



भा.कृ.अनु.प. - केन्द्रीय मात्स्यिकी शिक्षा संस्थान

ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University, A university Established under Sec.3 of UGC Act 1956)
Ministry of Agriculture & Farmers Welfare
Govt. of India

F. No. 36-74/25-26/Correspondence-AdvanceSettlementBill/P/

Dated 7th July, 2026

CIRCULAR

Subject: Procurement of Items through Petty Contingent Vouchers and Advance Drawl – Reg.

It has been observed that procurement of certain items is being proposed through Petty Contingent Vouchers without adequate justification regarding their non-availability on the Government e-Marketplace (GeM).

In this regard, attention is invited to the provisions of the General Financial Rules (GFR), 2017, the Manual for Procurement of Goods, and the instructions issued by the Ministry of Finance from time to time, which mandate procurement through the Government e-Marketplace (GeM) wherever such goods and services are available.

Accordingly, it is requested that the following instructions shall be strictly adhered to by all Divisions/Sections/ Cells/Centres of the Institute:

- 1. Procurement through GeM:** All goods and services available on the GeM portal shall invariably be procured through GeM following the prescribed procurement procedures.
- 2. Procurement through Petty Contingent Vouchers:** Procurement through Petty Contingent Vouchers shall be resorted to only in exceptional and urgent circumstances where the requirement is immediate and the item is not available on GeM.
- 3. GeM Non-Availability Certificate:** Every proposal for procurement through a Petty Contingent Vouchers shall invariably be accompanied by a GeM Non-Availability Certificate duly certified by the Indenter, indicating that the required item is not available on the GeM portal.
- 4. Justification for Urgency:** The proposal shall clearly indicate the reasons for urgency and explain why the procurement cannot be undertaken through the normal procurement process. It is however requested that all Divisions/Sections/ Cells/Regional Stations may plan their activities & purchases well in advance, so as to avoid rush of Purchases and drawl of Advance.
- 5. Advance Drawl:** No advance shall ordinarily be sanctioned for the procurement of items available on GeM. However, in exceptional and unavoidable circumstances involving urgent requirements and subject to the non-availability of the item on GeM, advance may be sanctioned by the Competent Authority after recording adequate justification.

6. **Payments:** In case of Advance or otherwise, where an official is required to make direct payment to any service provider / supplier, the same is to be done through online mode (UPI/Bank transaction etc.). Receipt of such transaction may be attached while submitting adjustment of Advance or claiming Reimbursement. It should be further ensured that purchase from GST registered firm are only made as far as possible.
7. **Financial Propriety:** All procurements shall be governed by the principles of financial propriety, transparency, economy, efficiency and accountability as prescribed under the GFR and other applicable Government instructions.

The Heads of Divisions/Sections/Centres and all Indenting Officers are requested to ensure strict compliance of the above instructions while initiating procurement proposals.

This issues with the approval of the Competent Authority.



(Rajeev Lal)

Joint Director (Admn.) & Sr. Registrar

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