



Government of Jammu & Kashmir  
**Agriculture Production Department**  
Civil Secretariat, Jammu / Srinagar

**Subject: Constitution of U.T. Level Purchase Committees of Animal & Sheep Husbandry Departments.**

Government Order No. 67 -JK (APD) of 2025  
Dated: 03.02.2025

In supersession of all previous orders on the subject and in pursuance to S.O. 15 of 2020 dated 09.01.2020 issued by Finance Department, sanction is hereby accorded to the constitution of U.T. Level Purchase Committees of Animal / Sheep Husbandry Departments as per the composition given below:

**A) J&K U.T. Level Purchase Committee for Animal Husbandry Departments**

S.No.	Name of the Post	Status
01	Senior Most Director, Animal Husbandry Department	Chairperson
02	Director, Animal Husbandry Department, Jammu / Kashmir (Junior one)	Member
03	Senior most Joint Director, Jammu / Kashmir (one from each Division)	Member
04	Representative of Industries & Commerce Department not below the rank of Joint Director to be nominated by the concerned Director, Industries & Commerce	Member
05	Representative of Controller of Drugs & Food Organization, J&K, not below the rank of Dy. Controller	Member
06	Senior most CAHO for one year by rotation	Member
07	Representative of Indian System of Medicines to be nominated by Director General, ISM (for indigenous drugs only)	Co-opted Member
08	Accounts Officers of both the Directorates	Member (A.O. posted with the H O D (Chairperson) shall be the Member Secretary)

**B) J&K U.T. Level Purchase Committee for Sheep Husbandry Departments**

S.No.	Name of the Post	Status
01	Senior Most Director, Sheep Husbandry Department	Chairperson
02	Director, Sheep Husbandry Department, Jammu / Kashmir (Junior one)	Member
03	Senior most Joint Director, Jammu / Kashmir (one from each Division)	Member
04	Representative of Industries & Commerce Department not below the rank of Joint Director to be nominated by Director, Industries & Commerce	Member

05	Representative of Controller of Drugs & Food Organization, J&K, not below the rank of Dy. Controller	Member
06	Senior most DSHO for one year by rotation	Member
07	Representative of Indian System of Medicines to be nominated by Director General, ISM (for indigenous drugs only)	Co-opted Member
08	Accounts Officers of both the Directorates	Member (AO posted with the HOD (Chairperson) shall be the Member Secretary)

**The quorum for taking decision by the J&K U.T. Level Purchase Committees shall be as under: -**

1. Chairperson.
2. Director or Joint Director other than the Chairperson.
3. Member Secretary.
4. Representative of the Industries & Commerce Department.
5. Representative of Controller of Drugs.

**The above committees, so constituted, shall follow all the codal procedures and the following abstract guidelines: -**

1. The Purchase Committees shall exercise powers, as envisaged in the relevant paras of S.O. - 15 dated 09.01.2020 and all other rules on the subject.
2. The Committees shall be free to co-opt any expert as may be required in the interest of administration.
3. The Purchase Committees so constituted, shall proceed in accordance with the procedure / rules as laid down in General Financial rules, 2017, Manual for Procurement of Goods and Services, 2017, Manual for Procurement of Works, 2019 and Manual for Procurement of Consultancy and Others Services, 2017, issued by Ministry of Finance, Department of Expenditure, Government of India, and other instructions / orders / guidelines issued by Finance Department and Government of Jammu and Kashmir from time to time with special reference to the quality standard, specifications and reasonability of rates approved or recommended after making proper assessment of the requirements as projected through their indents by respective Heads of Department within the allowed budgetary provisions for the financial year. No liability for the next year shall be created.
4. The Member Secretary of the committees shall be responsible for the safe custody of the tender documents, samples and other concerned records.
5. While floating a NIT, the Member Secretary shall mention therein the reference number and date of accord of Administrative Approval and Technical Sanction under which the same has been accorded by the competent authority.
6. The Committees shall also adhere to the relevant circular Instructions issued by Industries and Commerce Department with regard to marketing support to SSI units.
7. The Committees shall follow the best practices of purchase of materials without compromising quality with due regard to the codal formalities / procedures to withstand scrutiny of law at any point of time.
8. The Committees shall take cognizance of the rate contract / items analogy.
9. The technical specification and parameters should be of ISO standards. Where ISO specifications / standards are not feasible due to recorded reasons, National Standards set by competent authorities/bodies should be followed and adopted.

10. There shall be latest ISO /equivalent certificate available to the bidders.
11. The bidders should have valid TAN / GST registration.
12. Proof of having filed the returns of Income Tax / GST for the last 03 years should be enclosed with the tender.
13. Reasonable and fair turnover of the bidders for last 03 years should be asked for with reference to the volume and estimated cost of the goods, services and supplies.
14. EMD, security deposit and performance guarantee clauses as laid down under GFR and as ordered by Finance Department should be followed in letter and spirit.
15. Payment clauses and conditions should be stipulated in the contract agreement. No advance payment should be agreed to by any authority except under special provision circumstances with the approval of competent authority. Advance payment, if any made, should be adequately safeguarded before releasing of payment.

**By Order of Government of Jammu and Kashmir.**


**Sd/-**  
**(Shailendra Kumar), IAS**  
**Principal Secretary to Government**  
**Agriculture Production Department**

**No. ASHF-ACCT/52/2021-03 (50378)**

**Dated 03.02.2025**

Copy to the: -

1. Joint Secretary (J&K), Ministry of Home Affairs, North Block, New Delhi.
2. Principal Accountant General, J&K, Jammu / Srinagar.
3. Commissioner / Secretary to Government Industries & Commerce Department.
4. Principal Secretary to Government, Finance Department, UT of J&K.
5. Director Archives Archaeology & Museums, J&K, Jammu / Kashmir.
6. Director, Indian System of Medicines (ISM), J&K.
7. Controller Drugs & Food Control Organization, J&K.
8. Director, Animal Husbandry Department, Jammu.
9. Director, Animal Husbandry Department, Kashmir.
10. Director, Sheep Husbandry Department, Jammu.
11. Director, Sheep Husbandry Department, Kashmir.
12. OSD to Hon'ble Minister for Agriculture Production Department, Rural Development & Panchayati Raj, Cooperative & Election for information of Hon'ble Minister.
13. Private Secretary to Principal Secretary to Government, Agriculture Production Department for information of Principal Secretary.
14. I/c Website, Animal / Sheep Husbandry & Fisheries, Department.
15. Government Order file (w.2.s.c).

  
**(Dr. Tabassum)**  
**Director Finance**

 **Animal / Sheep Husbandry & Fisheries Department**