही प्रयुक्त करने चाहिए, जैसे साइन A कॉस B आदि।

(4) संकल्पनाओं को व्यक्त करने वाले शब्दों का सामान्यतः अनुवाद किया जाना चाहिए।

(5) हिंदी पर्यायों का चुनाव करते समय सरलता, अर्थ की परिशुद्धता और सुबोधता का विशेष ध्यान रखना चाहिए। सुधार विरोधी और विशुद्धतावादी प्रवृत्तियों से बचना चाहिए।

(6) सभी भारतीय भाषाओं के शब्दों में यथासंभव अधिकाधिक एकरूपता लाना ही इसका उद्देश्य होना चाहिए और इसके लिए ऐसे शब्द अपनाने चाहिए जो :

(क) अधिक से अधिक प्रादेशिक भाषाओं में प्रयुक्त होते हों, और

(ख) संस्कृत धातुओं पर आधारित हों।

(7) ऐसे देशी शब्द जो सामान्य प्रयोग के वैज्ञानिक शब्दों के स्थान पर हमारी भाषाओं में प्रचलित हो गए हैं। जैसे telegraph, telegram के लिए तार, continent के लिए महाद्वीप, atom के लिए परमाणु आदि। ये सब इसी रूप में व्यवहार किए जाने चाहिए।

(8) अंग्रेजी, पुर्तगाली, फ्रांसीसी आदि भाषाओं के ऐसे विदेशी शब्द जो भारतीय भाषाओं में प्रचलित हो गए हैं, जैसे इंजन, मशीन, लावा, मीटर, लीटर, प्रिज्म, टॉर्च आदि इसी रूप में अपनाए जाने चाहिए।

(9) अंतरराष्ट्रीय शब्दों का देवनागरी लिपि में लिप्यंतरण : अंग्रेजी शब्दों का लिप्यंतरण इतना जटिल नहीं होना चाहिए कि उसके कारण वर्तमान देवनागरी वर्णों में नए चिह्न व प्रतीक शामिल करने की आवश्यकता पड़े। अंग्रेजी शब्दों का देवनागरीकरण करते समय लक्ष्य यह होना चाहिए कि वह मानक अंग्रेजी उच्चारण के अधिकाधिक अनुरूप हों और उसमें ऐसे परिवर्तन किए जाएँ जो भारत के शिक्षित वर्ग में प्रचलित हों।

(10) लिंग : हिंदी में अपनाए गए अंतरराष्ट्रीय शब्दों को, अन्यथा कारण न होने पर, पुल्लिंग रूप में ही प्रयुक्त करना चाहिए।

(11) संकर शब्द : वैज्ञानिक शब्दावली में संकर शब्द जैसे ionization के आयनीकरण, voltage के लिए वोल्टता, ringstand के लिए वलय स्टैंड,

saponifier के लिए साबुनीकारक आदि के रूप सामान्य और प्राकृतिक भाषाशास्त्रीय क्रिया के अनुसार बनाए गए हैं और ऐसे शब्द रूपों को वैज्ञानिक शब्दावली की आवश्यकताओं यथा सुबोधता, उपयोगिता और संक्षिप्तता का ध्यान रखते हुए व्यवहार में लाना चाहिए।

- (12) वैज्ञानिक शब्दों में संधि और समास : कठिन संधियोंका यथासंभव कम से कम प्रयोग करना चाहिए और संयुक्त शब्दों के लिए दो शब्दों के बीच हाइफन लगा देना चाहिए। इससे नई शब्द-रचनाओं को सरलता और शीघ्रता से समझनेमें सहायता मिलेगी। जहाँ तक संस्कृत पर आधारित 'आदिवृद्धि' का संबंध है,

'व्यावहारिक', 'लाक्षणिक' आदि प्रचलित संस्कृत तत्सम शब्दों में आदिवृद्धि का प्रयोग ही अपेक्षित है, परंतु नव-निर्मित शब्दों में इससे बचा जा सकता है।

- (13) हलंत : नए अपनाए हुए शब्दों में आवश्यकतानुसार हलंत का प्रयोग करके उन्हें सही रूप में लिखना चाहिए।
- (14) पंचम वर्ण का प्रयोग : पंचम वर्ण के स्थान पर अनुस्वार का प्रयोग करना चाहिए, परंतु lens, patent आदि शब्दों का लिप्यंतरण लैंस, पेटेंट या पेटेन्ट न करके लेन्स, पेटेन्ट ही करना चाहिए।

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