



No. CBSE/SPS/SECY/2018/ACBW-63-87

Date: 08.01.2018

Circular

As per direction of Hon'ble Chairperson, a holistic note as per prescribed format (Enclosed with Circular) shall be put up by the HOD's/Unit Head to the Chairperson in respect of all the Administrative/Financial proposal through IAFA containing all the facts for the consideration of Competent Authority. Concern unit are requested to comply with the above directions.

(Anurag Tripathi)
Secretary

Distribution:-

1. PS to Chairperson, CBSE for information
2. PS to Controller of Examination
3. SPS to Executive Director (JAB)
4. SPS to Director, IT
5. SPS to OSD NEET
6. IAFA
7. Additional Director (ART&I), Academic Unit
8. All RO's
9. All COE's

Enclosure:- As above.

HOLISTIC NOTE

Sl. No.	Particulars	Comments of Concerned Unit	Remarks of Audit
1.	Detail of Activity		
2.	Justification of Activity along with Tentative Date/Actual date		
3.	Administrative approval of the Competent Authority		
4.	Purchase Procedure as per GFR 2017 has been followed or not		
5.	Publicity policy as per GFR 2017 has been followed or not.		
6.	Rate reasonability.		
7.	Stock entry made or not.		
8.	Bid Security obtained or not.		
9.	Performance Security obtained or not.		
10.	Penalty has been imposed as per Tender Document/Agreement/Work Order.		
11.	Invoice has been authenticated by satisfaction of all procedures and outcome certified by HOD concerned.		
12.	In case of purchase, etc, balance lying in stores, if any.		
13.	Competent Authority in this case		

HOD/Head of Office

IAFA

Secretary, CBSE

Chairperson, CBSE