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22/11/13

4(1)(b) (viii)

ANDAMAN AND NICOBAR ADMINISTRATION,  
Secretariat

\*\*\*\*  
Port Blair, dated the 27<sup>th</sup> November, 2013

ORDER No. 3825

The Chief Secretary, A&N Administration has been pleased to re-constitute the Purchase Committee consisting of the following in respect of procurement of stores/spares for the Directorate of Shipping Services:-

- |  |   |                  |
|--|---|------------------|
| 1. Deputy Director(Shipping Services)                      | - | Chairman         |
| 2. Executive Engineer (E&M), APWD<br>or his representative | - | Member           |
| 3. Senior Accounts Officer(M&S)                            | - | Member           |
| 4. Assistant Marine Engineer(Marine Store)                 | - | Member           |
| 5. Assistant Marine Engineer(Procurement)                  | - | Member Secretary |

The terms of reference of the Committee shall be as follows:-

1. To analyse the procurement proposal and assess the actual requirement of stores/spares of the department from time to time;
2. While assessing requirements of stores/spares, following factors should be taken into account.
  - (i) Available stock position.
  - (ii) Outstanding supplies.
  - (iii) Past consumption patterns.
  - (iv) Average shelf life of the stores.
  - (v) Requirements also need to be properly clubbed so as to get the most competitive and best prices.
  - (vi) Availability of fund should be ascertained before initiating process for procurements of store/spares etc.
  - (vii) Administrative approval of the competent authority for effecting procurements should be obtained before further action. Similarly, financial sanction will be taken from competent authority under the Delegation of Financial Powers Rules in accordance with the rules and instructions of Govt. of India and A&N Administration in force for settling the claims of the firms.
  - (viii) However, purchase of stores/spares etc. in extreme emergency situation may be done by the department within the delegated power by inviting limited quotations and the circumstances that warranted emergent procurement of stores/spares etc. should be placed before the Committee within a week time after the purchase for ratification without fail. After getting the ratification, a copy of the extract of the relevant not invariably be sent to the Administration for information/records.
3. To evaluate the cost of stores/spares etc. and to recommend the procedure to be adopted for procurement in accordance

with the GFR and instructions, if any, issued by the other agencies;

4. As advised by Central Vigilance Commission, it may be ensured that Notice Inviting Tender (NIT) is hosted in the official website of Andaman & Nicobar Administration and this should be recorded in the minutes of the Purchase Committee;
5. Minutes of Tender Committee/Purchase Committee may be recorded clearly with the reason for rejection/selection of the tender with suitable recommendation; and
6. The Committee will work within the ambit of General Financial Rules and instructions, if any, issued by the other agencies and will follow all the codal formalities as required by the Rules.

In case of emergency requiring immediate attention of the repair of vessels in exigencies of public service, the Assistant Marine Engineer (Stores) (Procurement) shall, with the concurrence of Assistant Marine Engineer (Stores) and formal approval of Director of Shipping Services shall procure the required stores/spares to make the vessels repairs for scheduling. The details of stores/spares purchased shall, however, be placed before the Committee justifying the circumstances that warranted emergent execution of repair work of the particular vessel for ratification within a week time without fail. After getting the ratification, a copy of the extract of the relevant notes invariably be sent to the Administration for information. However, in case of stores/spares purchased are in proprietary article, ex-post-facto approval of the Administration may be obtained immediately.

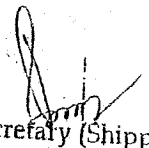
This supersedes Administration's order No. 2705 dated 19.08.2009.

(PNR Pillai)

Deputy Secretary (Shipping)  
(F.No. 49-205/2001-TR)

Copy to:-

01. The Director of Shipping Services, A&N Islands, Port Blair.
02. The Chief Engineer, APWD, Port Blair.
03. The Deputy Director of Shipping Services, Directorate of Shipping Services, Port Blair.
04. The Senior Accounts Officer, Directorate of Shipping Services, Port Blair.
05. The Officer-in-Charge (Job), Directorate of Shipping Services, Port Blair.
06. The Pay & Accounts Officer, Port Blair.

  
Deputy Secretary (Shipping)

ms  
27/11/2013

4(1)(b) (Am)

अण्डमान तथा निकोबार प्रशासन  
ANDAMAN & NICOBAR ADMINISTRATION  
जहाज़रानी सेवा निदेशालय  
DIRECTORATE OF SHIPPING SERVICES

Port Blair dated the 28 June 2020

**OFFICE ORDER No. 1853**

In supersession of this Office Order No 4199 dated 19.09.2013, the Director of Shipping Services, Port Blair has been pleased to nominate the following Officers/Officials for upkeep, maintenance, inventory control and distribution of material during emergency/Disaster. This team shall carry out the work of Disaster Management store in addition to their own duties.


- |                              |                                    |
|------------------------------|------------------------------------|
| 1. Shri Mahinder Singh, AME  | - Nodal Officer (Office-in-charge) |
| 2. Shri HCS. Yadav, JE(Mech) | - Assistant Nodal Officer          |
| 3. Shri Elaya Raj            | - Fitter                           |
| 4. Shri M. Kannan            | - Electrician                      |
| 5. Shri Joydeep Bhowmick     | - R/Mazdoor                        |
| 6. Shri Ramesh Kumar         | - R/Mazdoor                        |
| 7. Shri C. Kannan            | - R/Mazdoor                        |
| 8. Shri Narendra Lall        | - R/Mazdoor                        |
| 9. Smti Latika Majhi         | - R/Mazdoor                        |

Assistant Director (Admin)  
(F.No. M/AME/DM-Store/77/2018-19)

**OFFICE ORDER BOOK**

**Copy to :-**

1. The Assistant Commissioner (R&DM), South Andaman for information.
2. PA to DSS for kind information of DSS please.
3. PA to DDSS for kind information of DDSS please.
4. The ALWC(C), Marine Dockyard, DSS for information.
5. The Sr. AO (M&S), DSS, Port Blair for information.
6. The Law Officer, DSS for information.
7. The Assistant Director(CW), DSS for information.
8. Shri Mahinder Singh, AME, Nodal Officer for Disaster Management for information and necessary action please.
9. All AMEs, DSS for information.
10. The OIC, Planning section for information.
11. The OS(M)/OS(Afloat) for information.
12. Party Concerned.
13. F.NO 7-185(M)/2019/PF/

  
Assistant Director (Admin.)  
19/6/2020

Dated 23<sup>rd</sup> June, 2020

**OFFICE ORDER NO. 155A.**

In supersession of all previous orders issued for purchase of stationery, computers, its peripherals, consumables and in accordance with the provision of GFR, 2017, the Director of Shipping Services, Andaman & Nicobar Administration has been pleased to order the following to streamline the purchase procedure as below:-

- 1) All stationery and office items will be purchased by Establishment Section.  
AD(Admn.) will be registered as buyer and OS(M) as consignee for purchases from GeM.
- 2) All Stores items including Housekeeping related to this Directorate building will also be purchased by OIC(Proc.)  
AME(Proc.) will be the buyer and AME(Store) the consignee for the Purchases from GeM.
- 3) Computers, Printer, Copier, phones etc. and all related peripherals including all consumables will be purchased by IT Section.  
OIC(IT) will be the buyer and AM (IT) the consignee for the purchases from GeM.
- 4) The procurement of Goods and Services by the Department will be mandatory for Goods or Services available on GeM as provided under Rule 149 of GFR, 2017. Only in special circumstances to be justified by the section concerned in the file, the purchases can be made under Rule 154 and Rule 155 of GFR, 2017. All other purchases to be made strictly as per the Rules of GFR, 2017 provided in this regard. In cases covered under Rule 155 and other purchase procedure as per GFR, 2017 prescribed for purchase of Goods and Services by obtaining bids, the proposal to be submitted before the Purchase Committee/Tender Committee comprising of the following:-

Assistant Director (CW)  
Assistant Accounts Officer  
Assistant Manager (IT)  
Office Suptd. (Marine)

*sd/-*  
Assistant Director (Admn.)

**(F.No.7-185(M)/2019/Part File-II)**

**OFFICE ORDER BOOK**

**Copy to:-**

1. The PA to DSS for kind information of DSS please.
2. The PA to DDSS for kind information of DDSS please.
3. The Sr.Accounts Officer (M&S), DSS for information please.
4. The A.A.O for information and necessary action please.
5. The AD(CW), DSS for information and necessary action please.
6. The OIC (IT), DSS for information and necessary action please.
7. The OIC (Proc.), DSS for information and necessary action please.
8. The AME's, DSS for information please.
9. The Assistant Manager(IT), for information and necessary action please.
10. The OS (Marine), for information and necessary action please.
11. The OIC(Store) to amend the the Standard Operating Procedure of PURCHASE AND INVENTORY MANAGEMENT already sent to Administration.

*[Signature]*  
Assistant Director (Admn.)

4(i)(b)(viii)

|    |  |  |
|----|--|--|
| 12 | If a DPC exists, what is its composition ?                           | <b>Group 'C' DPC (for considering cases of confirmation) consisting of :-</b><br>1. Director of Shipping Services - Chairman<br>2. Deputy Director (SS) - Member<br>3. Executive Engineer, Workshop Division, APWD - Member<br>4. Assistant Marine Engineer - Member |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment | Not applicable   |
| 14 | Job Description  | Attached as Annexure-VI to the Schedule  |

General file

1758  
23/6/20

4(i)(b)(iii)

अण्डमान तथा निकोबार प्रशासन

ANDAMAN & NICOBAR ADMINISTRATION

जहाजरानी सेवा निदेशालय

DIRECTORATE OF SHIPPING SERVICES

पोर्ट ब्लेयर / Port Blair dated the 18<sup>th</sup> June  
March 21

OFFICE ORDER NO: 1538

In supersession of this Directorate's Order No. 304 dated 29.01.2019 and in accordance with the Act of Parliament received the assent of the President of India on the 22<sup>nd</sup> April, 2013, the Director of Shipping Services, A&N Administration, Port Blair has been pleased to constitute a Committee known as "Internal Complaints Committee" and appoints the following Officers/Official as Presiding Officer and its Members of the said Committee to deal with complaints on sexual harassment of women at work place (Prevention Prohibition and Redressal Act, 2013 with immediate effect.

1. Smti. G. Sheeba,  
Assistant Accounts Officer, PMB - Presiding Officer
2. Smti S. Pandiammal,  
Office Superintendent (Afloat), DSS - Member
3. Smti. Sheela Premji,  
AM(IT), DSS -Member

This issues with the approval of the competent authority.

Assistant Director (CW)  
[F.No.7-193/M]

OFFICE ORDER BOOK:

Copy to:

1. The PS to DSS for the kind information of DSS. Please.
2. The PS to CPA, PMB, Port Blair for kind information of CPA, PMB please.
3. The PA to DDSS for the kind information DDSS please.
4. The Welfare Officer (Women), Directorate of Social Welfare, A&N Administration, Port Blair for kind information.
5. The ALWC, Marine Dockyard for information.
6. The Sr. Accounts Officer, DSS for kind information.
7. Smti. G. Sheeba, Assistant Accounts Officer, PMB, Port Blair (T) CPA, PMB, Port Blair for kind information.
8. The Law Officer, DSS for information.
9. The Assistant Director (CW), DSS for information.
10. All AMEs for information.
11. All OICs for information.
12. All section In-charges for information.
13. Smti S. Pandiammal, Office Superintendent(Afloat), DSS for information.
14. Smti Sheela Premji, AM(IT), DSS for information.
15. Spare copy - 02 Nos.

- Very well written ...

AD(Admin) - This should be well publicised to all new entrants to DSS ... Individual copies to all

Assistant Director (CW)  
18/6/2020

DSS  
PA

At  
18 Jun 2020

offo

cc(m)