



**Central Pollution Control Board  
(Material Section)**

**Circular**

F.no. C-44011/01/2017-18/mat 2386

dt. 17-01-2018

It is observed that Divisional Heads are forwarding the requisitions to Material Section for procurement of bags and stationery items for conference and meetings in a very short period of time. Material section is finding difficult on processing the case, seeking approval and then placing order within the short span of time. Competent Authority has taken a very serious view of granting financial sanction at the last moment, hence to discourage this kind of practice in future.

To avoid the last minute purchase in future, it is informed that all requisitions pertaining to urgent procurement for conference and meetings files may be forwarded by the Divisions concerned well in advance to Material section i.e. atleast 15 days prior to commencement of the meeting/conference. This will smoothen the process of procurement well in time

This issues with the approval of Competent Authority, CPCB.

(N. Sethuramalingam)  
Admn. Officer (M)

**Copy to**

1. All Divisional Heads
- ✓ 2. I/c IT to upload the circular on CPCB web-site
3. PS to MS for information
4. O/c file