

NORMS SET BY THE DEPARTMENT OF SPACE FOR THE DISCHARGE OF ITS FUNCTIONS

The rules and regulations formulated by the GOI in the form of Fundamental Rules, Supplementary Rules, General Financial Rules, etc., are followed with suitable modifications, wherever required.

In addition the Department has formulated certain special procedures relating to procurement management and financial management, details of which are briefly indicated below:-

Procurement Management

DOS procures various mechanical/electrical/electronic equipments, components, raw-materials, fabrication works, etc., required for the research and development activities of respective Centres/Units. Department follows Government guidelines/instructions in procurement activities.

Generally, procurement are made through tendering as follows:-

- (a) Public Tender
- (b) Limited Tender

Public Tenders are advertised in the leading English dailies and also hosted in ISRO website. Public Tenders are opened in the presence of tenderers' representative/s. Limited Tenders are issued to the vendors, registered with respective Purchase Divisions of ISRO Centres. The bids received will be thoroughly evaluated by the respective user division/s and recommendation will be generally on technically lowest offer basis. These recommendations are further reviewed and recommended by various Purchase Committees constituted for this purpose before placement of order/s as under:-

- (a) Junior Purchase Committee (JPC)
- (b) Senior Purchase Committee (SPC)
- (c) Contract Finalisation Committee (CFC)

Further the Centres require the approval of DOS or Space Commission or Government, if the value of the order exceeds certain limits.

Financial Management

The Department of Space is empowered to issue its own financial sanctions. Such sanctions are issued with the concurrence of the Member for Finance, Space Commission, who is ex-officio Secretary for Finance in the Department of Space. Department of Space has an in-built machinery for expenditure control. Department of Space is authorized to execute civil works, purchase, stores and stationery and make arrangements for its own printing and binding without the employment of outside agencies like CPWD, DGS&D, etc.

Secretary, Department of Space has delegated powers to the Heads of Departments in various Centres of DOS/ISRO. Subject to a provision being available in the approved budget, the Directors of Centres can sanction expenditure on projects/purchases upto the delegated powers.