

DAM ANNUAL CONFERENCE-2012

Convergence and Synergy Session



TEAM RECOMMENDATIONS ON PROCUREMENT, SUPPLY AND LOGISTICS

PROCUREMENT PROCESS

- **Requisition , budget confirmation, approval .**
- **Estimated cost, Tender and approve by PC**
- **Final Executive Approval**
- **Work order, Quality control, Material received**
- **Bills for payment.**

LOGISTICS AND SUPPLY

- Requisition (before 30 days)
- Accommodation, Security services, Telephone lan, Vehicle allotment/ Motorbike, Photocopy service, Renewal Tax, Token insurance
- Repairs and maintenance

CHALLENGES FACED

- Maintaining Supply for Requisitions Below 30 Days Lead Time
- Budget vs. Fund Constraint for Individual Project/ Department/ Section
- Wastage of Time due to Incomplete Specifications/ Requirements in Purchase Requisitions

Cont...

- Challenges Faced by Tender/Quotations sent from Field Level to Central Committee without Proper Rules.
- Completing the Increasing Workload with the Current Manpower Manually
- All procurement supply by HQ based and increase work load

CHALLENGES FACED

- Maintaining Delivery Schedule of different Projects with the Limited Manpower and No In-House Vehicle Facility

RECOMMENDATIONS

- Revise/ Amend the Existing Procurement Policy within 2012 to Make the Procedure More Efficient and Cost Effective
- Introduced of formal quality control certificate system-2012
- Automation of Store and Sales Center in Center to regional/ field within 2012
- Make a Database of all Potential and Viable Suppliers and Customers in Center to regional/ field within 2013
- Introduced procurement planning system in HQ and field level

Cont...

- Create proper documentation and database of all field level assets to ensure physical verification of Assets and stock (motorcycles, vehicles, furniture, fixtures etc.) within 2014
- Recruit Assets Mgt., Logistic and supply officer
- Decentralization of procurement/supply (Region based)
- Separate procurement guideline for field level
- Authority delegate of administrative approval for procurement/requisition.



Thank You