‡KwgK¨vj µq msµvšÍ bxwZgvjv I c×wZ

(Chemical Purchasing Policy & Procedures)

**1. cwjwm/ bxwZgvjv t**

ivmvqwbK c`v‡\_©i wbqš¿nxb e¨env‡ii d‡j gvby‡li g‡a¨ bvbv cÖKvi RwUj †ivMe¨vwa m„wó n‡”Q Ges bvbv cÖRvwZi Dw™¢`-cÖvYx aŸsm n‡”Q| ZvB GB bxwZgvjv I c×wZi †gŠwjK I g~L¨ D‡Ïk¨ nj cÖwZôv‡bi Rb¨ ivmvqwbK `ªe¨ µq, e¨envi, msiÿb Ges Acmvib msµvšÍ wbqgvejx `vwqZ¡ I KZ©e¨ we¯ÍvwiZ eY©bv I ev¯Íevq‡bi Rb¨ wb‡`©kbv †`qv hv‡Z myiwÿZfv‡e ivmvqwbK `ªe¨ e¨env‡ii wbqš¿Y cÖwZwôZ nq|

KZ…©cÿ evqvi KZ…©K wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ªe¨ µq bv Kiv I e¨envi bv Kivi †ÿ‡Î A½xKvie×|

**2. AvB‡bi m~Ît**

KZ…©cÿ mwVKfv‡e ivmvqwbK `ªe¨ µq, e¨envi, msiÿb I Acmvi‡Yi Rb¨ evsjv‡`k cwi‡ek msiÿb AvBb 1995 (ms‡kvwaZ 2010), †`‡ki cÖPwjZ cwi‡ek AvB‡bi mv‡\_ m¤ú~iK RvZxms‡Ni cwi‡ek bxwZmg~n, MYcÖRvZš¿x evsjv‡`k miKvi KZ„©K wewfbœ mg‡q ¯^vÿwiZ cwi‡ek wbqš¿‡bi Rb¨ cÖwea, ivmvqwbK `ªe¨ e¨envi I wbqš¿‡bi ‡ÿ‡Î †µZv‡`i wb‡`©kbv, evsjv‡`k †KwgK¨vj Ki‡cv‡ikb KZ…©K ivmvqwiK `ªe¨ e¨envi I wbqš¿Y wewagvjv Abymib K‡i \_v‡Kb|

3. jÿ¨ I D‡Ïk¨ t

KZ…©cÿ GB bxwZgvjv ev¯Íevq‡bi gva¨‡g wbwðZ K‡ib †h, KviLvbvi Af¨šÍ‡i wb‡lavÁv Av‡ivcK„Z ivmvqwbK `ªe¨ e¨envi bv K‡i cwi‡ek `~lYgy³ ivLv|

GB bxwZgvjv ev¯Íevq‡bi gva¨‡g c‡b¨i ¸bMZ gvb I cwi‡e‡ki fvimvg¨ wVK ivLvB Gi g~j jÿ¨|

**Prepared by Sign & Seal Recommended by Sign & Seal Approved by Sign & Seal**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Aby‡gv`‡bi ZvwiL | : | 01/01/2023 Bs | Kvh©Ki ZvwiL | : | 01/01 /2023 Bs |
| wiwfkb bs | : | 08/2023 | c~bt bevq‡bi ZvwiL | : | 01/01/2024 Bs |

**2. AM©vbvB‡Rkb (Organization)t**

wb‡avÁv Av‡ivcK„Z ivmvqwbK `ªe¨ µq bv Kiv I e¨envi bv Kiv msµvšÍ cÖwµqv hvnv‡Z mwVKfv‡e ev¯Íevqb I m¤úbœ nq †m Rb¨ GKwU wbw`©ó wbqg gvwdK Kg©aviv I Kg© c×wZ Øviv cwiPvjxZ n‡q \_v‡K|

**2.1 AM©v‡bvMÖvg t**

ÒivmvqwbK `ªe¨ mieivn, e¨envi, msiÿb, AcmviY bxwZgvjv I c×wZÓ wb‡¤œv³ Pv‡U© ebx©Z `vwqZ¡cÖvß Kg©KZ©v I Kg©Pvix`i Øviv ev¯Íevqb I Z`viwK K‡i \_v‡K|

**‡Pqvig¨vb/e¨e¯’vcbv cwiPvjK**

**cwiPvjK**

**‡Kwg‡Kj †imcbwmej**

**cvi‡PR Awdmvi**

**GwRGg ( GBP Avi GÛ Kgcøv‡qÝ)**

**‡óvi e¨e¯’vcK/Gw·wKDwUf**

**2.2 `vwqZ¡ I KZ©e¨ t**

**e¨e¯’vcbv cwiPvjKt**

wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ªe¨ µq I e¨envi bv Kiv wel‡q wm×všÍ cÖ`vb Ges mswkøó e¨vw³‡`i wb‡`©k cÖ`vb Ki‡eb|

**cwiPvjKt**

evqvi KZ…©K wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ªe¨ µq I e¨envi bv Kiv Ges cÖwkÿb I Acmvi‡bi wel‡q wb‡`©kbv ev¯Íevqb Kiv‡eb|

**‡Kwg‡Kj †imcbwmej (B.wm.Avi)t**

‡µZvi Pvwn`v Abyhvqx wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ª‡e¨i ZvwjKv ˆZix K‡i mswkøó mKj‡K AewnZ Ki‡eb|

ivmvqwbK `ªe¨ mieiv‡ni mv‡\_ RwoZ Kg©KZ©ve„›` I ivmvqwbK `ªe¨ mieivnKvix cÖwZôvb‡K wb‡lavÁv Av‡ivcK„Z ivmvqwbK `ªe¨ hv‡Z KviLvbvq mieivn bv K‡i †m e¨vcv‡i AeMZ Ki‡eb|

ivmvqwbK `ªe¨ µ‡qi mv‡\_ RwoZ Kg©KZ©ve„›`‡`i‡K wb‡lavÁv Av‡ivcK„Z ivmvqwbK `ªe¨ µ‡qi Rb¨ wiKzBwRkb bv †`Iqvi Rb¨ AeMZ Kiv|

**cvi‡PR Awdmvi/Gw·wKDwUf t**

evqvi KZ…©K wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ªe¨ µq I e¨envi bv Kivi Rb¨ c`vwaKvix|

**e¨e¯’vcK/Gw·wKDwUf (‡óvi)t**

wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ªe¨ gRyZ Kiv bv Kivi Rb¨ `vwqZ¡ cÖvß|

**Rbkw³ wefvM/ (GBP Avi GÛ Kgcøv‡qÝ)t**

evqvi KZ…©K wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ªe¨ µq I e¨envi bv Kiv m¤ú‡K© ivmvqwbK `ªe¨ e¨env‡ii mv‡\_ RwoZ mswkøó mKj‡K wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ªe¨ e¨envi bv Kivi Rb¨ AeMZ K‡i \_v‡Kb|

3. iæwUb GÛ †cÖv‡mwWDi t

AÎ cÖwZôv‡bi wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ªe¨ µq I e¨envi bv Kivi ‡ÿ‡Î wb‡¤œi wbqg gvwdK Kg©aviv I Kg© c×wZ Aej¤^b Kiv nq|

3.1 Bgwcø‡g‡›Ukb iæwUbt

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| wK ev¯Íevqb Kiv n‡e | wKfv‡e ev¯Íevqb Kiv n‡e | ‡K ev¯Íevqb Ki‡e (c`ex) | KLb ev¯Íevqb Kiv n‡e | wb®úwËi mgq mxgv |
| wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ª‡e¨i ZvwjKv ˆZix Kiv| | wewfbœ evqv‡ii wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ª‡e¨i ZvwjKv Abymib| | Iqvk ‡UKwbwkqvb / ‡Kwg‡Kj †imcbwmej (B.wm.Avi) | evqvi KZ…©K wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ª‡e¨i ZvwjKv cÖKv‡ki mv‡\_ m‡\_| | 1 mßvn| |
| mieivnKvix cÖwZôvb‡K AewnZ Kiv| | bxwZgvjv Abymib| | Iqvk ‡UKwbwkqvb / ‡Kwg‡Kj †imcbwmej (B.wm.Avi) | evqvi KZ…©K wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ª‡e¨i ZvwjKv cÖKv‡ki mv‡\_ m‡\_| | 1 mßvn| |
| wb‡lavÁv Av‡ivcK„Z ivmvqwbK `ªe¨ µ‡qi Rb¨ wiKzBwRkb ‰Zix bv Kiv| | bxwZgvjv Abymib| | Iqvk ‡UKwbwkqvb / ‡Kwg‡Kj †imcbwmej (B.wm.Avi) | evqvi KZ…©K wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ª‡e¨i ZvwjKv cÖKv‡ki mv‡\_ m‡\_| | Pjgvb| |
| wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ª‡e¨i ZvwjKv m¤ú‡K© µq wefvM‡K AewnZ Kiv| | mfv/ wgwUs Gi gva¨‡g| | ‡Kwg‡Kj †imcbwmej (B.wm.Avi) | ivmvqwbK `ªe¨ µ‡qi mgq| | 1 mßvn| |
| wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ª‡e¨i ZvwjKv m¤ú‡K© ‡óvi wefvM‡K AewnZ Kiv| | mfv/ wgwUs Gi gva¨‡g| | ‡Kwg‡Kj †imcbwmej (B.wm.Avi) | evqvi KZ…©K wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ª‡e¨i ZvwjKv cÖKv‡ki mv‡\_ m‡\_| | 7 w`b| |
| wb‡lavÁv Av‡ivcK…Z ivmvqwbK `ªe¨ e¨envi bv Kiv m¤ú‡K© mswkøó mKj‡K AewnZ Kiv| | mfv/ wgwUs Gi gva¨‡g| | ‡Kwg‡Kj †imcbwmej (B.wm.Avi) | µ‡qi ci | 1 w`b|  Pjgvb| |

3.2| ‡hvMv‡hvM I cÖwkÿb t

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| †hvMv‡hv‡Mi welqvejx | †hvMv‡hv‡Mi ‡ÿ‡Î e¨eüZ c×wZ I Drcv`b| | †hvMv‡hv‡Mi gva¨g | mgq | mgqmxgv |
| mswkøó wefvM‡K AewnZ Kib| | mfv (wgwUs) | wefvMxq cÖavb (GBP Avi, Kgcøv‡qÝ GÛ cÖkvmb) | bxwZgvj Aby‡gv`b I ms‡kvaxZ nIqvi ci| | 7 w`b |
| e¨e¯’vcbv KZ…©cÿ‡K AewnZ Kib| | mfv (wgwUs), (wgwUs Gi welq e¯‘ wjwce× Kib I msiÿb)| | wefvMxq cÖavb (GBP Avi, Kgcøv‡qÝ GÛ cÖkvmb) | bxwZgvj Aby‡gv`b I ms‡kvaxZ nIqvi ci| | 7 w`b |
| Drcv`b e¨e¯’vcK I mycvifvBRvi‡`i AewnZ Kib| | mfv, cÖwkÿb (wgwUs I †Uªwbs Gi welq e¯‘ wjwce× Kib I msiÿb)| | GBP Avi Kgcøv‡qÝ GÛ I‡qj‡dqvi wUg| | bxwZgvj Aby‡gv`b I ms‡kvaxZ nIqvi ci| | 7 w`b |
| Af¨šÍixb Kg©x‡`i AewnZ Kib| | m‡PZbZv, cÖwkÿb, mfv I wc.G wm‡÷g| | GBP Avi Kgcøv‡qÝ GÛ I‡qj‡dqvi wUg| | bxwZgvj Aby‡gv`b I ms‡kvaxZ nIqvi ci| | Pjgvb |
| bZzb Kgx‡`i mv‡\_ †hvMv‡hvM| | cÖwkÿb, mfv I wc.G wm‡÷g| | Kgcøv‡qÝ GÛ I‡qj‡dqvi wUg| | wb‡qvM cÖvwßi ci| | Pjgvb |

**4| wbqš¿b I djveZ©b t**

|  |  |  |  |
| --- | --- | --- | --- |
| Af¨šÍixb cwi`k©b|  B›UviwfD c×wZ| | 1.Kgx©‡`i B›UviwfD  2.KZ…c‡ÿi B›UviwfD  3.bw\_cÎ hvPvB  4.cwi`k©b| | Af¨šÍixb cwi`k©b Uxg | †ivwUb Abyhvqx| |
| wi‡c©vwUs | 1.cÖvß Z‡\_¨i Dci wfwË K‡i wi‡cvU© ˆZix|  2.cwi`k©K Ges KZ…©c‡ÿi mv‡\_ wgwUs|  3.cÖvß Bmy¨i g~j Kvib DrNvUb|  4.Kvh©Kix c`‡ÿc MÖnb| | Af¨šÍixb cwi`k©b Uxg | †ivwUb Abyhvqx| |
| wbqš¿b | 1.wi· GbvjvBwmm  2. wcÖ‡fw›Uf G¨vKkb  3.Z`viwK | GBP Avi Kgcøv‡qÝ GÛ I‡qj‡dqvi | †ivwUb Abyhvqx| |
| ms‡kvab | cÖvß djvdj Abyhvqx cwjwm‡Z hw` †Kvb cÖKvi cwieZ©b cÖ‡qvRb nq Zv n‡j cwieZ©b Ki‡Z n‡e| | mswkøó wefvMxq c‡avb| | cÖ‡qvRbbxqZv ¸iæZ¡ Abymv‡i| |

**5.Bgwcø‡g‡›Ukb I Kg~¨wb‡Kkb**

Av‡jvP¨ Aby‡”Q‡`I Kg©cÖbvjx iæwUb I cÖwmwWDi As‡k Av‡jwPZ n‡q‡Q|

**6. wdWe¨vK GÛ K‡›Uªvj**

B›Uvibvj AwWU Gi gva¨‡g Avgiv cwjwmi wdWe¨vK AskwU wbwðZ n‡q‡Q|

**7. g¨v‡bRg¨v›U wgwUs**

* cÖwZ 02 (`yB) gvm AšÍi B›Uvibvj mvgvix AwWU wi‡cv‡U©i wfwË‡Z D³ wel‡qi Dci g¨v‡bRg¨v›U wgwUs Kiv nq|
* wgwUs Gi Dci we¯ÍvwiZ Av‡jvPbv Kiv nq Ges wm×všÍ †bIqv nq|
* wm×v‡šÍi wfwË‡Z GKkb cøvb Kvh©Ki Kiv nq|

8. gwbUwis KZ…©cÿ

* GwRGg (GBP, Avi, GWwgb GÛ Kgcøv‡qÝ)
* Gw·wKDwUf/ wmt Awdmvi (GWwgb, GBP Avi GÛ Kgcøv‡qÝ),
* ‡Kwg‡Kj †imcbwmej (B.wm.Avi),
* Gw·wKDwUf/Awdmvi (GWwgb, GBP Avi GÛ Kgcøv‡qÝ), I‡qj‡dqvi Awdmvi|

|  |  |  |
| --- | --- | --- |
| **cÖ¯‘ZKvixi bvg I c`ex** | **Aby‡gv`bKvixi bvg I c`ex** | **Aby‡gv`bKvixi ¯^v¶i** |
|  |  |  |