

Date:- 30.06.2022

Municipal Commissioner's Circular No. 14 of 2022-23

Sub: Proper planning for timely procurement/execution of works.

There are well laid financial and tendering rules for procurement of different goods and services or for execution of different works. It is expected from all the officers and departments that they must do a proper planning to ensure that such procurement and/or execution happen in a timely and orderly fashion and following due tendering process. It should ideally be possible to plan so that we do not have to resort to emergency measures or seek relaxation of norms.

Unforeseen emergencies or natural calamity or events where prior planning was not possible would of course fall under different category. And in such cases, with proper justification, relaxation may be proposed and approved of course, citing adequate justification.

However, it is to be kept in mind that public interest is supreme and it cannot be allowed to suffer on account of procedural matters or on account of delay or lack of planning on part of some individuals.

It is, therefore, directed that each Head of Department/Controlling Officer shall do proper planning for procurement/execution. In case there does arise an occasion where resorting to emergency provisions or relaxation is unavoidable, such matters should be promptly and personally discussed with the Municipal Commissioner and proposal should be prepared as per his advice and direction.

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30/6/22

Municipal Commissioner

Distribution:

1. Spl. Mpl. Commissioner (G&D)
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3. Municipal Secretary
4. CMF&A
5. Head of Departments/Controlling Officers
6. OSD to Hon'ble Mayor

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30/6/22

Municipal Commissioner