



Government of Jammu and Kashmir
Public Works(R&B) Department
Civil Secretariat, J&K Jammu/Srinagar

(S): 0194-2506205, (F) 2506054
(J): 0191-2562531, 2546185 (F)
E-mail: compwd@rediffmail.com

Circular

Subject: File Management-regarding.

The procuring/tender initiating authorities are required to maintain proper records of relating to procurement planning documents and tendering process for procurement of works /purchases. However, it has been observed that proper record on account of procurement of work/Goods and services have not been maintained by the procuring entities/units of the department which has been viewed seriously by the department.

In terms of Rule 5.7.7 of Mannual of Procurement of Works, maintainence of procurement records/ porocurement related files should start with the indent and related documents. All subsequent documents relating to procurement planning; copy of bid document and documents relating to its formulation, publishing and issue/ uploading; bid opening; bids received; correspondences and documents (including technical evaluation and tender committee (TC) report relating to prequalification, evaluation, award of contract; and finally the contract copy, should be kept on the file. In case of bulky bids received, all bids received may be kept in a separate volume, with a copy of accepted bids later being put on the main volume.

To maintain integrity of the records relating to procurement, these files should be kept secure and for contract management a new volume of file may be opened to obviate frequent exposure of sensitive procurement file. In contract management volume, copies of successful bid, tender committee report and contract may also be kept for ready reference, besides correspondences and documents relating to contract management and its closure. These documents can be very valuable at the time of arbitration, dispute, court proceedings, claims etc. and hence needs to be safeguarded.

It is therefore enjoined upon all the concerned for implementations of the above provions as laid down in the Mannual of Procurement of Works, 2022 issued by Department of Expenditure, Minintrty of Finance, GOI, in letter and spirit. It shall be the personal responsibility of concerned Chief Engineer, Superintending Engineer, Executive Engineer and Chief Accounts Officer/Accounts Officers posted in the Office of Chief Engineer for maintainence of records pertaining to for the procurement of works, goods and services in accordingly.


Director of Finance
PW(R&B) Department

No: PWD-ACCT/217/2021-05

Dated:18 -10-2023

Copy to the: -

1. Engineer-in-Chief PW (R&B) Department
2. Chief Engineer PW (R&B) Department (Civil/Mechanical) Jammu/Kashmir
3. All Superintending Engineers PW (R&B) Circles (Civil/Mechanical) Jammu/Kashmir
4. Executive Engineers PW (R&B) Divisions (Civil/Mechanical) Jammu/Kashmir
5. Chief Accounts Officer/Accounts Officer of PW (R&B) Department (Civil/Mechanical) Jammu/Kashmir
6. Private Secretary to Principal Secretary PW (R&B) Department.
7. Office Record file