

GOVERNMENT OF INDIA
PRINCIPAL & ACCOUNTS OFFICE
MINISTRY OF COAL

Trikoot-II, 3rd floor,
Bhikaji Cama Place,
R.K. Puram, New Delhi- 110066
Tel. # 26183789
Date. 02-09-2021

No. Pr. AO/MOC/PC/CCO-COP/Admn/2020-21/240

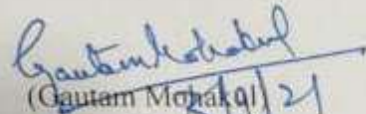
OFFICE MEMORANDUM

Subject: Committee of Secretaries Action Points dated 21.02.2020 – Updating status on e-samiksha portal (UID- CoS/4897/3)- Furnishing Compliance Report regarding.

The undersigned is directed to refer to subject mentioned above and to state that so far as Principal Accounts Office and Pay & Accounts Office, Ministry of Coal is concerned, it is involved in procurement of day to day consumable items, IT/Electrical/Electronic equipments which are generally below the value of five lakh and may not be categorised as high value goods. These items are procured by this Office as and when the situation/requirement arises. These goods are already available on GeM and the procurement of same are made through GeM. Some of the commonly procured goods and there procurement projection for the next 3-5 years may be seen at Annexure-I.

This is for information and necessary action please.

Yours faithfully


(Gautam Mohan) 8/9/21
Dy. Controller of Accounts

To,

1. DPIIT,
2. D/o Commerce
3. GeM

Copy to:-

1. IFD, MoC
2. Sr. TD, NIC, MoC, R-No. 351-A.

A	Stationery Items
Sr.No	Items
1.	A4 Rim
2.	Paper Note
3.	File Folder
4.	Jetter Ball Pen
5.	Uniball Pen (Blue)
6.	Sharpner
7.	Small Stapler Pin all size
8.	Brown Tape
9.	Small cello tape
10.	Eraser
11.	Highlighter
12.	White Pen Fluid
13.	Glue Stick
14.	Duster (White & Yellow)
15.	Scissors
16.	Big Stapler
17.	Envelope
18.	Black Hit
19.	Colin
20.	Room Freshner
21.	Binder Clip (All Size)
22.	File Board
23.	Pentonic V-RT Pen
24.	Gem-clip
25.	Door Mat
26.	Vim Liquid Gel
27.	Vim Powder
28.	Soap(dettol)
29.	Disposal cup
30.	Disposal Glass
31.	All out Refil
32.	Flag coloured

33.	
34.	Pocha
35.	Towel Big Size
36.	Towel Small Size
37.	Pilot Pen V7
38.	Pilot Pen HI-T V10
39.	Keyboard
40.	RAM
41.	Battery Cell
42.	Glass Bottle
43.	Cup Plate
44.	Floor Cleaner
45.	Spoon Steel Medium
46.	Tissue Paper
47.	Mask
48.	Mouse Pad
49.	Spirala Note Pads
50.	Note Pad
51.	Odonil
52.	Dettol Hand Wash
53.	Sanitizer
54.	Self Adhesive Flags
55.	Eraser
56.	Pencil
57.	Scale
58.	Paper Cutter
59.	Glue Stick
60.	Marker
61.	Highlighter
62.	Any other itmes as and when required
B	Cartridges/Toner
1.	HP CC388AC (HP 88A Black)
2.	Cannon 328 black
3.	Hp F77 black
4.	Hp 818 Tri Colur
5.	Any other items as when required
C	Desktop Computer (latest configuration)
D	Laptop (latest configuration)
E	All in one (latest Configuration)

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F	
G	Air Conditioners
H	Photocopier Machines (Colour and Black & White)
I	Multifunctional Printers (colour and Black & White)
J	EPBAX Telephone Systems
K	Internet Switchches
L	Various Electrical Items such as switch, cable etc.
	Any other items as and when required