

2024/Stationery/ChannelofSubmission

Sub:- Channel of submission/level of disposal of cases.

With respect to Stationery Branch, Channel of Submission/level of disposal of cases are placed in the table below:-

S. No.	Details of Subjects	Channel of Submission	Level of Final Disposal
1.	All matters relating to formulation of new procurement policy.	SO/DS(G)/JS(RB)/Secy /Finance Dte	Secretary/Finance Dte
2.	All matters relating to change of policy pertaining to entitlement of Officers, Sections, in respect of various items demanded for official use.	SO/DS(G)/JS(RB) /Secretary/EDF(X)	Secretary/Finance Dte
3.	All matters relating to procurement of Stationery/Furniture/Office Equipment, etc., as also follow up action thereof viz., processing of bills under Rate Contract or AMC	SO/DS(G)/JS(RB)/EDF(X)	JS(RB)- Administrative Approval EDF(X)- Finance Concurrence
4.	All matters relating to disposal of equipment by way of condemnation	SO/DS(G)	JS(RB)
5.	Any Miscellaneous matter which does not involve financial implication	SO/DS(G)	JS(RB)
6. a	RTI Application	SO/DS(G)	DS(G)
6. b	RTI Appeal	SO/DS(G)/JS(RB)	JS(RB)

DS/G

Pragat
21/1/25

21/01/25
Safary