

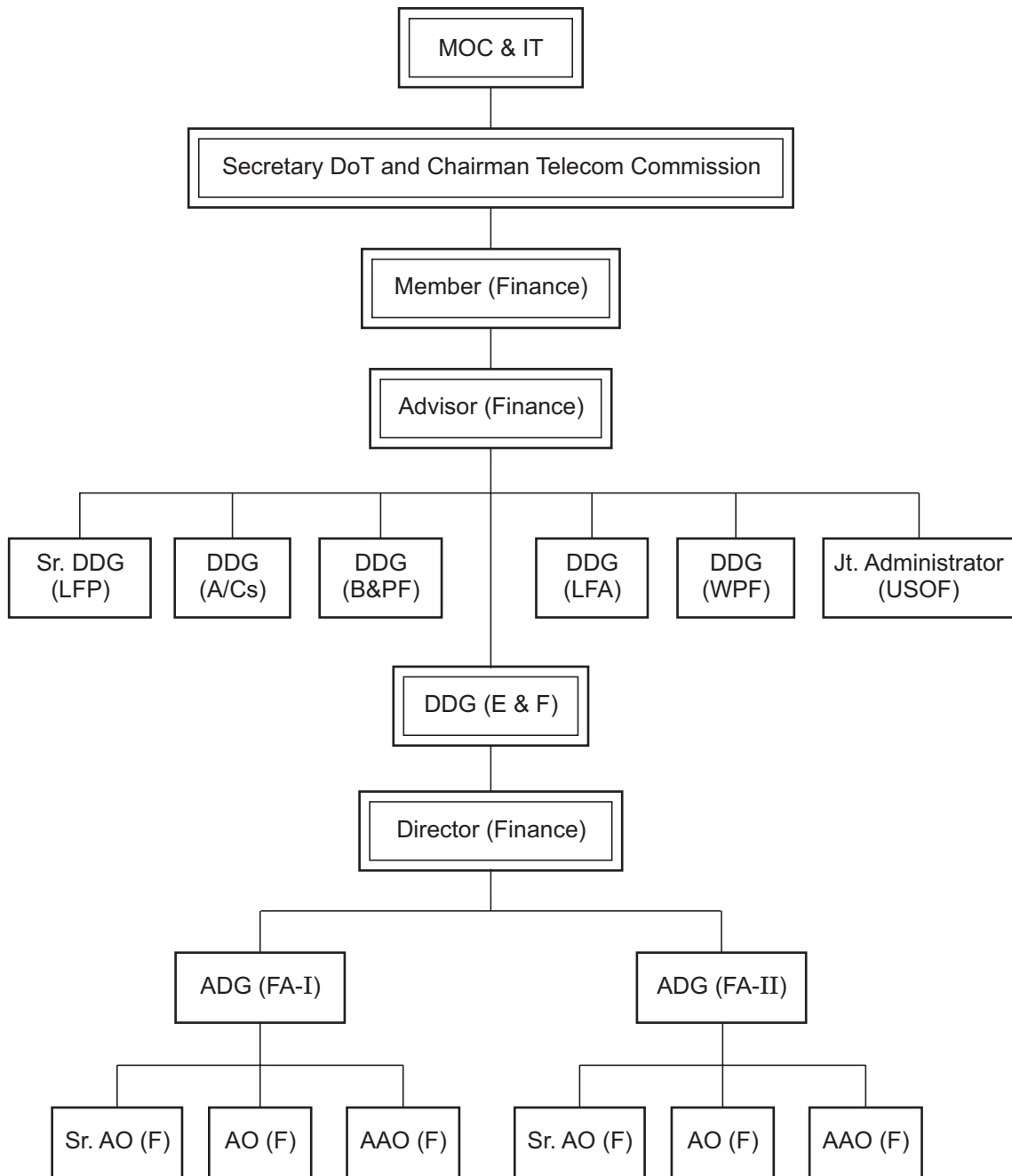
INDEX

Sl. No.	Name of Chapter	Page No.
PART-A		
1.	Organization Chart	3
2.	System of Integrated Finance Advice (IFA)	7 - 24
3.	Delegation of Financial Powers	27 - 55
4.	EFC/SFC/PIB memo/Appraisal/Approval of Projects/Schemes	59 - 90
5.	Procurement of Goods and Services	93 - 117
6.	Creation/Abolition of Posts	121 - 128
7.	Deputation/Delegation abroad/ International/Domestic Conferences	131 - 147
8.	Training	151 - 154
9.	Instructions/orders issued by DoT	157 - 164
10.	Miscellaneous Subjects on LTC, CEA, TA etc.	167 - 188
11.	Instructions issued by MoF and other Ministries/Departments	191 - 215
PART-B		
Check Lists		219 - 231

PART-A

Chapter-1

Organisation Chart



Chapter-2
System of IFA

**F.No. 5(6)/L&C/2006
Government of India
Ministry of Finance
Department of Expenditure**

**

New Delhi, dated the June 1, 2006

OFFICE MEMORANDUM

Subject: Scheme of 'Integrated Financial Adviser'

Under the existing scheme of Budgetary and Financial Control and Delegation of Powers outlined by this Ministry vide OM No. 10(29)-E.Coord/73 dated 6th October, 1975 and subsequent instructions in this regard, the Ministries have a Financial Adviser who is responsible both to the administrative Ministry and the Ministry of Finance. With his assistance, administrative Ministries freely exercise the enhanced powers delegated to them and, outside the scope of the delegations, he functions under the guidelines of the Finance Ministry.

2. After the introduction of the scheme, the Indian economy has matured and we are attempting to keep pace with the fast growing economies of the world. Therefore, it is imperative that our systems match the needs of a fast growing economy. The role of Financial Adviser assumes great importance in such a scenario and the scheme has been redefined in this context. The redefined Charter for Financial Adviser annexed to this memorandum outlines the features of the Revised Scheme of Integrated Financial Adviser.

3. This comes into force with immediate effect.

Sd-

(Adarsh Kishore)

Finance Secretary and Secretary (Expenditure)

(I)

Introduction

The Scheme of Integrated Financial Adviser currently operates in accordance with Office Memorandum No. 10(29)-E-Coord/73 dated 6.10.1975 issued by the Department of Expenditure, Ministry of Finance. The scheme provides that the Financial Adviser would be responsible both to the Administrative Ministry and to the Ministry of Finance. The scheme also briefly indicates the functions of the Integrated Financial Adviser alongwith the modalities for functioning.

2. The last thirty years since introduction of this scheme have seen the Indian economy grow from a less developed stage to one of the fastest growing economies of the world. This growth has been the result of well structured economic reforms and conscious policy decisions. The last two decades have witnessed a plethora of reforms in monetary and fiscal management of the country. We have now reached a stage from where further progress requires a renewed effort. The second-generation reforms are throwing up complex challenges which, *inter alia*, call for a re-look at some of the institutionalized financial management systems.

3. The institution of Financial Adviser (FA) occupies a unique position in the functioning of Government of India. Having served well till now, time has come for it to be brought in sync with the fast changing socio-economic scenario and attendant attitudes, processes and systems in the Governmental functioning. It is necessary that the role, authority as well as accountability of the Financial Advisers be redefined and codified in unambiguous terms, and their capacity enhanced to meet the emerging challenges. Ministry of Finance has internally reviewed the scheme in this context, and the concept of redefined the charter for the Financial Advisers, as outlined in the ensuing paragraphs.

4. The overarching concept in redefining the charter for Financial Advisers is that Financial Advisers are meant to assist in the achievement of objectives/goals of their respective Administrative Ministries, as approved by the competent authority; and that they must commit themselves to facilitate implementation of the approved programmes, with due financial prudence, to ensure that monies allocated are spent on time, in the prescribed manner, to achieve the intended outcomes defined in measurable and monitorable terms. Assisting Administrative Ministries in ensuring 'value for money' would be a key objective for Financial Advisers, with emphasis on improving the quality of expenditure and requisite systemic improvements / capacity building for this purpose. It may also be reiterated that FAs represent the Ministry of Finance in regard to all financial matters.

5. The more complex responsibilities envisaged for FAs must be accompanied by corresponding authority and capacity. It would, therefore, be necessary to ensure that FAs are suitably empowered, and appropriate measures are taken for capacity

building both institutionally and individually. The organizational resources, structure and processes themselves may need to be augmented / modified, and I.T. enabled systems, latest financial management practices, knowledge management structures etc. put in place.

(II)

Role of Financial Advisers

6. The role of Financial Adviser is now conceived to be akin to the role of the Chief Financial Officer in a corporate structure, with specific responsibilities for ensuring fiscal prudence and sound financial management. They would bring requisite financial expertise, and overall perspective of financial management of the Government, as enunciated by the Ministry of Finance, in rendering professional advice to the Secretaries of the Administrative Ministries on all matters which have financial implications.

7. The role of Financial Adviser will be crucial for successful planning and implementation of various schemes and projects. Value for money will be the most important parameter in evaluating such schemes and projects. Therefore, It is imperative that outlay for a scheme is intrinsically linked with the Outcome Budget and Performance Budget.

8. In rendering their advice, the Financial Advisers would be expected to accord priority to macro management with a view to help in achieving the outcomes set by the Ministries as goals for themselves. These macro issues could include schematic appraisal and concept functions, revenue management, subsidy management, fiscal resource transfer issues, defining and evaluating outcomes besides maintaining and safeguarding the budgetary integrity, etc. FAs would also be expected to look at the total picture of resources for the sectors in which they are functioning, and assist the Secretaries of the Administrative Ministries in moving towards greater resource mobilization, including in terms of enabling policy and regulatory framework to attract private sector funds. FAs would in no case be assigned any routine administrative functions of the Ministry.

9. Appendix 2 of DFPR is an indicator of overall expanse of duties and responsibilities of the Financial Adviser (**ANNEX-II**). However, following are some of the specific tasks which the FAs would be responsible for :

- (i) **Budget formulation:** FAs would continue to be responsible for budget formulation. They would bring in more analytical inputs into the budget formulation process, for improved budgeting and facilitating moving from 'itemized' to 'budgetary' control of expenditure. The present system relies largely on previous year's programme allocations and continuing commitments, without any real evaluation and expenditure analysis. FAs would now increasingly be required to assist the Administrative Ministries/Departments in moving towards zero based budgeting, and assist in better inter se programme prioritization/allocation within the indicated budgetary ceilings, based on analysis of expenditure profiles of each programme/sub-programme and information on cost centres/drivers; assessment of output, outcome and

performance; and status of the projects/programmes (e.g. priority to last mile projects). Chief Controllers of Accounts/Controllers of Accounts (CCAs/CAs) will support them in this function. Such an analysis at the time of initial budget formulation should, over a period of time, help in enforcing hard budget constraints and reducing reliance on supplementaries. As the FAs' internal budgetary exercise becomes more rigorous, their involvement in MoF's budgetary processes will increase.

- (ii) **Outcome Budget:** Administrative Ministries will now be required to prepare their respective 'outcome budgets' by late March each year, on the basis of the 'Annual Financial Statement' presented in the Parliament in February. The 'outcome budget' would reflect the outlays in terms of outcomes, defined in measurable and monitorable terms. Reasonability of budget estimates, vis-à-vis the intended outcomes, will be ensured through specific appreciation of the unit costs of outcomes/delivery. Major schemes should have built-in provision for their evaluation by independent agencies, which may be appointed by the Administrative Ministries and / or Planning Commission / MoF. FAs would be actively involved in the preparation of outcome budgets. They would also assist the Administrative Ministries in clear definition of measurable and monitorable outcomes with specified deliverables; setting up appropriate appraisal, implementation / delivery, monitoring and evaluation systems; and ensuring actual achievement of the intended outcomes.
- (iii) **Performance Budget:** Administrative Ministries will also be required to prepare their respective 'performance budgets' by late March each year, indicating the 'outcome' of the 'Outcome Budget' of the previous fiscal year at least upto December end. Thus, while Annual Financial Statement and Outcome Budget would be for the ensuing financial year, the Performance Budget would present the picture of actual achievements / performance for the financial year gone by. FAs would be actively involved in, and coordinate under the overall direction of the Secretaries concerned, the preparation of performance budgets for their respective Administrative Ministries. In essence, Budget Formulation, Outcome Budget and Performance Budget must link present, future and past in an integrated manner.
- (iv) **FRBM related tasks:** The Fiscal Responsibility and Budget Management Act requires the Government to place disclosure statements before Parliament alongwith the Annual Financial Statement and the Demands for Grants. CCAs/CAs as heads of the Accounts wing shall render their professional expertise in the functioning of financial management system. FAs would be responsible for preparation of these statements in respect of their Ministry / Department for incorporation in the consolidated statements compiled by the Ministry of Finance for the Government as a whole. FAs would also provide requisite information and material as input for FM's quarterly review of fiscal situation to be presented to the Parliament.

- (v) **Expenditure and cash management:** FAs would continue to be responsible for expenditure management and cash management. MoF's initiatives for better expenditure management through sophisticated exchequer control mechanisms would also be supported by FAs with improved cash management, through monitoring of monthly cash flows effectively in the context of cash expenditure/commitments to be agreed to mutually between the MoF and the Ministries / PSUs / Autonomous institutions. This would help tighten the system of receipts and payments monitoring, and secure greater convergence of revenue inflow and expenditure outflows, so that borrowing and thus debt charges can be minimized. FAs would also ensure that release of funds to State Governments / other agencies is linked to the scheme-wise / project-wise utilization certificate and audited expenditure of previous years. Utilization certificates should reflect outcomes, or at least the physical outputs. FAs will also ensure that unspent balances with the State Governments and other agencies are not transferred to Public Accounts; and in case such transfer is permitted, these should be duly audited. The expenditure management function would also be closely linked to the 'outcome budget'. CCAs / CAs will support FAs in the discharge of these responsibilities.
- (vi) **Project / programme formulation, appraisal, monitoring and evaluation:** Rigorous / effective project / programme formulation, appraisal, monitoring and evaluation are vital for high quality investment decisions and successful/timely delivery of intended outcomes. The Administrative Joint Secretaries have to take the lead role in project / programme formulation, implementation and monitoring. FAs should take the lead in ensuring high quality appraisal and evaluation with requisite rigour. MoF have issued clear guidelines in this regard, which need to be adhered to scrupulously.
- (vii) **Screening of proposals:** FAs would be responsible for examining and forwarding all proposals, which need to be referred to any Department in the Ministry of Finance.
- (viii) **Leveraging of non-budgetary resources for sectoral development:** FAs would assist the Administrative Ministries in evolving strategies for optimizing private sector investment and Public-Private Partnership in the sector, through enabling policies/schemes and appropriate regulatory framework, formulating projects for external funding, and taking innovative measures for leveraging of non-budgetary resources for sectoral development. In addition, the present role of FAs in assessment and leveraging of IEFR for investment programmes of the Public Sector Undertakings will continue.
- (ix) **Non-tax receipts:** Non-tax receipts have assumed greater significance in the context of the need to limit fiscal and revenue deficits, as mandated by the Fiscal Responsibility and Budget Management (FRBM) Act. An optimum non-

tax receipt budget would, therefore, be prepared by FAs, in consultation with the Administrative Divisions. FAs would, thereafter, periodically review the various non-tax revenue receipts under control of the Ministry/Department to which they are assigned, in the context of market trends and other sectoral developments. FAs would need to act as a catalyst in moving towards a regime in which the user charges recover the cost of service fully or substantially, as per the Government policy in this regard, and in case of only partial recovery to ensure that the subsidy element is clearly quantified. In the case of rent, licence fees, royalties, profit share and dividends, the duties of FAs would include conducting periodical reviews, and giving their considered comments and recommendations regarding the reasonableness of return to the Government on the deployed public resources. CCAs / CAs shall assist FAs in relation to estimation and flow of non-tax revenue receipts.

- (x) **Tax Expenditure:** FAs would also monitor tax expenditures, i.e., the revenue foregone by Government on account of various exemptions and concessions. This is important since tax expenditure constitute a significant part of overall Government spending. Within the administrative Ministry, such proposals should be routed through the Financial Advisers before finalization.
- (xi) **Monitoring of assets and liabilities:** Each Ministry must have a comprehensive record of its assets and liabilities. FAs would cause appropriate action for initial building up of such records and their on-going updation, as also for the maintenance and optimum utilization of the assets. Government guarantees should also be monitored. FAs in Ministries with significant real estate assets/ property (land, buildings etc.) will cause a critical analysis of their utilization, including review of property encroached upon, property involved in disputes/ court cases etc., and also be the catalyst to ensure necessary action for their availability and fullest utilization. The progress would be regularly reviewed, and corrective action taken on an on-going basis.
- (xii) **Accounts and Audit:** FAs would be kept informed about the overall quality of maintenance of department accounts by their respective CCAs / CAs. FAs would also regularly review the progress of internal audit and action taken thereon, so as to make it an important tool for financial management. Action taken on audit paras may also be monitored on a regular basis.
- (xiii) **Procurement and contracts:** Significant amount of monies are spent by Government on procurements and contracts. FAs would be required to set up strong internal systems to ensure due diligence and strict observance of MoF's guidelines in this regard. (The guidelines are being revised, and new guidelines are expected to be issued shortly).

- (xiv) **Financial Management Systems:** FAs would periodically review the financial management of the various programmes / projects of the Ministry from the systems point of view, and take appropriate action for making the financial management systems more effective.
- (xv) **Nominee Director on Boards of Public Sector Undertaking:** Financial Advisers are often Government's nominee Directors on Boards of Public Sector Undertakings (PSUs). This role assumes increasingly more important dimensions with the greater autonomy being granted to PSUs. FAs would need to bring strong requisite expertise to bear on all major issues considered by the Boards. Separate guidelines will be issued regarding the nomination and functioning of FAs as Directors of Boards of PSUs, in consultation with the Department of Public Enterprises.
- (xvi) **Use of technology:** Increased use of technology as an advanced tool, especially communications and information technology, should be encouraged not only in his division but also in the domain of Ministries / Departments with the view to ensure better utilization of resources available with the Government and improve delivery of public services to achieve the intended results. Economy, efficiency and effectiveness would be the guiding principles.

III

Involvement in Key Processes of Ministries

10. It is important that FAs are fully involved in the key processes/activities of Administrative Ministries which have clear economic and financial dimensions. Administrative Ministries shall, therefore, invariably involve FAs in all such activities and decision making processes which would, inter alia, include the following but may not be limited to:-

- Formulation of annual/5-year plans, and other important consultations with Planning Commission like mid-term appraisal.
- Preparation of 'outcome budget', 'performance budget' and evaluation of actual outcomes.
- All proposals for consideration of CNE / SFC / EFC / PIB / Cabinet / Cabinet Sub-Committees, or otherwise referred to the Ministry of Finance.
- Externally aided projects, and other strategies to encourage larger resource mobilization for the sector, including through Public Private Partnership (PPP), appropriate regulatory structures etc.
- Policy / programme formulation and other major decisions, to facilitate proper appreciation of the consequential financial implications.

11. Ministry of Finance has been increasingly moving towards macro management of issues, and delegating more powers to the Administrative Ministries. This delegation is reviewed periodically and is suitably enhanced as and when required. As such, the Financial Advisers have adequate financial powers. Exercise of these powers, and necessary financial analysis, may require the FAs to call for relevant records / reports / files relating to various decisions, contracts etc. FAs' involvement would, therefore, specifically include the right of access to all records, reports, audits, reviews, documents, papers, recommendations or other material which are the property of the Ministry/Department, or which are available to the Ministry/Department, and which relate to programmes and operations with respect to which that Ministry/Department calls for accounts, data and reports.

12. FAs would be consulted in all cases relating to the exercise of the delegated financial powers. While normally FAs' advice would be expected to be adhered to, there could be instances / cases in which the Administrative Ministries feel that there are valid reasons for some modification / deviation. In such rare instances, Secretaries of Administrative Ministries can exercise their power to overrule FAs' advice by an order in writing.

IV

Reporting Systems

13. FAs will be required to prepare an 'Annual Finance Report', which would be a factual report indicating the operational aspects of financial management of the Department/Ministry, including information on the resource requirement, pattern of expenditure with reference to outlay / budget, opening and closing unspent balances, opening and closing position of utilization certificates, position of non-tax revenue (user charges, dividends etc.) with reference to previous year, FRBM related activities etc, and suggestions for improvement.

14. FAs would also be required to furnish an 'Annual Outcomes and Systems Report', which would give factual information regarding the outcomes achieved vis-à-vis intended (as per Outcome Budget), policy and systems changes / improvements and action-taken / results-achieved in regard to those aspects of FA's role which are not included in the Annual Financial Report.

15. 'Annual Financial Report' and 'Annual Outcomes and Systems Report' would be factual reports to be submitted to Secretary (Expenditure), through the Secretary of the Administrative Ministry, by June 30 of the next financial year. The 'Annual Financial Report' would be prepared on the basis of the information contained in the provisional accounts released by the Controller General of Accounts in the month of May. The structure of the reports will be intimated separately.

16. In addition to the above, FAs would be mandatorily required to send disclosure statements concurrently to the Secretary of the Administrative Ministry and Secretary (Expenditure) whenever there are deviations from, or violation of, the provisions in paras 13-15 above. They may also be required to send any other information / report periodically, or as sought from time to time.

(V)

Roles and responsibilities of CCAs / CA

17. As the overarching concept now adopted is that the Financial Advisers are meant to assist in the achievement of objectives / goals of their respective administrative ministries it follows that the role of Chief Controller of Accounts (CCAs) / Controller of Accounts (CAs) should undergo a parallel change as the basic accounting and financial inputs for the Financial Advisers come from the CCAs / CAs. In the last three decades the role of CCAs / CAs has undergone subtle, unrecorded changes that need to be formally spelt out and institutionalized in precise and unambiguous terms. Not only do the accounts wings operating under CCAs / CAs need to catalyze changes in existing system protocols in order to synergise and integrate all interrelated aspects with the changing paradigm of financial management they in turn need to be strengthened and empowered to effectively cope with the changed demands made on them.

18. While the CCAs / CAs as head of the accounts wing, under overall superintendence and control of Financial Advisers, discharge their duties and responsibilities within the ambit of their respective administrative ministries lending their professional expertise to provide Accounting and Accountability support.

19. The spectrum of work for which CCAs / CAs will be responsible, in the revised outcome driven financial and accounting regime, are enumerated below:-

(i) Receipts, Payments and Accounts:

- Accurate and timely payments in conformity with prescribed rules and regulations.
- Timely realization of receipts.
- Timely and accurate compilation and consolidation of monthly and annual accounts.
- Efficient service delivery to the Ministry / Department by the banking system.
- Adherence to prescribed accounting standards, rules and principles.
- Timely, accurate, comprehensive, relevant and useful Financial Reporting.

(ii) Internal Audit / Performance Audit:

The Internal Audit Wings working under the control and supervision of the CCAs / CAs shall assist the Financial Advisers in the appraisal, monitoring and evaluation of individual schemes. Moving beyond the narrow myopic confines of compliance/regulatory audit Internal Audit would focus on:

- Assessment of adequacy and effectiveness of Internal controls in general, and soundness of financial systems and reliability of financial and accounting reports in particular;
- Identification and monitoring of risk factors (including those contained in the Outcome Budget);
- Critical assessment of economy, efficiency, and effectiveness of service delivery mechanism to ensure value for money; and
- Providing an effective monitoring system to facilitate and course corrections.

(iii) Other financial management activities :

- Budget formulation including the 'Outcome' and 'Performance Budget',
- Expenditure and Cash Management,
- Estimation and flow of non-tax revenue receipts.
- Monitoring of Assets and Liabilities.
- Disclosure and reporting requirements under FRBM Act.

(VI)

Interaction between MoF and FAs

20. The system of interaction between the MoF and FAs would be institutionalized to facilitate better two way communication and development of shared perspectives on financial issues. The Administrative Ministries would be clustered in three groups for this purpose, viz. economic / infrastructure sector, social sector and other Ministries. Secretary (Expenditure) would be meeting the FAs of each of these groups once in a quarter. These interactions will provide a forum to share the vision, priorities and concerns with the FAs who, in turn, would get an opportunity to apprise MoF about their activities, important developments and problems.

21. The quarterly interactions between the FAs and Secretary (Expenditure) would inter alia, cover the following areas:-

- Implementation / compliance of decisions taken in FM's quarterly meetings.
- Discharge of responsibilities detailed in this charter, specifically the functions defined in para 8 above.
- Initiatives taken as a catalyst for policy formulation/review and systems' improvements in the concerned Ministries.
- Identification of points for action on emerging sectoral issues, including potential opportunities within the sector/Ministry.
- Major proposals / projects currently in different stages of preparation / approval by the Administrative Ministries, for the consideration of CNE / EFC / PIB / Cabinet / Cabinet Sub-Committees.

22. The interactions could also be used for reviewing progress on MoF's specific priorities, as also those outlined in the Budget. Specific agenda items may also be developed for FM's quarterly meetings with FAs, on the basis of these monthly interactions.

(VII)

Capacity Building

23. The Integrated Finance Division may require strengthening in some Ministries for assisting the Financial Adviser in his redefined role. Such strengthening may include need for using information technology, setting up knowledge management structures, building requisite data bases, networking with relevant institutions / expert bodies etc. It may also require changes in the various decision making processes, conflict resolution, problem solving, programme/project formulation / appraisal, monitoring, evaluation etc., and delegation by FAs within their own divisions. The staff / officers would also require specialized training for rendering better professional advice. In addition, consultants may be required for specific tasks from time to time.

24. At the beginning of each Financial Year, the Financial Advisers should review the existing expertise, structure and processes of the Integrated Finance Division (IFD) under their respective charges, to assess / evaluate it's strengths, weaknesses and potential for development. In doing so, the expertise available in the set-up of CCAs / P&AOs would need to be fully taken into account. FAs would also need to clearly assess the expertise, knowledge, skills and equipment (computers / internet etc.) required for effective functioning of the IFD. On the basis of this analysis, FAs would formulate by June 30, each year, specific time bound Action Plans for such organizational strengthening and changes as may be required. They would also need to put in place a strategy for further development of requisite skills etc., through training of existing staff and their replacement by suitably qualified personnel, wherever necessary. Creation of posts may be avoided while strengthening / restructuring the IFDs. Instead, proposals for engaging consultants for a limited time, under GFR 2005, may be sent for approval of Secretary (Expenditure), through the Secretary of the Administrative Ministry, if considered absolutely essential. An 'IFD Manual' would be prepared in due course, to facilitate more effective functioning of the Integrated Finance Divisions.

25. An institutionalized system would be set up by the Department of Expenditure of organizing periodical workshops, seminars and training for Financial Advisers and their officers, and for helping FAs in preparation of induction material for different level of functionaries working under them. At the beginning of each Financial year, not later than June 30, the Financial Advisers should indicate to the Department of Expenditure, the training needs of their respective IFDs, areas where they want opportunities for their own capacity development, and assistance required to facilitate meeting of these needs. Basic skill upgradation areas could include Government accounting, commercial accounting, project appraisal, financial analysis, corporate governance etc. Policy related and sector-specific training could include public private partnership, contract management, negotiation, risk management, mergers and acquisitions etc.

26. FAs would be the nodal points within their respective Ministries for all activities relating to Plan, Budget and Programme / Project evaluations. As such, any units in the Ministry currently looking after the functions of undertaking evaluations, preparing Annual / Five Year Plans etc. should function under the overall supervision and control of the Financial Adviser.

27. Over a period of time, the enhanced capacity and expertise of IFDs, coupled with increased delegation of purely routine financial activities to the Administrative Divisions of the Ministries, would enable FAs to take on a more active macro-management role. This will also significantly enhance FAs' role in, and value-addition to, the budgetary management and project / programme appraisal processes. FAs would also be expected to build-up an appropriate system of networking with Financial Advisers of autonomous organizations and institutions within their respective sectors, which are receiving budgetary support, to ensure optimum utilization of their resources.

ITEMS OF WORK TO BE HANDLED BY INTERNAL FINANCIAL ADVISERS

The Internal Financial will be in overall charge of Budget and Accounts in addition to the Internal Finance Section. It will be his duty :

- (i) To ensure that that the schedule for preparation of budget is adhered to by the Ministry and the Budget is drawn up according to the instructions issued by Finance Ministry from time to time.
- (ii) To scrutinize budget proposals thoroughly, before sending them to Ministry of Finance
- (iii) To see that complete departmental accounts are maintained in accordance with the requirements under the General Financial Rules. It should, in particular, be ensured that the Ministry not only maintains account of expenditure against the Grants or Appropriations directly controlled by it but also obtains figures of the expenditure incurred by the subordinate offices so that the Ministry has a complete month to month picture of the entire expenditure falling within its jurisdiction;
- (iv) To watch and review the progress of expenditure against sanctioned grants through maintenance of necessary Control Registers and to issue timely warnings to Controlling Authorities where the progress of expenditure is not even.
- (v) To ensure the proper maintenance of the Register of Liabilities and commitments as required under the GFRs to facilitate realistic preparation of budget estimates, watching of book debits and timely surrender of anticipated savings;
- (vi) To screen the proposals for supplementary demands for grants
- (vii) To formulate the foreign exchange budget for the Ministry and to process individual cases for release of foreign exchange in accordance with the instructions issued by Department of Economic Affairs from time to time;
- (viii) To advise the Administrative Ministry on all matters falling within the field of delegated powers. This includes all powers other than those devolving on a Ministry in its capacity as Head of Office. It has to be ensured by I.F.A. that the sanction issued by Administrative Ministry in exercise of delegated powers clearly indicates that they issue after consultation with I.F.A.
- (ix) To identify, in particular, specific savings in cases of creation of posts and to maintain a Register for this purpose.

- (x) To scrutinize proposals for re-delegation of powers to subordinate authorities;
- (xi) To keep himself closely associated with the formulation of schemes and important expenditure proposals from their initial stages;
- (xii) To associate himself with the evaluation of progress/performance in the case of projects and other continuing schemes and to see that the results of such evaluation studies are taken into account in the budget formulation;
- (xiii) To watch the settlement of audit objections, Inspection Reports, draft audit paras, etc;
- (xiv) To ensure prompt action on Audit Reports and Appropriation Accounts, Reports of Public Accounts Committee, Estimates Committee and Committee on Public Undertakings;
- (xv) To screen all expenditure proposals requiring to be referred to Finance Ministry for concurrence or comments;
- (xvi) To ensure regular and timely submission to Finance Ministry of quarterly staff statements and other reports and returns required by Finance.

No. 1(34)/E.II(A)/2010
Ministry of Finance
Department of Expenditure
E.II(A) Branch

...

North Block, New Delhi

Dated 2nd May, 2011

OFFICE MEMORANDUM

Subject: Communication of sanction in case where the Secretary of a Ministry/ Department approves a proposal by overruling the concerned Financial Adviser - Further clarification reg.

The undersigned is directed to refer to this Department's O.M. of even no. dated 7th October, 2010 on the above cited subject, wherein, it has been stipulated that in cases where the Secretary of a Ministry/ Department has over-ruled the concerned Financial Adviser, the clause to be added to the sanction letter in the context of Rule 25 of the Delegation of Financial Powers Rules, should read as follows:

“This sanction issues with the approval of the Chief Accounting Authority. The advice of Internal Finance/Integrated Finance was conveyed vide Dy.No./ UO No..... dated.....”

2. It has come to the notice of this Department that the aforesaid provision is being used by Ministries/ Departments even in cases which do not fall in the delegated powers of the Ministry/ Department. In this context, it is clarified that the Secretary of a Ministry/ Department can overrule the Financial Adviser only in respect of cases which fall within the financial powers delegated to the Secretary of the Department. The question of overruling the Financial Adviser in other cases of higher value needs to be considered by the appropriate Competent Financial Authority in terms of extant delegation of financial powers.

3. This issues with the approval of the Finance Secretary.

Sd-

(R. Prem Anand)

Under Secretary to Govt. of India

To

All Secretaries of the Ministries/Departments of Govt. of India

All Financial Advisers in the Ministries/Departments of Govt. of India.

Chapter-3

**Delegation of
Financial Powers**

**No. 1(11)/E.II(A)/2003
Government of India
Ministry of Finance
Department of Expenditure**

.....

New Delhi, the 1st Feb., 2005.

OFFICE MEMORANDUM

Sub: Exercise of powers under Delegation of Financial Power Rules, 1978.

The undersigned is directed to refer to this Ministry's Notification dated 16th Sept., 2003, wherein this Ministry had, inter-alia, authorized Departments of the Central Govt., in consultation with their Financial Adviser, to decide the financial limits up to which they wish to delegate powers to their Heads of Department for incurring **Contingent and Miscellaneous Expenditure** as given under Schedule V and VI of DFPRs. In this regard, it is clarified that the Heads of Departments would be required to consult the Financial Adviser of their Department concerned for exercising their enhanced powers delegated to them by their Ministry/Department in pursuance of this Department's Notification dated 16.09.2003 (referred to above). In other words, consultation with the Financial Adviser would have to be made by Head of Department for exercising powers beyond the earlier delegation (i.e., prior to 16th September. 2003).

2. This issues with the approval of Secretary (Exp.).

Sd/-
(Rubina Ali)
Under Secretary to the Govt. of India.

To

All Ministries/Departments

Govt. of India
Ministry of Communication & IT
Department of Telecommunications,
20, Ashoka Road, Sanchar Bhavan
New Delhi-110001

No. 21-1/2006-G-II (Pt)

Dated: 12.12.2006

O R D E R

Subject : Serving of refreshment during meeting.

Order dated 22.9.1999 (copy enclosed) already empowers Sr. DDsG/DDsG and officers equivalent and above in DOT(HQs), inter-alia, to serve lunch or snacks in official meetings where outside organizations/field units are participating. With a view to streamlining the arrangement of serving lunch/snacks in official meetings, it has been decided as under:

(i) Supply of refreshment for official meetings chaired by MOC & IT/MOS(C & IT)/Chaiman(TC)/AS(T)/JS(A)/JS(T)/Officers of and above the level of Joint Secretary concerned with Administration Division of DOT(HQs).

Requisition for serving of lunch/snacks in the enclosed proforma shall be signed by the personal staff of these officers affixing their rubber stamp and sent directly to the Section Officer, G.II Section. Section Officer, General-II Section shall make necessary arrangements for serving lunch/snacks for official meetings as per the requisition following all orders on the subject. The amount shall be met out of the imprest amount drawn by Section Officer, General-II.

(ii) Supply of refreshment for official meetings chaired by officers of and above the level of DDG in respect of other Divisions of the DOT.

The arrangement for serving lunch/snacks in the official meetings shall be made by the officers/staff of the concerned Division as may be designated by the Sr. DDsG/DDsG and officers equivalent and above who have been empowered vide order dated 22.9.1999. The amount shall be met out of the imprest amount drawn by officer designated by such officers in pursuance of the order dated 22.09.1999.

This issues with the approval of JS(T).

Sd/-
(S.E. RIZWI)
Under Secretary (T)

Ministry of Communications
Department of Telecommunications

Sanchar Bhavan
New Delhi—11001

Dated: 22.09.1999

ORDER

Subject: Delegation of Financial Powers to Sr. DDsG/DDsG and officers equivalent and above in DOT Headquarters.

With a view to expediting the disposal of cases and to overcome the handicaps and deficiencies presently faced in Administrative, Financial and Personnel related aspects a Working Group was constituted. The recommendations of the Working Group have been accepted by the Telecom Commission. Accordingly it has been decided to empower the Sr. DDsG/DDsG and officers equivalent and above in the DOT Hqs. with powers as listed in the Annexure.

2. These powers listed in the Annexure will be exercised without Finance concurrence, but, will be subject to Rules, Orders, Instruction and procedures prescribed by Government from time to time, and the availability of funds under relevant budget head.

Sd/-
(Anil Kumar)
Joint Secretary

To:

1. Chairman, TC
2. All Members, Telecom Commission
3. Addl. Secretary (T)/All Advisers, Telecom Commission.
4. All Sr. DDsG/DDsG, and officers of equivalent rank, DOT Hqs. Telecom Directorate

Copy to:

1. Director (TA-I & II)/Director (CP & PR)/DS(A)/DS(T)/US(T)

EMPOWERMENT TO SR. DDsG/DDsG AND OFFICERS EQUIVALENT AND ABOVE.

1. **Hiring of Vehicles**

DLT taxies may be hired, when Government vehicles are not readily available from CR Section for official purpose. The officers will engage Taxies from the nearest Taxi stand after ascertaining the non availability of Govt. vehicles. Hire charges will be reimbursable on production of receipts. The standard format for the receipts will be circulated by the S.O.(G-II) Section.

2. **Furniture**

After examining the availability and the requirement for additional furniture under their Wing, sanction may be issued to the General Branch without finance concurrence, for procurement on the strength of the sanction. The specifications of furniture required to be mentioned in the sanction order will be circulated by G-I Branch.

3. **Printing**

Sanction may be issued for printing of materials up to. Rs . 20,000/- (Rupees Twenty thousand only) per annum, without finance concurrence, after ensuring the need and adequacy of the work. However, the work will be got done by PP Cell under JS(T).

4. **Typing**

Typists may be engaged through nominated agencies on fixed hourly and per day rates for the work of typing except classified documents, which is not possible in the Sections due to shortage of hands. The Typing Agencies shall be appointed by Administration Section.

5. **Special contingent items**

The works like binding of Registers, caning of Chairs etc. may be got done through the contractors and the work completion report sent to S.O. (G-I) for making payment to the contractor. The contractors shall be appointed by the Administration Section.

6. **Imprest**

An Imprest of Rs. 2,000/- (Rupees Two thousand only) is placed at the disposal for certain specified purposes as mentioned below. For operating the Imprest they will nominate a Group 'B' Officer under them who will keep the account, maintain the Stock Register etc., as required under the rules. He will attest the receipts of purchases produced to him before sending them to the Cashier for getting the imprest money recouped.

The Imprest money is to be utilised only for the following purposes:

(i) Stationary items:

Stationary items, Computer Stationary, Anti-virus Software and small office equipments fall in this category. In case S.O (G-I) certifies the immediate non-availability of these items, such items may be purchased from Super Bazar, Kendriya Bhandar and NCCF outlets.

(ii) Incurring of expenditure for despatch of dak by courier/Speed Post

(iii) Photocopying

In cases when photocopying work cannot be done on machines available in Sanchar Bhavan, photocopying may be got done, except classified documents, from outside on payment of reasonable charges with the approval of officers of the rank of DDsG and above.

(iv) Lunch/snacks in official meetings

Lunch or snacks may be served in official meetings where outside organisations/ field units are participating preferably through Sanchar Bhavan Canteen upto Rs. 50/- (Rupees Fifty only) per head.

Sd/-
(Anil Kumar)
Joint Secretary

No. 1-1/2014-15-Fin.
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road, New Delhi-110 001
(Finance Branch)

Dated 17.05.2016

Office Memorandum

Certain financial powers were delegated to Additional Secretary (T), which is to be exercised with the financial concurrence/advice of Advisor (F). It has now been decided that DDG(E&F) will function as Financial Advisor to Additional Secretary (T), in all cases where AS(T), has been delegated with financial powers.

This issues with the concurrence of Member (F) and approval of Secretary (T).

Sd/-
(R.C. Kumar)
ADG (Finance)
Ph. 011-23036290

Copy to:

1. PPS to Chairman, Telecom Commission.
2. PPS to all Members of Telecom Commission
3. Advisor (F), DoT Hqrs.
4. AS(T)/JS(T)/JS(A)/DDG(C&A)/Dir.(P&A)/US(T)
5. All DDsG of Finance Wing, DoT Hqrs.
6. All Directors (Finance side), DoT Hqrs.
7. Director Internal Check, DoT Hqrs.
8. Dy. Director (OL) for providing Hindi Translation of the OM
9. The PAO (Hq.), DoT
10. Office Copy/Spare copies 10

**Schedule of Financial Powers of Telecom Commission, Chairman
Telecom Commission & its Members**

(Authority: DOT No. 5-8/90-EB dated 29-06-90)

Item No.	Description of the Item	Extent of Powers		
		Telecom Commission	Chairman Telecom Commission	Members
1.00	Creation & abolition of posts	All Posts carrying pay scale maximum of which does not exceed Rs. 7,600/-	All Posts carrying pay scale maximum of which does not exceed Rs. 6,700/-	All Posts carrying pay scale maximum of which does not exceed Rs. 5,700/-
2.0.0	Sanction of Schemes/ Projects			
2.1.1	New Schemes	---	Rs 100 Cr. MOF, DOE Om No. 24(35) PF-II/2012 dated 29 Aug. 2014	Rs. 5 Crores
2.1.2	Repetitive Projects	Full Powers	Full Powers	Full Powers
2.2.0	Non-Plan Schemes	Full Powers	Rs. 5 Crores	Rs. 3 Crores
2.3.0	Detailed estimates	Full Powers		Full Powers
2.4.0	Land and Building			
2.4.1	Land	Full Powers	Full Powers	Full Powers
2.4.2	New Buildings	Full Powers	Full Powers	Full Powers
2.4.3	Additions and alterations to existing Departmental Buildings	Full Powers	Full Powers	Full Powers
2.4.4	Repairs to Buildings	Full Powers	Full Powers	Full Powers
2.4.5	Dismantlement of Buildings	Full Powers	Full Powers	Full Powers
2.4.6	Repairs and additions to rented buildings both civil and electrical	Full Powers	Full Powers	Full Powers
3.0.0	Vehicle			
3.1.0	Sanction and Replacement			
3.1.1	Staff Cars	Full Powers	Full Powers	Full Powers
3.1.2	Operational vehicles	Full Powers	Full Powers	Full Powers
3.2.0	Purchase	Full Powers	Full Powers	Full Powers
3.3.0	Repairs	Full Powers	Full Powers	Full Powers
3.4.0	Hiring	Full Powers	Full Powers	Full Powers

4.0.0	Purchase			
4.1.0	Stores	Full Powers	Full Powers	Full Powers
4.1.1	Stocked items	Full Powers	Full Powers	Full Powers
4.1.2	Non-Stocked items	Full Powers	Full Powers	Full Powers
4.2.0	Other items			
4.2.1	Office equipment	Full Powers	Full Powers	Full Powers
4.2.2	Computers	Full Powers	Full Powers	Full Powers
4.2.3	Computer Stationery	Full Powers	Full Powers	Full Powers
4.2.4	Other Stationery	Full Powers	Full Powers	Full Powers
4.2.5	Maps, Books and Publications	Full Powers	Full Powers	Full Powers
4.2.6	Furniture and Furnishings	Full Powers	Full Powers	Full Powers
4.2.7	Liveries and uniforms	Full Powers	Full Powers	Full Powers
4.2.8	Medicines for P&T Dispensaries	Full Powers	Full Powers	Full Powers
4.2.9	Purchase of mathematical Instruments	Full Powers	Full Powers	Full Powers
5.0.0	Contingent Expenditure			
5.1.0	Recurring	Full Powers	Full Powers	Full Powers
5.2.0	Non-recurring	Full Powers	Full Powers	Full Powers
5.3.0	Hot and Cold weather charges	Full Powers	Full Powers	Full Powers
5.4.0	Printing and binding of forms, Telephone directory	Full Powers	Full Powers	Full Powers
5.5.0	Legal charges	Full Powers	Full Powers	Full Powers
5.6.0	Freight, demurrage and wharfage charges	Full Powers	Full Powers	Full Powers
6.0.0	Renting of buildings			
6.1.0	Administrative Offices	Full Powers	Full Powers	Full Powers
6.2.0	Technical Building & Inspection Quarters	Full Powers	Full Powers	Full Powers
6.3.0	Residential Buildings	Full Powers	Full Powers	Full Powers
6.4.0	Office-cum-residence	Full Powers	Full Powers	Full Powers
7.0.0	Payment of advances and securities etc.	Full Powers	Full Powers	Full Powers

7.1.0	Purchase of Stores	Full Powers	Full Powers	Full Powers
7.2.0	Execution of works by other local/ public agencies	Full Powers	Full Powers	Full Powers
7.3.0	Security deposits for electricity/ water connections	Full Powers	Full Powers	Full Powers
7.4.0	Loans and advances to staff	Full Powers	Full Powers	Full Powers
8.00	Rates and Taxes	Full Powers	Full Powers	Full Powers
9.0.0	Honorarium, rewards and awards			
9.1.0	Honorarium	Full Powers	Rs.5000/- in each case	Rs.5000/- in each case
9.2.0	Rewards/awards	Full Powers	Rs.5000/- in each case	Rs.5000/- in each case
10.0.0	Refunds, rebates and compensations			
10.1.0	Rebates for excess metering (telephone and telex)	Full Powers	Rs.5000/- in each case	Full Powers
10.2.0	Refunds	Full Powers	Full Powers	Full Powers
10.3.0	Compensation			
10.3.1	Compensation for death/injury	Full Powers	Full Powers	Full Powers
10.3.2	Compensation for damages to property	Full Powers	Full Powers	Full Powers
11.0.0	Writing off of losses			
11.1.0	Cash	Full Powers	Full Powers	Full Powers
11.2.0	Stores	Full Powers	Full Powers	Full Powers
11.3.0	Irrecoverable Revenue	Full Powers	Full Powers	Full Powers
12.00	Scrapping of Stores/ equipment	Full Powers	Full Powers	Full Powers
13.00	Donations, grants-in-aid etc.	Full Powers	Full Powers	Full Powers
13.1.0	Canteens/ Recreation clubs	Full Powers	Full Powers	Full Powers
13.2.0	Co-operative Societies	Full Powers	Full Powers	Full Powers
13.3.0	Interest free loans to Co-operative Societies	Full Powers	Full Powers	Full Powers

14.0.0	Deputation of officials for training etc. in India	Full Powers	Full Powers	Full Powers
15.0.0	Re-appropriation of funds	Full Powers	Full Powers	Full Powers as per guidelines to be exercised by Member (F) only.
16.0.0	Professional services	Full Powers	Full Powers	Full Powers
16.1.0	Computerization of TR billing through private agencies	Full Powers	Full Powers	Full Powers
16.2.0	Other items of computerization	Full Powers	Full Powers	Full Powers
16.3.0	Other Professional services	Full Powers		Full Powers

No. 4-1/93-FC
Department of Telecommunications
(Telecom. Commission)

Sanchar Bhavan, 20 Ashoka Road,
New Delhi-110001.

Dated: 2nd December, 1994

OFFICE MEMORANDUM

In supersession of the orders contained in this office memorandum No. 4-1/88-FC dt. 4th March, 1991 on the delegation of financial powers to the officers in the Telecom Directorate to exercise financial powers on behalf of the Telecom. Commission without consulting the integrated Finance Advice Branch. A review of the delegation of powers to these officers has been made and it has been decided that the officers will be delegated financial powers as indicated in the Annexure attached to this Memo.

2. The exercise of these financial powers will be subject to all the usual conditions as laid down in the Schedule of Financial power of the officers of the Department of Telecommunications and instructions issued from time to time in regard to the specific items of expenditure.
3. These orders are effective from the date of issue.

Sd/-
(S.P. Purwar)
Sr. Dy. Director General (F)

Copy to:

1. Chairman, Telecom Commission.
2. AS(T).
3. JS (A&P) / DS(T), US (T).
4. All Members of Telecom. Commission.
5. All Sr. DDs. G/DDs. G (Finance WMF) & DDG (NW) in the Telecom. Commission.
6. All Directors, Finance Advice in the Telecom. Commission.
7. PAO in the Telecom. commission.
8. Director, Internal Check in the Telecom. Commission.
9. Director (CP & PR).

Statement showing the extent of the Financial Powers authorized to exercise by AS (T), JS(A&P), DS(T) and US(T) of Telecom Commission in respect of cases relating to commission without referring to Finance Advice Branch except in the cases specifically mentioned against the items.

(In rupees)

No.	Nature of Power	AS(T)	JS(A&P)	DS(T)	US(T)
1.	2.	3.	4.	5.	6.
1.	Repairs/petty works to rented buildings non-recurring expenditure Only)	10,000/-	5,000/-	2,500/-	--
Condition- 1. Such expenditure may be - incurred only if the land-lord refused to meet the charges himself and when the building is released. The department should have the right to remove any installation or material added to the building. 2. These powers can also be exercised in respect of buildings occupied by he department free or on nominal rent. It should be ensured that all electric fans, wires, etc. fitted in such buildings at the cost of department are remarked before vacating.					
2.	Maintenance & repair In departmental Buildings.	Full*	Rs. 1.00 lakh per annum	5,000/- per annum	1,000/- per annum
*With the financial concurrence of DDG(E&F) Vide OM No.1-1/2014-15-Fin. dated 18.04.2016 & No.1-1/2014-15-Fin dated 17.05.2016					
3.	Special Repair and Petty works in departmental buildings.	Rs. 10 lakhs on each occasion based on the estimate of BSNL*	--	--	1,000/- Per annum
*With the financial concurrence of DDG(E&F) vide OM No.7-5/2001 F&A Vol-I dated 8th July 2008 and No.1-1/2014-15-Fin dated 17.05.2016					
4.	Electric, Gas, Water Charges, Municipal rates & Taxes.	Full	Full	20,000/- Per annum	10,000/- per annum
5.	Advertisement Charges	Two lakhs per annum Subject to Rs. 50,000/- Per insertion (Through DAVP only)	One Lakh per annum subject to Rs. 35,000/- per insertion (Through DAVP only)	---	---
6.	Bicycles, purchase and Repairs	Full	Full	Rs. 5000/- in each case	Rs. 1,000/- in each case
Condition: Supplies shall be obtained through Super Bazar/Kendriya Bhandar DGS&D or at Rate Contract Prices					

7.	<u>Furniture & Fixtures</u> (i) Purchase	Full *	Rs. 2,00,000/- p.a. Subject to Rs. 10,000/- on each occasion.	Rs. 75,000/- p.a. Subject to Rs. 5000 on each occasion.	Rs. 50,000/- p.a. Subject to Rs. 3000/- on each occasion
*Vide OM No.4-1/98-FC dated 02.11.1998 & OM No.4-1/99-FC dated 24.04.2000					
	(ii) Repairs	----	Full	Full	Rs. 2,000/- on each occasion subject to Rs. 20,000/- p.a.
Condition: a register in manuscript as prescribed in Rule 348 of FBH Vol.I should be maintained by General Branch. Sanction Memo should contain a certificate to the effect that the total expenditure including that now sanctioned for the office does not exceed the annual limit.					
8.	<u>Publications:</u> Official and Non-Official	Full	Full	---	---
Conditions: (i) Priced publications of the Central Government should be purchased in accordance with provisions of Appendix XIII to the Rules for printing and binding. (ii) Distribution of unpriced publications of Central Govt. should be controlled. Distribution list should be vetted by an officer not below the rank of Director before printing is undertaken. (iii) Non-official publications include books, Newspapers, periodicals, publications etc.					
9.	Hot & Cold weather charges	Full	Full	Rs. 5,000- p.a.	Rs. 1,000- p.a.
10.	Water coolers Repairs & Servicing	----	Full	Rs. 5,000- p.a	Rs. 1,000- p.a.
11.	Law Charges-fees to Barristers, Pleaders, arbitrators & umpires Subject to fulfillment of conditions	----	Full	Rs. 5,000- p.a	Rs. 1,000- p.a.
Conditions: (i) Expenditure shall ordinarily be incurred only with previous consent of the Ministry of Law except (a) in respect of fees of Govt. pleaders appointed by the Govt. of India in the Ministry of Law under: Clause (a) of Rule 8(B) of order XXVII of the first schedule to the Code of Civil procedure 1901(5 of 1908) or State Law Officers while the fees fixed by the High Court or State Govt. or any law for the time being in force or are settled or determined by Ministry of Law, as the case may be. (ii) In respect of fees of Advocates whose names are borne on a panel approved by the Law Ministry for any court unless special fees exceeding fees admissible under the sanctioned schedule of fees are claimed.					
12.	Maintenance of gardens attached to office buildings.	Full	Full	----	Rs.1,000- p.a.
13.	Local purchase of stationery and other articles	---	Full*	Rs. 5,000- on each occasion subject to limit of Rs.2 lakhs p.a.	Rs. 2,000- on each occasion subject to annual limit of Rs. 40,000-
*vide OM No.4-1/98-FC dated 02.11.98 & OM No.4-1/99-FC dated 24.04.2000					

	Conditions: (1) A manuscript register for watching the annual limit should be maintained as in the case of item 7. (2) Items included under stationery are listed in Appendix 16 to FHB Vol.I. (3) The other articles include items classified under "other contingencies" as per the FBH Vol.I. (4) The stationery and other articles should be purchased from Super Bazar/Kendriya Bhandar or any other Co-op stores of Ministry/Deptt. of Govt of India.				
14.	Purchase, upkeep, maintenance of Typewriters, duplicators, copying Machines, account m/cs. etc.				
	(i) Purchases	Full	Full	---	---
	(ii) Upkeep and maintenance	Full	Full	1 lakh p.a.	Rs. 500-for each Machines as per terms of the approved rate contract subject to a maximum of Rs. 50,000-p.a. for upkeep & mtnc. only.
15.	Rubber Stamps/office Seals.	Full	Full	Full	Rs. 1,000- p.a
16.	Liveries and uniforms including water proofs	Full	Full	Full	Rs. 1,000-p.a.
	Condition: Supply of liveries and uniforms should be in accordance with special rules and orders issued by Govt. from time to time and provision of Rules 737 of P&T Manual Vol. II and Rule 51 of App. 13 of P&T FHB. Vol.I.				
17.	Provision of escorts for conveyance of cash	Full	Full	Rs. 5000- p.a.	Rs. 1,000-p.a.
18.	Maintenance/upkeep of departmental Motor/vehicles staff cars	---	Full	---	---
19.	Engagement of Taxies	---	Rs. 3000- per day subject to annual limit of 2.5 lakh*	---	---
	*Vide OM No.4-1/99-FC dated 28.12.1999.				
	Conditions: 1. Taxies can be engaged only in connection with the Seminar/conferences at All India Level as per Govt. of India Instructions. 2. Engagement of Luxury cars is prohibited.				
20.	Printing and Binding	---	Rs. 3 lakh p.a.*	---	Rs.20,000-p.a.*
	* vide page 8/N. of File No.5-2/2013-G-II				
	Condition: These powers will be exercised only in respect of cases in which the lowest rate on open tender basis is approved. For other cases, prior concurrence of finance will be necessary.				
21.	Misc. Expenditure				
(i)	Entertainment As per separate detailed instructions of Telecom. Commission vide letter No.5-4/89-EB dated 25.10.89 and 2.4.90 and letters No.6-1/90-FC dated 5.3.90, No.6-1/93-FC dated 27.04.94.				

(ii)	Entertainment for guests on official work with the Minister/ Chairman/Member of Telecom. Commission (including gifts) as per the orders of Govt. of India	Rs. 20,000- p.a.	Rs. 10,000- p.a.	---	Rs. 2,000- p.a.
	Contigent Expenditure (Recurring) on any object for which no scale or limit to power of sanction is prescribed in schedule of financial powers.	Rs. 50,000- p.a. Subject to Rs. 10,000- on each occasion	Rs. 20,000- p.a. Subject to Rs. 5,000- on each occasion	Rs. 15,000- p.a. Subject to Rs. 1,000- on each occasion	Rs. 10,000- p.a. Subject to Rs. 500- on each occasion
	Contingent expenditure for House-keeping and caretaking Functions (Recurring)	Full	Rs. 2,40,000- p.a. subject to a maximum of Rs. 20,000- per month	---	---
	Contigent expenditure (Non-recurring) on any object for which another limit is not specified in schedule of financial Powers, provided that there is nothing Novel, doubtful or irregular in the character or the expenditure and subject to provisions of sub rule (5) of Rule 10 of DFP Rules 1978 (excluding the items specified and covered by items 7 and 23.)	Rs. 1 lakh subject* on each occasion Subject to Rs. Five lakhs per Annum	Rs. 75,000- p.a. subject to Rs. 5,000- on each occasion	Rs. 50,000- p.a. subject to Rs. 2,000- on each occasion	Rs. 25,000- p.a. subject to Rs. 1,000- on each occasion
	*With the financial concurrence of DDG(E+F) vide OM No. 7-5/2001 F&A vol-I dated 8th July 2008 and No. 1-1/2014-15-Ein. dated 17-5-2016				
22.	Annual Maintenance contract of Computers and peripherals and Other office equipments like FAX Photocopier machine etc.	Rs. 10 lakhs for computer and peripherals*	---	---	---
	*With the financial concurrence of DDG(E&F) vide OM No.7-5/2001 F&A Vol-I dated 8th July 2008 & 26th September 2008 and No.1-1/2014-15-Fin dated 17.05.2016.				
23.	Purchase of computers and peripherals Through DGS&D rate contract	Rs. 10 lakhs on each occasion Subject to maximum of Rs. 50 lakhs*	---	---	---
	*With the financial concurrence of DDG(E&F) vide OM No.7-5/2001 F&A Vol-I dated 8th July 2008 and No.1-1/2014-15-Fin dated 17.05.2016.				
24.	Sanction payment against Speed Post bills Under BNPL	---	Full {DDG(C&A)}*	---	---
	*OM No.1-1/2014-15-Fin dated 27.10.2015				
25.	uploading of service postage stamps in the Franking machine, DoT HQ	---	Rs. 1 lakh per* occasion {DDG(C&A)}	---	---
	*OH No 7-5/2001- Finance dated 7/11/2007				

26.	(1) Procurement of IT Goods and consumables as per Rule 145 and 146 of GFR-2005	---	Rs. 1 lakh on each occasion with annual limit of Rs. 10 lakhs* (JSCA)	---	---
	(2) Procurement of IT Goods and Consumables through DGS&D	Rs. 5 lakhs on each occasion with annual limit of Rs. 10 lakhs*	---	---	---
	(3) With tender in accordance with the Provisions of Rule 150 and 151 of GFR-2005	---	Rs. 5 lakhs* (JSCA)	---	---
	(4) With tender in accordance with the Provisions of Rule 150 and 151 of GFR-2005	Rs. 10 lakhs*	---	---	---
*OM No.1-1/2014-15-Fin dated 03/07/2014.					
<p>Note: 1 Powers mentioned above can be exercised by the respective officers on the condition that expenditure involved can be met from the allotted funds placed at their disposal by Budget Branch of the Telecom. Commission.</p> <p>Note: 2 Powers to be exercised under this order are subject to the condition that all rules for purchase/supply of articles for public service, printing at Government/private presses, contractors miscellaneous contingent expenditure etc. contained in G.F.Rs., Delegation of Financial Powers Rules, P&T FHB and Manual and orders, restrictions, made from time to time by Govt. or Telecom. Commission shall be strictly followed.</p> <p>Note: 3 The powers vested in JS(A&P) may also be exercised by AS(T)</p>					

Delegation of Financial Power to the Administrator (USOF)

SL. NO.	Nature of powers	Financial powers delegated to the Administrator (USOF)	Remarks	Authority/ Order No.
1.	Furniture & Fixtures (i) Purchase (ii) Repairs	(i) Full Powers (ii) Full Powers		7-5/2009- Fin. Dated 16-06-2009
2.	Publications (i) Official (ii) Non-official	(i) Full Powers (ii) Full Powers	(i) Priced publications of the Central Government should be purchased in accordance with the provisions of appendix XIII to the Rules for printing and Binding. (ii) Distribution of un-priced Publications of Central Government should be controlled. Distribution list should be vetted by an officer not below the rank of Director before printing is undertaken. (iii) Non - Official Publications include Books, Newspapers, Periodicals, publications etc.	7-5/2009- Fin. Dated 16-06-2009
3.	Local purchase of Stationery and other articles.	Full Powers	(i) Items included under stationery are listed in Appendix 16 to FHB Vol. I. (ii) The other articles include items classified under "other contingencies" as per the FHB Vol. I.	7-5/2009- Fin. Dated 16-06-2009
4.	Purchase, Upkeep, Maintenance of typewriters, duplicators, Copying Machines and account machines etc., (i) Purchase (ii) Upkeep and maintenance	(i) Full Powers (ii) Full Powers		7-5/2009- Fin. Dated 16-06-2009

5.	Printing & Binding	One Lakh per annum	These powers will be exercised only in respect of cases in which the lowest rate on open tender basis is approved. For other cases, prior concurrence of Finance will be necessary.	7-5/2009-Fin. Dated 16-06-2009
6.	Contingent Expenditure (Recurring): On any subject for which no scale of limit to power of sanction is prescribed in Schedule of Financial Powers.	Rs. 50,000/- per annum subject to Rs. 10,000/- on each occasion.		7-5/2009-Fin. Dated 16-06-2009
7.	Contingent Expenditure (Non-Recurring): On any subject for which another limit is not specified in Schedule of Financial Powers, provided that there is nothing novel, doubtful or irregular in the Character or the expenditure and subject to provisions of sub rule (5) of Rule 10 of DFP Rules 1978 including the items specified and covered by item 1 above (Furniture and Fixtures).	Rs. One lakh on each occasion subject to Rs. 5 lakh per annum.		7-5/2009-Fin. Dated 16-06-2009
8.	Advertisement Charges	Full powers (through DAVP)		7-5/2009-FIN dated 30-03-2011
9.	Purchase Upkeep and Maintenance of computer accessories soft & hardware. (i) Purchase (ii) Upkeep and maintenance	(i) Purchase through DGS&D rate contract-Rs. 10 lakhs on each occasion subject to maximum of Rs. 50 lakhs per annum. (ii) 10 lakhs for computer and peripheral.		7-5/2009-Fin. Dated 16-06-2009
10.	Professional Services Computerization	Rs. 10 lakh on each occasion with annual ceiling of Rs. 35 Lakh		7-5/2009-Fin. Dated 15-01-2015
	Other professional services	Rs. 2 Cr. Per year		7-5/2009-Fin. Dated 30-03-2016
11.	Legal expenses	Full Powers as per approved rates of Ministry of Law and Justice and /or DoT.		7-5/2009-Fin. Dated 15-01-2015

**Schedule of financial powers of officers in the offices of
Pr. CCAs/ CCAs/ DG(NICF) and Jt. CCAs**

SL. No.	Nature of Expenditure	Extent of Power			
		HAG Level Officers	SAG Level Officers	JAG Level Officers (only in offices headed by the Jt.CCA)	Authority/Order No.
1.	Contingent Expenditure: (a) Recurring (b) Non-recurring	Rs. 15,000 in each case. Rs. 1,25,000 in each case.	Rs. 10,000 in each case Rs. 1,00,000 in each case.	Rs. 7,500 p.m. in each case. Rs.50,000 in each case.	7-2/2010-FIN dated 20-12-2010
2.	Electricity, Gas and Water Charges	Full Powers	Full Powers	Full Powers	7-2/2010-FIN dated 20-12-2010
3.	Printing & Binding Forms	Full Powers	Full Powers	Full Powers	7-2/2010-FIN dated 20-12-2010
4.	Legal Charges	Full Powers	Full Powers	Full Powers	7-2/2010-FIN dated 20-12-2010
5.	Office Equipment	Full Powers	Full Powers	Full Powers	7-2/2010-FIN dated 20-12-2010
6.	Purchase of Computers (including Hardware, Software, Peripherals and UPS)	Rs. 10 lakh at a time subject to Rs. 20 lakh per annum.	Rs. 10 lakh at a time subject to Rs. 20 lakh per annum.	Rs.6 lakh at a time subject to Rs.10 lakh per annum.	7-4/2012-FIN dated 11-8-2015
7.	Computer Stationery	Full Powers	Full Powers	Full Powers	7-2/2010-FIN dated 20-12-2010
8.	Office Stationery	Full Powers	Full Powers	Full Powers	7-2/2010-FIN dated 20-12-2010
9.	Maps, Books & Publications	Full Powers	Full Powers	Full Powers	7-2/2010-FIN dated 20-12-2010
10.	Furniture & Furnishings	Full Powers	Full Powers	Full Powers	7-2/2010-FIN dated 20-12-2010
11.	Liveries & Uniforms	Rs. 1 lakh per office per annum	Rs. 1 lakh per office per annum	Rs. 50,000 per office per annum	7-2/2010-FIN dated 20-12-2010
12.	Loans & Advances to Staff	Full Powers	Full Powers	Full Powers	7-2/2010-FIN dated 20-12-2010
13.	Honorarium	Rs. 2500 in each case	Rs. 2500 in each case	Rs. 2500 in each case	
14.	Hiring of Vehicles	Rs. 2 lakh per month.	Rs. 1.8 lakh per month.	Rs. 90,000 per month	7-4/2012-FIN dated 11-8-2015
15.	Computer Training for Officers/Officials of DOT	Rs. 10,000 in each case.	Rs. 10,000 in each case.	Rs. 10,000 in each case.	7-2/2010-FIN dated 20-12-2010
16.	Working Lunch/Light Refreshment (On holding of meetings with other organizations/operators in connection with inter-organizational transactions)	Rs. 150 per head	Rs. 150 per head	Rs. 150 per head	7-2/2010-FIN dated 20-12-2010

17.	Housekeeping Charges	Rs. 1 lakh per month.	Rs. 1 lakh per month.	Rs. 25,000 per month.	7-4/2012-FIN dated 11-8-2015
18.	Security Charges	Rs. 75,000 per month	Rs. 75,000 per month	Rs. 50,000 per month	7-4/2012-FIN dated 11-8-2015
19.	Postage Charges	Full Powers	Full Powers	Full Powers	7-2/2010-FIN dated 20-12-2010
20.	Municipal Rates & Taxes	Full Powers	Full Powers	Full Powers	7-2/2010-FIN dated 20-12-2010
21.	Payment of Commission charges for payment of Telecom Pension to PDAs	Full Powers	Full Powers	Full Powers	7-2/2010-FIN dated 20-12-2010
22.	Advertisement Charges	Full Powers	Full Powers	Full Powers	7-2/2010-FIN dated 20-12-2010
23.	AMC for Office Equipments.	Full Powers	Full Powers	Full Powers	7-2/2010-FIN dated 20-12-2010
24.	AMC for Electrical Equipments.	Full Powers	Full Powers	Full Powers	7-2/2010-FIN dated 20-12-2010
25.	Lump-sum Advance to provide for Immediate Financial relief	Rs. 8000/-	Rs. 8000/-	Rs. 8000/-	7-2/2010-FIN dated 20-12-2010
26.	Honorarium for Guest Faculty	Full Powers subject to GOI Circulars/ Guidelines on the subject.	-	-	7-4/2012-FIN. (Vol.I) dated 12-1-2015
27.	Hiring of Vehicles for Training	Full Powers for Seminars/Workshops subject to entitlement and eligibility of officers/faculty participating in the Seminars/ Workshops.	-	-	7-4/2012-FIN. (Vol.I) dated 12-1-2015
28.	(a) (i) Addition & alteration including replacement of installations to non-residential Govt. buildings	Rs. 3 lakhs per case excluding overhead charges subject to Rs. 10 lakhs per annum.	Rs. 3 lakhs per case excluding overhead charges subject to Rs. 10 lakhs per annum.	-	7-4/2012-FIN dated 29-10-2012
	(ii) Ordinary repairs and maintenance of Govt. Buildings Non Residential buildings	Rs. 50,000/- per occasion subject to Rs.5 lakhs per annum	Rs. 50,000/- per occasion subject to Rs.5 lakhs per annum	-	7-4/2012-FIN dated 29-10-2012
	(iii) Repairs and alteration of hired and requisitioned buildings.	Rs. 50,000/- per occasion non-recurring subject to Rs. 3 lakhs per annum and	Rs. 50,000/- per occasion non-recurring subject to Rs. 3 lakhs per annum and	-	7-4/2012-FIN dated 29-10-2012

		Rs. 6000/- per occasion recurring subject to Rs. 1 lakh per annum and subject to condition laid down against the serial no 12 of Annexure to Schedule V of DFPR, 1978	Rs. 6000/- per occasion recurring subject to Rs. 1 lakh per annum and subject to condition laid down against the serial no 12 of Annexure to Schedule V of DFPR, 1978		
	(b) Execution of petty works and special repairs to Govt. owned (non-residential) buildings, including sanitary fitting, water supply and electrical installation in such buildings and repairs to such installation (Note: Petty works are works and repairs not likely to cost more than Rs. 5000/-)	Rs. 5000/- per occasion subject to Rs. 50,000 per annum.	Rs. 5000/- per occasion subject to Rs. 50,000 per annum.	Rs. 2500/- per occasion subject to Rs. 25,000 per annum. This power will be exercised by the Jt.CCA, Tamil Nadu Circle who is ordered to look after the A&N Circle.	7-4/2012-FIN dated 29-10-2012
29.	Outsourcing of Data entry work by Head of Circle only	Rs. 50,000/- per month. The engagement may preferably be taken from Govt agency and under the GFR provisions.	Rs. 50,000/- per month. The engagement may preferably be taken from Govt agency and under the GFR provisions.	-	7-4/2012-FIN dated 29-10-2012

Financial Powers of Jt. CCAs/ Dy. CCAs in the offices of Pr.CCA/ CCA and Directors/ Dy. Directors in the office of DG (NICF)

SL.NO.	Nature of Expenditure	Jt. CCA	Dy. CCA	Authority/Order No.
1.	Contingent Expenditure: Recurring Non Recurring	Rs. 2000 in each case Rs. 15000 in each case.	Rs. 1000 in each case Rs. 2000 in each case	7-2/2010-FIN dated 20-12-2010
2.	Office Stationery	Rs. 15000 per annum	-	7-2/2010-FIN dated 20-12-2010

**Financial Powers to be Exercised Specifically by the Director
General, National Institute of Communication Finance (NICF)**

SL. NO.	Nature of Expenditure	Extent of Powers	Authority/Order No.
1.	Honorarium for Guest Faculty	Full Powers	7-2/2010-FIN dated 20-12-2010
2.	Hiring of vehicle	Full Powers for Seminars/ Workshops subject to entitle- ment and eligibility of officers /faculty participating in the Seminars/Workshops.	7-2/2010-FIN dated 20-12-2010
3.	Computer Training for Officers/ Officials on DOT Strength and faculty development in the DG (NICF) office	Rs. 10,000/- in each case.	7-2/2010-FIN dated 20-12-2010
4.	Settlement of claims/ bills of other institutions/Bodies for probationary IP&TAFS officers attached to NICF/Induction Training	Full Powers	7-2/2010-FIN dated 20-12-2010
5.	Organizing mid-career training/ MDP Courses	Full Powers after obtaining administrative approval from DOT	7-2/2010-FIN dated 20-12-2010
6.	Organizing Training Activities by signing MOUs with other Institutions/Professional Bodies in India (Govt./PSUs/Autonomous Bodies wholly/partially conducted by Govt.)	Full Powers after obtaining administrative approval from DOT	7-2/2010-FIN dated 20-12-2010
7.	Hiring of vehicles for training activities	Full Powers for training activities limited to the entitlement of the trainee/faculty.	7-2/2010-FIN dated 20-12-2010

Schedule of Delegation of Financial Powers to Heads of NTIPRIT

SL.NO.	Nature of Expenditure	Extent of Powers delegated	Authority/Order No.
1.	Contingent charges Recurring (a) Payment of OPEX charges to ALTTC (b) Other cases	(a) Full powers as per formula/limit approved by DoT (b) Rs. 15,000 in each case	7-7/2012-Fin. Dated 11-02-2013
2.	Contingent Expenditure: Non-recurring Hospitality/Entertainment expenses, gifts expenses on conduction of Tour	Rs. 1,25,000/- in each case.	7-7/2012-Fin. Dated 11-02-2013
3.	Electricity, Gas and Water Charges	Full Powers	7-7/2012-Fin. Dated 11-02-2013
4.	Printing & Binding Forms	Full Powers	7-7/2012-Fin. Dated 11-02-2013
5.	Legal charges	Full Powers	7-7/2012-Fin. Dated 11-02-2013
6.	Office Equipment	Full Powers	7-7/2012-Fin. Dated 11-02-2013
7.	Purchase of Computers (including Hardware, Software, Peripherals and UPS)	Rs. 10 lakhs at a time subject to Rs. 20 lakhs per annum.	7-7/2012-Fin. Dated 23-07-2015
8.	Computer Stationery	Full Powers	7-7/2012-Fin. Dated 11-02-2013
9.	Office Stationery	Full Powers	7-7/2012-Fin. Dated 11-02-2013
10.	Maps, Books & Publications	Full Powers	7-7/2012-Fin. Dated 11-02-2013
11.	Furniture & Furnishings	Full Powers	7-7/2012-Fin. Dated 11-02-2013
12.	Liveries & Uniforms	Rs. 1 lakh per annum	7-7/2012-Fin. Dated 11-02-2013
13.	Loans & Advances to Staff	Full Powers	7-7/2012-Fin. Dated 11-02-2013
14.	Making Lunch/ Light Refreshment for meetings.	Rs. 150/- per head	7-7/2012-Fin. Dated 11-02-2013
15.	Postage Charges	Full Powers	7-7/2012-Fin. Dated 11-02-2013
16.	Municipal Rates & Taxes	Full Powers	7-7/2012-Fin. Dated 11-02-2013
17.	Advertisement Charges	Full Powers through DAVP	7-7/2012-Fin. Dated 11-02-2013
18.	AMC for Office Equipment	Full Powers	7-7/2012-Fin. Dated 11-02-2013
19.	AMC for Electrical Equipment	Full Powers	7-7/2012-Fin. Dated 11-02-2013
20.	Lump-sum Advance to provide for immediate Financial relief	Rs. 8000/-	7-7/2012-Fin. Dated 11-02-2013
21.	Honorarium (i) For Guest Faculty (ii) Other Cases	(i) Full powers (ii) Rs. 2500/- in each case	7-7/2012-Fin. Dated 11-02-2013
22.	Hiring of vehicle (i) For training purpose (ii) For NTIPRIT official work.	(i) Full powers subject to entitlement and eligibility of trainee/faculty. (ii) Two Non AC vehicles.	7-7/2012-Fin. Dated 11-02-2013
23.	Tools & Gadgets for training purpose	Full powers subject to annual ceiling of Rs.25 lakh.	7-7/2012-Fin. Dated 11-02-2013

24.	Repair and maintenance of computers and peripherals	Full powers for AMC of computers and peripherals.	7-7/2012-Fin. Dated 23-07-2015
25.	Scrapping and disposal of obsolete/ non life expired/ life expired stores, equipment, computers, vehicles, etc.	Full powers for Scrapping of life expired stores, computers, vehicles on recommendations of scrapping committee.	7-7/2012-Fin. Dated 23-07-2015
26.	Funeral expenses	Rs. 5,000/- in each case.	7-7/2012-Fin. Dated 23-07-2015

Schedule of Financial Powers of Head of TERM Cells (SAG level officers)

SL. NO.	Nature of Expenditure	Extent of powers	Authority/Order No.
		Head of TERM Cells (SAG level officers)	
1.	Contingent Expenditure: Recurring Non Recurring	Rs. 10,000/- p.m. in each case Rs. 1,00,000/- in each case.	7-4/2011-Fin. Dated 20-09-2011
2.	Electricity, Gas and Water Charges	Full Powers	7-4/2011-Fin. Dated 20-09-2011
3.	Printing & Binding Forms	Full Powers	7-4/2011-Fin. Dated 20-09-2011
4.	Legal charges	Full Powers	7-4/2011-Fin. Dated 20-09-2011
5.	Office Equipment	Full Powers	7-4/2011-Fin. Dated 20-09-2011
6.	Purchase of Computers (including Hardware, Software, Peripherals and UPS)	Rs. 10 lakh at a time subject to Rs. 20 lakh per annum	7-4/2011-Fin. Dated 23-07-2015
7.	Computer Stationery	Full Powers	7-4/2011-Fin. Dated 20-09-2011
8.	Office Stationery	Full Powers	7-4/2011-Fin. Dated 20-09-2011
9.	Maps, Books & Publications	Full Powers	7-4/2011-Fin. Dated 20-09-2011
10.	Furniture & Furnishings	Full Powers	7-4/2011-Fin. Dated 20-09-2011
11.	Liveries & Uniforms	Rs. 1 lakh per office per annum	7-4/2011-Fin. Dated 20-09-2011
12.	Loans & Advances to Staff	Full Powers	7-4/2011-Fin. Dated 20-09-2011
13.	Honorarium	Rs. 2,500/- in each case	7-4/2011-Fin. Dated 20-09-2011
14.	Hiring of vehicles	Rs. 1.8 lakh per month	7-4/2011-Fin. Dated 23-07-2015
15.	Computer training for officers/ officials of DoT	Rs. 10,000 in each case	7-4/2011-Fin. Dated 20-09-2011
16.	Working Lunch/Light Refreshment (on holding of meetings with other organizations/operators in connection with inter- organizational transactions).	Rs. 150/- per head	7-4/2011-Fin. Dated 20-09-2011
17.	Housekeeping Charges	Rs. 1 lakh per month	7-4/2011-Fin. Dated 20-09-2011
18.	Security Charges	Rs. 75,000/- per month	7-4/2011-Fin. Dated 23-07-2015
19.	Outsourcing of other services for day to day running of office	Rs. 1 lakh per month	7-4/2011-Fin. Dated 20-09-2011
20.	Postage charges	Full Powers	7-4/2011-Fin. Dated 20-09-2011
21.	Municipal Rates & Taxes	Full Powers	7-4/2011-Fin. Dated 20-09-2011
22.	Advertisement Charges	Full Powers	7-4/2011-Fin. Dated 20-09-2011
23.	AMC for Office Equipments	Full Powers	7-4/2011-Fin. Dated 20-09-2011
24.	AMC for Electrical Equipments	Full Powers	7-4/2011-Fin. Dated 20-09-2011
25.	Lump-sum Advance to provide for immediate Financial relief	Rs. 8,000/-	7-4/2011-Fin. Dated 20-09-2011
26.	(a) (i) Addition & alteration including replacement of installations to non- residential Govt. buildings	Rs. 3 lakhs per case excluding overhead charges subject to Rs. 10 lakhs per annum.	7-4/2011-Fin. Dated 06-11-2012

	(ii) Ordinary repairs and maintenance of Govt. Buildings-Non Residential buildings	Rs. 50,000/- per occasion subject to Rs. 5 lakhs per annum	7-4/2011-Fin. Dated 06-11-2012
	(iii) Repairs and alteration of hired and requisitioned buildings.	Rs. 50,000/- per occasion non recurring subject to Rs. 3 lakhs per annum and Rs. 6000/- per occasion recurring subject to Rs. 1 lakh per annum and subject to the conditions laid down against the serial no 12 of Annexure to Schedule V of DFPR, 1978.	7-4/2011-Fin. Dated 06-11-2012
	(b) Execution of petty works and special repairs to Govt. owned (non residential) buildings, including sanitary fitting, water supply and electrical installation in such buildings and repairs to such installation (Note: Petty works are works and repairs not likely to cost more than Rs. 5000/-)	Rs. 5000/- per occasion subject to Rs. 50,000/- per annum.	7-4/2011-Fin. Dated 06-11-2012

**Schedule of financial powers of Sr. Deputy Director General,
Telecom Engineering Centre**

SL. No.	Nature of Expenditure	Extent of power	Authority/Order No.
1.0.0	Sanction of Schemes/Projects		
1.1.0	New Schemes	Rs. 5 crores for new & existing schemes	7-1/2011-Fin. Dated 22-03-2016
1.2.0	Detailed Estimates	Full Powers to the extent of powers delegated for in respect of Project/Scheme.	7-1/2011-Fin. Dated 13-04-2011
1.3.0	Land & Buildings		
1.3.1	Additions and alterations to existing Departmental Office Buildings	Rs. 50 lakhs per annum.	7-1/2011-Fin. Dated 13-04-2011
1.3.2	Repairs to Buildings	Full Powers	7-1/2011-Fin. Dated 13-04-2011
2.0.0	Vehicles		
2.1.0	Repairs	Full Powers	7-1/2011-Fin. Dated 13-04-2011
2.2.0	Hiring	Rs. 4,00,000/- per month.	7-1/2011-Fin. Dated 13-04-2011
3.0.0	Purchase of Stores		
3.1.0	Stores		7-1/2011-Fin. Dated 13-04-2011
3.1.1	Stocked items	Full Powers for purchase against rate contracts finalized by DGS&D/DOT. Rs. 3 lakhs at one time subject to annual limit of Rs. 25 lakhs.	7-1/2011-Fin. Dated 13-04-2011
3.1.2	Non Stocked items.	(i) Purchase against rate contracts/prices finalized by DGS&D/DOT- Full powers. (ii) In other cases: Up to Rs.5 lakh only per annum.	7-1/2011-Fin. Dated 13-04-2011
3.2.0	Other items		
3.2.1	Office equipment	Full Powers	7-1/2011-Fin. Dated 13-04-2011
3.2.2	Computers	Rs. 10 lakhs at a time. Rs. 50 lakhs per annum.	7-1/2011-Fin. Dated 13-04-2011
3.2.3	Computer Stationery	Full Powers	7-1/2011-Fin. Dated 13-04-2011
3.2.4	Office Stationery	Full Powers	7-1/2011-Fin. Dated 13-04-2011
3.2.5	Maps, Books & Publications	Full Powers	7-1/2011-Fin. Dated 13-04-2011
3.2.6	Furniture & Furnishings	For TEC Head quarter: Rs.20 lakhs per annum For RETC: Rs.10 lakhs per office per annum	7-1/2011-Fin. Dated 13-04-2011
3.2.7	Purchase of Mathematical Instruments	Rs.1 lakh on each occasion subject to maximum of Rs.10 lakh per annum.	7-1/2011-Fin. Dated 13-04-2011
4.0.0	Contingent Expenditure		
4.1.0	Recurring	Rs. 15,000/- per month in each case	7-1/2011-Fin. Dated 13-04-2011

4.2.0	Non Recurring	Rs. 1,25,000/- in each case	7-1/2011-Fin. Dated 13-04-2011
4.3.0	Electricity, Gas and Water Charges	Full Powers	7-1/2011-Fin. Dated 13-04-2011
4.4.0	Printing & Binding Forms	Full Powers	7-1/2011-Fin. Dated 13-04-2011
4.5.0	Legal charges	Full Powers	7-1/2011-Fin. Dated 13-04-2011
4.6.0	Advertisement Charges	Up to a limit of Rs. 2,00,000/- in each case (through DAVP only)	7-1/2011-Fin. Dated 13-04-2011
4.7.0	Refreshment	Refer O.M. No. 7(3)/E-Coord./2013 dated 06-05-2015	7-1/2011-Fin. Dated 22-3-2016 & 31-03-2016
5.0.0	Loans and advances to staff	Full Powers	7-1/2011-Fin. Dated 13-04-2011
6.0.0	Rates and Taxes	Full Powers	7-1/2011-Fin. Dated 13-04-2011
7.0.0	Honorarium, rewards and awards		
7.1.0	Honorarium	Rs. 2,500/- in each case	7-1/2011-Fin. Dated 13-04-2011
7.2.0	Rewards/awards	Rs. 2,000/- in case of Government servants Rs. 1,000/- in case of others.	7-1/2011-Fin. Dated 13-04-2011
8.0.0	Refunds and compensations		
8.1.0	Refunds	Full Powers	7-1/2011-Fin. Dated 13-04-2011
8.2.0	Compensation		
8.2.1	Compensation for death/injury	(a) Full powers as per any court award or any statutory legislation (b) Up to Rs. 5000/- for outside court settlements.	7-1/2011-Fin. Dated 13-04-2011
8.2.2	Compensation for damages to property	May sanction the waiving of compensation up to Rs. 25000 in each case for damage to departmental property under Para 499 of the P&T Vol. X (P.I) which becomes irrecoverable.	7-1/2011-Fin. Dated 13-04-2011
9.0.0	Deputation of officials for Short term training etc. in India	Full Power	7-1/2011-Fin. Dated 13-04-2011
10.0.0	Computerization		
10.1.0	Other items of computerization	Rs. 1 lakh each case subject to maximum of Rs. 20 lakh per annum	7-1/2011-Fin. Dated 22-03-2016
11.0.0	Professional Services		
11.1.0	Other professional services	Rs. 1 lakh in each case subject to a maximum of Rs. 25 lakhs per annum.	7-1/2011-Fin. Dated 22-03-2016
12.0.0	Outsourcing of services		
12.1.1	Upkeep of office/ Housekeeping	Rs. 15 lakhs per annum	7-1/2011-Fin. Dated 13-04-2011
12.1.2	Hiring of security service for RTEC'S	Rs. 10 lakhs per annum	7-1/2011-Fin. Dated 13-04-2011

13.0.0	<p>Membership in International standard Bodies/ New Cases and renewals</p> <p>(i) For renewal of existing membership.</p> <p>(ii) For new membership.</p>	<p>Full powers for renewals upto the level of existing membership charges. Such powers may be exercised after analysis of the benefits drawn from such membership in previous years with the concurrence of IFA of TEC.</p> <p>The cases should be submitted to DOT Hq for specific approval of Secretary (T). Subject to this administrative approval, Sr. DDG (TEC) may subscribe to such membership with an annual ceiling of Rs. 2 Crores.</p>	7-1/2011-Fin. Dated 02-04-2014
14.0.0	<p>Replacement of life expired vehicles.</p>	<p>Full Powers against condemned vehicles by following all the norms/guidelines prescribed on the subject from time to time.</p>	7-1/2011-Fin. Dated 02-04-2014

Chapter-4

EFC/SFC/PIB memo/ Appraisal/Approval of Projects/Schemes

F. No. 1(1)PF-II/2011
Government of India
Department of Expenditure
(Plan Finance-II Division)

North Block, New Delhi

Dated: 31st March, 2014

OFFICE MEMORANDUM

Subject: Circulation of Revised formats of EFC PIB Memorandum for Original Costs Estimates (OCE) and Revised Cost Estimates (RCE).

The existing EFC/PIB format was circulated vide O.M; of even no. dated 9th March, 2012. Since then, a number of suggestions have been received by this Department regarding the provisions to be incorporated in the EFC/PIB memo. After consultations with the Planning Commission and various Ministries/Departments, the format has been revised in order to improve its functionality, incorporate evolving policies and procedures and for better appraisal of proposals. Separate formats have been prescribed for OCE and RCE proposals.

2. Copies of the revised EFC/PIB format of OCE and RCE proposals are circulated herewith for preparation of proposals for appraisal.
3. Ministries/Department are requested to present the proposals for appraisal in the revised formats with effect from 1st April, 2014.

Sd-
(Saurabh Garg)
Joint Secretary to the Government of India
Tel. no. 23093052

1. Secretaries of all Ministries/Department
2. Financial Advisors of all Ministries/Departments.
3. Advisor (PAMD), Planning Commission

Checklist for the RCE Memo

Particulars	Indicate Y or N
Whether proposal has been prepared in the prescribed RCE format.	
Whether an Executive Summary has been attached.	
Whether comments of Financial Advisor/IFD have been attached with RCE Memo.	
Whether feasibility report, if any, has been appended with the RCE memo.	
Whether report of Standing Committee to fix the responsibility for cost and time overrun has been appended with the RCE memo along with the action taken report.	
Whether a soft copy of the RCE Mmo has been attached.	

Checklist for the EFC/PIB Memo

Particulars	Indicate Y or N
Whether proposal has been prepared in the prescribed EFC/PIB format.	
Whether an Executive Summary has been attached.	
Whether 'In-principle' approval of the Planning Commission has been taken and funding tied up.	
Whether comments of Financial Advisor/IFD have been attached with EFC/PIB Memo.	
Whether evaluation report if any has been enclosed with the EFC/PIB memo.	
Whether feasibility report, if any, has been appended with the EFC/PIB memo.	
Whether mandatroy clearances/approvals have been obtained.	
Whether a soft copy of the EFC/PIB Memo has been attached.	

No. _____
Government of India
Ministry/Department of _____
(_____ Division)

Date: _____

FORMAT FOR RCE MEMORANDUM

1. Programme/Project identification

- 1.1 Title of the programme/project.
- 1.2 Name of the sponsoring agency (Ministry/Department/Autonomous Body/Central PSE).
- 1.3 Duration of the programme/project.
 - (a) Original/latest approved
 - (b) Revised duration being proposed now
- 1.4 Total cost of the programme/project
 - (a) Original/latest approved
 - (b) Revised cost (RCE) being proposed now

2. Programme/project Category

- 2.1 Please indicate which category the programme/project belongs to and the detailed reasons for the same.
 - (a) Only time overrun.
 - (b) Only cost overrun.
 - (c) Both time and cost overrun.

3. Programme/project objectives and targets

- 3.1 The objectives of the programme/project may be mentioned.
- 3.2 The specific targets proposed to be achieved of the programme/project may be mentioned. These targets should be necessary measurable. These should also be monitorable, against baseline data. The baseline may be indicated. The targets should be in tabular form as shown below.

Component	Year				Total	
	Year 1		Year 2 & so on		Physical Total	Financial Total
	Physical	Financial	Physical	Financial		
Component 1						
Component 2 & so on						

3.2 The outcomes of the programme/project to be achieved should be indicated. These outcomes should be in the form of measurable indicators which can evaluate programme/project on quarterly/half yearly/annual/plan basis.

4. RCE Details

4.1 The details about the initial outlays, subsequently revised outlays (including all previous RCEs sanctioned with amount/date and reasons) and the latest proposed outlays may be provided.

4.2 Details of physical progress achieved and expenditure incurred and commitment made so far may be given.

4.3 Date of latest approved, revised and proposed completion schedule of the project along with time overrun and reasons thereof may be elaborated.

4.4 Item-wise cost variation between approved (latest) cost and revised cost as proposed may be given in the format given below.

S. No.	Component	Originally approved cost	Latest approved cost	RCE	Variation (+/-)

4.5 Quantification and Reasons for change in cost may be given in the following manner:

- (a) Price Escalation
- (b) Foreign Exchange variation
- (c) Statutory levies
- (d) Change in Scope
- (e) Addition/deletion
- (f) Under-estimation
- (g) Others (to be specified)

With reference to factors at (a), (b) & (c) above, indicate the consequential increase in IDC, administrative expenses, etc., within the approved project time cycle (PTC) and beyond.

- 4.6 If the change in cost is due to change in factors at 4.5(d) to (g), then provide the relevant information and the justification.
- 4.7 If the programme/project involves more land acquisition then indicate the name of the agency which is providing the land. If such land is to be acquired then resettlement/rehabilitation cost may be provided.
- 4.8 Effect of revision in capital cost estimates on cost of production and profitability/ viability with reference to earlier approved capital cost of the project.
- 4.9 Report of Standing Committee to fix the responsibility for cost and time overrun along with action taken report on its recommendations may be appended with the RCE memo.

5. Plan provisions and funding

- 5.1 Revised phasing of expenditure and source of funding
- 5.2 Details regarding the change in funding pattern, along with justification
- 5.3 Availability of Plan outlay in FYP/Annual Plan may be indicated

6. Approvals

- 6.1 Please indicate the specific points of RCE memo on which approval of EFC/ PIB is sought.

(_____)
Joint Secretary to the Government of India
Tel. No. _____
Fax No. _____
E-mail _____

No. _____
 Government of India
 Ministry/Department of _____
 (_____ Division)

Date : _____

FORMAT FOR EFC/PIB MEMORANDUM

1. Proposal identification

- 1.1 Title of the proposal.
- 1.2 Name of the sponsoring agency (Ministry/Department/Autonomous Body/Central PSE).
- 1.3 Proposed duration of the proposal/Scheme.
- 1.4 Total cost of the proposal over the proposed duration.
- 1.5 Nature of scheme: Central Sector/Centrally Sponsored/Additional Central Assistance.

2. Proposal Category

- 2.1 Please indicate which category the proposal belongs to:
 - (a) Continuing scheme from past Plan periods and included in current Plan period.
 - (b) New Plan Proposal included in the current Plan period.
 - (c) New plan Proposal not included in the current Plan period.
- 2.2 If proposal pertains to category 2.1 (a), then please indicate the benefits already accrued and expenditure already incurred.
- 2.2 (a) Also for proposals belonging to category 2.1 (a), an evaluation report by an independent agency with comments of FA/IFD thereon may be provided along with following details as Annexure to EFC/PIB memo:

Commencement of Scheme & Year of Evaluation	Name of Evaluating Agency	Details of Independent Evaluation		
		Methodology	Major Findings	Main Recommendations
❖ Year ❖ Month		❖ Sample Size ❖ Data Source ❖ % of Coverage ❖ Parameters of Evaluation		

- 2.2 (b) If there are changes proposed in the proposal belonging to category 2.1 (a), please provide existing provisions and proposed changes against each component in tabular form along with financial implications due to the proposed changes:

Existing Component	New/Revised Component	Changes proposed in Existing Components	Reasons for changes in existing components and addition of new components	Financial Implication in the last Plan	Financial implication of addition/change to proposal
Component 1					
Component 2					
Component 3 and so on					

- 2.3 If the proposal pertains to category 2.1 (c), please indicate whether in-principle approval of Planning Commission has been obtained.
- 2.4 Please indicate in case of new Centrally Sponsored Scheme or Major change in ongoing CSS, whether States/UTs have been consulted and their consent obtained to implement the scheme with proposed sharing of funds.

3. Justification for the Proposal

- 3.1 The Justification for taking up new/continuing the ongoing proposal may be provided in terms of:
- (i) Demand and supply analysis to identify gaps.
 - (ii) Conformity with the Plan Priorities and National Objectives.
 - (iii) Problems to be addressed at local/regional/national levels, as the case may be, through scheme/project.
- 3.2 The alternatives that have been considered before firming up the design of the proposal may be stated. (This should also include alternate modes of proposal delivery, e.g. outsourcing, PPP, etc. that have been considered).
- 3.3 Please state whether the proposal has objectives and coverage which overlap with projects/schemes being implemented by the same or another agency (Ministry/Department/State government). In cases of overlap, please state why the proposal needs to be considered as a separate stand alone effort.

4. Proposal Objectives and targets

- 4.1 The objectives of the proposal may be mentioned. These objectives should flow from the proposal justification.

- 4.2 The specific targets proposed to be achieved of the proposal may be mentioned. These targets should be necessarily measurable. These should also be monitorable, against baseline data. The baseline may be indicated. The targets should be in tabular form as shown below.

Component	Year				Total	
	Year 1		Year 2 & so on		Physical Total	Financial Total
	Physical	Financial	Physical	Financial		
Components 1, 2, 3 & so on						

- 4.3 The outcomes of the proposal to be achieved should be indicated. These outcomes should be in the form of measurable indicators which can evaluate the proposal on quarterly/half yearly/annual/plan basis.
- 4.4 Briefly explain the objectives of the other programmes/projects undertaken by Ministry/Dept which are in convergence with the objectives of proposed proposal.
- 4.5 Please indicate whether the proposal is for current Plan only or will continue in next Plan also.

5. Gender Analysis of the Proposal

- 5.1 Briefly explain the specific objectives of the proposal relating only to women.
- 5.2 In case the proposal has gender components, please provide the following information in tabular form as shown below.

Gender Component	% of total expenditure on this component
Component 1, 2, 3 & so on	

6. Proposal design

- 6.1 Briefly explain the proposal Design. This should include all components of the proposal including:
- (i) Scope of the project
 - (ii) Assumptions used
 - (iii) Technology
 - (iv) Size/Specifications/Layout Plan
 - (v) Plant & Machinery
 - (vi) Others (Please specify)

The components of the project should be carved out from the Feasibility Report/Project report. The study/investigations on which project parameters are based should be clearly indicated.

- 6.2 In case the proposal is specific to any location, area and segment of population please state the basis for selection. Details regarding special physical features, technology, etc., may be given.
- 6.3 Please indicate whether the proposal is secured against natural/ man-made disasters like floods, cyclones, earthquakes, tsunamis, etc. If the proposal involves creation/ modification of structural and engineering assets or change in land use plans, disaster management concerns should be assessed.
- 6.4 In case of beneficiary oriented proposal, the mechanism for identification of the beneficiary and the linkage of beneficiary identification with UID numbers, on a voluntary / non-mandatory basis, may be indicated.
- 6.5 Wherever possible, the mode of delivery should involve the Panchayati Raj Institutions and Urban Local Bodies. Where this is intended, the preparedness and the ability of the Panchayats for executing the proposal may be indicated. If exceptions are to be made, the reasons may be explained.
- 6.6 Whether the land required for the proposal is in possession of the agency. In case the proposal involves land acquisition or environmental clearances, the specific requirements and the status in this regard may be indicated.
- 6.7 The legacy arrangements after the scheduled proposal duration may be mentioned. In case the proposal creates assets, arrangements for their maintenance and upkeep may be stated. (For example the proposal assets may be taken over and maintained by the State Government/PRIs, ULBs).
- 6.8 Please indicate:
 - Inter-linkages with other schemes mainly in terms of coverage, impact, outcomes, etc.
 - Steps taken towards convergence with other schemes to achieve the intended outcomes may also be stated.
 - Steps taken towards convergence in flow of funds from other schemes.

7. Proposal Cost

- 7.1 Please provide the proposal cost estimate for its scheduled duration along with a break-up of year-wise, component-wise expenses segregated into non-recurring and recurring expenses.

- 7.2 In case the land is to be acquired, the details of cost of land and cost of rehabilitation/resettlement may be provided.
- 7.3 Estimated expenditure on proposal administration (including expenses on consultants, monitoring, evaluation, IEC, etc.) may be separately indicated.
- 7.4 The basis of these cost estimates along with the reference dates (it should not be more than six months old) for normative costing may be provided. Please indicate the firmness of the estimates, component wise, with the extent (+/-) of the expected variation.
- 7.5 In case of the proposal involves payout of subsidy, the year wise and component wise expected outgo, up to the last year of payout, may be indicated.
- 7.6 In case the proposal intends to create capital assets, employ specialised manpower or involves other activities that necessitate a Recurring Cost of Capital Expenditure (RCCE) (e.g., maintenance and upkeep costs of assets, salary costs of manpower, etc.) over the lifetime of the asset, such expenditures, on an annual basis, may be indicated in the proposal.
- 7.7 It may also be stated whether the agency which would be assigned this legacy responsibility has been consulted and has agreed to bear the continuing recurring expenditure. (e.g., the State governments may need to incur the maintenance and upkeep costs of assets created under Plan schemes).
- 7.8 The cost towards salary/fees/emoluments of the proposal human resources as being proposed should be indicated (procedure for seeking approval for human resource requirements is detailed at para-9 below).
- 7.9 The component of the costs mentioned at 7.1-7.8, that will be shared by the state governments/PRI/User Beneficiaries may be indicated.
- 7.10 In the event of fund transfer being made to State Govts/local bodies or other organisations, "grants for creation of capital assets" may be indicated separately.

8. Proposal: Financing

- 8.1 The source of financing for the proposal may be indicated. In case of proposal already included in the FYP, the specific earmarking may be mentioned.
- 8.2 Whether the funding requirements have been fully tied up with Planning Commission may be indicated. The quantum of the Plan allocation may be indicated.
- 8.3 If there are gaps in the financing of the proposal, the sponsoring agency may indicate how such gaps in FYP as well as the Annual Plans will be addressed.

- 8.4 If external sources are intended, the sponsoring agency may indicate whether such funds have been tied up. In case firm commitment is not available, alternative plans for arranging funds may be indicated.
- 8.5 In case of partial allocation of funds for the proposal, then the components which may be removed/reduced may be indicated.
- 8.6 Please provide the following details in respect of project proposal:
- Debt-equity ratio along with justification.
 - In case of, funding from internal resources (IR), availability of IR may be supported by projections and their deployment on various projects.
 - Please indicate funding tie-ups for loans components both domestic and foreign, along-with terms and conditions of loan based on consent/comfort letters.

9. Proposal: Human Resources

- 9.1 In case posts (permanent or temporary) are intended to be created, a separate proposal may be sent on file to Personnel Division of Department of Expenditure. Such proposals may be sent only after the main proposal is recommended by the appropriate appraisal body (SFC, EFC, etc.).
- 9.2 In case outsourcing of services or hiring of consultants is intended, brief details of the same may be indicated. It may also be certified that the relevant GFR provisions will be followed while engaging the agency/consultant.
- 9.3 In case additional manpower requirement, please indicate the phased requirements over the proposal timeline (i.e, year-wise break-up of the manpower requirement)

10. Proposal viability

- 10.1 In case of proposals which have identified stream of financial returns, the financial internal rate of return may be calculated. The hurdle rate is considered at 12%.
- 10.2 In case of proposals where financial returns are not readily quantifiable (typically social development proposals), the measurable benefits/outcomes may be indicated.

11. Proposal implementation and monitoring

- 11.1 Implementing agency (s) may be indicated.
- 11.2 The administrative structure for implementing the proposal may be stated. Usually new structures/entities, etc. are, by and large, to be avoided. In case new structures are intended to be created for administering the scheme,

the details of such structures and specific justification for the same may be provided. Such new structure should be proposed only if it has been established after due analysis, that existing structures cannot be levered for the proposed/additional work.

- 11.3 The completion schedule of the proposal indicating timelines of activities should be provided in PERT/Bar Chart along with critical milestones.
- 11.4 **Mode of implementation:** Departmental/Contract/Turnkey contract/EPC/PPP, etc. with justification may be given.
- 11.5 Nodal officer identified/appointed for being directly in charge and overseeing progress of the proposal may be indicated. Details about his status, past experience in executing similar proposals and balance tenure left for steering the proposal may also be mentioned. He/She should normally be appointed for entire duration of the proposal.

12. Proposal sensitivities/uncertainties

- 12.1 Any foreseeable constraints/uncertainties which can affect the technical design, costing and implementation of the proposal may be indicated.
- 12.2 The likely impact of these constraints/uncertainties on the proposal parameters may be stated. In particular, the sensitivity of the proposal cost, proposal schedule and proposal viability towards the possible constraints/uncertainties may be mentioned.

13. Mandatory approvals/clearances:

The details regarding the requirement of mandatory approvals/clearances of various local, state and national bodies and their availability may be indicated in a tabular form

S.No	Approvals/Clearances	Agency concerned	Availability (Y/N)

14. Consultations with the Public, State Governments, External Research Agencies, Think Tanks, etc.

- 14.1 To the extent possible and practicable, such consultations may be done by the Administrative Ministries. The draft Proposals may be placed on the web site of the sponsoring Ministries and comments invited from the general public. The draft proposals may be formulated/finalized taking into account such comments. Details in this regard may be indicated in the EFC/PIB memo.

15. Concurrence of Financial Advisor

15.1 Comments/Concurrence of Financial Adviser may be indicated along with reply of the Administrative Ministry.

16. Approvals:

16.1 Please indicate the specific points on which approval of EFC/PIB is sought.

(_____)
Joint Secretary of the Government of India
Tel. No. _____
Fax No. _____
E-mail _____

No. 24(35)/PF-II/2012
Government of India
Ministry of Finance
Department of Expenditure
Plan Finance - II Division

North Block, New Delhi.

Dated: 29th Aug, 2014

OFFICE MEMORANDUM

Subject: Delegation of Powers for Appraisal and Approval of Public Funded Plan Schemes/Projects.

Reference is invited to this Department OM no. 1(3)/PF-II/2001 dated 1st April, 2010 regarding the guidelines for formulation, appraisal and approval of Public Funded Plan schemes/projects. The proposal for enhancing the appraisal and approval limits for **Original Cost Estimates (OCE)** and **Revised Cost Estimates (RCE)** for such schemes/projects have been under the consideration of this Department.

2. The revised delegation of powers for appraisal and approval of **Original Cost Estimates (OCE)** is as follows:

Scheme/Project Appraisal		Scheme/Project Approval	
Cost (Rs. Cr.)	Appraisal by	Cost (Rs. Cr.)	Approval by
Up to 100	The Admn. Dept. in the normal course	Up to 100	Secretary of the Admn. Dept. in consultation with Financial Adviser.
> 100 & up to 500	SFC Chaired by Secretary of the Admn. Dept.	> 100 & up to 500	Minister-in-charge of the Administrative Department.
> 500	EFC/PIB Chaired by Secretary (Expenditure), except departments/projects/schemes for which special dispensation has been notified by the Competent Authority	> 500 & up to 1000	Minister-in-charge of the Admn. Dept. and Finance Minister, except where special powers have been delegated by Ministry of Finance
		> 1000	Cabinet/Cabinet Committee concerned with the subject, except where special thresholds have been laid down by the Cabinet/Committee of the Cabinet

Note: 1. The financial limits as above are with reference to the **total** size of the project/scheme, which may include budgetary support, internal resources, external aid, loans and so on.

2. Composition of PIB/EFC/SFC will be as per the Delegation of Financial Power Rules. In accordance with the DFPR, Financial Advisers may refer any financial matter, or part thereof, and also seek participation of the Department of Expenditure in the SFC meetings, wherever necessary.

3. For appraisal and approval of PPP projects, separate orders issued by Department of Economic Affairs, would be applicable.

3. The revised delegation of powers for appraisal and approval of Revised Cost Estimates (RCE) is as follows:

S.No.	Limit	Appraisal and Approval Forum
A.	Increase in costs due to increase in statutory levies ¹ , exchange rate variation, and price escalation envisaged within the original approved time cycle, irrespective of the cost of the scheme/project	No appraisal. Approval by Secretary of the Admn. Dept. if absolute cost escalation is up to Rs. 100 crore, and by the Admn. Minister-in-charge if absolute cost escalation is above Rs. 100 cr.
¹ Statutory levies include State/Central taxes, including import and export duties are notified by Gol and paid by the project authorities, but exclude water, electricity charges and POL price increases.		
B.	Increase in cost estimates due to reasons such as time over-run, change in scope, under-estimation, etc., (excluding cost escalation for reasons cited in A above):	
1.	Increase in costs up to 20% of the firm ed up ² cost estimates	Appraisal by the Financial Adviser. Approval by secretary of the Admn. Dept. If absolute cost escalations up to Rs. 100 crore, and by the Admn. Minister-in-charge if absolute cost escalation is above Rs. 100 cr.
2.	Increase in costs beyond 20% of the firm ed up ² cost estimates	Fresh Appraisal and Approval by the Competent Authority as per the extant delegation of powers.
² Firmed up cost estimate means a cost estimate which has gone through the full appraisal and approval process as per the extant delegation of powers.		

4. All schemes/project which involve setting up of **new** Companies, Autonomous Bodies, Institutions/Universities, Special Purpose Vehicles, etc., would need appraisal by EFC chaired by Secretary (Expenditure), irrespective of the outlay or the nature of the Ministry/Department, and all such cases would need to be approved at the level of Cabinet/Committee of the Cabinet.

5. It has been found that many Ministries/Department have started operating small multiple schemes, which spread resources too thinly to realise any meaningful outcomes. it is directed that henceforth:

- (i) No **new** Scheme/Programme will be initiated without the prior “in-principle” approval in accordance with the extant procedure.
- (ii) No **new** budget line at the level of sub-head and above in the Detailed Demand for Grants will be opened without the approval of the Budget Division and the concerned Division of the Department of Expenditure in Ministry of Finance.
- (iii) Department of Expenditure reserves the right to merge, drop or restructure any scheme or budget line through the budgetary process, after obtaining the comments of the Administrative Department.

- (iv) Financial Advisers will, before the preparation of budget every year, submit proposals to the Department of Expenditure for rationalization of existing schemes/sub-schemes to ensure efficient management of public expenditure at all times.

6. The delegation of powers for sanctioning **Pre-Investment** activities is as follows:

S. No.	Limit	Appraisal and Approval forum
1.	Up to Rs. 50 crore if budgetary support is being sought (up to Rs. 100 crore with resources of public enterprise added), subject to the availability of funds and requisite regulatory clearances as prescribed.	Appraisal by the Administrative Secretary and Approval by the Minister-in-charge.
2.	All other cases	Appraisal by EFC/PIB and Approval by the Competent Authority as per the extant delegation of powers.

Pre-Investment activities may include activities (like preparation of PFRs/FRs/DPRs; undertaking surveys/investigations of all types required for the project; preliminary land acquisition for acquiring right of way or initiating work on the project site; collection of environmental data, preparation of Environment Management Plans, Forestry and Wild Life clearances; construction of access roads, minor bridges, culverts, power lines, water lines, site offices, temporary accommodation and so on; compensatory afforestation as per MoEF guidelines; and payment of NPV towards conversion of forest land for non-forest purposes.

7. While considering the appraisal and approval of public funded schemes/projects, the Administrative Ministries/Departments may ensure the following:

- (i) Ministries should ensure that proposals considered within the delegated powers are subjected to rigorous examination in project design and delivery, and careful attention should be paid to recurring liabilities and fund availability after adjustment of the committed liabilities.
- (ii) Ministries should avoid the tendency to operate multiple small schemes without focus on meaningful outcomes. While considering proposals for continuation of on-going schemes, a careful rationalization must be done through merger and dropping of redundant schemes.
- (iii) Small value proposals should not be mooted by splitting schemes into individual schemes, like buildings, training programmes, procurement of equipment, etc., for the same autonomous body.
- (iv) While designing new schemes/programmes, the core principles to be kept in mind are economies of scale, separability of outcomes and sharing of implementation machinery. Schemes which share outcomes and implementation machinery should not be posed as independent schemes, unless the scale is so large that independent existence can be justified unambiguously.

- (v) Outcomes should be measurably defined, and adequate attention should be paid to the quality of monitoring and evaluation. Shortcomings pointed out in the evaluation "reports should be addressed as quickly as possible.
 - (vi) These delegated powers will continue to be governed by procedural and other instructions issued by the Government from time to time, for example, the General Economy Instructions.
8. The delegation of financial powers contained in this OM will be exercised only where necessary/requisite funds are available in the Budget and the Five Year Plan outlay as per the phasing of the scheme/project. For attached offices and autonomous bodies, year to year financing plan must be prepared to ensure adequate availability of resources over the time horizon over which the scheme/project is to be implemented. Creation of new posts should be submitted separately for approval to the Department of Expenditure.
9. This OM supercedes OM no. 1(3)/PF-II/2001 dated 1st April, 2010 and will be effective from 29.08.2014.
10. This issues with the approval of the Minister of Finance.

Sd/-
Arunish Chawla
Joint Secretary to the Government of India

Secretaries of all Ministries/Departments
All Financial Advisers
Cabinet Secretariat
Prime Minister's Office
Planning Commission

F.No. 24(35)/PF-II/2012
Ministry of Finance
Department of Expenditure
PF-II Division

North Block, New Delhi

Dated: 11th November, 2014

OFFICE MEMORANDUM

Subject: Delegation of Powers for Appraisal and Approval of Public Funded Plan Schemes/Project – clarification regarding.

The undersigned is directed to invite reference to this Department OM of even number dated 29-8-2014 on the above subject.

2. With reference to Note 2 below the Table in para 2 of the OM *ibid*, it is further clarified that the representative of Department of Expenditure should be invited to attend SFC meetings if the proposal is above Rs. 300 crore.

Sd/-

Arunish Chawla
Joint Secretary to the Govt. of India
Tel. 23093052

Secretaries of All Ministries/Departments
All Financial Advisers
Cabinet Secretariat
Prime Minister's Office
Planning Commission

No. 2-3/2014-TCO
Government of India
Ministry of Communications & IT
Department of Telecommunications

New Delhi, the 10th October, 2014

OFFICE MEMORANDUM

Subject: Procedure to be followed while preparing EFC/PIB proposals and submitting the same to the Telecom Commission for consideration.

The undersigned is directed to refer to the subject mentioned above and say that Ministry of Finance (MoF), while conveying the approval of EFC Proposals for creation of National Institute of Communication Finance, has observed that - *As per the present practice, EFC/PIB proposals are being directly put up to the Members of the Telecom commission (TC) by the DoT in the form of a Note/Agenda for TC Meetings. This does not enable prior and effective inter-Ministry/Inter-Department level scrutiny.*

2. The MoF has suggested that the procedure as stipulated by Department of Expenditure (DoE) for dealing with EFC/PIB proposals should be followed by Department of Telecommunications.

3. In compliance with the suggestions made by Ministry of Finance, the following procedure needs to be followed by all wings of Department of Telecommunications while preparing EFC/PIB proposals and submitting the same to the Telecom Commission for consideration :-

- (a) *The procedures (including Memo Formats) stipulated by the Department of Expenditure must be followed while preparing EFC/PIB proposals;*
- (b) *Before submitting the EFC/PIB proposals to the Telecom Commission for consideration, the proposals must be circulated in advance to Departments represented on the Telecom commission (i.e. Department of Economic Affairs, Planning Commission, Department of Industrial Policy and Promotion and Department of Electronics and IT) for scrutiny;*
- (c) *Comments received during such consultations should form part of Note/Agenda for the meetings of the Telecom commission. This will enable the Secretaries represented on the Telecom Commission to take an informed decision; &*
- (d) *The EFC/PIB proposals, after incorporating all such comments, should be submitted for consideration by the Telecom Commission.*

Continued overleaf.....

4. All officers of the Department of Telecommunications are, therefore, requested to take note of the procedure, as mentioned in para 3 on pre-page, for strict compliance.

(Anand Agrawal)
Director (Policy)
Ph. 2303 6032
E-mail: ananda@nic.in

To,

All Officers of DoT of the rank of DDG and above

Copy to:

1. Member (T)/Member(S)/Member (F)/Administrator, USOF
2. PPS to Secretary (T)/Sr. PPS to AS (T)/PPS to JS (T)/PPS to JS (A)

Copy for information to: Shri Pratap Singh, Director (Trg. Fin.), DoT

No. O-14015/02/2015-PAMD
भारत सरकार/Government of India
नीति आयोग/NITI Aayog
(Project Appraisal & Management Division)

संसद मार्ग, नई दिल्ली-110001

Dated 29th March, 2016

Office Memorandum

Subject: Guidelines regarding fixing responsibility for Cost and Time Overrun in the Projects/Schemes.

In pursuance of decision of the CCEA meeting held on 25.6.1998 and as per directions of the CCEA, the Project Appraisal & Management Division of erstwhile Planning Commission had devised mechanism for fixing responsibility for **Cost and Time Overrun in the projects/programmes** and issued guidelines vide DO No. O-14-15/2/98-PAMD dated August 19, 1998 to Secretaries/Financial Advisers of all Departments/Ministries. In view of replacement of the Planning Commission by NITI Aayog with a changed mandate, it has been considered necessary to issue revised guidelines.

2. In supersession of earlier guidelines, the following mechanism for fixing responsibility of cost and time overrun has been devised:

- a) Each Ministry/Department would set up a Standing Committee to be headed by Additional Secretary or Joint Secretary and with representatives from Department of Expenditure and Ministry of Statistics and Programme Implementation to examine cost and time overrun for fixing responsibility. The Administrative Ministry/Department would act as Secretariat and would be responsible for providing documents/information as may be required by the Committee.
- b) In case of PIB/EFC cases, Report of Standing Committee to fix the responsibility for cost and time overrun, duly signed by all members, along with action taken report on its recommendations would be appended with the RCE memo. Recommendations made by the Committee and action taken thereon by the concerned Ministry/ Department would be placed before the Cabinet/ CCEA.
- c) In case of non-PIB/EFC cases in respect of projects costing above Rs. 1000 crore, the recommendations made by the Standing Committee and action taken thereon would be submitted by the Ministry/Department directly to the Cabinet/ CCEA.

- d) The background note circulated for the Standing Committee should, inter-alia, include (i) a comprehensive and self-explanatory note on the reasons for cost and time overrun, (ii) a detailed chronology of events, starting from the date of approval, and (iii) the dully filed in check list (appended with guidelines).
3. The above mechanism for fixation of responsibility would be **applicable to all revised cost estimate proposals being posed to the Cabinet/CCEA (presently > Rs. 1000 crore)**.
4. In cases where Administrative Ministries/Departments are competent to sanction increase in project cost within the delegated power it would be for them to fix the responsibility for cost and time overruns.
5. It is requested that Ministry/ Department may set up the Standing Committee as mentioned above and ensure that revised cost estimate proposals, which require fixing responsibility, are brought before the Standing Committee invariably.
6. This issues with approval of competent authority.

Sd/-
(Praveen Mahto)
Adviser (PAMD)
Tel: 23096538

Encl.: As above

Secretaries/Financial Advisers

All Ministries/Departments

Copy to:

1. Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.
2. Joint Secretary (PF-II) Department of Expenditure, North Block, New Delhi.
3. PS to VCH/Member (BD)/Member (VKS)/Member (RC)/CEO, NITI Aayog.

**CHECKLIST FOR DETERMINING THE RESPONSIBILITY
FOR TIME AND COST OVER-RUNS.
(OM No. O-14015/02/2015-PAMD dt. 29th March, 2016)
A-ADMINISTRATIVE AND PROCEDURAL DELAYS**

Failures	Agency/person responsible
Sanction letter <ul style="list-style-type: none"> ➤ Delayed issue ➤ Not defining PTC, cost, accountability etc. ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤
Processing of RCE:- <ul style="list-style-type: none"> ➤ Delay in submission ➤ Delay in Pre-PIB meeting ➤ Delay in circulation ➤ Delay in appraisal ➤ Delay in PIB/EFC meeting ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤ ➤

B-LAND ACQUISITION

Failures	Agency/person responsible
Assessment of requirement/suitability <ul style="list-style-type: none"> ➤ Not assessed ➤ Area of land not indicated ➤ Site location not surveyed ➤ Inspection/soil testing not done ➤ Inspection/testing not professional ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤ ➤
Acquisition process: <ul style="list-style-type: none"> ➤ Advance action not taken ➤ Action taken not no possession ➤ Possession not on time ➤ Possessed but with encroachment ➤ Forest land clearance not obtained ➤ Rehabilitation of displaced not done ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤ ➤ ➤

C-FUND CONSTRAINTS

Failures	Agency/person responsible
General <ul style="list-style-type: none"> ➤ Requirement not properly assessed ➤ Sanctioned without adequate funds ➤ Late request for release ➤ Delayed release of funds ➤ Additional projects taken up affecting fund availability for this project ➤ Other (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤ ➤

Foreign loan/grant <ul style="list-style-type: none"> ➤ Not tied up on time ➤ Tied up but delay at DEA ➤ Alternative funding not identified ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤
Internal Resources <ul style="list-style-type: none"> ➤ Inadequately assessed ➤ New projects taken up affecting funding of the project ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤
Domestic borrowing <ul style="list-style-type: none"> ➤ Over-estimation of ability to borrow ➤ Advance action not taken ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤
Matching resources from States etc. <ul style="list-style-type: none"> ➤ Due consent of contributors not obtained ➤ Funds not released on time ➤ Released but partly ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤

D – TECHNICAL/DESIGN PROBLEMS

Failures	Agency/person responsible
Faulty Technical Parameters <ul style="list-style-type: none"> ➤ 1st stage clearance required but not obtained ➤ Poor quality of DFR ➤ Short-listing of Consultants not done ➤ Alternatives not adequately defined ➤ Lay out Plans/designs not got approved from Competent authorities ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤ ➤
Change in Scope/Quantity/Technology <ul style="list-style-type: none"> ➤ Inadequacy of investigations/surveys ➤ Change in size/scale ➤ Additions foreseeable but not foreseen ➤ Additions not foreseeable (new regulations environmental etc.) ➤ Under-estimation ➤ Wrong choice of technology ➤ Non identification of alternative technologies in advance ➤ Non identification of suitable vendors ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤ ➤ ➤ ➤ ➤

State of preparedness of the PSU/Project Authority <ul style="list-style-type: none"> ➤ Project team not appointed on time ➤ Statutory clearance not obtained in advance ➤ Lay-out plans/design not prepared on time ➤ Basic engineering not done on time ➤ Delay in technical clearance ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤ ➤
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------

E – TENDERING/CONTRACTING

Failures	Agency/person responsible
Advance action <ul style="list-style-type: none"> ➤ Size/specification etc. not finalized ➤ Contractors/suppliers not identified ➤ Contract terms not formulated properly ➤ Job packages unprofessionally made ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤
Time schedule for tendering <ul style="list-style-type: none"> ➤ Not drawn up ➤ Delay: preparation of tender documents ➤ Delay in issuing tender notice ➤ Delay in opening and evaluation of tenders ➤ Delay in awarding the contract ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤ ➤
Ineffectiveness of contractual clauses: <ul style="list-style-type: none"> ➤ Liquidity Damages Clause not included ➤ Liquidity Damages Clause not invoked ➤ Liquidity Damage Clause not adequate ➤ Poor performance of the contractor ➤ Contractor's failure due to missing Linkages ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤ ➤

F – IMPLEMENTATION PLAN AND MONITORING MECHANISM

Failures	Agency/person responsible
Commissioning Schedule: <ul style="list-style-type: none"> ➤ Commissioning schedule not realistic ➤ Sequencing and scheduling of activities not professional ➤ No Bar Chart/PERT diagram prepared ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤
Implementation Plan: <ul style="list-style-type: none"> ➤ Key personnel not placed on time ➤ Delay in finalization of modalities for execution ➤ Linkages not properly assessed ➤ Risk/uncertainties not identified ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤

<p>Monitoring Mechanism at Project Level</p> <ul style="list-style-type: none"> ➤ Nodal Officer (Chief Executive) for the project not designated ➤ Periodical review was not done ➤ Progress reviewed but no corrective Actions taken ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤
<p>Monitoring Mechanism at Ministry level</p> <ul style="list-style-type: none"> ➤ Not set-up ➤ Progress not monitored periodically ➤ Progress reviewed but no action taken ➤ Problems not brought before EC/QPR ➤ Brought before EC/QPR but not resolved ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤ ➤

Government of India
National Institution for Transforming India (NITI) Aayog
(Project Appraisal and Management Division)

Subject: Guidelines for grant of In Principle Approval (IPA) and Appraisal of Schemes/Programmes/Projects in NITI Aayog for 2015-16-regarding.

The 12th Five Year Plan is now in its 4th year of implementation and will conclude in 2016-17. Therefore, it is necessary to ensure that new Schemes/Programmes are not introduced on a stand alone basis without adequate budget provisions in this year and the next year. In the case of projects, since all cost estimates are contingent on timely completion of the project any proposal for a new project needs to be justified in terms of its feasibility and cost, subject to provision of funds for the entry project to be ringfenced and assured until completion.

02. In addition, the Annual Plan discussions that were held with the erstwhile Planning Commission by Ministries/Departments have been discontinued. The annual allocations under Plan are now in accordance with BE 2015-16 for the respective Ministries/Departments.

03. Vide Notification dated 21st March 2015, Allocation of Business Rules 1961 have been amended to delineate the functions to be performed by NITI Aayog, that, inter-alia, includes.

“To actively monitor and evaluate the implementation of programmes and initiatives, including the identification of the needed resources so as to strengthen the probability of success and scope of delivery”.

04. In view of the above, the existing guidelines for grant for ‘In-Principle Approval’ (IPA) have been examined de novo. On overall consideration, it is felt that the IPA process as was being followed here to before has lost its relevance. Now, therefore, it is advised that the following procedure be followed for BE 2015-16 in respect of new Schemes/Programmes/Projects, that are sent by Ministries/Departments.

05. Central Sector Schemes/Programmes

- (i) New Central Sector schemes/programmes which have been included in the budget of the respective Ministries/Departments for 2015-16 with full provision of resources will not require IPA. Such proposals will be taken up for appraisal by the concerned SMD/PAMD, as the case may be, in line with the procedures detailed in these guidelines.
- (ii) New Central Sector schemes/programmes which have been provided only a token provision in the budget for 2015-16 or no provision at all would

require, the concerned Ministry/Department to submit the proposal in the prescribed SFC/EFC format indicating *inter alia*:

- Whether scheme/project/programme is part of the Finance Minister's Budget Speech 2015-16 with a full reference to the para in the Speech;
- Whether the Proposal is to merge and/or include the new scheme/programme/project with an existing scheme/programme/project being implemented in the Ministry/Department;
- Whether funding proposed for the scheme/programme/project and budget available in 2015-16;
- Whether quantifiable outcomes are expected from the scheme/programme; and
- Whether concurrence of FA/LFD of the Ministry/Department concerned has been obtained.

06. Projects in the following cases, NITI will not be required to process the proposal for IPA:

- New Coal and Power projects;
- New Railway projects of national and strategic importance, for which selection criteria has been approved by the Cabinet, and
- New projects which have been included in the budget of the respective Ministries/Departments for 2015-16.

07. Railway Projects: In the case of all new railway projects (barring national and strategic projects) which have been included in the budget of Ministry of Railways for 2015-16 the following procedure shall be followed:

- Processing of proposals will be in a single batch for all new projects in each category such as Electrification, Doubling, etc so that an integrated and holistic view can be taken of the project timelines and cost estimates, if available;
- All project proposals shall first be examined by a group comprising Advisor (Transport) and Adviser (FR) in NITI Aayog and ED (Planning)/ED (RIy Electrification)/ED (Works), Railway Board which will prepare a shortlist of projects, their prioritization and commitment for availability of funds;
- Subsequent to the above, the MOR will circulate the SFC/EFC/PIB memo, as the case may be, for each of the projects separately for appraisal and approval by the Competent Authority; and

- Proposals for material modifications in the approved Railway projects would not require IPA and shall be processed as per extant guidelines for Revised Cost Estimates (RCE) proposals.
08. Centrally Sponsored Schemes (CSS): No proposal for a new Centrally Sponsored Scheme or a Sub component thereof shall be considered during 2015-16, without due approval of the Competent Authority.
09. **Delegation:** All SFC proposals (up to Rs. 500 crore), will be submitted by SMD to CEO, NITI Aayog for approval PAMD will appraise the proposal and submit the case to CEO, NITI Aayog for approval of all other cases to be processed in accordance with the delegation orders of the Ministry of Finance (Annexure-I)
10. **SFC proposals:** As per revised financial threshold of SFC proposals w.e.f. 29th August 2014, new/ongoing schemes/programmes/projects costing up to Rs. 500 crore or less are to be processed for comments by the SMD and comments will be issued by SMD with the approval of CEO, NITI Aayog. The Appraisal Grid adopted by PAMD for EFCs at Annexure-II may be adhered *mutatis-mutandis* by SMDs while appraising/commenting SFC proposals valuing up to Rs. 500 crore as per existing delegation orders.
11. **EFC/PIB proposals:** As per revised financial threshold of EFC/PIB proposals PAMD is responsible for appraisal of EFC/PIB proposals valuing > Rs. 500 crore including Railway projects. All other cases, i.e., SFCs, Cabinet notes and proposals coming from the Departments outside the purview of the EFC/PIB will be processed by the concerned SMDs.
12. **Checklist:** For facilitating scrutiny of proposals received from Ministries/ Departments, a checklist has been prepared and is attached with these guidelines at Annexure-III. The SMDs shall submit the completed checklist along with their comments/observations for both SFC and EFC proposals. Therefore, NITI Aayog will continue as the secretariat for the Standing Finance Committee/Expenditure Finance Committee/Public Investment Board/PPP Appraisal Committee chaired by Secretary of the Ministry/Secretary, Department of Expenditure, Secretary, Department of Economic Affairs respectively.
13. **Time Frame:** As per Cabinet Secretariat OM No. 1/28//1/2009-Cab dated 3rd December 2009, the time limit for completion of appraisal by appraising agencies in the NITI Aayog is 4 weeks.
14. **Process:** SMDs should send their comments to PAMD, and not to the Ministry/ Department, within ten days of receipt of the EFC/PIB Memo from the Ministry/ Department.
15. The Ministries/Departments are required to ensure that two copies of SFC/ EFC/PIB proposals are sent to the NITI Aayog, one copy to Adviser (PAMD), and the

other to Adviser of the concerned SMD. In the event that a scheme/programme/project proposal is received by only one of the Divisions (PAMD/Subject Division), the receiving Division will forward a copy of the proposal to the other Division immediately.

16. The Ministries/Departments would be requested to also send soft copies of all EFC/PIB/EBR proposals to Adviser PAMD by email at: p.mahto@nic.in.

17. A copy of the Appraisal Note issued by NITI Aayog would be marked to Vice Chairman (VC), CEO and concerned Adviser in NITI Aayog. The Adviser of the SMD may refer recommendations made by EFC/PIB while commenting on the Note of CCEA/Cabinet for approval.

18. Tracking: Position of EFC/PIB/EBR proposals pending for appraisal and proposals awaiting comments of Subject Divisions will be reviewed and report sent to CEO, NITI by 5th of every month.

3. The revised delegation of powers of appraisal and approval of Revised Cost Estimates (RCE) is as follows:

S. No.	Limit	Appraisal and Approval Forum
A.	Increases in costs due to increase in statutory levies' exchange rate variation, and price escalation envisaged within the original approved time cycle, irrespective of the cost of the scheme/project.	No appraisal Approval by Secretary of the Admn. Dept. if absolute cost escalation is up to Rs. 100 crore, and by the Admn. Minister-in-charge if absolute cost escalation is above Rs. 100 cr.
Statutory levies include State/Central areas including import and export rules and notified by GoI and paid by the project authorities, but excuse water electricity charges and POL price increased.		
B. Increase in cost estimates due to reasons such as time over-run, change in scops, under-estimation, etc. (excluding cost escalation for reasons cited in A above).		
1.	Increase in cost up to 20% of the formed up cost estimates.	Appraisal by the Financial Adviser. Approval by Secretary of the Admn. Dept. if absolute cost escalation is up to Rs. 100 crore, and by the Admn. Minister-in-charge if absolute cost escalation is above Rs. 100 cr.
2.	Increase in costs beyond 20% of the formed up ² cost estimates	Fresh Appraisal and Approval by the Competent Authority as per the extant delegation of powers.
² Format up cost estimate means a cost estimate which has gone though the appraisal and approval process as per the extent delegation of powers.		

4. All schemes/projects which involves setting up of new Companies, Autonomous Bodies, Institutions/Universities, Special Purpose Vehicles, etc, would need appraisal by EFC chaired by Secretary (Expenditure), irrespective of the outlay or the nature of the Ministry/Department and all such cases would mean to be approved at the level of Cabinet/Committee of the Cabinet.

5. It has been found that many Ministries/Departments have started operating small methods schemes, which spread resources too thinky to realise any meaningful outcomes. It is directed that henceforth:

- (i) No new Scheme/Programme will be increased without the prior 'In-principle' approval in accordance with the extant procedure.
- (ii) No new budget line at the level of sub-head and above in the Detailed Demand for Grants will be opened without the approval of the Budget Division and the concerned Division of the Department of Expenditure in the Ministry of Finance.
- (iii) Department of Expenditure reserves the right to merge drop or restructure any scheme or budget line through the budgetary process after obtaining the comments of the Administrative Department.
- (vi) Financial Advisers will, before the preparation of budget every year, submit proposals to the Department of Expenditure for rationalization of existing schemes/sub-schemes to ensure efficient management of public expenditure at all times.

5. The delegation of powers for sanctioning Pre-Investment activities is as follows:

S.No.	Limit	Appraisal and Approval forum
1.	Up to Rs. 50 crore if budgetary support is being sought (up to Rs. 100 crore with resources of public enterprise added), subject to the availability of funds and requisite regulatory clearances as prescribed.	Appraisal by the Administrative Secretary and Approval by the Minister-in-charge.
2.	All other cases	Appraisal by EFC/PIS and Approval by the Competent Authority as per the extant delegation of powers.

Pre-Investment activities may include activities like preparation of PFRs/FRs/DPRs, undertaking surveys/investigations of all types required for the project; preliminary land acquisition for acquiring right of way or initiating work on the project site; collection of environmental data, preparation of Environment Management Plans, Forestry and Wild Life clearances: construction of access roads, minor bridges, culverts, power lines, water lines site offices, temporary accommodation and so on; compensatory afforestation as per MoEF guidelines; and payment of NPV towards conversion of forest land for non-forest purposes.

7. While considering the appraisal and approval of public funded schemes/projects the Administrative Ministries/Departments may ensure the following:

- (i) Ministries should ensure that proposals considered within the delegated powers are subjected to rigorous examination in project design and delivery, and careful attention should be paid to recurring liabilities and fund availability after adjustment of the committed liabilities.

- (ii) Ministries should avoid the tendency to operate multiple small schemes without focus on meaningful outcomes. While considering proposals for continuation of on-going schemes a careful rationalization must be done through merger and dropping of redundant schemes.
- (iii) Small value proposals should not be mooted by splitting schemes into individual schemes, like buildings, training programmes, procurement of equipment, etc., for the same autonomous body.
- (iv) While designing new schemes/programmes, the core principles to be kept in mind are economies of scale, separability of outcomes and sharing of implementation machinery. Schemes which share outcomes and implementation machinery should not be posed as independent schemes, unless the scale is so large that independent existence can be justified unambiguously.
- (v) Outcomes should be measurable defined, and adequate attention should be paid to the quality of monitoring and evaluation. Short comings pointed out in the evaluation reports should be addressed as quickly as possible.
- (vi) These delegated powers will continue to be governed by procedural and other instructions issued by the Government from time to time, for example the General Economy instructions.

8. The delegation of financial powers contained in this OM will be exercised only where necessary/requisite funds are available in the Budget and the Five Year Plan outlay as per the phasing of the scheme/project. For attached office and autonomous bodies, year to year financing plan must be prepared to ensure adequate availability of resources over the time horizon over which the scheme/project is to be implemented. Creation of new posts should be submitted separately for approval to the Department of Expenditure.

9. This OM supercedes OM no. 1(3)/PF-1/2001 dated 1st April, 2010 and will be effective from 29.08.2014).

10. This issues with the approval of the Minister of Finance.

Sd-

[Arunish Chawla]

Joint Secretary is the Government of India

Secretaries of all Ministries/Departments

All Financial Advisers

Cabinet Secretariat

Prime Minister's Office

Planning Commission

Chapter-5

**Procurement of
Goods and Services**

**No. 7-3/2011-Fin
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, No. 20, Ashoka Road
New Delhi-110001
(Finance Branch)**

Dated 19th September, 2011.

OFFICE MEMORANDUM

Subject: Use of Integrity Pact by Ministries/ Departments-Instructions regarding.

Kindly find enclosed a copy of Ministry of Finance (Department of Expenditure) OM No. 14(12)/2008- E-II(A) dated 19th July 2011 along with a copy of "Pre-contract Integrity Pact". It has been decided that the threshold value above which the Integrity Pact would be applicable is Rs. 25 Lakhs (Rs. Twenty Five Lakhs) in respect of all procurements/ contracts in DOT.

2. The Integrity Pact has to be signed by the "Buyer" and "Bidder" both in all cases of procurement of goods/works/services which have financial implications of above Rs. 25 lakhs.
3. The "Buyer" has to appoint independent monitors in all cases of procurement beyond the above threshold limit in consultation with the Central Vigilance Commission through Chief Vigilance Officer of the Department.
4. The above instructions are applicable with effect from 1th September, 2011.
5. All the buyers of the Department of Telecommunications are requested to take necessary action as above in the matter.

**Sd/-
(Rajeev Prakash)
Director (Finance)
Ph. 23036215**

केन्द्रीय सतर्कता आयोग

Telegraphic Address: **CENTRAL VIGILANCE COMMISSION**
SATARKTA: New Delhi

E-mail Address
cenvigil@nic.in

सतर्कता भवन, जी.पी.ओ. काम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023

Website
www.cvc.nic.in

Satarktra Bhawan, G.P.O. Complex
Block A, INA, New Delhi 110023

EPABX
24651001-07

सं./No. 005/CRD/19/14

फैक्स/Fax : 24616286

दिनांक/Dated: 11.12.2012

Circular No. 18/12/12

Subject: Transparency in works/Purchase/Consultancy contracts awarded on nomination basis – reg.

The Commission has been emphasising on the need for observing integrity, transparency, fairness and equity in all aspects of decision making including in tendering and award of contracts. However, the Commission is still receiving complaints regarding adoption of non-transparent methods in tendering and award of contracts. A number of such complaints pertain to award on nomination (single source procurement) basis instead of following a process of open competitive bidding. The Commission in their earlier office order No. 23/7/07 'X' dated 05.0.2007 (copy enclosed) had laid down the exceptional circumstances where 'single source procurement' can be resorted to. These guidelines were consequent to the Supreme Court's judgement in case of Nagar Nigam, Meerut v/s A1 Faheem Meat Export Pvt. Ltd. [SLP (Civil) No. 1074 of 2006].

2. In view of the complaints being received regarding award of contracts on 'nomination basis' without adequate justification, the Commission has decided to reiterate their earlier instructions for strict implementation. The Commission has also observed that there have been instances where government organisations/PSUs obtain contract from other government organisations/PSUs and further award the same to private entities on 'back to back tie up' basis without competitive tendering mechanism and without any significant value addition by the procuring government organisation/PSU. This practice subverts the Commission's emphasis on integrity, transparency, fairness and equity in decision making. It is therefore, necessary to curb this practice. Further, the Commission directs that details of all tenders awarded on nomination basis shall be posted on website in public domain as per Commission's office order of 5th July 2007 along with brief reasons for doing so.

3. Kindly acknowledge the receipt and circulate to all concerned in your organization.

(J. Vinod Kumar)
Officer on Special Duty

To,

- (i) The CMDs of all CPSUs/Public Sector Banks/Insurance Companies/Fls.
- (ii) The CVOs of all the Ministries/Departments/Public Sector Undertakings/ Public Sector Banks/Insurance Companies/Societies and other Local Authorities.

No. 005/CRD/19
Government of India
Central Vigilance Commission

Satarkta Bhawan, Block 'A',
GPO Complex, INA,
New Delhi-110 023
Dated the 5th July 2007

Office Order No. 23/7/07

Subject: Transparency in Works/Purchase/Consultancy contracts awarded on nomination basis.

Reference is invited to the Commission's circular No. 15/5/06 (issued vide letter No. 005/CRD/19 dated 9.5.2006), wherein the need for award of contracts in a transparent and open manner has been emphasized.

2. A perusal of the queries and references pertaining to this circular, received from various organizations, indicates that several of them believe that more post-facto approval of the Board is sufficient to award a contracts on nomination basis rather than the Inevitability of the situation, as emphasized in the circular.

3. It is needless to state that tendering process or public auction is a basic requirements for the award of contract by any Government agency as any other method, especially award of contract on nomination basis, would amount to a breach of Article 14 of the Constitution guaranteeing right to equality, which implies right to equality to all interested parties.

4. A relevant extract from the recent Supreme Court of India judgement in the case of Nagar Nigam, Meerut Vs A1 Faheem Meat Export Pvt. Ltd. [arising out of SLP (civil) No. 10174 of 2006] is reproduced below to reinforce this point.

“The law is well-settled that contracts by the State, its corporations, Instrumentalities and agencies must be normally granted through public auction/public tender by inviting tenders from eligible persons and the notifications of the public-auction or inviting tenders should be advertised in well known dailies having wide circulation in the locality with all relevant details such as date, time and place of auction, subject matter of auction, technical specifications, estimated cost, earnest money deposit, etc. The award of Government contracts through public-auction/public tender is to ensure transparency in the public procurement, to maximize economy and efficiency in Government procurement, to promote healthy competition among the tenderers, to provide for fair and equitable treatment of all tenderers, and to eliminate irregularities, interference and corrupt practices by the authorities concerned. This is required by Article 14 of the Constitution. However, in rare

and exceptional cases, for instance, during natural calamities and emergencies declared by the Government; where the procurement is possible from a single source only; where the supplier or contractor has exclusive rights in respect of the goods or services and no reasonable alternative or substitute exists; where the auction was held on several dates but there were no bidders or the bids offered were too low, etc, this normal rule may be departed from and such contracts may be awarded through 'private negotiations'.

(Copy of the full Judgement is available on the web-site of the Hon'ble Supreme Court of India, *i.e.*, www.supremecourtindia.nic.in)

5. The Commission advises all CVOs to formally apprise their respective Boards/managements of the above observations as well as the full Judgement of the Hon'ble Supreme Court for necessary observance. A confirmation of the action taken in this regard may be reflected in the CVO's monthly report.

6. Further, all nomination/single tender contracts be posted on the website ex post-facto.

Sd/-
(Rajiv Verma)
Under Secretary

To

All Chief Vigilance Officers

No. 26/6/12-PPD
Government of India
Ministry of Finance
Department of Expenditure
(Procurement Policy Division)

North Block, New Delhi

Dated, 21st January, 2013.

Office Memorandum

Subject: Procurement of energy efficient electrical appliances.

In order to effect energy savings in the long term by promoting procurement of energy efficient equipment, there is a need for Ministries/Departments to procure energy efficient appliances. In this context, it has been decided in consultation with the Ministry of Powers and the Bureau of Energy Efficiency (BEE) that all Ministries/Departments and their Attached and Subordinate Offices would, while procuring appliances indicated in para 2 of this O.M. ensure that they carry the threshold, BEE star rating against them, or higher. The threshold rating have been finalized based on a life cycle cost analysis carried out by BEE.

2. The appliances and the minimum threshold BEE star rating are tabulated below:

Appliance	Threshold star rating
Split Air Conditioner	5 Star (under normal conditions where annual usages are expected to be more than 1000 hrs.) 3 Star (where usage of A.C. is limited, e.g. in Conference Rooms)
Frost Free Refrigerator	4 Star
Ceiling Fans	5 Star
Water Heater	5 Star

3. It may be noted that GFR provisions and all extent rules and guidelines of procurement would apply. Ministry of Power and BEE have confirmed that adequate number of manufacturers/models of the prescribed Star rating is available to enable competitive procurement.

Sd/-
(Vivek Ashish)

Under Secretary to the Government of India.

To

The Secretaries and Financial Advisers of the Ministries/Departments of the Government of India.

No. 26/5/2013-PPD
Government of India
Ministry of Finance
Department of Expenditure
(Procurement Policy Division)

North Block, New Delhi

Dated 11th April, 2013

Office Memorandum

Subject: Guidelines for conduct of public competitions for design of symbols/logos.

In the recent past, certain Ministries/Departments have conducted competitions for the design of logos/symbols for their use, certain aspects of which have given rise to some litigation. In this context, the Hon'ble Delhi High Court, in its final order on WP(C) No. 2449 of 2012, has directed the Union of India to instruct all the Ministries/Departments to frame guidelines which are transparent, fair and objective, to be applied by such Ministries/Departments as well as their Attached/Subordinate offices and the Autonomous Bodies/Public Sector Undertakings /organizations controlled by them in respect of public competition for design of symbols/logos conducted by them.

2. The issue has been examined in this Department and it has been decided that the following guidelines shall be followed by all Ministries/Departments as well their Attached/Subordinate offices and the Autonomous Bodies/Organizations controlled by them, while conducting/competition of design of symbols/logos for their use:-

- (a) Design competitions should be conducted in a transparent, fair and objective manner;
- (b) Wide publicity should be given to the competition so as to ensure that the information is accessible to all possible participants in the competition. This should include publication on the Website of the Ministry/Department/PSU/Organisation concerned, as also the Central Public Procurement Portal. The existing e-publishing module can be utilized;
- (c) Provisions of any applicable laws, including the Official Languages Act and the Emblems and Names (Prevention of Improper Use) Act should be kept in view while conducting the competition;
- (d) A detailed Competition Notice should be drawn up and made public. The notice should, inter-alia, details in the following:-
 - (i) The objectives of the design competition and the key features expected in the proposed design;
 - (ii) Qualification criteria, if any, for participation in the competition;

- (iii) The process of evaluation and evaluation criteria - whether it would be single or multi-stage (for symbols/logos intended to represent a drive/project/entity of National Importance, it may be decided to have the selection through public voting. If so, the modalities should be clearly specified);
- (iv) The manner of Commission of entries and the format/ details etc. expected with the design;
- (v) Whether multiple designs can be submitted by one participant;
- (vi) The last date & time for submission;
- (vii) The details of Entry Fees, if any and the manner of submission of same;
- (viii) Expected date for announcement of results and the manner in which the results will be intimated.
- (ix) The number of prizes to be awarded and the amount payable for successful design(s);
- (x) It may be clearly stipulated that the intellectual property right of the successful design(s) would rest with the sponsoring agency. The status of the unsuccessful design and whether it is intended to return them should be indicated clearly;

3. Once the competition is over and the winning entry selected, this again should be notified in the public domain. If the selection has been by a jury of experts nominated for the purpose, the composition of the jury may be notified.

4. It is evident that every competition would have distinct features and therefore, the aforesaid guidelines should be used a general principle while preparing the details procedures/rules for each competition.

5. This issues with the approval of Finance Secretary.

Sd:-

(Vivek Ashish)

Under Secretary to the Government of India

1. The Secretaries of the Ministries/Departments of the Government of India.
2. The Financial Advisers of the Ministries/Departments of the Government of India.

No. 10/31/2012-PPC
Ministry of Finance
Department of Expenditure
Procurement Policy Division

North Block, New Delhi

Dated the 9th" January, 2014.

OFFICE MEMORANDUM

Subject: Implementation of comprehensive end-to-end e-procurement

This has reference to this Departments O.M. of even number dated 30th March 2012 vide which it was conveyed that the Ministries/Departments of the Central Government, their attached and subordinate offices would need to commence e-procurement in respect of all procurements with estimated value of Rs. 10 lakh or more in a phased manner as per the prescribed schedule. In this regard an option was given to the procuring entities either to use the e-procurement solution developed by NIC accessible through Central Public Procurement Portal (CPP Portal) or to continue to carry out e-procurement through other service provider/other e-procurement solutions developed in house, provided the conditions/guidelines envisaged in the O.M. referred to above are fulfilled.

2. In this context it is highlighted that, the Prime Minister's Committee on National e-Governance Plan (NeGP) during its second meeting held on 1st July 2013 has an endorsed DeITY proposal that e-Procurement should be adopted both for publication and processing of tenders above a prescribed cut of value. The need to mandate all Ministries/Departments to adopt end to end e-Procurement was also emphasized in the meeting of the Apex Committee on NeGP held on 5th November 2013.

3. In pursuance of the decision taken during the above meetings to promote e-Procurement further and to ensure maximum participation of tenders through e-Procurement mode, it has been decided that the tender value limit of Rs. 10 lakh set in respect of e-Procurement is to be brought down to Rs. 5 lakh w.e.f 01.04.2015 and further down to Rs. 2 lakh w.e.f 01.04.2016. Ministries/Departments are therefore requested to ensure and follow the limits which have now been decided in respect of mandatory publishing of tenders through e-Procurement mode.

4. Ministries/Departments are therefore requested to take necessary action to ensure that all tenders above Rs. 10 lakh are compulsorily processed through e-Procurement as per the instruction already issued by this Department vide above OM. A report in the following format in this respect is now to be intimated on a quarterly basis to the Ministry of Finance, Department of Expenditure at the email id CPM}: doe@nic.in.

Name of the Ministry Department

Period of Report _____ to _____ Quarter ending on _____

No. of tenders floated amounting to Rs. 10 lakh or more	No. of tenders processed through e-procurement (whether NIC or using other solution)	No. of tenders exempted due to national security and strategic considerations demanding confidentiality.	Cases of non-compliance with reasons
Total	Total	Total	Total

5. In this context it is further reiterated that;

- (i) Ministries/Departments using other than NIC e-Procurement solution have to ensure that details of all their tender enquiries, related corrigenda and details of contracts awarded thereon, through e-Procurement are simultaneously published I mirrored on the CPP Portal using XML facility of NIC.
- (ii) Ministries/Departments that have not yet appointed Nodal officers and have not got User IDs and Passwords issued from NIC for accessing the portal may please ensure that the Nodal officers are appointed immediately. Action may also be taken to start acquiring Digital Signatures from NIC Certifying Authority or any other Certifying Authority, being an essential requirement for e-procurement.
- (iii) Ministries/Departments must also tie up with NIC for training and support where e-Procurement solution developed by NIC is adopted and a need in this regard is being felt by sending an e-mail to cphp-nic@nic.in. MC is periodically organizing training programmes on their e-Procurement Module. Action may be taken to nominate representatives to attend the ongoing training programs as per schedule published on the CPP Portal,

6. It is also requested that necessary instructions in this regard may be issued to all attached and subordinate offices under your administrative control.

7. Hindi version of this O.M. will follow.

Sd/-
(Sanjay Aggarwal)
Director (PPD)

To

- (i) Secretaries of all Ministries /Departments of the Government of India.
- (ii) FAs of all Ministries/Departments of the Government of India.
- (iii) DG (NIC), CGO Complex, New Delhi.

F. No. 29(1)/2014-PPD
Government of India
Ministry of Finance
Department of Expenditure
(P.P. Division)

North Block, New Delhi

Dated 28th January, 2014

Office Memorandum

Subject: Clarification in Rule 160(xiv) of General Financial Rules, 2005 –regarding award of contract to a firm which has quoted “NIL” consideration in the bid.

The undersigned is directed to invite attention to the provision of Rule 160(xiv) of GFRs, 2005 which inter-alia states that the “Contract should ordinary be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per terms and conditions incorporated in the corresponding bidding document”. Attention is also invited to para 3.6 of the Manual on Policies and Procedures for Purchase of Goods issued by this Department which inter-alia state that “Inadequacy of consideration is not a ground for avoiding the contract”.

2. A doubt has arisen as to whether award of a contract can be made against a bid with “NIL” consideration. In a recent case of hiring of manpower services, it was seen that the lowest bidder had quoted “NIL” charges over and above the minimum wages. The issue was referred to the Ministry of Law, which has advised that in such cases, an agreement without consideration become null and void.

3. It is, therefore decided that the Ministries/Departments may consider inclusion of the clause in the bid documents itself that “if a firm quotes “NIL” charges/ consideration, the bid shall be treated as unresponsive and will not be considered”.

Sd/-
(Sanjay Aggarwal)
Director (PPD)

All the Secretaries and Financial Advisers of the Ministries/Departments to the Government of India.

Copy forwarded to C & AG (with usual number of spare copies) and to Secretary, Union Public Service Commission, etc., as per standard endorsement list.

No. 26/12/2014-PPC
Ministry of Finance
Department of Expenditure
Public Procurement Cell

Room No. 168-C,
North Block, New Delhi
Dated the 21st January, 2015

OFFICE MEMORANDUM

Subject: Implementation of comprehensive end-to-end e-procurement.

This has reference to this Department O.M. of even No. dated 30th March, 2012 and 9th January, 2014 vide which it was conveyed that the Ministries / Departments of the Central Government, their attached and subordinate offices would need to commence e-procurement in respect of all procurements with estimated value of Rs. 2.0 lakh or more in a phased manner.

2. In this context, it is now decided that apart from Ministries/Departments of the Central Government, their attached and subordinate offices, Central Public Sector Enterprise's (CPSEs), autonomous /Statutory bodies will also be required to commence e-procurement as per above referred threshold limits.

3. Ministries/ Departments are requested that necessary instructions maybe issued to all attached/subordinate offices, CPSEs and autonomous/Statutory bodies etc., under their administrative control to commence e-procurement.

Sd/-
(Sanjay Aggarwal)
Director (PPD)
T No, 309496

Secretaries of all Ministries / Departments

FAs of all Ministries/Departments

Copy to

DG (NIC), CGO Complex, New Delhi.

No. 26/5/2013-PPD
Government of India
Ministry of Finance
Department of Expenditure
(Procurement Policy Division)

North Block, New Delhi

Dated 25th April, 2013

Office Memorandum

Subject: Implementation of Court Order dated 13.4.12, passed by the Hon'ble Delhi High Court in WP(C) No. 2092/2012.

It has been observed that there are many instances of a tender being rejected or tender documents not being issued and when the party enquires reasons, the same are not communicated, leading to unnecessary litigation. In such cases the first round of litigation is to find out the reasons and the second round is to challenge the reasons.

2. In this context, the Hon'ble Delhi High Court, in its Final Order in WP(C) No. 2092/2012, has directed that a communication be circulated to all Government Departments to disclose reasons in such cases where enquiries are made by a contracting party, so as to avoid unnecessary litigation.

3. In this context it is mentioned that procurements made by the Central Government are regulated by the General Financial Rules (GFRs), 2005 and manuals and procedures issued there-under. While Chapter 6 of the GFRs contains the general rules applicable to all Ministries/Departments regarding procurement of goods required for use in public service, detailed instructions relating to procurement of goods are required to be issued by the procuring departments. These instructions need to be broadly in conformity with the general rules contained in this Chapter.

4. Further, in terms of Rule 137 of GFRs, 2005, every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.

5. Attention is also invited to Rule 160 of the GFRs which lists out certain measures required to be taken to ensure that all Government purchases are made in a transparent manner. Rule 160(ii) stipulates that suitable provision in the bidding document should be made to enable a bidder to question the bidding conditions, bidding process and/or rejection of its bid.

6. It may therefore be ensured that necessary instructions be issued (if not already in place) to all the procuring authorities to the effect that a provision, in line with Rule 160 (ii) of the GFRs should invariably be made in the bidding documents. The reasons for rejecting a tender or non-issuing a tender document to a prospective bidder must be disclosed where enquiries are made by the bidder.

7. The undersigned is also directed to forward herewith a copy of the Order dated 13th April, 2012, passed by Hon'ble High Court of Delhi in WP(C) No. 2092/2012: M/s. Amit Brothers vs Chief Engineer R & D and Another. The importance of complying with the Court Order in letter and spirit cannot be over-emphasized.

Sd-
(Vivek Ashish)
Under Secretary to the Government of India
Tel: 23095629

To

1. The Secretaries of the Ministries/Departments of the Govt. of India
2. The Financial Advisers of the Ministries/Departments of the Govt. of India

IN THE HIGH COURT OF DELHI AT NEW DELHI
W.P.(C) 2092/2012 and CM No. 4549/2012 (Stay)

M/s AMIT BROTHERS Petitioner

**Through: Mr. Sameer Sharma and Mr. Varun
Gupta, Advocates.**

versus

CHIEF ENGINEER, R and D AND ANR Respondent

**Through: Mr. Sachin Datta, Advocate/Standing
Counsel for UOI.**

CORAM:

HON'BLE MR. JUSTICE SANJAY KISHAN KAUL

HON'BLE MR. JUSTICE RAJIV SHAKDHER.

ORDER

13.04.2012

The grievance of the petitioner is that the tender documents are not being issued to the petitioner though the petitioner is a registered contractor.

We may note that we have repeatedly emphasized in various orders/judgments that whenever a tender is rejected or tender documents are not issued and a party enquires reasons, it is necessary that the reasons be communicated to such a party to avoid unnecessary litigation as otherwise the first round of litigation is to find out the reasons and the second round of litigation is to challenge the reasons. Despite this, the Authorities persist in keeping silent over such representations, which we strongly deprecate. We call upon the learned standing counsel for UOI to ensure that all the Government departments are circulated a communication to disclose reasons in such cases where enquiries are made by a contracting party to avoid unnecessary litigation and a compliance report be filed within two weeks. A copy of this order be circulated along with the communication.

WP(C)No. 2092/2012 Page 1 of 2

In so far as the present case is concerned, learned standing counsel for UOI states that the reasons why tender documents have not been issued to the petitioner shall be communicated on or before 16.04.2012 through a written communication with a copy being handed over to learned counsel for the petitioner.

The writ petition stands disposed of with the aforesaid directions with liberty to the petitioner to challenge any adverse decision, if so advised, in accordance with law.

Dasti to learned counsel for the parties under the signatures of the Court Master.

SANJAY KISHAN KAUL, J

RAJIV SHAKDHER, J

APRIL 13, 2012/dm

No. 26/5/2013-PPD
Government of India
Ministry of Finance
Department of Expenditure
(Procurement Policy Division)

North Block, New Delhi

Dated: 20th May, 2013

OFFICE MEMORANDUM

Subject: Implementation of Court Order dated 13.4.12, passed by the Hon'ble Delhi High Court in WP(C) No. 2092/2012.

1. Reference is invited to this Department's O.M. of even No. dated 25th April, 2013, (copy enclosed for ready reference) vide which all Ministries/Departments were requested to comply with the Hon'ble High Court of Delhi's Order dated 13th April, 2012 regarding disclosing the reasons for rejecting/non issuing of tenders where enquiries are made by a contracting party.
2. In its Order dated 13th May, 2013 in another WP(C) No. 3079/2013, the Hon'ble Delhi High Court has again observed that the petitioner's bid was disqualified without disclosing the reasons, though the petitioner had asked for the same.
3. In the light of above, it is requested that all the procuring authorities in your Ministry/Department may be directed to mandatorily comply with the provisions of Rule 160(ii) of the General Financial Rules, 2005 which stipulates that suitable provision in the bidding document should be made to enable a bidder to question the bidding conditions, bidding process and/or rejection of its bid. The reasons for rejecting a tender or non issuing a tender document, to a prospective bidder must be disclosed where enquiries are made.

Sd-

(Vivek Ashish)

Under Secretary to the Government of India

Te.No.2309 5629

1. The Secretaries of the Ministries/Departments of the Govt. of India.
2. The Financial Advisers of the Ministries/Departments of the Govt. of India.

14(12)/2008-E-11(A)
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, dated the 18th July, 2014

OFFICE MEMORANDUM

Subject: Use of Integrity Pact by Ministries/ Departments – Implementation of ARC Recommendation – regarding

The Administrative Reforms Commission in its report titled 'Ethics in Governance' had made the following recommendation in relation to Integrity Pacts:

“The Commission recommends encouragement of the mechanism of ‘Integrity Pacts’. The Ministry of Finance may constitute a Task Force with representative from Ministry of Law and Personnel to identify the type of transactions requiring such Pacts and to provide for a protocol for entering into such a pact. The Task Force may, in particular, recommend whether any amendment in the existing legal framework like the Indian Contract Act and the Prevention of Corruption Act is required to make such agreements enforceable”.

2. Accordingly, a Task Force was constituted in the Ministry of Finance with representatives of Ministries of Law, Defence and Department of Personnel & Training. After examining the recommendations of the Task Force it has been decided that:

- (i) All Government Ministries/Departments, including their attached / subordinate offices, may use the generally applicable integrity Pact as at Annexure in their procurement transactions / contracts with suitable changes specific to the situation in which the Pact is to be used.
- (ii) Ministries / Departments may, in consultation with the respective Financial Adviser and with the approval of the Minister-in-charge, decide on and lay down the nature of procurements / contracts and the threshold value above which the Integrity Pact would be used in respect of procurement transactions / contracts concluded by them or their attached / subordinate offices. This activity should be completed by 31st August, 2011.
- (iii) The provision for the Integrity Pact should be included in all Requests for proposal / Tender Documents issued in future in respect of the procurements/ contracts that meet the criteria decided in terms of (ii) above.

- (iv) The aforesaid provisions may also be applied to procurements made by autonomous bodies for which also the concerned administrative Ministry/ Department may lay down the nature of procurements / contracts and the threshold value above which the Integrity Pact would be used.
3. All Ministries/ Departments may take prompt action to ensure compliance with the aforesaid decisions, inter-alia, by attached/ subordinate offices and autonomous bodies. In regard to Public Sector Undertakings (PSUs), the Department of Public Enterprises is being separately requested to issue suitable instructions.

Sd/-
(R. Prem Anand)
Under Secretary to the Government of India

- 1. All the Ministries/ Departments of Govt. of India.**
- 2. FAs of all Ministries/ Departments of Govt. of India.**

No. 8-4/2014-IT-V
Government of India
Ministry of Communications and IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashok Road
New Delhi-110 001

New Delhi, Dated the 28th November, 2014

Subject: Implementation of e-procurement in DOT - Minutes of Meeting dated 24.11.2014

A meeting was held on November 24, 2014 in the committee room, 2nd floor, Sanchar Bhawan, New Delhi to discuss the Implementation of end-to-end e-procurement using NIC e-procurement solution accessible on the link <http://eprocure.gov.in> in Department of Telecommunications. Meeting was chaired by Shri Amit Mishra, DDG (IT-II). He welcomed all participants and briefed the purpose of the meeting. List of officers who attended the meeting is placed at Annexure-I.

2. Central Public Procurement Portal (CPPP) has been developed by NIC and is operational for last many years to cater to the procurement needs of Central Govt. Ministries and Departments. It is accessible at the URL <http://eprocure.gov.in> and it has e-Publishing module [<http://eprocure.gov.in/epublish/app>] and e-Procurement module [<http://eprocure.gov.in/eprocure/app>]. All tender enquires, corrigenda thereto and details of contract awarded in respect of traditional/paper based tenders are to be published in e-Publishing module of CPP Portal, while all activities in respect of e-tender are to be carried out using comprehensive end-to-end e-procurement solution developed by NIC. Also, all the instructions issued by Ministry of Finance, Department of Expenditure in respect of e-procurement are readily available and accessible through the web-link <http://eprocure.gov.in/cppp/instructionsdisp> under the heading CPP Portal instructions.

3. As per Ministry of Finance, Department of Expenditure O.M. No. 10/1/2011-PPC dated 30.11.2011 it is mandatory to publish all tender enquires, corrigenda thereto and details of contract awarded thereon on the Central public Procurement Portal (CPP Portal). Subsequently, vide O.M. No. 10/3/2012-PPC dated 30.03.2012 instructions were issued to carry out e-procurement in respect of all procurements with estimated value of Rs. 10 lakh or more. Further, in view of the latest O.M. No. 10/3/2012-PPC dated 09.01.2014 of Ministry of Finance, Department of Expenditure the consolidated position in respect of e-procurement is as follows:

Sl. No.	Date	e-procurement (e-tendering)	e-publishing (Traditional tendering)
1.	upto 31.03.2015	Rs. 10 lakh or more	Less than Rs. 10 lakh
2.	w.e.f. 01.04.2015	Rs. 5 lakh or more	Less than Rs. 5 lakh
3.	w.e.f. 01.04.2016	Rs. 2 lakh and more	Less than Rs. 2 lakh

4. Shri M. Amirtham, Principal System Analyst, NIC HQ gave a detailed presentation on Central Public Procurement Portal(CPPP) and its e-Publishing and e-Procurement Modules. Shri Amirtham mentioned that in order to provide proper service to DoT and its Units for e-Procurement, location wise tender volumes are required by NIC for assessment. However, in case of e-publishing module there is no such requirement. The e-Publishing module and e-procurement module are independent modules and can be accessed using Username and Password obtained from Nodal Officer after filling the prescribed form. Further, in addition to Username and Password a Type-II Digital Signature Certificate(DSC) with Sign and Encryption facility both is an essential requirement to access e-Procurement module.

5. DSC is available with many officers in DoT HQ and e-procurement is being carried out but left-out officers/new officers who have joined DoT HQ, as well as officers in DoT units involved in e-Procurement need to obtain DSC. In this context, reference is invited to the Ministry of Finance, Department of Expenditure O.M. No. 10/3/2012-PPC dated 30.07.2014 as per which "NIC is currently facing problem in issue of digital signature, However, Ministries/Departments may obtain the same from other vendors certified by Controller of Certifying Agencies, if urgently, required".

6. The e-Procurement module on CPPP has a provision for electronic Audit and the associated user rights can be given to the user concerned for the same. Nodal Officer for Accounts & Finance division/units of DoT HQ, CCAs & NICF was requested to kindly plan for the same.

7. All the nodal officers were requested to bring the details of the tender floated during 01.10.2013 to 30.09.2014 in prescribed proforma for the units concerned in the meeting but only Director (MM), TEC and Director (TERM-I), DoT HQ have brought the same. Director (Civil) mentioned that there is no requirement of Nodal Officer for Civil and Electrical wing as neither in DoT HQ nor in field units any Tender is independently being issued by them and the same are being handled by TERM cells or CCAs only. The remaining four Nodal Officers/their representatives attending the meeting agreed to provide the details of the tender floated during 01.10.2013 to 30.09.2014 in prescribed proforma for the units concerned to IT Division by 08.12.2014.

8. All the Nodal officers were requested to bring the e-procurement guidelines to the knowledge of all their divisions/units/field units for information/necessary action accordingly. Also, that the respective divisions/units/field units have to take up any issue related to e-Publishing as well as e-Procurement with their Nodal Officers only and not directly with IT Division.

9. This is issued with the approval of DDG (IT-II)

Sd/-
(Vinai Kumar Kanujia)
Director (IT-V)
Telephone-23036509

To,
All concerned.

Pradeep K. Sinha

CABINET SECRETARY
GOVERNMENT OF INDIA

D.O.No.391/1/2/2015-CA.V

11th August, 2015

Dear Secretary,

As you are aware, Ministries/Departments, Public Sector Undertakings (PSUs) and other bodies under the Government of India are engaging manpower/services on outsourcing basis. However, it is seen that in many cases, such outsourced personnel are not getting the social security benefits that they are entitled to.

2. The Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder aim to provide social security in the form of Provident Funds, Pension and Insurance to all the employees who are employed for wages, in or in connection with the work of an establishment. Similarly, Employees' State Insurance Corporation (ESIC) provides health related security to such employees. Further, the Employees' Provident Fund Organisation (EPFO) and ESIC, that are entrusted to administer the Act, can take recourse to prosecution for non-coverage of outsourced staff. In case of default, the Principal Employer is liable to penal action.

3. Therefore, Ministries/Departments, PSUs and other bodies need to ensure that the contractor who is providing outsourced staff is registered with EPFO and ESIC and that payment to the contractor is made only after verifying that social security cover is being extended to such staff. There is a provision on the official website of EPFO, www.epfindia.gov.in, under the "establishment search option" to verify whether the contractors are regularly depositing Provident Fund contributions in respect of their employees. A similar facility is available on ESIC website, www.esic.nic.in

4. I would request you to look into the matter and see that, as Principal Employer, your Ministry/Department extends the legally entitled social security benefits to the outsourced staff working in your Ministry/Department, PSUs & other bodies.

With regards,

www.epfindia.gov.in

Yours sincerely,

Sd-
(P.K. Sinha)

Shri Rakesh Garg
Secretary,
Deptt. of Telecommunications
New Delhi

No. F.29/1/2015-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

516, Lok Nayak Bhawan, New Delhi
Dated the 13th April, 2016

OFFICE MEMORANDUM

Subject: Amendment to the Rule 126 of General Financial Rule, 2005-regarding.

Rule 126 of the GFR pertaining to the execution of the work by Public Works Organisations (PWOs) were last amended by this office O.M. No. 15 (1)/E-II(A)/2010 dated 20th August, 2010.

2. This department has been receiving references from various Ministries/Departments seeking clarifications, whether award of contract to PWOs/PSUs by the Government Ministries/Department should be on the basis of competitive bidding among the PWOs/PSUs or on a nomination basis. Hence, it is decided that the existing provision of Rule 126 at Chapter 5 of General Financial Rule, 2005 which deals with "Works" shall be substituted by the provision indicated in the Annexure of this Office Memorandum.

3. This order will take effect from the date of issue of this Office Memorandum.

4. All Central Government Ministries/Departments are requested to bring this amendment to the notice of all their attached and subordinate offices for their information.

5. This O.M. is also available on our website <http://finmin.nic.in>→Departments→Expenditure→Procurement Policy Division. Hindi version of this O.M. will follow.

Sd/-
(Vinayak T. Likhar)
Under Secretary (PPD)
Tele/fax – 24621305
E-mail : Vinayak.likhar@nic.in

To

Secretaries & Financial Advisers of all Ministries/Departments of the Government of India.

AMENDMENT TO GENERAL FINANCIAL RULE, 2005

CHAPTER – 5 - The existing provision of Rule 126(1) to (4) may be replaced by the following.

Rule 126(1):- A Ministry or Department at its discretion may directly execute repair works estimated to cost upto Rupees Thirty Lakhs after following due procedure indicated in Rule 132.

Rule 126(2):- A Ministry or Department may, at its discretion, assign repair works estimated to cost above Rupees thirty Lakhs and original works of any value to any Public Works Organisation (PWO) such as Central Public Works Department (CPWD), State Public Works Department, others Central Government organisations authorised to carry out civil or electrical works such as Military Engineering Service (MES), Border Roads Organisation (BRO), etc. or Ministry/Department's construction wings of Ministries of Railways, Defence, Environment & Forests, Information & Broadcasting and Departments of Posts, and Space etc.

Rule 126(3):- As an alternative to 126(2), a Ministry or Department may assign repair works estimated to cost above Rupees thirty Lakhs and original works of any value to any Public Sector Undertaking set up by the Central or State Government to carry out civil or electrical works or to any other Central/ State Government organisation/ PSU which may be notified by the Ministry of Urban Development (MoUD) for such purpose after evaluating their financial strength and technical competence.

However, for the award of work under this sub-rule, the Ministry/Department shall ensure competition among such PSUs/organizations. This competition shall be essentially on the lump sum service charges to be claimed for execution of work.

Rule 126(4):- Delete

(Min. of Fin.(Exp.) O.M. No. F.29/1/2015-PPD dated the 13th April, 2016)

**No.F.26/4/2016-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division**

516, Lok Nayak Bhawan,
New Delhi.

Dated the 3rd May, 2016.

OFFICE MEMORANDUM

Subject: Insertion of Rule 141A after Rule 141 in General Financial Rules (GFR), 2005.

This Department has received the proposal from Ministry of Commerce and Industry, Department of Commerce (DoC) regarding creation of Government e-Marketplace (GeM) by Directorate General Supply and Disposal (DGS&D). In order to facilitate the same, it is decided to insert new Rule 141A in General Financial Rules (GFR), 2005 on the proposed GeM as per Annexure to this O.M.

2. All Central Government Ministries/ Departments are requested to bring this amendment to the notice of all their Attached and Subordinate offices for their information.

3. This OM is also available on our website www.finmin.nic.in→Departments→Expenditure→Procurement Policy Division.

Sd-
(Vinayak T Likhar)
Under Secretary
Tele fax: 011-24631305
vinayak.likhar@nic.in

To,

Secretaries & Financial Advisers of all Ministries/Departments of the Government of India.

Annexure

Insertion of Rule 141 A after Rule 141 in GFR-2005 pursuant to the proposed One Stop Government e Marketplace (GeM) by Directorate General of Supplies & Disposal (DGS&D), Department of Commerce, Ministry of Commerce & Industry.

Government e-Market place (GeM): DGS&D will host an online Government e-Marketplace (GeM) for common use Goods and Services. The GeM would be dynamic, self sustaining and user friendly. DGS&D will ensure adequate publicity including periodic advertisements in newspapers of the GeM and the items to be procured through GeM for the prospective suppliers. The procuring authorities will satisfy themselves that the price of the selected offer is reasonable. GeM may be utilized by Government buyers (at their option) for direct on-line purchases as under:

- (a) Upto Rs. 50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period;
- (b) Above Rs. 50,000/- through the supplier having lowest price amongst the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. GeM will also provide tools for online bidding and online reverse auction which can be used by the Purchaser.

The above monetary ceiling is applicable only for purchases made through GeM, For all other purchases, GFR Rule 145, 146, 150 and 151 will apply.

Chapter-6

**Creation/Abolition
of Posts**

No. F - 14(14)-E (Coord)/77
Government of India
Ministry of Finance
(Department of Expenditure)

New Delhi, the 25th October, 1977.

OFFICE MEMORANDUM

Subject: Transfer of posts within an organisation – application of ban orders.

The undersigned is directed to say that instances have come to notice when a post sanctioned for a specific purpose in an organisation is diverted for another purpose of the same or different station and/or utilised as a standby to accommodate an officer awaiting posting orders or to make use of the services of an officer for some special item of work etc. Such diversion of posts obviously leads to the conclusion that the purpose for which the post was originally created has ceased to exist and diversion is effected to cope with some new item of work, notwithstanding the fact that such arrangement is within the same cadre/organisation and/or at the same or different stations. It has been decided that such cases of diversion/transfer adjustment of posts would amount to creating new posts and therefore, attract the ban orders of present in force on creation of fresh posts-vide this Ministry's O.M.NO. F. 14(4)-E (Coord)/77 dated 27th May, 1977 – and prior clearance should be obtained at the appropriate level before resorting to such a practice.

Sd/-

J.P. Das

Joint Secretary to the Govt. of India.

To :

All Ministries/Deptts. of the Govt. of India etc.

No. 7(7)-E (Coord)/93
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 3rd May, 1993

OFFICE MEMORANDUM

**Subject: Economy in administrative expenditure of the Government
Ban in creation of posts/filling up of vacancies
Guidelines for processing of cases.**

The undersigned is directed to refer to this Ministry's O.M.No. F-7(1)-E. Coord/84 dated to 20th June, 1984 as amended from time to time on the subject indicated above and to state that instructions already exist for ban on creation/filling up of posts and the procedure for relaxation thereof in exceptional circumstances. Some doubts which arose in this regard were also clarified from time to time. Further clarifications are however, being sought by various Ministries/Departments etc regarding the following two points. The matter has been considered in this Ministry and the correct position is clarified below against each point:

POINTS	CLARIFICATIONS
(i) Whenever higher level posts are abolished, whether junior level posts are also to be abolished as a consequence thereof.	Yes, whenever higher level posts are abolished, it will be necessary to abolish personal, supporting staff of that higher level post(s) simultaneously. In addition to such abolition, it will also be desirable to have a work study conducted to determine what other restructuring and abolition of lower level posts would be required as a result of abolition of the higher post(s).
(ii) If a post is vacant or held in abeyance for some time, whether the post can be filled up or revived, as the case may be, by the administrative Deptt./Ministry.	If a post is held in abeyance or remains unfilled for a period of one year or more, it would be deemed to be abolished. Integrated Finance of each Ministry/Department may monitor abolition of such posts and ensure that abolition orders are issued within one month of the post remaining unfilled/held in abeyance for the period of one year. If the post is required subsequently, the prescribed procedure for creation of new posts will have to be followed, i.e. as briefly set out below:
PLAN POSTS	
GROUP 'A' POSTS	Approval of Finance Minister will be required.

GROUP 'B', 'C' & 'D' POSTS	May be created with the approval of Secretary of the administrative Ministry/Department provide: (i) The expenditure on establishment is within 10% of the project cost; (ii) The posts to be created are in conformity with the prescribed norms; and (iii) Group 'A' post(s), if necessary, have been approved by the Finance Minister.
NON-PLAN POSTS	
(i) GROUP 'A' POSTS OF AND ABOVE THE LEVEL OF JOINT SECRETARIES (Rs. 5900-6700)	May be created with the approval of cabinet after obtaining the approval of Finance Minister.
(ii) GROUP 'A' POSTS BELOW THE LEVEL OF JOINT SECRETARY AND GROUP 'B', 'C' & 'D' POSTS.	May be created with the approval of Finance Minister. Creation/filling up of posts both Plan and Non-Plan is to be done after the posts which have been found surplus as a result of review, have been abolished. For creation of Non-Plan posts matching savings are required, which should be by surrender of posts in the same group or of posts in the immediate line of promotion. Post which are found justified on the basis of workload and functional justification can only be created.

2. All Ministries and Departments are requested to kindly note the above clarifications for strict compliance, particularly in view of the need for adopting austerity measures for containing Government expenditure in the present economic scenario. They may also issue instructions to their attached and subordinate offices (including U.T. Admn.) and monitor compliance. Autonomous Bodies under the control of Ministries/Departments may also be asked to follow these clarifications mutans mutandis.

3. Hindi version is enclosed.

Sd/-
(D. Swarup)
Joint Secretary to the Govt. of India

To

All Ministries/Departments to the Government of India. etc. etc. (as per standard distribution list).

All F.A. (by name)

No. 7 (2)E.Coord/95
Ministry of Finance
Department of Expenditure
E.Coord Branch

New Delhi, the 30th May, 1995.

OFFICE MEMORANDUM

Subject: Procedure to be followed in regard to creation/continuance of high level posts.

The undersigned is directed to refer to this Ministry's O.M.No. 7(17)-E. (Coord)/90 dated 28.3.90 the subject indicated above and to clarify below the correct procedure as per latest instructions/practice for creation/continuance of high level posts:

Continuance:

Proposals for continuance of posts of Secretaries, Special Secretaries, Additional Secretaries and equivalent posts are required to be referred to the Department of Expenditure on file through IFU for examination/approval of the Secretary (E), Secretary(Personnel) and Cabinet Secretary. For continuance of the Secretary level posts approval of the P.M. has also to be obtained by the administrative Ministry after Cabinet Secretary has cleared. This need not be routed through the Ministry of Finance.

Creation:

(i) Proposals for creation of non-Plan posts of secretaries, Special Secretaries, Additional Secretaries, Joint Secretaries or equivalent require the approval of the Cabinet (after offering matching savings by abolition of posts of the same group or in immediate line of promotion) and for this purpose administrative Ministries are required to prepare a draft Note for the Cabinet and refer the same to the Department of Expenditure for examination and getting approval of the Finance Minister before the same is submitted by the administrative Ministry (after incorporating views of Finance Ministry) to the Cabinet for approval.

(ii) The proposals for creation of Plan posts of Secretaries, and Special Secretaries also require the approval of Cabinet and the administrative Ministry is required to prepare a draft Note for the Cabinet and refer the same (after getting the approval of EFC/PIB to the Scheme) to the Department of Expenditure for examination and getting approval of Finance Minister before the same is submitted by the administrative Ministry (after incorporating views of Finance Ministry) to

the Cabinet for approval. Plan posts of Additional Secretaries, Joint Secretaries or equivalent posts could be created with the approval of the Finance Minister and proposals in this regard are required to be sent to the Department of Expenditure on file alongwith other lower posts, if any, after EFC/PIB's approval to the Scheme, with all requisite details/information (including functional justification for the posts) through Integrated Finance for detailed examination and approval in Ministry of Finance.

(iii) Proposals relating to continuance or creation of personal staff of the senior level posts should also be simultaneously projected.

Hindi version is enclosed.

Sd/-
(A.K. HUI)
Director (Pay)

- (i) All Financial Advisers.
- (ii) All Ministries/Departments of Govt. of India.
- (iii) Private Secretaries to Secretary(E), Secretary (personnel) and Cabinet Secretary.

Sd/-
(A.K. HUI)
Director (Pay)

F.No.2(2)-E.Coord I/2003
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 30th October, 2003

OFFICE MEMORANDUM

Subject: Staff inspection Unit - implementation of reports - instruction regarding.

The instructions regarding implementation of reports of the Staff Inspection Unit [SIU], of this Department were issued to all Ministries/Departments vide Department of Expenditure O.M.No.F. 1(57)-E.Coord/80, dated 20th November, 1980 and O.M.No.F. 1(49)-E.Coord/87, dated 11th January, 1988.

2. As per provisions contained in para (g) of the O.M. dated 20th November, 1980, the staff declared surplus in autonomous bodies is not re-deployed by the Central Surplus Cell of the Department of Personnel & Training but is required to be adjusted against the future vacancies and normal waste out.

3. The above mentioned instructions have been examined in the light of experienced gained over the last two decades. It has been observed that while surplus manpower had remained unadjusted in certain autonomous bodies, few other bodies were found to be recruiting persons from open market as there existed no provision to re-deploy/engage the persons from one autonomous body to another. To obviate delay in adjustment of surplus manpower and to gainfully utilize their services, by way of re-deployment in such autonomous bodies where the additional manpower is needed, it has been decided that as and when any autonomous body intends to go for fresh recruitment from open market after observing the instructions issued by the Department of Personnel & Training vide their O.M. dated 16.5.2001 on optimization of direct recruitment to civilian posts, SIU of this Ministry would invariably be consulted. This would enable SIU of this Ministry to explore the possibilities of re-deployment of staff from such autonomous bodies where, as a result of study by SIU, surplus staff is still awaiting adjustment and could be adjusted elsewhere. In no case, autonomous bodies would go for direct recruitment from open market without getting the 'No Objection Certificate' from the Staff Inspect Unit of this Ministry.

4. Ministry of Home Affairs etc. are requested to kindly issue suitable instructions to all autonomous bodies under their control for strict compliance.

Sd/-

[Sushama Nath]

Joint Secretary to the Government of India

To

All Ministries/Departments [as per standard list]

Copy to: 1. All Financial Advisers
2. Department of Personnel & Training
3. Staff Inspection Unit

No. F. 7 (1)/E.Coord.I/2006
Government of India
Department of Expenditure
Ministry of Finance

New Delhi, the 24th February 2006

OFFICE MEMORANDUM

Subject: Ban on creation of posts – Checklist for processing cases.

The undersigned is directed to refer to OM No.7(2)/E.Coord/2005 dated 23rd November 2005 regarding Budget/Expenditure Management: Economy measures, rationalisation of expenditure, and measures for augmentation of revenues. In para 8 of the OM Ministries/Departments/ Autonomous Institutions have been instructed that there shall be a ban on creation of new posts till further orders. Any unavoidable proposals for the creation of posts, including Groups B,C and D posts, will continue to be referred to the Ministry of Finance (Department of Expenditure) for approval. The proposals would necessarily have to be based on new organisation and accompanied by matching savings from existing related establishments. Outsourcing of routine services such as cleaning, maintenance, moving papers/dak etc may be encouraged.

2. M/o Finance has been receiving various proposals for creation of posts from different Ministries/Departments. A perusal of the proposals reveal that often such proposals are incomplete and do not contain critical details such as name, designation, pay scale, category/grade, functions, workload, Recruitment Rules of the posts and so on. Moreover, details of the organization such as the existing hierarchy, sanctioned and existing posts category-wise, vacancies including date of vacancies, posts abolished in the last five years as a consequence of 10% cut or implementation of Expenditure Reforms Commission (ERC) recommendations, functional justification, matching savings, possibilities of redeployment/outsourcing/hire etc, which are absolutely imperative for appraising the proposals are missing. This leads to back references and delays.

3. Keeping the above in view, a comprehensive checklist has now been devised taking into account the latest extant orders on the subject. All Ministries/Departments are requested to refer fresh proposals for creation of posts complying with the new checklist (copy enclosed) to avoid back references and obviate delays. It may be noted that any proposals which is not sent as per prescribed proforma would be returned. The proposals may invariably contain the approval of the concerned Financial Adviser.

Sd/-
(Anuradha Mitra)
Director (Pay)
Tele: 2309 2907

To

- (i) All Financial Advisers.
- (ii) All Ministries/Departments of the Government of India.

No. 7(3)/E.Coord-I/2015
Government of India
Ministry of Finance
Department of Expenditure

Dated, the 11th September, 2015

OFFICE MEMORANDUM

Subject: Referring the proposals for continuation of posts to Department of Expenditure reg.

Reference is invited to this Department's OM No. 7(2)-E.Coord/95 dated 30.05.1995 regarding procedure for continuation/creation of high level posts. Some Ministries/Departments have sought clarification from this Department whether proposals for continuation of posts below JS level also require approval of this Department.

2. The matter has been considered in this Department and with the approval of Competent Authority it has been decided that, henceforth, proposals only for continuation of JS and above level posts may be referred to this Department with the approval of IFD. So far as posts below JS level are concerned, the continuation of such posts may be decided by the Department, in consultation with Integrated Financial Division.

3. It is, however, clarified that if the said posts are vacant and have come into 'deemed abolition' category, they would need to be referred to this Department as per extant instructions for revival.

Sd/-
(Ravi Katyal)
Dy. Secretary
Tel# 2309 3290

To:

1. Financial Advisers of all Ministries/Department.

Chapter-7

Deputation/Delegation abroad/ International/ Domestic Conferences

New Delhi, dated the 4th December, 2006

OFFICE MEMORANDUM

Subject: Provision of protocol courtesies by Indian Missions/Posts abroad to visiting Indian dignitaries, delegations and officials - issue of revised guidelines.

In continuation of this Ministry's OM No.AA/122/43/2006 dated 11th September 2006 on the subject above the undersigned is directed to further clarify that provision of transport & hotel facilities during official visits abroad would henceforth be guided by the following norms:

(A) Hotel Accommodation: The entitlement of scale of accommodation during official duties abroad would be as under:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| (i) Speaker Lok Sabha, Cabinet Minister, Minister of State, Dy. Minister of Central Government, Speaker of Legislative Assembly, Chief Minister & Minister of State Government | Single Suite if traveling-alone and double suite if traveling with spouse officially |
| (ii) MPs/MLAs/MLCs | Single room only |
| (iii) Secretaries to the GOI (Including those holding Non-Secretariat post but drawing pay equivalent to that of Secretary to GOI) | Single suite (only if they visit a Foreign country as leader of the delegation; otherwise a single room only. |

(B) Transport: As clarified earlier, to enable the missions/posts to arrange/hire transport in respect of official delegations visiting abroad: specific provision in this regard should be made in the sanction issued by respective Ministries/Departments. The Ministries/Departments may consider ascertaining in advance the cost of hiring transport from the Mission/Post concerned and include a consolidated amount in this respect in the sanction. Alternatively, depending upon the composition of the delegation, the number of vehicles to be hired may be specified in the sanction, In those cases where the number of vehicles to be hired has not been specified and only a consolidated amount has been sanctioned; vehicles would be hired taking into account the functional requirement ensuring that the total expenditure on hiring of transport is restricted to the monetary ceiling approved for this purpose. Depending upon the composition & itinerary of the visiting delegation the following norms may be adopted:

- | | |
|---------------------------------------------------------|-----------------------------------------------------------------|
| 1. Minister | 1 car |
| 2. Secretary (if leader of delegation) | 1 car |
| 3. Secretaries | 2 to a car |
| 4. AS/JS/Directors/Others | 2-3 to a car |
| 5. For delegation consisting of more members | 12-18 seaters or mini-buses which can accommodate baggage also. |
| 6. Baggage vehicle in case of large numbers of baggage. | |

It is reiterated that the Missions/Posts abroad would not be able to make provision for any transport facilities during private visits.

2. All the Union Ministries/Departments and State Governments are requested to bring the above guidelines to the notice of officials traveling abroad.

Sd-
(Gauri Shankar Gupta)
Joint Secretary to Government of India

To

1. All Secretaries to the Government of India
2. Lok Sabha/Rajya Sabha Secretariats
3. Chief Secretaries of the State Governments & Union Territories
4. Deputy Comptroller & Auditor General of India
5. All Additional Secretaries & Heads of Division in MEA
- 6; All Heads of Missions/Posts abroad
7. DG, ICWA/DG, ICCR
8. JS (S), PMO

No. 4(1)E. Coord-2014
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi

2nd July, 2014

Office Memorandum

Subject: Deputation/Tours abroad – revised deputation proforma reg.

Reference is invited to this Department's OM No. 23(2)/E. Coord/2006 dated 11th December 2007 on the above subject.

2. The deputation proforma prescribed under the above cited reference has been revised and the revised proforma is enclosed. The administrative Ministries/ Departments and their Internal Finance Wing may ensure that proposals for consideration of the Screening Committee of Secretaries are submitted as per the enclosed revised deputation proforma. While submitting the proforma to this Department it may be ensured that all the points contained therein have been addressed/replied upon satisfactorily; failing which proposals will be returned unprocessed by D/o Expenditure.

Sd-

(Sudha Krishnan)

Joint Secretary to the Government of India

1. All Secretaries to the Government of India
2. All the Financial Advisers

Copy for kind information to

1. Cabinet Secretary
2. Finance Secretary

PROFORMA FOR APPROVAL OF DEPUTATION/TOUR ABROAD

1. Sponsoring Ministry/Department:

2.

S. No.	Names of officers with Designation	Ministry/ Department	Scale of pay(Rs./ Grade pay	Date of Superannuation/ Completion of tenure	Source of funding
(i) (ii) (iii)					
3.	<p>(i) Purpose of Visit in brief. Detailed justification, Copies of the Agenda etc. to be enclosed as separate Annexure.</p> <p>(ii) Tasks proposed to be undertaken/ accomplished & outcome to be achieved by the proposed visit. Please indicate exact outcomes and tangible/non tangible benefits in quantified terms, wherever possible.</p>				
4.	Country/countries to be visited (city/country) all places.				
5.	Duration of visit. (excluding journey time)		From	To	Days
6.	<p>(a) Actual expenditure in the previous financial year (FY) in the Foreign Travel Expenses Head (FTE).</p> <p>(b) Budget provision under FTE head for the current FY.</p> <p>(c) Budget provision for the current FY after 10% cut in the FTE head.</p>				
7.	Actual expenditure incurred in the current FY under FTE (Visits to be stated chronologically with progressive total of expenditure as annexure to be enclosed)				
8.	Commitment made for the current year (visits planned/approved excluding items included in S. No. 7) (including hotel charges/bills not received etc.)				
9.	Balance funds available for the current financial year under FTE head [6(b or c)- {7 + 8}]				
10.	<p>(a) Budget for the ongoing quarter in the current fiscal under FTE.</p> <p>(b) Expenditure incurred so far in the ongoing quarter under FTE.</p> <p>(c) Whether the expenditure on the proposed visit falls within the half yearly/Quarterly ceiling? If not, full justification may be given.</p>				

11.	Estimated expenditure on the proposed visit:	Amount (Rs.)
	(a) Air Fare & Airport tax (Class of travel)	
	(b) DA. @ US\$—/day for days @ US\$	
	(c) Entertainment, if any contingency, if any	
	(d) Contingency, if any	
	(e) Hotel accommodation USD —/days x — days.	
	(f) Excess Baggage	
	(g) Gifts	
	(h) Transport	
	(i) Mobile Phone	
	(j) Lunch/dinner to be hosted	
	(k) Any other (Please specify with justification thereof)	
	(A) Estimated expenditure – rupees component	
	(B) Foreign Exchange component in US\$ & its equivalent in rupees	
	(C) Total Expenditure for this visit (A) + (B) in rupees.	
12.	Full details of the foreign visits undertaken by the Officer(s) during the last three Calendar years (to be enclosed as a separate annexure)	
13.	(i) Whether deputations/delegations sent in the past for similar purpose? If so, the name of officers deputed together with period of deputation.	
	(ii) Is an increase proposed in the number of delegates vis a vis that approved/deputed on the last occasion? If so, justification for increasing the delegation size may be furnished. Justification for participation of each member of the delegation to be brought out in a separate Annexure.	
14.	(i) Whether tour report was submitted after the last visit abroad, (a copy of the previous tour report indicating quantified outcomes including tangible and/or non tangible benefits of that visit to be enclosed).	
	(ii) Details of efforts made by the Ministry/Department during the interregnum to fully realize the intended outcome of the earlier visits. A copy of follow up action taken thereon to be enclosed.	
15.	Why can not the purpose be served by.	
	(i) Deputing officers at the functional level viz, Director/Dy; Secretary, instead of deputing officers of higher level(s).	
	(ii) Our Mission abroad/officer of the Ministry/Department already stationed abroad; or	
	(iii) Any other officer already abroad/or being deputed in the same or neighbouring country; or	
	(iv) Video conferencing. Justification to be given as to why this facility cannot be utilized.	
16.	Whether FCRA clearance from MHA and Political clearance from. MLA have been obtained? (copies to be enclosed)	

17.	(i) Whether the proposal attracts ban imposed under the economy instruction of the Department of Expenditure i.e. study tours, workshops, conferences, seminars, presentation of papers abroad etc.	
	(ii) If so, justification for the proposed visit.	
18.	(i) Whether the number of visits by the officers(s) in a year is within the norms laid down in this regard i.e. four in a calendar year.	
	(ii) If not, reasons/justification therefore.	
19.	In case the proposal is being sent less than 15 days before the date of departure whether condonation of delay has been obtained from Cabinet Secretary in terms of instructions of D/o Expenditure.	

Note:* Sr. No. 10: The cost for each item including expenditure to be incurred by Embasisors/Missions should be clearly stated after ascertaining the prevailing rates from the Indian Mission/Embassy.

Joint Secretary (Admn)

Joint Secretary & Financial Advisor

No. 4(4)/E.Coord/2015
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 5th January, 2016

OFFICE MEMORANDUM

Subject: Instructions for processing foreign visits of officers of the Government of India for approval of Screening Committee of Secretaries (SCoS).

In order to regulate foreign visits of Government of India officers and delegations and to make these visits more effective, the existing sets of guidelines/instructions on the subject have been comprehensively reviewed. The revised guidelines, as follows, are hereby circulated for strict compliance by all Ministries/Departments:

- (1) Ministries/Departments shall upload the data related to foreign visits on the online Foreign Visit Management System (FVMS) which has been developed and can be accessed at the URL notified at the Department of Expenditure website. Each Ministry/Department has been provided with an user ID and Password for this purpose.
- (2) To optimize the outcome from foreign tours of officers, each Ministry/Department shall prepare a Quarterly Rolling Plan (QRP) of proposed programmes/visits for the next 3 months. Such a QRP will be uploaded on the FVMS and will be reviewed every month with one additional month being added to it. Only the essential foreign visits which cannot be avoided may be included.
- (3) The level of officers and the strength of the delegation be worked out keeping in view factors such as expertise and manpower available with our Missions abroad, leveraging modern technology of tele-conferencing or video conferencing, etc. so as to keep the delegation size to the bare minimum. In respect of objectives that can be achieved through exchange of letters, tele/video conferencing or representation from our Missions abroad, no foreign visit need be undertaken.
- (4) Duration of the visit shall also be kept to the absolute minimum. The administrative Secretary shall ensure in every case, that officers of appropriate functional level dealing with the subject are sponsored/deputed instead of those at higher levels.

- (5) Foreign visits shall not exceed 05 working days. Any delegation for foreign travel (irrespective of the level of officers), exceeding 05 working days or 05 members, shall be placed before the SCoS for approval.
- (6) No officer shall undertake more than 04 official visits abroad in a year. For visits exceeding 04 by Secretary/equivalent, proposal shall be submitted for approval of the Prime Minister through SCoS. For visits exceeding 04 by officers below Secretary level, proposal shall be submitted to SCoS for approval. Ministries/ Departments shall make efforts to ensure that at least two to three officers at appropriate levels are trained and made adept on concerned subjects so as to avoid repetitive visits of the same officers.
- (7) Participation of officials in international fairs/exhibitions/workshops and conferences shall be discouraged. If considered essential, only the officer directly dealing with the subject shall be deputed. In such international events, if required to do so, a coordinated presence and projection of 'Brand India' should be attempted instead of individual Departments/Ministries setting up individual stalls. For this purpose, depending on the nature of the exhibition, a nodal Department should be identified to take the lead in consultation with the Ministry of External Affairs.
- (8) In an outgoing Indian delegation, there need not be any Ministry of External Affairs' official from India. Instead, services of the Indian Mission situated in the destination country could be utilised. Also, the practice of mobilisation of personnel by the host Mission from other Missions situated in other countries should not be resorted to. For any exceptional requirements, prior approval of the Cabinet Secretary should be obtained.
- (9) Secretaries to Government shall travel abroad only when their presence is required and no one else can be deputed instead.
- (10) Secretaries shall not undertake any foreign visits during the Parliament Session unless it is absolutely unavoidable.
- (11) The Minister and the Secretary shall not, normally, be away from the headquarters at the same time. If, however, both are required to be deputed abroad, the necessity for deputing the Secretary at the same time as the Minister may be brought out clearly for consideration of Prime Minister through SCoS.
- (12) Proposals relating to foreign visits/deputation abroad of officers of the rank of Secretary and Additional Secretary shall continue to be sent to SCoS except visit to SAARC countries (including Myanmar).

- (13) The proposals for the visit to SAARC countries (including Myanmar) will be decided by the Ministries concerned in consultation with their Financial Advisers (FAs). However, proposals of foreign tour of Secretary accompanying the Minister to SAARC countries will require to be submitted to the SCoS for approval.
- (14) In respect of foreign visits of officers, all cases which require approval of the SCoS shall be submitted to Department of Expenditure after obtaining the approval of competent authority viz. Minister-in-Charge with the concurrence of FA.
- (15) Composite delegation led by Secretary/Additional Secretary comprising officers of the level of Joint Secretary and below including non-officials (visiting at Government cost), is to be submitted for SCoS approval. The proposal shall not be split and details of the entire delegation shall be sent to the SCoS.
- (16) Visits of officers of Public Sector Undertakings (PSUs)/Autonomous Bodies (ABs) are exempted from SCoS procedure unless they form part of a composite delegation from the administrative Ministry.
- (17) Expenditure on the foreign visit of officers of Ministries/Departments shall be borne by Government only, even if the visit of the officer(s) is in his capacity as ex-officio member of PSUs/ABs or otherwise, and in connection with affairs of PSUs/ABs. Any proposal for relaxation in this regard shall be referred to Secretary (Expenditure).
- (18) Visit of non-officials at Government cost will require approval of PM. Their visits are to be routed through. SCoS only if they form a part of a composite delegation. In other cases, the PM is to be approached (through PMO) by the administrative Ministry directly.
- (19) There shall be no objection in accepting international air travel costs and hospitality from an international body of which India is a member or the visit abroad is covered under bilateral/multilateral agreement or under a regular exchange programme. The terms and conditions on deputation shall not be supplemented with the terms and conditions on deputation offered by the Government of India viz. the mode and class of travel. Payment of cash allowance and other allowances including local travel and stay in hotel would be as per the terms offered by the foreign Government/sponsors.
- (20) Invitations received directly by the officers by virtue of expertise in a particular field and where no particular Government of India business is to be transacted will be treated as personal visits. Such visits in respect of Additional Secretary and above level officers require SCoS approval. The officer would have to take leave for the period of such visits and such visits are not to be undertaken at government costs.

- (21) Proposals shall be submitted along with deputation proforma containing all relevant details (including political clearance from MEA and FCRA clearance from MHA, if required). Only those proposals are to be referred to SCoS where funds are available to bear the expenditure on the foreign visit.
 - (22) Proposals, complete in all respects, seeking approval of SCoS shall be submitted to Department of Expenditure 15 days prior to departure date of delegation.
 - (23) Deputation abroad of officers of the level above Director upto Joint Secretary will be decided by Ministries/Departments, under delegated powers, in consultation with their FA and with the approval of the Minister-in-charge. Foreign visits of officers upto the level of Director and equivalent will be decided by the administrative Secretaries in consultation with the concerned FA.
 - (24) Deputations of officers upto the level of Joint Secretaries in Ministries/ Departments and officials from PSUs/ Autonomous Bodies, etc. shall also be regulated in accordance with the spirit of these guidelines.
 - (25) The leader of the delegation shall upload the tour report in the requisite format on FVMS and also submit the same to the Minister containing, inter-alia, the major achievements from the tour and post-visit outcomes. A copy of the report shall also be marked to Department of Expenditure and Ministry of External Affairs.
2. These instructions are in supersession of all earlier instructions on the subject.
 3. The issues with the approval of Finance Minister.

Sd/-

(Annie G. Mathew)

Joint Secretary to the Government of India

All Secretaries to the Govt. of India
All Financial Advisers of Ministries/Departments
Private Secretaries to all Ministers

Copy for information to:

- (i) Additional Secretary, PMO
- (ii) Staff Officer to Cabinet Secretary
- (iii) PSO to Finance Secretary

No. 4(4)/E.Coord/2015
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.

Dated 25th January, 2016.

OFFICE MEMORANDUM

Subject: Instructions for processing foreign visits of officers of the Government of India for approval of Screening Committee of Secretaries (SCoS).

This Department has been receiving references seeking clarification on certain issues with reference to this Department's OM of even number dated 05-01 -2016 on the above subject. Accordingly the following clarification is issued :-

- (a) Approval of SCoS is not required in case of foreign visits of upto Joint Secretary level officers as part of foreign training component, Mid-Career Training Programme (MCTP) or any other training, irrespective of number of members and days".
- (b) The provision of seeking approval of Cabinet Secretary for condoning delay in submission of proposals sent less than 15 days before the date of departure of delegation has been done away with.
- (c) Calculation of number of foreign visits in respect of any officer will be with reference to calendar year.

Sd-
(N. Radhakrishnan)
Director (E Coord)
Tel. : 2309 2769

All Secretaries to the Government of India.
All Financial Advisors of Ministries / Departments.

Copy for kind information to :-

Additional Secretary, PMO
Staff Officer to Cabinet Secretary
PSO to Finance Secretary

R.N. Choubey, I.A.S.

SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF CIVILAVIATION
NEW DELHI-110003

D.O.No. 18011/05/2012-AI

March 7, 2016

Dear Secretary,

As you are aware, the Department of Expenditure (DoE), Ministry of Finance vide their OMs No.F.No. 19024/1/2009-E.IV dated 13th July, 2009, 16th September, 2010 and 28th July, 2011, had decided that in all cases of official air travel (both domestic and international) including air travel for the purpose of LTC, where the Government of India bears the cost of air passage, the officials concerned shall travel only by Air India. The DoE had also given mandate to the Ministry of Civil Aviation (MoCA) to grant permission to travel by airlines other than Air India, in case of operational or other reasons or on account of non-availability of Air India flights on any route.

2. Keeping in view the inconvenience faced by the officials in seeking exemption from MoCA, this Ministry had taken up the matter with DoE regarding delegation of powers to the Financial Advisors (FAs) of the Ministries to grant permission to travel by airlines other than Air India. The DoE has now agreed to the said proposal and has asked MoCA to guide the FAs on various aspects of granting exemption in individual cases pertaining to their respective Ministries.

3. You are requested to instruct the FAs in your Ministry to start exercising the power to grant the said permissions w.e.f. 1st April, 2016 in accordance with the instructions contained in the DoE OMs referred to above. I am enclosing a copy each of the three DoE OMs referred to above for the guidance of FAs. Apart from these three basic instructions relating to issue of permission to travel by airlines other than Air India, DoE and DoP&T have issued other related instructions from time to time and the same are available on their respective websites.

4. I look forward to your co-operation for successful implementation of this new arrangement.

Regards

Yours sincerely,
Sd/-
(R.N. Choubey)

Encl(s): as above.

To:

All Secretaries to the Govt. of India (as per list).

F.No.5-I/2011-Fin.
Government of India
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road, Delhi - 110001
(Finance Wing)

Dated: 27th April, 2016

Sub: Instructions for processing foreign visits of officers of the Govt. Of India for approval of Screening Committee of Secretaries (SCoS): Preparation of Annual Calendar of Events and Quarterly Rolling Plan (QRP).

This has reference to this office letter of even number dated 20th January, 2016 and 08th March, 2016 on the subject stated above. A joint review meeting was held under the Chairmanship of DDG (IR) on 20/01/2016, with reference to the instructions on preparation of Quarterly Rolling Plan (QRP), issued by Department of Expenditure, Ministry of Finance was conveyed. The QRP for the first quarter of 2016 (April-June, 2016) has been approved by Secretary (T).

2. In order to fine tune the process of preparation of Quarterly Rolling Plan (QRP) and also to make sure that QRP for three months is available in FVMS portal, in advance, at any given time, the following guidelines have been suggested, in consultation with IR Section :-

- (i) Each nodal section is required to prepare an Annual Calendar of Events for the financial year 2016-17 and a Quarterly Rolling Plan (QRP) for each quarter of the current financial year.
- (ii) Quarterly Rolling Plan (QRP) for the first quarter of the current financial year i.e. upto June, 2016 has been approved by Secretary (T) and is being uploaded in FVMS portal.
- (iii) QRP for the next three months, i.e. 2nd quarter w.e.f July, August and September, 2016 may be prepared by the concerned nodal sections with the recommendation of their Apex Authority and financial concurrence of Member (Finance) and approval of Secretary (T), clearly indicating the availability of funds under the relevant Head of Accounts. The same may be forwarded to IR Section latest by 29th April, 2016. Further, QRP for additional month of October, 2016 should reach IR Section latest by 15th June, 2016, that of November by 15th July, 2016 and so on.
- (iv) QRP should also include the tour details/description, size of the proposed delegation, financial year of the proposed tour, start date, end date, duration of the visit, purpose of visit, country to be visited, name of officer(s) along with their designation, Aadhar Card Number and PAN Card Number and brief justification for attending the event alongwith availability of funds under relevant Head of Accounts during the concerned financial year.

- (v) Simultaneously, Annual Calendar of Events for the period upto March, 2017 is also required to be prepared latest by 10th May, 2016 for having an overall view of the events proposed to be attended during the current financial year. While preparing the same, expenditure projection, funds availability, brief justification and delegation size with composition of delegation (indicative) may be clearly mentioned. For ease of preparation of QRP and Annual Calendar of Events, separate proforma have been devised in line with the guidelines on the subject, which may be used to provide the requisite information, as per Proforma "A" (QRP) and "B" (Annual Calendar) as enclosed.
- (vi) IR Section shall compile all such information received in the prescribed format from the concerned nodal sections, with prior approval of the Competent Authority and forward the same to IFD latest by 25th of each month for uploading the same in FVMS portal of Ministry of Finance. However, the QRP for the second quarter w.e.f. July to September, 2016 may be provided as early as possible.
3. These instructions may be scrupulously followed by all nodal sections who are proposing their officers for foreign deputation based on functional need it may also be ensured that these proposals are strictly in line with the instructions circulated by Department of Expenditure, Ministry of Finance vide their OM No. 4 (4)/E. Coord/2015, dated 5th January, 2016 which has already been circulated to all concerned by IFD vide circular 12th January, 2016. Those proposals which are not mentioned in the QRP, will not be entertained.

This issue with the approval of Member (Finance), DoT.

Encl: As above.

Sd-
(Rajeev Roy)
Director (Finance)
Tel: 23036059

To

1. Wireless Advisor, WPC Wing
2. Sr. DDG (TEC)/ NTIPRIT
3. Jt. Secretary (Admn)
4. DDG (NICF)
5. DDG (IR)
6. DDG (IP)
7. Director (Training Finance)
8. Director (Training)

Copy for information to:-

Sr. PPS to Secretary (T) / PPS to Member (F) / PSO to Member (T)/ PS to Member (S)/ PPS to Addl. Secretary (T)/PPS to Advisor (Finance) / PS to DDG (E&F)

Ministry of Communication & Information Technology
Department of Telecommunications

Quarterly Rolling Plan in respect of foreign deputations for the Quarter 01/02/03/04 of FY _____

Section: _____

Sl. No.	Delegation size	Delegation Type (Inter Ministerial/ Ministerial)	Title and name of officer	Designation	Pan No. & AADHAR No. (both are compulsory)	Country of visit	Purpose of visit	From date (dd/mm/yy)	To date (dd/mm/yy)	Source of funding (Govt./ Agency funding/ fellowship (Full/Partial))	Estimated expenditure (in Rs.)	Essentiality Grading	Progressive Funds availability under concerned Head of Accounts (in Rs.)	Remarks
1	2	3	4	5	6	7	8	9	10	1	12	13	14	15

Proforma "B"

**Ministry of Communication & Information Technology
Department of Telecommunications**

Annual Calendar of Events in respect of foreign deputations for the FY _____

Section: _____

Sl. No.	Delegation size	Delegation Type	Title and name of officer	Designation	Country of visit	Purpose of visit	From date (dd/mm/yy)	To date (dd/mm/yy)	Estimated expenditure for ind. Officers in the delegation (in Rs.)	Justification	Progressive balance (in Rs.)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

No. 19(9)/E.Coord/2011
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi

5th March, 2015

OFFICE MEMORANDUM

Subject: Approval for holding international/domestic Conferences/Seminars/ Workshops, etc.- timely submission of proposals and economy in official expenditure.

Reference is invited to the instructions issued by this Department under O.M. of even number dated 13th September, 2011 on the above subject, which stipulate that proposals for approval of Secretary (Expenditure) and/or Cabinet Secretary (where such approval is prescribed) are to be submitted at least one month before the actual event and before invitations are issued by the Administrative Ministry.

2. It has been observed that not only are the timelines for submission of cases not being adhered to by Ministries/Departments, large number of cases are being referred to Department of Expenditure seeking post-facto approval. This has been viewed very seriously and it is requested that the stipulated timeline for submission of proposals is adhered to. It may be noted that henceforth, delayed proposals will not be processed unless accompanied by a Delay Report containing reasons for the delay, duly approved by the Administrative Secretary.

3. It may also please be ensured that instructions contained in Cabinet Secretary's D.O. letter no. 213/1/2/2015-CA.IV dated 11th February, 2015 regarding ban on holding of meetings and conferences in Five Star Hotels except in the case of bilateral/multilateral official engagement are also strictly adhered to considering that Government has been laying stress on the need to effect economy in official expenditure.

Sd/-

(Annie George Mathew)
Joint Secretary (Personnel)
Tel. : 2309 3283

1. All Secretaries to the Government of India (by name)
2. All Financial Advisors

Chapter-8

Training

No.T-17012/14/2015-Academy Desk
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Division

Block-IV, Old JNU Campus,
New Delhi-110067

Dated 04 May, 2016

To

The Cadre Controlling Authorities (As per list enclosed)

Subject: Mid Career Training Programme (MCTP) for IAS and other Group 'A' Services - regarding

Madam/Sir,

I am directed to state that various Cadre Controlling Authorities are conducting Mid-Career Training Programme (MCTP) for their Officers in various phases during entire career of an officer. The Government of India has reviewed the MCTP policy and approved the following:

- (i) MCTP would be organized in three phases for officers at different levels of seniority and attending all phases would be mandatory for all eligible officers.
- (ii) The first Phase of MCTP would be for officers of 7-9 years of service seniority for duration of four weeks without any foreign component.
- (iii) The second Phase of MCTP would be for officers of 14-16 years of service seniority for duration of four weeks with one week foreign component.
- (iv) The third phase of MCTP would be for officers at 26-28 years of service seniority for duration of two/three weeks without any foreign component.

2. All CCAs are requested to re-organize MCTP in line with the above policy. An action taken report on the above along with the revised MCTP Scheme may kindly be furnished to this Department by 31st May, 2016.

Encl: Existing MCTP Scheme for various CCAs as gathered by this Department is enclosed for ready reference.

Yours faithfully,

Sd-

(O P Chawla)

Under Secretary to the Government of India

Tel: 011-26166856

Email: op.chawla@nic.in

List of Cadre Controlling authorities

1. The Foreign Secretary, Ministry of External Affairs, South Block, New Delhi
2. The Chairperson, Central Board of Excise and Customs, North Block, New Delhi
3. The Chairperson, Central Board of Direct Taxes, North Block, New Delhi
4. The Comptroller and Auditor General, O/o The Comptroller and Auditor General of India, 9, Deendayal Upadhyay Marg, New Delhi-110024
5. The Chairman, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi
6. The Secretary, Department of Posts, Dak Bhawan, New Delhi
7. The Controller General of Accounts, C-wing, 7th floor, Loknayak Bhavan, New Delhi
8. The Controller General of Defence Accounts, Ulaanbaatar Marg, Delhi Cantt, New Delhi
9. The Secretary, Department of Commerce, Udyog Bhavan, New Delhi
10. The Director General of Defence Estates, O/o the Directorate General of Defence Estates, Raksha Sampada Bhavan, Ulaanbaatar Marg, Delhi Cantt, New Delhi-10
11. The Secretary, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi.
12. The Secretary, Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi
13. The Secretary, D/o Telecommunication, Sanchar Bhawan, New Delhi
14. The Secretary, Department of Defence Production, 136, South Block, New Delhi
15. The Secretary, D/o Economic Affairs, North Block, New Delhi
16. The Chief Statistician of India & Secretary, Ministry of Statics and Programme Implementation, Sardar Patel Bhavan, New Delhi
17. The Secretary, Department of Legal Affairs, Shastri Bhawan, New Delhi

Copy for information to:

Cabinet Secretary, Cabinet Secretariat, New Delhi.

Details of Mid Career Training Programme (MCTP)

1.	Indian Foreign Service	(a) Phase-I: Officers of the level of US/DS. Duration –2 weeks with no foreign component. (b) Phase-II: Director level officers. Duration – 3 weeks with 1 week foreign component. (c) Phase-III: JS level officers. Duration – 2 weeks with no foreign component.	
2.	IRS (IT)	(a) CCIT (b) PrCIT/CIT (c) Addl/Jt CIT	Duration - 5 weeks with 2 weeks foreign component
3.	Indian Audit & Accounts Service	(a) Executive Development Programme : Officers with 6-8 years of service. Duration – 2 weeks training at IIM, Ahmedabad. (b) Management Development Programme : Officers with 15-16 years of service. Duration – 2 weeks foreign component only. (c) Advance Management Development Programme : Officers with 25-28 years of service. Duration – 2 weeks foreign component only.	
4.	Indian Economic Service	(a) Mid Career Training (MCT) Phase-I : Officers with 10 years of service. Duration – 6 weeks with 2 weeks foreign component. (b) MCT Phase-II : Officers with 20 years of service. Duration – 3 weeks with 1 week foreign component.	
5.	Indian Trade Service	MCTP. Duration - 2 week with 1 week foreign component.	
6.	Indian Defence Accounts Service	Presently there is no MCTP. Proposal is under process with Ministry of Defence.	
7.	Indian Ordnance Factory Service	(a) MCT Level-I for promotion from STS to STS/NF. Duration – 2 weeks with no foreign component. (b) MCTP Level-II for promotion from STS/NF to JAG. Duration – 2 weeks with no foreign component. (c) MCTP Level-III for promotion of JAG to SAG. Duration – 2 weeks with no foreign component. (d) MCTP Level-IV for promotion of SAG to Sr. SAG/HAG. Duration 1 week with no foreign component. (e) MCTP Level-V for promotion of HAG to APEX level. Duration – 1 week with no foreign component. Revised MCTP is under preparation with both domestic and foreign component.	
8.	Indian Postal Service	(a) Executive Development Programme: Officers with more than 7 years service. Duration – 14 days (Working) including 7 working days foreign component. (b) Management Development Programme : Officers with more than 15 years of service. Duration – 21 days (Working) including 10 working days foreign component. (c) Advanced Development Programme : Officers with more than 25 years of service. Duration – 21 days (Working including 10 working days foreign component.	

9.	Indian Statistical Service	(a) Principal Senior Level Officer : Duration 5 weeks with 2 foreign component. (b) Joint Director & Director level officer : Duration 5 weeks with 2 foreign component. (c) Dy Director level officer : Duration 2 weeks domestic component.
10.	Indian Legal Service	There is no MCTP programme
11.	Indian Information Service	MCTP is being formulated.
12.	Central Secretariat Service	(a) Level 'E' : US with 4 years of service. Duration – 6 weeks out of which 10 days foreign component. (b) Level 'F': Dy Secretary with 4 years of service. Duration – 3 weeks with 1 week foreign component. (c) Level 'G': Directors with 2 years of service left. Duration – 4 weeks with 1 week foreign component.

Chapter-9

**Instructions/Orders
issued by DoT**

No. 7-5/2007-Fin.
Government of India
Ministry of Communications & IT
Department of Telecommunications
(Finance Section)

Room No.506, Sanchar Bhawan,
20, Ashoka Road New Delhi-01.

Tele.No. 23036777

dated: 10/09/2007

OFFICE MEMORANDUM

Subject: Permanent advance for contingent nature to CCA Cells.

The grant of permanent advance to the Heads of CCAs for meeting the emergent expenditure of contingent nature for smooth functioning of the office has been under consideration for some time. It has been decided by the competent authority to authorize the Heads of CCAs to hold an amount of Rs.2000/- (Rs. Two Thousand only) as permanent advance for meeting the contingent expenditure within the ambit of Rule 342 of FHB-Vol-I. Utilization of this advance is subject to observance of the provision contained in Rule 343 of FHB-Vol.-I and any other rules, orders, instruction and procedures issued by Government from time to time.

Sd-
(V.N. Tandon)
Director (Trg&Fin)

Copy to:-

1. PPS to Secretary(T), DoT
2. PPS to Member (F), DoT.
3. PPS to Advisor (F), DoT.
4. The DDsG (Accounts), (TPF), (WPF), (FEB)
5. All CsCAs/Jt.CsCAs for information and necessary action.
6. Dy. CCA Andaman and Nicobar.
7. Office copy/Spare.

No. 32-6/2007-EW (Pt.)
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, New Delhi-110001

Dated: 21.3.2012

OFFICE MEMORANDUM

Sub: Procedure regarding payment of Departmental/Service/Admn./ Establishment Charges and advance payment to BSNL for Civil and Electrical works executed by them for DOT.

There have been references from BSNL for making payment of Service charges and advance payment towards Civil and Electrical works carried out by them for Department of Telecommunications (DOT). This issue has been considered in the Department; the competent authority has approved the Departmental/Service/Admn./ Establishment Charges to BSNL for Civil and Electrical works executed by them for DOT HQ and DOT's field units as follows :-

(a) Payment of Departmental/Service/Admn./Establishment Charges :-

S. No.	Work description	Charges
1.	All maintenance work and minor costing up to Rs. One lakh & construction works costing up to Rs. Two Crores.	9%
2.	Construction works costing between Rs. two and five crores	8%
3.	Construction works costing more than Rs. Five Crores.	7%

(b) Advance payment

The advance payment of 33% of the estimated cost of the work may be released at the time of assigning the work, thereafter, the expenditure is to be reimbursed through monthly bills and the advance deposit will be adjusted in the last bill(s) of works.

2. However, all rules, orders, scales, instructions, procedures in CPWD Manual and economy instructions and orders issued by the Government/Department from time to time may be followed.

3. These orders are effective from the date of issue.

4. This issues with the concurrence of Member (F) vide Dy. No. 307/M(F)/12 dated 24.02.2012.

Sd-
(Arvind Chaudhary)
ADG (Electrical)
Ph. No. 23036395

Copy to:-

1. Sr.PPS to Secretary(T)
2. Sr.PPS to Member(F)
3. Sr.PPS to Member(T)
4. A.S.(T)/J.S.(T)/J.S.(A)
5. CMD BSNL/Sr.DDG(BW)/ Sr.DDG(TEC)
6. DDG (FEB)/DDG(TERM-DOT)/ DDG(Security)/DDG(TPF&A/cs.)/ DDG(C&A)/ PGM(BW), BSNL/PGM(E), BSNL/Director(T)/Director(Finance)/DGM(F), BSNL
7. All heads of CCA Units.
8. D.G. NICF.
9. All Heads of TERM Cells.
10. Wireless Advisor for bringing this OM to the notice of all concerned officer under his control/ Director WHO.
11. Office copy/Spare.

F.No. 24-13/2012-General-I
Government of India
Ministry of Communications and Information Technology
Department of Telecommunications
(20-Ashoka Road, Sanchar Bhawan, New Delhi)

Dated: 19th Sept, 2012

OFFICE MEMORANDUM

Subject: Technical vetting of estimates of the Civil and Electrical works executed by BSNL & TCIL in DOT (Hq.), Sanchar Bhawan - regarding.

The existing practice of Technical vetting of the estimates submitted by the Civil/Electrical (BSNL/TCIL) wing for the works executed by BSNL/TCIL in DoT (Hq) has been reviewed and it has been decided that the Technical vetting of all such estimates including ensuring quality control on such works being undertaken by BSNL/TCIL or any other agency shall be done by the Sr. DDG (BW)'s Division.

2. For this purpose, if need be, a technical expert from TCIL or any other Government organisation undertaking such works may be co-opted as a member in the Works Committee for the independent technical inputs.

3. The release of payment for any such work executed shall be made only on a completion certificate from the officer-in-charge of the concerned executing agency to the effect that the work has been executed/undertaken as per the terms & conditions of the contract awarded, duly appraised/verified by the Works Committee.

Sd-
(Vimal)

Under Secretary to the Government of India

F.No.24-13/2012-General-I
Government of India
Ministry of Communications & IT
Department of Telecommunications
20-Ashoka Road, Sanchar Bhavan
New Delhi-110001.

Dated: 26-10-2012

OFFICE MEMORANDUM

Subject: Constitution of Works Committee for execution of works in DoT (Hqrs.).

In supersession of Department of Telecommunication's OM No.29-3/2003-GI dated 06.07.2007 on the above subject, the Competent Authority has approved Constitution of Works Committee comprising of the following:

(i) Sr.DDG (BW)	:	Chairman
(ii) DDG (C & A)	:	Member
(iii) DDG (FEB)	:	Member
(iv) Director (P&A)	:	Member
(v) Director (Civil)	:	Member
(vi) Director (Electrical)	:	Member

2. In addition, the representatives from telephony and IT Wing may also be co-opted on the committee as deemed necessary for the purpose of planning and laying of the respective networks in tandem with the execution of works. If need be, a technical expert from TCIL or any other Government organization undertaking such works may be coopted as a member in the Works Committee for the independent technical inputs.

3. The mandate of above Works Committee is to include ensuring observance of due process in the planning and execution of works. check the reasonability of the estimates and other technical details of estimates of executing agency and monitoring the execution of works in the DoT (Hqrs.). The scope of Works shall include both Original Works and Repair Works as defined under Rule 123 of GFR 2005.

4. The Committee shall submit its report to Secretary (T)/Chairman (TC) for final approval in terms of Schedule No.II of Schedule of Financial powers, 1996.

5. This issues with the approval of Secretary (T).

Sd-
(Vimal)
Under Secretary (T)

To

Sr. DDG (BW)/DDG(C&A)/DDG (FEB)/Director(P&A)/Director(Civil)/Director(Electrical)
Copy for information to PPS to Secretary (T)/PPS to M(F)/M(T)/M(S)/AS(T)

8-15/2013-14.Fin
Government of India
Ministry of Communications and IT
Department of Telecommunications
Ashoka Road, Sanchar Bhawan, New Delhi
(Finance Branch)

Dated: 24th December 2013

Circular

It has been observed that Finance Members to Committees constituted by different wings are nominated without obtaining approval of the competent authority in Finance Wing. It is therefore requested to all concerned that henceforth any nomination of Officer from Finance Wing as Finance Member of Committees may be made with the prior concurrence and approval of Member (F).

This has been issued with the approval of Member (F).

Sd-
(Rajeev Roy)
Director (Finance)
Ph.No: 23036059

To

- (i) AS(T), DOT (HQ), Sanchar Bhawan
- (ii) All Sr.DDsG/DDsG
- (iii) JS(A)/JS(T)/DDG (C&A)
- (iv) Wireless Adviser, Sr.DDG (BW)
- (v) Sr.DDG (TEC)

Government of India
Ministry of Communication & IT
Department of Telecommunications
516, Sanchar Bhawan, 20, Ashoka Road, New Delhi

No. 15-02/2009-PHP.II

Dated 30th March, 2016

CIRCULAR

Subject: Revision in Ceiling limit for purchase of Mobile Handsets against Mobile Service Connections sanctioned by DoT HQs.

In partial modification to this office letters No. 3-10/2012-PHP-II dated 16.10.2012 (copy enclosed) and 3-1/2013-PHP dated 12.02.2013 (copy enclosed), following are the revised ceiling limits for the purchase of mobile handsets against Mobile Service Connections sanctioned by DoT HQs, with immediate effect:

- (a) Officers of the rank of JAG and above – Upto Rs. 22,500/-
 - (b) Entitled Officers/Officials upto the rank of STS
[Group B Gazetted and Group A (JTS & STS)] – Upto Rs. 7,000/-
 - (c) Non entitled Officials being sanctioned Service
Mobile connection on functional need basis – Upto Rs. 5,500/-
2. Other terms and conditions are same.

Sd-
(Urvashi Sangwan)
ADG(PHP)
Tele. 23036255

Copy to:

1. PS to Hon'ble MOC & IT
2. PPS to Secretary(T)
3. PS to Member(S)/Member(F)/Member(T)
4. Addl. Secretary(T)/Administrator (USO-F)/Advisor (O)/Advisor(F)/Wireless Advisor (WPC)
5. All Sr. DDGs/All DDGs/JS(Admn.)/JS(T), DoT
6. All CCAs/TERM Cells/Electrical & Civil Wing/WMO
7. All JAG level officers of DoT
8. G-I Section
9. Spare Copy Guard File

File No. 24-3/2014-G-I
Government of India
Ministry of Communications & IT
Department of Telecommunications
G-I Section, Sanchar Bhawan, New Delhi-01

Date: 31.03.2016

OFFICE MEMORANDUM

Sub: Maintenance of DoT (HQ) building i.e. Sanchar Bhawan (complete premises) by BSNL-reg

In partial modification of this Department's OM No. 24-6/2001-G.I dated 17th August, 2001 (copy enclosed), it has been decided with the approval of the Hon'ble MOC&IT that with effect from 02.02.2016 the routine maintenance and repair work in the DoT (HQ) building, i.e. Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001 (complete premises) will be done by Bharat Sanchar Nigam Limited (BSNL) on payment basis.

2. BSNL has to ensure compliance of the relevant provisions of GFRs, CPWD Works Manual and other codal formalities while undertaking these routine maintenance and repair jobs.

Encl: a/a

Sd-
(S.C. Sharma)
DDG (C&A)
Tel: 23036881

To

CMD, BSNL

Copy to:-

(i) Sr. DDG (BW), DoT (ii) DDG (E&F), DoT (iii) DDG (Accounts), DoT (iv) CGM, NTR, BSNL (v) Chief Engineer (Civil), BSNL (vi) Chief Engineer (E), BSNL

Copy for information to:

- (i) PS to Hon'ble MOC&IT
- (ii) Sr. PPS to Secretary (T)
- (iii) Sr. PPS/PPS to Member (F), Member (T), Member (S)
- (iv) PPS to AS (T), Advisor (Finance)

Chapter-10

Miscellaneous

Subjects on LTC,

CEA, TA etc.

No. 31011/2/2006-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
Estt. (A) Section

New Delhi, dated 3rd December, 2007

OFFICE MEMORANDUM

Subject: Central Civil Services (LTC) Rules, 1988 - clarification regarding reimbursement of fare in respect of air travel by non-entitled officers

After issue of DOP&T O.M. No. 31011/2/2006-Estt.(A) dated 24th April, 2006 and dated 21st May, 2007 regarding regulation of journeys by private airlines while availing Leave Travel Concession. Certain clarifications have been sought by Government servants/various Ministries/Departments from time to time. The doubts raised by various authorities are clarified as under:-

<u>Points raised</u>	<u>Clarification</u>
1. As per DOP&T O.M.No. 31011/2/2006 Estt. (A) dated 24 th April, 2006 journey by private airlines is permissible to non-entitled officers for LTC subject to condition that re-imburement of fare would be restricted to the entitled class by rail. Whether train fare upto Rajdhani/Shatabdi Express is re-imbursable?	Yes. As per per DOP&T O.M.No. 31011/2/2007-Estt (A) dt. 21 st May, 2007 re-imburement at the rates applicable for Rajdhani/Shatabdi Express trains is permissible provided the Government servant is entitled to travel by such trains in such class and the places visited or the portion traveled by air is directly connected by Rajdhani/Shatabdi Thus, the DOP&T O.M. No. 31011/8/1998-Estt.(A) dated 31.3.1999 stands modified to this extent in respect of item 5 therein.
2. If the Home Town /place of visit under All-india LTC of an employee is connected by Train/Road but is not directly connected by Air Rajdhani/Shatabdi Express Trains. In such a case can the employee be entitled to re-imburement of fare by Rajdhani/Shatabdi Express Trains and partly by rail/road.	All the other clarifications regarding re-imburement of fare by Rajdhani/Shatabdi trains contained in this Department's O.M. No. 31011/8/1998-Estt(A) dated 31.3.1999 will continue to apply while regulating the admissible fare in the case of such air journeys on LTC.
3. If a Government employee/his family member is entitled to concessional train fare such as Senior citizen, Student concession, children etc. whether in case of air travel the re-imburement would be restricted to such concessional fare by train in entitled class.	If full air fare has been charged by the airlines and paid by the Government servant the re-imburement would be restricted to the full train fare in entitled class including Rajdhani/Shatabdi.

Sd-
(P. Prabhakaran)
Deputy Secretary to the Govt. of India

To

All Ministries/Departments of the Government of India (with usual number of copies)

No.7(8)E-Coord./94
Government of India
Ministry of Finance
Deptt. of Expenditure

New Delhi, the 16th July, 2009

OFFICE MEMORANDUM

Subject: Enhancing the ceiling on furnishings etc., to be provided in the office and office portion of the residence of Ministers – Reg.

The undersigned is directed to refer to this Department's OM No.7(8) E.Cord/94 dated 11.6.1997 addressed to all Ministries/Departments of Govt. of India and all FAs wherein a ceiling limit of Rs. 1 lakh each for furnishing the office and office portion of the residence of the Ministers was laid down.

2. The Ministry has been receiving proposals from various Ministries/Departments of Government of India seeking relaxation of the above mentioned ceiling from time to time. The matter has been considered in consultation with the Ministry of Urban Development and it has been decided to revise the existing ceiling of Rs. 1 lakh as follows:

(i) Minister's office in his residence	Rs. 2 lakhs for furniture & furnishings and Rs. 1 lakh for electrical appliances
(ii) Minister's office in the Secretariat	Rs. 6.5 lakhs for furniture & furnishings and Rs. 1.5 lakhs for electrical and A/C appliances

3. It is also reiterated that expenditure upto the ceiling mentioned above in his office in the Secretariat may be incurred only once when the Minister assumes office. In respect of office portion of his residence, the expenditure on furniture & furnishings upto Rs. 2 lakhs can be incurred only once during his tenure as a Minister or during a period of 5 years.

4. The above financial ceilings should be strictly adhered to by all the Ministries/Departments.

Sd-
(Bina Bahri)
Deputy Secretary

To

1. All Ministries/Departments of Government of India.
2. All FAs (By name).

No. 19024/1/2009-E.IV
Government of India
Ministry of Finance
Department of Expenditure

New Delhi dated the 16th September, 2010

Office Memorandum

Subject: Guidelines on Air Travel on Tours/LTC.

This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:

1. On Official Tours:

- (i) For travel by Airlines other than Air India because of operational or other reasons or on account of non-availability of Air India flights, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry's OM No. 19024/1/2009-E.IV dated 13.07.09.
- (ii) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours.

2. LTC:

- (i) Travel by Air India only.
- (ii) In Economy class only, irrespective of entitlement.
- (iii) LTC-80 ticket of Air India only to be purchased.
- (iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Estt.(A) dt. 02.12.09).

3. LTC for J&K:

- (i) Relaxation to travel by Private Airlines to visit J&K while availing LTC is available to all the categories of Govt. employees, including those entitled to travel by Air [DoP&T OMs No. 31011/2/2003-Estt.(A-IV) dated 18.06.10 and 05.08.10 refer].
- (ii) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

4. All Ministries/Departments of Govt, of India are requested to strictly adhere to these instructions.

Sd/-
(Karan Singh)
Under Secretary to the Govt of India

To,

All Ministries/Departments of Govt. of India

F.NO.19024/1/2009-E.IV
Government of India
Ministry of Finance
(Department of Expenditure)

New Delhi, the 13th July, 2009.

OFFICE MEMORANDUM

Subject: Air Travel on official account - both domestic and international.

In partial modification of this Ministry's OM No. F. No. 7(2)/E. Coord/2005 dated 23rd November, 2005 and in supersession of this Ministry's OM No. 19024/1/E.IV/2005 dated 24.3.2006, it has been decided that in all cases of air travel, both domestic and international where the Government of India bears the cost of air passage, the officials concerned may travel only by **Air India**.

2. For travel to stations not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination, beyond which they may utilise the services of another airline which should also preferably be an alliance partner of Air India.

3. In all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.

4. All Ministries/Departments of the Government of India are requested to strictly adhere to these instructions.

5. These orders will also apply to officials in autonomous bodies funded by Government of India.

Sd/-
(Y.P. Sehgal)
Deputy Secretary to the Govt. of India

To

1. All Ministries/Departments of the Government of India, etc.
2. All Financial Advisers.
3. All Heads of Public Sector Enterprises.

No. 7(1)/E.Coord./2014
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi,

29th October, 2014

OFFICE MEMORANDUM

Subject: Expenditure Management – Economy Measures and Rationalisation of Expenditure.

Ministry of Finance, Department of Expenditure has been issuing austerity instructions from time to time with a view to containing non-developmental expenditure and releasing of additional resources for priority schemes. The last set of instructions was issued on 18th September 2013 after passing of the Union Budget. Such measures are intended at promoting fiscal discipline, without restricting the operational efficiency of the Government. In the context of the current fiscal situation, there is a need to continue to rationalise expenditure and optimize available resources. With this objective, the following measures for fiscal prudence and economy will come into immediate effect:

2.1 Cut in Non-Plan expenditure:

For the year 2014-15, every Ministry / Department shall effect a mandatory 10% cut in Non-Plan expenditure excluding interest payment, repayment of debt, Defence capital, salaries, pension and Finance Commission grants to the States. No re-appropriation of funds to augment the Non-Plan heads of expenditure on which cuts have been imposed shall be allowed during the current fiscal year.

2.2 Seminars and Conferences:

- (i) Utmost economy shall be observed in organizing conferences/Seminars/workshops. Only such conferences, workshops, seminars etc. which are absolutely essential, should be held wherein also a 10% cut on budgetary allocations (whether Plan or Non-Plan) shall be effected.
- (ii) Holding of exhibitions/fairs/seminars/conferences abroad is strongly discouraged except in the case of exhibitions for trade promotion.
- (iii) There will be a ban on holding of meetings and conferences at five star hotels except in case of bilateral/multilateral official engagements to be held at the level of Minister-in-Charge or Administrative Secretary, with foreign Governments or international bodies of which India is a Member. The Administrative Secretaries are advised to exercise utmost discretion in

holding such meetings in 5-Star hotels keeping in mind the need to observe utmost economy in expenditure.

2.3 **Purchase of vehicles:**

Purchase of new vehicles to meet the operational requirement of Defence Forces, Central Paramilitary Forces & security related organizations are permitted. Ban on purchase of other vehicles (including staff cars) will continue except against condemnation.

2.4 **Domestic and International Travel:**

- (i) Travel expenditure {both Domestic Travel Expenses (DTE) and Foreign Travel Expenses (FTE)} should be regulated so as to ensure that each Ministry remains within the allocated budget for the same after taking into account the mandatory 10% cut under DTE/FTE (Plan as well as Non-Plan). Re-appropriation/ augmentation proposals on this account would not be approved.
- (ii) While officers are entitled to various classes of air travel depending on seniority, utmost economy would need to be observed while exercising the choice keeping the limitations of budget in mind. However, **“there would be no bookings in First Class.”**
- (iii) Facility of Video Conferencing may be used effectively. All extant instructions on foreign travel may be scrupulously followed.
- (iv) In all cases of air travel the lowest air fare tickets available for entitled class are to be purchased/procured. No companion free ticket on domestic/ international travel is to be availed of.

2.5 **Creation of Posts:**

- (i) There will be a ban on creation of Plan and Non-Plan posts.
- (ii) Posts that have remained vacant for more than a year are not to be revived except under very rare and unavoidable circumstances and after seeking clearance of Department of Expenditure.

3. **Observance of discipline in fiscal transfer to States, Public Sector Undertakings and Autonomous Bodies at Central/State/Local level:**

3.1 Release of Grant-in-aid shall be strictly as per provisions contained in GFRs and in Department of Expenditure’s OM No.7(1)/E.Coord/2012 dated 14.11.2012.

3.2 Ministries/Departments shall not transfer funds under any Plan schemes in relaxation of conditions attached to such transfers (such as matching funding).

3.3 The State Governments are required to furnish monthly returns of Plan expenditure — Central, Centrally Sponsored or State Plan — to respective Ministries/

Departments along with a report on amounts outstanding in their Public Account in respect of Central and Centrally Sponsored Schemes. This requirement may be scrupulously enforced.

3.4 The Chief Controller of Accounts must ensure compliance with the above as part of pre-payment scrutiny.

4. **Balanced Pace of Expenditure:**

4.1 As per extant instructions, not more than one-third (33%) of the Budget Estimates may be spent in the last quarter of the financial year. Besides, the stipulation that during the month of March the expenditure should be limited to 15% of the Budget Estimates is reiterated. It may be emphasized here that the restriction of 33% and 15% expenditure ceiling is to be enforced both scheme-wise as well as for the Demands for Grant as a whole, subject to RE ceilings. Ministries/Departments which are covered by the Monthly Expenditure Plan (MEP) may ensure that the MEP is followed strictly.

4.2 It is also considered desirable that in the last month of the year payments may be made only for the goods and services actually procured and for reimbursement of expenditure already incurred. Hence, no amount should be released in advance (in the last month) with the exception of the following:

- (i) Advance payments to contractors under terms of duly executed contracts so that Government would not renege on its legal or contractual obligations.
- (ii) Any loans or advances to Government servants etc. or private individuals as a measure of relief and rehabilitation as per service conditions or on compassionate grounds.
- (iii) Any other exceptional case with the approval of the Financial Advisor. However, a list of such cases may be sent by the FA to the Department of Expenditure by 30th April of the following year for information.

4.3 Rush of expenditure on procurement should be avoided during the last quarter of the fiscal year and in particular the last month of the year so as to ensure that all procedures are complied with and there is no infractors or wasteful expenditure. FAs are advised to specially monitor this aspect during their reviews.

5. No fresh financial commitments should be made on items which are not provided for in the budget approved by the Parliament.

6. These instructions would also be applicable to autonomous bodies funded by Government of India.

7. Compliance

Secretaries of the Ministries / Departments, being the Chief Accounting Authorities as per Rule 64 of GFR, shall be fully charged with the responsibility of ensuring compliance of the measures outlined above. Financial Advisors shall assist the respective Departments in securing compliance with these measures and also submit an overall report to the Minister-in-Charge and to the Ministry of Finance on a quarterly basis regarding various actions taken on these measures / guidelines.

Sd-
(Ratan P. Watal)
Secretary (Expenditure)

All Secretaries to the Government of India

Copy to:

1. Cabinet Secretary
2. Principal Secretary to the Prime Minister
3. Secretary, Planning Commission
4. All the Financial Advisors

No. 2-2/2014/CGHS(HQ)/PPTY / CGHS(P)
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
Nirman Bhawan, Maulana Azad Road
New Delhi 110 108

Dated: the 23rd December, 2014

OFFICE MEMORANDUM

Subject: Clarification regarding issue of medicines under CGHS

With reference to the above mentioned subject the undersigned is directed to state that the situation arising out of issue of Office Memorandum No 2-2/2014/CGHS(HQ)/PPTY / CGHS(P) dated the 25th August, 2014 has been engaging the attention of Government for quite some time. Various representations about the difficulties being encountered have been received from different stakeholders i.e., beneficiaries and doctors, necessitating a review of the matter. It was accordingly considered by a Committee under the Chairmanship of AS&DG,CGHS. After careful review and keeping the recommendations of the Committee in mind, the following guidelines are issued to streamline the functioning of the Wellness Centres:

- (i) The medicines are to be issued as per the CGHS Formulary and guidelines issued by this Ministry in this behalf.
- (ii) In case the prescribed medicines are not available in CGHS formulary, but are essential for the treatment of the patient, they can be issued / indented by the doctors of the CGHS Wellness Centre on the basis of a valid prescription of the authorized specialist subject to the condition that such medicines are neither dietary supplements/ food items nor banned drugs. Instructions on this issue i.e., non-admissibility of food items etc. issued vide O.M. No. 39-3/2003-04/CGHS/MSD/RS dated 23rd July 2009 and 3rd August 2009 must be followed.
- (iii) In case of anti-cancer drugs and other life-saving drugs that are not approved by the DCGI for use in India, each case should be considered by the Expert Committee under the Chairmanship of Special DG(DGHS).
- (iv) The technical Standing Committee constituted vide 2-2/2014/CGHS(HQ)/PPTY / CGHS(P) dated 27.08.2014 of this Ministry will review addition or deletion of drugs in the CGHS Formulary/ list of Treatment procedures / investigations / listed implants. The Technical Committee will meet once in three months or as per need, whichever is earlier. In the meantime re-imburement for

unlisted procedures / implants will be made at the rates approved by AIIMS/
GB Pant Hospital / actuals, whichever is less.

2. The O.M. of even number dated 25.08.2014 is superseded to the above extent while O.M. of even number dated 1.10.2014 is withdrawn.

Sd-
(Bindu Tiwari)
Director, CGHS(P)
(Tel 2306 1831)

To

All Ministries/Departments, Government of India

F. No. 31011/3/2015-Estt (A-IV)
Ministry of Personnel, Pensions & Public Grievances
Department of Personnel & Training
Establishment A-IV Desk

North Block, New Delhi

Dated April 1, 2015

OFFICE MEMORANDUM

Subject: LTC Claims- Need for observing prescribed procedures.

This Department receives a large number of recommendations for relaxation of some or the other provisions of the Central Civil Services (Leave Travel Concession) Rules, 1988, (hereinafter referred to as LTC Rules), in individual cases. It is seen that, in most cases the situation arises where due care had not been exercised by the Government servant and /or the administrative authority in claiming LTC or in examination.

2. The references mainly relate to :

- (a) Late submission of claims;
- (b) Booking of air tickets through an agency not authorized by the Government for this purpose;
- (c) Travel by private vehicles; and
- (d) Claims for wrong block of years.

3. In this connection it may please be noted that the primary responsibility for ensuring compliance with the rules is that of the Government servant. The of-repeated plea of ignorance of rules cannot be a valid ground for relaxation of rules. At the same time it has also been noticed that the administrative authorities have also shown laxity and due diligence on their part could have prevented such situation from arising.

4. Late Submission of Claim.

4.1 In terms of Rules 14 and 15(vi) of LTC Rules, the time limit for submission of LTC claim is:

- (i) Within three months of completion of return journey, if no advance is drawn;
- (ii) Within one month of completion of return journey, if advance is drawn.

Powers have been delegated, as under, to the Ministries/Departments to relax these limits with the concurrence of the Financial Advisor.

- (a) Upto 6 months, if no advance is drawn;
- (b) Upto 3 months if advance is drawn, provided the Government servant refunds the entire amount of advance (not merely the unutilized portion) within 45 days of completion of return journey.

4.2 As per Rule 12(a) of the 'Compendium of Rules on Advances to Government Servants', it is the responsibility of the Head of Office to effect recovery of advances and also to see that the conditions attached to each advance are fulfilled. The Drawing and Disbursing Officer (DDO) is required to keep a watch on the advances and furnish monthly statements to the P&AO. In addition, the DDO is also required to adjust all outstanding short term advances at the close of financial year.

5. Booking of air tickets through agents other than Government approved agents.

5.1 Government servants travelling buy air under LTC are required to book their tickets either directly from the airline or through the approved agencies viz.: M/s Balmer Lawrie & Co. Ltd/ M/s Ashok Tours & Travels Ltd/ IRCTC. Booking through any other agency is not permissible.

6. Travel by private vehicles.

6.1 As per LTC rules, a Government servant may travel only by vehicles operated by Central/State Government or local bodies or by any Corporation in the public sector owned/controlled by Central/State Government. Journey on LTC by taxi, auto-rickshaw etc, are permissible only between places not connected by rail. This is further subject to the condition that these modes operate on a regular basis from point to point with the specific approval of the State Governments/transport authorities concerned and are authorized to ply as public carriers.

7. Claims for wrong block of years.

7.1 Whenever a Government servant applies for LTC advance, the administrative authority is required to verify from the service book and certify the entitlement of the Government servant. Cases of the type mentioned in para 2(d) would not arise, if this is properly done.

8. LTC Rules also provide that a government servant who has been granted LTC Advance is required to submit copies of the tickets within 10 days of drawal of advance. The administrative authority can at this stage itself check the date of commencement of journey; whether ticket has been booked direct from airline or through approved agency etc. Any discrepancy can be brought to the notice of the Government servant so that he can take remedial action, if needed.

9. Even in cases where advance is not drawn, the government servant is required to give prior intimation of his intention to avail LTC. The administrative authority can check the details indicated especially w.r.t. entitlement. A watch can also be kept to endure timely submission of claims.

10. All Ministries/Departments are requested to bring the contents of this O.M. to the notice of all concerned. It may also be noted that requests for relaxation of rules shall be considered by this Department only if it is established that the deviation is due to reasons beyond the control of the Government Servant and there has been no laxity on the part of the administrative authorities concerned.

Sd/-
(Mukesh Chaturvedi)
Director (Establishment)
Tel : 2309 3176

To

The Secretaries

All Ministries/Departments (As per standard list)

No. 14028/2/2012-Estt. (L)
Government of India
Ministry of Personnel, PG and Pensions
(Department of Personnel and Training)

New Delhi, dated the 9th February, 2015.

Office Memorandum

Subject: Encashment earned leave along with LTC – Clarification.

The undersigned is directed to refer to DoPT's O.M. No. 31011/4/2008-Estt. (A), dated the 23rd September, 2008 allowing encashment of earned leave along with LTC and to say that reference have been received with regarding to the number of times that a Government servant can avail of the encashment within the same block.

2. It is clarified that the Government servants governed by the CCS (Leave) Rules, 1972 and entitled to avail LTC may encash earned leave upto 10 days at the time of availing both types of LTCs, i.e. 'Home Town' and 'anywhere in India'. However, when the one and the same LTC is being avail of by the Government servant and his family members separately in block year, encashment of leave would be restricted to one occasion only.

3. Hindi version will follow.

Sd/-
(Mukul Ratra)
Director

To

All Ministries/Departments of the Government of India. (As per standard mailing list)

No. I-11020/1/2014-ESSt. (AL)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Establishment (Allowance) Section		
Sl. No.	Question	Answer
Children Education Allowance		
1.	Whether reimbursement of Children Education Allowance is admissible for the:	
	(a) Nursery/LKG/UKG as there is no provision of recognition of these classes in most of the States/UTS;	Reimbursement is permissible only if the child is studying in a recognized educational institution.
	(b) Third child if either of the first two children is disabled to the extent that he/she cannot go to school;	Reimbursement is allowed to only the two eldest surviving children of the Government servant except when the 2 nd child birth results in multiple births or the 3 rd child is born due to failure of sterilization operation.
	(c) The children borne out of second marriage or the children of second wife/husband in additions to children from first marriage;	Reimbursement is allowed to only the two eldest surviving children of the Government servant.
	(d) Entitlement of number of Note Books.	Reimbursement is permissible for any number of note books as may be prescribed by the recognized educational institution.
OTA/NDA		
2.	The reasons for not enhancing rates of OTA/NDA.	The 5 th and the 6 th Central Pay Commission did not recommend enhancement of rates of OTA/NDA.
Honorarium/Fee		
3.	Whether honorarium is payable to the chairperson/Members of the DPC and also such other Departmental Committees, viz., Committees on Sexual Harassments at work place, etc.?	In terms of the provision of FR 46 (b), the Central Government may grant or permit a Government servant to receive an honorarium as remuneration for work performed which is occasional or intermittent in character and either so laborious or of such special merit as to justify a special reward. Except when special reasons, which should be recorded in writing for a departure from this provision, sanction of an honorarium should be recorded in writing exist, for a departure from this provision, sanction to the grant or acceptance of an honorarium should not be given unless the work has been undertaken with the prior consent of the Central Government and its accounts has been settled in advance.

		Guidelines for payment of honorarium under FR 46(b) have already been laid down inter alia vide this Department's OM no. 17011/9/85-Estt. (AL), dated 23.12.1985 and OM No. 17020/1/91- Estt. (AL), dated 18.11.1991. It has also been clarified that no honorarium should be granted for temporary increases in work.
4.	Whether retention of "Fee" for delivering lectures in Government/Private bodies is permissible?	As per para 6 of DoP&T's O. Mo No. 16013/1/79-Estt (AL) dated 11 th February, 1980, payments received by Government servants as income from books, articles, papers and lectures on literary, cultural, artistic, technological and scientific subjects including management sciences; will not be subject to crediting one-third of the amount to the general revenues.
Establishment (Leave) Section :		
5.	Whether male Government servant' who is single parent, can be allowed Child Care Leave?	No. CCL can be granted to female employees only.
6.	Whether Bond on Study Leave can be transferred from Central Government to State Government?	No. Bond executed by the Government servant while proceeding on study leave cannot be transferred on his/her appointment in State Government/PSU/Autonomous bodies.
7.	What is the limit of leave encashment while availing LTC by dependents or spouse within the same block year?	The Government Servants governed by the CSS (Leave) Rules, 1972 and entitled to avail LTC may en-cash earned leave up to 10 days at the time of availing both types of LTCs, i.e., 'Hometown' and 'Anywhere in India'. However, when the one and same LTC is being availed of by the Government Servant and his family members separately in a block year, encashment of leave would be restricted to one occasion only.

Sd/-

(Narendra Gautam)

Under Secretary to the Government of India

(To be published in the Gazette of India, Extraordinary, Part I Section I)

Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

R E S O L U T I O N

New Delhi, 17 February, 2016

No. 39018/01/2012-Estt (B) Government of India in the Department of Personnel & Administrative Reforms vide its Resolution No. 46/1 (s) /74-Estt (B) dated 04th November, 1975 constituted a Commission called the Subordinate Services Commission which has subsequently been re-designated a Staff Selection Commission effective from the 26th September, 1977 to make recruitment to various Class III (now Group 'C') (non-technical) posts in the various Ministries/Departments of the Government of India and in Subordinate offices. The functions of the Staff Selection Commission was enlarged from time to time and, the Constitution and functions of the Staff Selection Commission were modified further vide Resolution No. 39018/01/1998-Estt (B), Vol. II dated 14.1.2011 and No. 24012/29/2011-Estt(B) dated 24.07.2012.

2. It has now been decided to make following amendments to the Resolution No. 39018/1/98-Estt (B) dated 14.01.2011 read with No. 24012/29/2011-Estt (B) dated 24.07.2012 with immediate effect, namely :

In Para 2A of the Resolution dated 14.01.2011, a new entry shall be inserted.

“Para 2A(v) “make direct recruitment to Group ‘B’ (Gazetted) in the pay Band 2, Rs. 9300-34300 and Grade Pay Rs. 4800/- posts of Assistant Accounts Officer and Assistant Audit Officer in the Indian Audit and Accounts Department in the office of the Comptroller and Auditor General of India.”

Sd-

(Dr. Devesh Chaturvedi)

Joint Secretary to the Government of India

Note: The Principal Resolution was published vide 39018/01/98-Estt (B) in the Gazette of India, Extraordinary Part I, Section 1 dated 17th January, 2011.

No. 31011/3/2015-Estt. (A.IV)
Government of India
Ministry of Personnel, Public Grievances and
Department of Personnel and Training
Establishment A - IV Desk

.....

North Block, New Delhi-110001

Dated: February 18, 2016

OFFICE MEMORANDUM

Subject: Central Civil Services (Leave Travel Concession) Rules, 1988 - Fulfillment of procedural requirements.

This Department is in receipt of a number of references regarding the procedural difficulties faced by the Government employees in application and settlement of the LTC claims. Sometimes, the Government servants claim that failure to follow the correct procedure was on account of a lack of knowledge of the rules/instructions. It is alleged that in some cases, processing of LTC claims takes unduly long time, particularly when the employee and the sanctioning authorities are located at different stations.

2. To remove these bottlenecks, it has been decided to simplify the procedure of application and make the procedure of processing of LTC claims time bound. The following time-limits shall be followed while processing the LTC applications/claims of the Government servants.

S.No.	Course of action	Time limits
1.	Leave Sanction	5 working day + 3 working days*
2.	Sanction of LTC advance/Leave encashment	5 working day + 3 working day*
3.	Time taken by Administration for verification of LTC claim after the LTC bill is submitted by the Government employee for settlement.	10 working days + 3 working days*
4.	Time taken by DDO	5 working days + 3 working days*
5.	Time taken by PAO	5 working days + 3 working days*

*(a) Additional 3 days transit-time may be allowed in cases where the place of posting of the Government employees is away from their Headquarters. The Government employee may proceed on LTC after action on S.No. 1.

(b) Efforts should be made to reduce the duration of processing of LTC applications/claims at the earliest. The maximum time limit should be strictly adhered to and non-compliance of time limit should be adequately explained.

From pre-page:

3. Under CCS (LTC) Rules, the Government servants are required to inform their Controlling Officer before the journey(s) on LTC to be undertaken. It has now been decided that the Leave Sanctioning Authority shall obtain a self-certification from the employee regarding the proposed LTC Journey. The proforma for self-certification has been annexed with this O.M.

4. In addition to the above, it has been decided that whenever a Government servant applies for LTC, he/she should be provided with a copy of the guidelines (enclosed) which needs to be followed while availing LTC.

5. Employees may be encouraged to share interesting insights and pictures, if any, of the destination he/she visited while availing LTC in an appropriate forum.

Enclosures :

- (1) Proforma for self-certification.
- (2) Guidelines

Sd-
(Surya Narayan Jha)
Under Secretary to the Government of India

To
The Secretaries
All Ministries / Departments of Government of India
(As per the standard list)

Proforma for self-certification by the Government employee

I Sh./Smt./Kr. (Name of the Govt. servant) wish to confirm that I am availing (Home Town/Any Place in India) LTC in respect of self/family member(s) for the block year to visit (Place of visit) during (dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/ have not availed of the same before in the present block.

2. The Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

Sl. No.	Name(s)	Age	Relationship with the Govt. servant

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS(LTC) Rules, 1988 and the relevant disciplinary rules.

* N.B.: The Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.

Guidelines

1. Please ensure that you have applied for leave and submitted the self-certification form to your Administration before the LTC journey is undertaken.
2. Please check your eligibility before applying for LTC. LTC to Home Town can be availed once in a block of two years and LTC to Any Place in India may be availed once in a four year block. If not availed during these blocks. The LTC may also be availed in the first year of the following block.
3. Please note that the current two year block is 2016-17 and the current four year block is 2014-17.
4. In case of fresh recruits. LTC to Home Town is allowed on three occasions in a block of four years and to any place in India on the fourth occasion. This facility is available to the fresh recruits only for the first two blocks of four years applicable after joining the Government service for the first time. (For details, please refer to DoPT's O.M. No. 31011/7/2013-Estt.(A-IV) dated 26.09.2014 available on 'www.persmin.nic.in' << 'OMs & Orders'<<'Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit')
5. A Fresh recruit may at his option choose to avail LTC under the normal LTC rules as applicable to other Government employees. In this case he/she will not be allowed to avail other LTCs as admissible to the fresh recruits in that block of four years.
6. The retiring Government employees are eligible to avail LTC as per their entitlement provided that the return journey is performed before their date of retirement. LTC is not allowed after retirement.
7. The Journeys on LTC are to be undertaken in the entitled class of the Government servant in public/Government mode of transport.
8. Travel by private modes of transport is not allowed on LTC, however, wherever a public transport is not available, assistance shall be allowed for the private transport subject to the certification from an Appropriate Authority that no other public/Government mode of transport is available for that particular stretch of journey and these modes operate on a regular basis from point to point with the specific approval of the State Governments/Transport authorities concerned and are authorised to ply as public carriers.
9. If a Government servant travels on LTC upto the nearest airport/ railway station by authorized mode of transport and chooses to complete rest of the journey to the declared place of visit by 'own arrangement' (such as personal vehicle or private taxi etc.), while the public transport system is already available in that part, then he may be allowed the fare reimbursement till the last point where he has travelled by the authorised mode of transport. This will be subject to the undertaking from the Government employee that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the part of journey performed by the private owned/operated vehicle.

From pre-page:

10. Government servant may apply for advance for himself and/or his family members sixty five days before the proposed date of the outward journey and he/she is required to produce the tickets within ten days of the drawal of advance, irrespective of the date of commencement of the journey.
11. Reimbursement under LTC scheme does not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey is allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.
12. The time limit for submission of LTC claim is :
 - Within three months of completion of return journey, if no advance is drawn;
 - Within one month of completion of return journey, if advance is drawn.
13. Government employees entitled to travel by air are required to travel by Air India only in Economy Class at LTC-80 fare or less unless permitted to do so by any general or specific provision.
14. Government employees not entitled to travel by air may travel by any airline, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train/transport or actual expense, whichever is less.
15. In all cases whenever a Govt. servant claims LTC by air, he/she is required to book the air tickets either directly through the airlines or through the approved travel agencies viz: M/s Balmer Lawrie & Co. Ltd/ M/s Ashok Tours & Travels Ltd/ IRCTC. Booking of tickets through any other agency is not permissible.
16. Travel on tour packages is not allowed, except in the case of tours conducted by Indian Tourism Development Corporation (ITDC), State Tourism Development Corporation (STDC) and Indian Railway Catering and Tourism Corporation (IRCTC). In such cases, only the fare component shall be reimbursable provided ITDC/STDC/IRCTC separately indicate the fare component and certify that the journey was actually performed by the Government servant and his family members for which he/she is claiming the Leave Travel Concession.
17. Please ensure that your LTC claim is as per the instructions to avoid rejection of your claim.

Chapter-11

**Instructions issued
by MoF and
other Ministries/
Departments**

DII/461/1/2010
Ministry of External Affairs
(Protocol Division)

New Delhi, May 3, 2010

Subject: Gift Ceilings –

In partial modification of MEA Order No. DII/461/155/2002 dated October 15, 2004, monetary ceilings for purchase of gift items for presentation to foreign dignitaries fixed in October, 2004 have been revised vide Ministry of Finance (Department of Expenditure) ID No. 1(16)/E.II (A)/2010 dated April 20, 2010. The revised monetary ceilings are as indicated below:

Status of recipient	Earlier ceiling per person (Rs.)	Proposed ceiling per person (Rs.)
Head of State/Vice President/Head of Government/Dy. Prime Minister and Spouse	20,000	40,000
Ministers and their spouses	7,000	14,000
Deputy Prime Minister, Secretaries and spouses	3,500	7,000
Other officials below the rank of Secretary	1,200	1,800
Pool Gifts	600	900

2. In so far as presentation of gifts on behalf of President, Vice President and Prime Minister is concerned, the level of gifts is left to their discretion as per past practice.

3. Other applicable norms and guidelines for presentation of gifts remain unchanged. Missions may please forward their proposals for gifts to Territorial Divisions concerned who would obtain approval from the Secretary concerned before forwarding these to Protocol Division. Territorial Divisions are requested to ensure that gift lists are finalized and sent to Protocol II Section, at least three weeks in advance of outgoing visit of President, Vice President and Prime Minister and at least 10 days before commencement of incoming /outgoing visits in all other cases.

Sd/-
(Sunil Lal)
Chief of Protocol

Separate copies to:

1. Foreign Secretary/Dean, FSI/ Secretary (ER)/West/East
2. Special Secretary (PD)/(PP&R)
3. DG, ICCR/AS (IO&ED), AS (AD&CPV), AS&FA
4. All Heads of Missions
5. All Joint Secretaries at HQ
6. Director (EAMO)/Director, MoS (PK)'s office
7. DCP (P)

No. 10/02/2011-E.III/A
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 7th January, 2013

OFFICE MEMORANDUM

Subject: Fixation of pay on promotion to a post carrying higher duties and responsibilities but carrying the same grade pay.

The undersigned is directed to invite an attention to the provisions contained in Rule 13 of the CCS(RP) Rules, 2008, which provides for the method of fixation of pay on promotion on or after 1.1.2006 in case, inter-alia, of promotion from one grade pay to another. The Rule provides for fixation of pay by way of addition of one increment equal to 3% of the sum of the pay in the pay band and the existing grade pay (rounded off to the next multiple of 10) to the existing pay in the pay band and then fixing the pay in the promotional post as per the procedure prescribed therein.

2. In terms of this Ministry's OM No. 169/2/2000-1C dated 24.11.2000, dealing with the situation whereby both the feeder and the promotional grades were placed in the identical revised pay scales based on the recommendations of the 5th Central Pay Commission, it was provided, inter-alia, that only in cases where it was not found feasible to appropriately restructure cadres in question on functional, operational and administrative considerations, extension of the benefit of fixation of pay under FR 22(I)(a)(1) could be considered on the merits of each case, provided all the conditions precedent for the grant of this benefit were fully satisfied and promotion to the post in question actually involved assumption of higher responsibilities.

3. In view of the provisions which existed prior to 1.1.2006, the matter has been considered and the President is pleased to decide that in cases of promotion from one post to another where the promotional post carries the same Grade Pay as the feeder post, the fixation of pay in such cases will be done in the manner as prescribed in Rule 13(i) of the CCS(RP) Rules, 2008, provided fixation of pay in such cases was done prior to 1.1.2006 in terms of this Ministry's aforesaid OM No. 169/2/2000-IC dated 24.11.2000.

4. In so far as the persons serving the Indian Audit and Account Department are concerned, these orders are issued in consultation with the Comptroller & Auditor General of India.

5. The Hindi version of this OM will follow.

Sd/-

(Amar Nath Singh)

Deputy Secretary to the Government of India

1. All Ministries/Departments of the Government of India (as per standard distribution list).
2. JS (Establishment), DOPT, North Block, New Delhi.
3. Director (JCA), DOPT, North Block, New Delhi.

No. F.10/2/2011- E.III (A)
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi

Dated 4th July, 2014

Office Memorandum

Subject: Central Civil Services (Revised Pay) Rules 2008- application of the first proviso to Rule 10 in case of those who had been granted stagnation increment(s) in the pre-revised pay scale.

The undersigned is directed to invite a reference to the first proviso Rule 10 of the CCS (RP) Rules, 2008, which provides that in the case of persons who had been drawing at the maximum of the existing scale for more than a year as on the 1st day of January 2006, the next increment in the revised pay structure shall be allowed on the 1st day of January 2006.

2. Attention is also invited to the Clarification No. 5 contained in this Ministry's O.M. No. 1/1/2008-IC dated 29.1.2009, clarifying that in all cases where a Government servant had been granted an increment (whether normal annual increment or stagnation increment) after January 2005, no increment will be allowed on 1.1.2006 at the time of fixation of pay in the revised pay structure.

3. It has now been brought to the notice of this Ministry that the pay of those employees who had reached the maximum of their pre-revised pay scale and had also been granted stagnation increment(s) prior to 1.1.2006 in the applicable pre-revised pay scales, came to be fixed at a lower stage vis-à-vis the employees who had drawn pay at the maximum of the same pre revised pay for a period of more than one year as on 1.1.2006 and had been allowed one increment in the revised pay scale as on 1.1.2006 as per the first proviso to Rule 10 of the CCS(RP) Rules, 2008.

4. The matter has been considered and the President is pleased to decide that, in partial modification of this Ministry's aforesaid OM No. 1/1/2008-IC dated 29.1.2009, the increment on 1st January 2006, as envisaged under the first proviso to Rule 10 of the CCS (RP) Rules, 2008, shall be allowed to those employees also who had reached the maximum of the applicable pre-revised scale more than one year before 1.1.2006 and were in receipt of stagnation increment(s) in the applicable pre-revised pay scale as admissible in terms of the orders in vogue prior to 1.1.2006, provided their pay in the revised pay structure was fixed on 1.1.2006 with reference to the same pre-revised pay scale exactly as per the Fitment Table prescribed in this Ministry's OM No. 1/1/2008-IC dated the 30th August, 2008.

5. In so far as persons serving in the Indian Audit & Accounts Department are concerned, these orders issue in consultation with Comptroller & Auditor General of India.

Sd/-
(Amar Nath Singh)
Deputy Secretary to the Government of India

To

All Ministries/Departments of Government of India (as per standard distribution list)

No. 13024/01/2009-Trg. (Trg. Ref.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Training Division

Block-IV, Old JNU Campus, New
Mehrauli Road, New Delhi — 110067

Dated: 23rd September, 2014

OFFICE MOMORANDUM

Sub: Honorarium for Guest Faculty.

The undersigned is directed to refer to DoPT's O.M. No. 13024/2/2008-Trg.1 dated 3rd March, 2009 wherein rates of honorarium to the Guest Faculty payable to Serving Officers/Non-Serving Officers/Experts/Eminent persons coming as guest faculty to the Central Training Establishments (CTIs) have been mentioned. The same are reproduced below:

S. No.	Category	Existing rates
1.	Serving officers	Rs. 500/- per session
2.	Non-Serving	Rs. 1000/- per session
3.	Experts/Eminent	Rs. 4,000/- per session (with reasons justifying such payment, duly recorded by the Head of CTI)

2. The above rates were based on the recommendations of the Sixth Central Pay Commission and accordingly the pattern followed by the DoPT and LBSNAA, Mussoorie for the purpose of grant of honorarium payable to Guest Faculty was made applicable to all CTIs for Group A Services.

3. A number of references have been received in DoPT from various CTIs for revision of fees/honorarium. The matter was considered and it is hereby clarified that the fees/honorarium for guest speakers can be decided by respective Ministries/Departments in consultation with their IFD and with approval of the Competent Authority.

4. There will be no change in the other conditions as mentioned in DoPT's O.M. referred above.

Sd/-
(Rajesh Arya)
Director (Trg.)
Tele No. 011-26107956

To

All Ministries/Departments of Government of India (as per standard list).

No. 19030/3/2014-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi

Dated the 8th October, 2014

Office Memorandum

Subject: Travelling Allowance (T.A.) Rules – Submission of Boarding Pass alongwith TA bills - reg.

References have been received in this Department seeking review of the existing guidelines relating to submission of Boarding Passes alongwith TA bills for air journeys performed on Government account.

2. O/o Controller General of Accounts have clarified that as per provisions of Civil Accounts Manual, Pay and Account Offices are mandated to be asked to DDOs to produce records to ensure that the journey for which TA is being claimed, was actually performed and DDOs may accordingly be asked to enclose the Boarding Passes with the T.A. bills.

3. Since submission of Boarding Passes as proof of having undertaken the journey is a requirement under the rules and procedures for passing TA claims, all concerned are required to follow these instructions. Ministries/Departments etc. are accordingly advised that these instructions may be brought to the notice of all concerned for strict compliance.

Sd/-
(Subhas Chand)
Director

To

All Ministries/Departments of the Government of India etc. as per standard distribution list.

Copy to:

1. C&AG and UPSC, etc, (with usual number of spare copies) as per standard endorsement list.
2. NIC, MoF with the request to upload the O.M. on the website of the Ministry of Finance.

No. 5/11/2014-EG-I
Government of India
Ministry of Communication & IT
Department of Electronics & Information Technology
Electronics Niketan, New Delhi

Dated 26.11.2014

Office Memorandum

Subject: Posting information on Social Media.

Social media is increasingly being used in Government for public engagements for disseminating information, policy making, recruitments, generating awareness, education etc. Most of the social media platforms are based outside India and are not governed by Indian laws. It is very important to ensure that Public Records Act, 1993 and other applicable laws are complied with an adequate provisions for security are in place in view of current threat scenario in cyber space.

2. In view of above, it is advised that while employees are free to post response in their personal capacity, it is mandatory that while they are doing so;

- they must clearly identify themselves
- confidential information must not be divulged
- their views should not be seen to represent "official view" unless authorized to do so.
- For any official work involving transmission of public records, they must use an e-mail identity connected to a server, located in India and for this purpose they may preferably take service of National Informatics Centre (NIC).

All Government Departments/Ministries are therefore requested to issue necessary instructions to all employees in this regard.

This issues with the approval of Secretary, DeitY.

Sd/-
(Archana Dureja)
Director/Scientist "F" DeitY
011-24362528

The Secretaries of the Ministries /Departments of the Government of India.

(This was circulated by IT Division of this Ministry vide O.M. No. 27/4-141/2014-IT, dated 16.12.2014)

No. 19024/1/2012-E. IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi

Dated, the 10th October, 2013

Office Memorandum

Subject: "Facilitation Fee" to be levied by authorized travel agents on air tickets booked on Government account - regarding

Attention is invited to this Department's O. M. of even number dated the 28th May, 2013 wherein all Ministries/Departments were advised not to pay Agency Commission/Charges etc. charged by M/s. Balmer & Lawrie Co. Ltd.(BLCL) in their bills, raised for air tickets booked on Government account till a final decision is taken in the matter.

2. The matter has been considered and it has been decided that in lieu of withdrawal of "Transaction Fee" by Air India/Airlines, the authorized Travel Agents namely M/s. Balmar & Lawrie & Co. Ltd. (BLCL), M/s. Ashok Travels & Tours (ATT) and Indian Railways Catering & Tourism Corporation Ltd. (IRCTC) are allowed to levy "Facilitation Fee" of Rs. 100/- per ticket for domestic sector and Rs. 300/- per ticket for International Sector for air travel, where Government of India bears the cost of air passage. Further, these rates are to be applied prospectively i.e. bills raised by the authorized travel agents for journeys undertaken should not include this fee.

3. All Ministeries/Departments are again advised that as far as possible, air tickets on Government account may be obtained directly from Air India/Airlines (booking counters/offices/website). Only when obtaining tickets from Air India/Airlines is not possible, should the services of authorized travel agents be availed of. These instructions should be brought to the notice of all concerned for strict compliance.

Sd/-

(Subhash Chand)

Deputy Secretary to the Government of India

To

All Ministries/Departments of the Government of India and other Government offices (as per standard distribution list)

Copy to : NIC for uploading the OM on the website of the Department of Expenditure.

No. 1(17)/2013-E.II(A)
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi

Dated 1st January, 2014.

Office Memorandum

**Subject: Misclassification with Object Heads under the same section of the Grant
– Clarification reg.**

In the recent report the C&AG has pointed out huge misclassification of Rs. 69,759.64 Crore by the Central Govt. Ministries/Departments during the financial year 2011-12 (Report No. 1 of 2013(Financial debit) paragraph 4.19).

2. In this context, attention is invited to Rule 74 of GFRs pertaining to conformity of budget head with rules of classifications. This Rule stipulates that Budget Heads exhibited in estimates of receipts and expenditure framed by the Government or in any appropriation order shall conform to the prescribed rules of classification. In this regard, Rule 8 of the DFPRs lays down the classification "Object Head" wise, which is an inclusive definition/description of the respective heads, to be followed by the concerned Ministries/Departments with the financial sanction being scrutinized at least at two levels, namely, IFD under the Financial Adviser while considering the proposal and the PAO under CA/CCA while releasing the funds under the respective heads of accounts. In case of any ambiguity as to the correct classification, this Ministry is required to be approached, which will decide the matter in consultation with the office of CGA. However, in case, no clarification is sought, it will be presumed that no doubt as to the appropriateness of the booking of an expenditure under the respective Object Head is encountered and that all instructions are being complied with in letter and spirit.

3. All Ministries/Departments may ensure that expenditure is booked to the correct code head.

Sd/-
(Ratan P. Watal)
Secretary Expenditure

To

The Secretaries and Financial Advisers of the Ministries/Departments of the Government of India.

Controller General of Accounts.

No. 2 (26)/2014-E.II (A)/Part
Ministry of Finance
Department of Expenditure

North Block, New Delhi

Dated, 7th July, 2014.

Office Memorandum

Subject: Re-appropriation proposals - adherence to the principles of financial propriety reg.

The Administrative Ministries/Department, during the course of the Financial Year, seek augmentation of budget allocation under the respective Object Heads/ Primary Units of appropriation to meet financial commitments in respect of the relevant heads of expenditure. While forwarding such proposals, it needs to be ensured that they are in conformity/compliance with the provisions of GFRs 2005, DFPRs, 1978, Economy instructions and austerity measures issued from time to time by the concerned nodal Ministries in this Regard.

2. It has been observed that in some cases the Ministries or Departments seek augmentation of funds after booking the expenditure under the relevant object heads, incurring of expenditure in such case in excess of allocations is in violation of basic guidelines on accounting and financial propriety. Seeking augmentation at the end of the financial year leads to rush of expenditure in the closing months of the Financial Year and is not conformity with the extant instructions, particularly Rule 56 (3) of the GFRs and needs to be critically viewed. The expenditure may be booked by Parliament or by re-appropriation of funds with the approval of the Competent Authority. It may be pointed out here that re-appropriation of funds should not be routinely done. In case any expenditure attracts the New Service/ New Instrument of Service as laid down in Budget Division's O.M. No. F.1(23)-B(AC)/2005, dated the 25th May, 2006 and O.M. No. 1(5)-B(AC)/2011, dated the 21st May, 2012, prior approval of Parliament is necessary in such cases. Apart from containing the expenditure within the primary unit of appropriation as well as within overall ceilings of the branch, compliant of the instructions on restrictions of Expenditure in the last quarter and month of the financial year may also be ensured. The time limit stipulated for submission of re-appropriation proposals as indicated in this Ministry's d.o. No. 2(19)-D(SD)/2014, dated the 5th March, 2014 in respect of the current year, may also be noted for strict compliance.

3. Accordingly, the Ministries/Departments besides ensuring the financial propriety while booking of expenditure, should also comply with the GFR, DFPR provisions and any general and special instructions issued by this Ministry from time to time, including austerity/economy measures so issued. The re-appropriation proposals should be processed accordingly.

Sd/-
(Ratan P. Watal)
Secretary (Exp)

To

The Secretaries and Financial Advisers of the Ministries/Departments of the Government of India.

Controller General of Accounts.

F. No. 03(1)/E-IIA/2009
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi

Dated 6th August 2014

OFFICE MEMORANDUM

Subject: Purchase of Staff Cars by Ministries/Department — revision of guidelines reg.

This Ministry has been receiving requests from various Ministries/ Departments for inclusion of new models of cars or alternatively to purchase certain vehicles for use as staff cars, in exception to the list of approved models or Staff Cars, since many of the approved cars are no longer under manufacture.

2. The matter has been examined by this Ministry in consultation with Ministry of Commerce. It has now been decided that models of cars with Net Dealer Price (NDP) of upto Rs. 4,75,000/- available in the DGS&D Rate Contract only shall be considered for purchase as staff car. The purchase may be made only through DGS&D rate contract mode. Accordingly, the Administrative Secretary in consultation with the Financial Adviser, may decide on the model based on parameters including price, availability, ease of maintenance, service facility in the specific location of the office, fuel economy, eco-friendliness, standardisation for large scale purchases, etc.
3. This supersedes previous instructions on models approved for use as staff cars.
4. Hindi version will follow.

Sd/-
(Anil Sharma)

Under Secretary to the Government of India

To

All Ministries/Departments of Government of India

Copy forwarded to:

1. Financial Advisors of All Ministries/Departments.
2. C&AG, UPSC, etc., as per standard list.
3. NIC.

No. 25(6)/E.Coord-2014
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi, 22nd August, 2014

Office Memorandum

Subject: Economy in use of paper.

Ministry of Finance has been issuing instructions from time to time on expenditure management, fiscal discipline and on the need for economy and rationalisation of Government expenditure. Government is one of the major consumers of paper. Injudicious use of paper not only leads to infructuous expenditure but also impacts the environment as trees are the major source of paper pulp production. Instructions on judicious use of paper have been issued by this Department in the past and similar instructions are also contained in the Manual of Office Procedure (MOP) published by Department of Administrative Reforms and Public Grievances. With a view to further stress the importance of economy in use of paper in Government offices, following instructions are issued for strict compliance by all concerned :

- (i) Notes should be typed/written on both sides of the paper/note sheet;
 - (ii) Typing should be done in single space;
 - (iii) Policy instructions/guidelines issued through Orders, OMs, etc. may be uploaded the official website of the Ministry/Department/Organization. Number of hard copies of such communications may be limited to the required minimum;
 - (iv) Office copies should not be typed again where the draft itself is legible and does not contain many corrections;
 - (v) Forms, proformae, returns etc., if any, stipulated by Ministries/ Departments/ Organizations in connection the organizational mandate may be reviewed in relation to their size and format and should be recast and simplified/shortened in keeping with the recent directives from Cabinet Secretariat. Manual submission of forms, returns, etc., wherever stipulated, either under statutory obligations or otherwise, should be discouraged. Switching over to e-forms, online submission of forms/returns, etc., may be encouraged.
2. All the Ministries/Departments, attached, subordinate offices and autonomous or statutory bodies funded by GOI may comply with the above directives. Suitable instructions on above lines may be issued by line Ministries/Departments of GOI in r/o organizations/entities or field establishments under their administrative control.

3. This has the approval of Secretary (Expenditure).

Sd/-

(Sudha Krishnan)

Joint Secretary to the Government of India

1. All Secretaries to the Government of India (by name)
2. All the Financial Advisers

Copy for kind information to :

1. Cabinet Secretary
2. Finance Secretary

(These instructions were circulated vide No. 1-27/2014-IFD)

No. 7(1) / E. Coord. / 2014
Government of India
Ministry of Finance
Department of Expenditure

North Block,
New Delhi 29th October, 2014

OFFICE MEMORANDUM

Subject: Expenditure Management – Economy Measures and Rationalisation of Expenditure.

Ministry of Finance, Department of Expenditure has been issuing austerity instructions from time to time with a view to containing non-developmental expenditure and releasing of additional resources for priority schemes. The last set of instructions was issued on 18th September 2013 after passing of the Union Budget. Such measures are intended at promoting fiscal discipline, without restricting the operational efficiency of the Government. In the context of the current fiscal situation, there is a need to continue to rationalize expenditure and optimize available resources. With this objective, the following measures for fiscal prudence and economy will come into immediate effect:

2.1 Cut in Non-Plan expenditure:

For the year 2014-15, every Ministry / Department shall effect a mandatory 10% cut in non-plan expenditure excluding interest payment, repayment of debt, Defence capital, salaries, pension ad Finance Commission grants to the States. No re-appropriation of funds to augment the Non-Plan heads of expenditure on which cuts have been imposed shall be allowed during the current fiscal year.

2.2 Seminars and Conferences:

- (i) Utmost economy shall be observed in organising conferences/ seminars/ workshops. Only such conferences, workshops, seminars, etc. which are absolutely essential, should be held wherein also a 10% cut on budgetary allocation (whether Plan or Non-Plan) shall be effected.
- (ii) Holding of exhibitions/ fairs/ seminars/ conferences abroad is strongly discouraged except in the case of exhibitions for trade promotion.
- (iii) There will be ban on holding of meetings and conferences at five star hotels except in case of bilateral/multilateral official engagements to be held at the level of Minister-in-Charge or administrative Secretary, with foreign governments or international bodies of which India is a Member. The administrative Secretaries are advised to exercise utmost discretion in holding such meetings in five star hotels in mind the need to observe utmost economy in expenditure.

2.3 Purchase of Vehicles:

Purchase of new vehicles to meet the operational requirement of Defence Forces, Central Paramilitary Forces and security organisations are permitted. Ban on purchase of other vehicles (including staff cars) will continue except against condemnation.

2.4 Domestic and International Travel:

- (i) Travel expenditure both Domestic Travel Expenses (DTE) and Foreign Travel Expenses (FTE) should be regulated so as to ensure that each Ministry remains within the allocated budget for the same after taking into account the mandatory 10% cut under DTE/FTE (Plan as well as Non-Plan). Re-appropriation/augmentation proposal on this account would not be approved.
- (ii) While officers are entitled to various classes of travel depending on seniority, utmost economy would need to be observed while exercising the choice keeping the limitations of budget in mind. However, "there would be no bookings in First Class".
- (iii) Facility of video conferencing may be used effectively. All extant instructions on foreign travel may be scrupulously followed.
- (iv) In all cases of air travel, the lowest air fare tickets available for entitled class are to be purchased/procured. No companion free ticket on domestic/international travel is to be availed of.

2.5 Creation of Posts:

- (i) There will be ban on creation of Plan and Non-Plan posts.
- (ii) Posts that have remained vacant for more than a year, are not to be revived except under very rare and unavoidable circumstances and after seeking clearance of Department of Expenditure.

3. Observance of discipline in fiscal transfers to State, Public Sector Undertakings and Autonomous Bodies at Centre/State/ Local level:

3.1 Release of Grant-in-Aid shall be strictly as per the provisions contained in the GFRs and in the Department of Expenditure's O.M. No. 7(1)/E.Coord./2012 dated 14.11.2012.

3.2 Ministries/Departments shall not transfer funds under any Plan Schemes in relaxation of conditions attached to such transfers (such as matching funding).

3.3 The State Governments are required to furnish monthly returns of Plan expenditure – Central, Centrally Sponsored or State Plans - to respective Ministries/ Departments along with a report on amounts outstanding in their Public Account

in respect of Central and Centrally Sponsored Schemes. This requirement may be scrupulously enforced.

3.4 The Chief Controller of Accounts must ensure compliance with the above as part of pre-payment scrutiny.

4. Balanced Pace of Expenditure:

4.1 As per the extant instructions, not more than 1/3rd (33%) of the Budget Estimates may be spent in the last quarter of the financial year. Besides, the stipulation that during the month of March, the expenditure should be limited to 15% of the Budget Estimates is reiterated. It may be emphasized here that the restrictions of 33% and 15% expenditure ceiling is to be enforced both scheme wise as well as for the Demand for Grants as a whole, subject to RE ceilings. Ministries/ Departments which are covered by the Monthly Expenditure Plan (MEP) may ensure that the MEP is followed strictly.

4.2 It is also considered desirable that in the last month of the year, payments may be made only for the goods and services actually procured and for reimbursement of expenditure already incurred. Hence, no amount should be released in advance (in the last month) with the exception for the following :

- (i) Advance payment to contractor under terms of duly executed contracts so that Government would not renege on its legal or contractual obligations.
- (ii) Any loans or advances to Government Servants etc. or private individual as a measure of relief and rehabilitation as per service conditions or on compassionate grounds.
- (iii) Any other exceptional case with the approval of the Financial Adviser. However, a list of such cases may be sent by the FA to the Department of Expenditure by 30th April, of the following year for information.

4.3 Rush of expenditure on procurement should be avoided during the last quarter of the fiscal year and in particular the last month of the year so as to ensure that all procedures are complied with and there is no infructuous or wasteful expenditure. FAs are advised to monitor this aspect during their review.

5. No fresh financial commitments should be made on the items which are not provided for in the budget approved by the Parliament.

6. These instructions would also be applicable to Autonomous Bodies funded by Government of India.

7. Compliance:

Secretaries of the Ministries/Departments, being the Chief Accounting Authorities as per Rule 64 of GFR, shall be fully charged with the responsibility of ensuring compliance of the measures outlined above. Financial Advisers shall assist the respective departments in securing compliance with these measures and also submit an overall report to the Minister-in-Charge and to the Ministry of Finance on quarterly basis regarding various action taken on these measures/guidelines.

Sd/-
(Rattan P. Watal)
Secretary (Expenditure)

All Secretaries to the Government of India.

Copy to:

1. Cabinet Secretary.
2. Principal Secretary to the Prime Minister.
3. Secretary, Planning Commission.
4. All the Financial Advisers.

No. 7(3)/E. Coord./2013
Government of India
Ministry of Finance
Department of Expenditure

Dated the 6th May, 2015

OFFICE MEMORANDUM

Subject: Economy in expenditure – serving of refreshments during meetings etc.

The undersigned is directed to refer to the Department of Expenditure O.M. No. 7(2)/E.Coord/03 dated 25.3.2004 on the subject mentioned above whereby the ceiling of Rs. 150/- per head was fixed for serving refreshment/working lunch during meetings/seminars/conferences.

2. A number of proposals have been received from various Ministries/Departments seeking relaxation of the above ceiling.

3. The matter has been re-examined and it has been decided to revise the ceiling of Rs. 150/- per head for serving refreshments/working lunch during meetings/ seminars/ conferences etc. in the following manner:

S.No.	Item	Ceiling (Rs.)
1.	Tea+ Snacks	Rs. 200/-
2.	High Tea	Rs. 500/-
3.	Lunch/Dinner	Rs. 750/-

The Administrative Secretary in consultation with the Financial Advisor would need to exercise utmost discretion while deciding expenditure on above account keeping in mind economy in expenditure and adherence of financial rules/norms/ propriety.

4. This issues with the approval of Secretary (Expenditure).

Sd/-
[N. Radhakrishnan]
Director

Secretaries of All Ministries/Departments

All Financial Advisors

No. 7(3)/E-Coord/2013
Government of India
Ministry of Finance
Department of Expenditure

Dated the 6th May, 2015

OFFICE MEMORANDUM

Subject: Economy in expenditure – serving of refreshments during meetings etc.

The undersigned is directed to refer to the Department of Expenditure OM No. 7(1)/E.Coord/2014 dated 29-10-2014 on the subject mentioned above whereby a ban has been imposed on holding meetings and conferences at Five Star Hotels except in case of bi-lateral/multi-lateral official engagements which are held at the level of Minister-in-Charge or Administrative Secretary with Foreign Governments or International Bodies of which India is a Member.

2. A number of references from various Ministries are being received where in view of the nature/level of international engagements as also availability of venue for such meetings, official engagements are proposed in Five Star Hotels and such meetings include extension of hospitality in the form of Lunch / Dinner etc.

3. In this context, it has been decided to extend rates as fixed by MEA for Lunch/Dinner as follows:

BANQUET RATES	
Function	Rates
Buffet lunch	Rs. 950
Buffet dinner	Rs. 950
Sit down lunch	Rs. 950
Sit down dinner	Rs. 1050
Cocktail	Rs. 575

4. The Administrative Secretary in consultation with the Financial Advisor would need to exercise utmost discretion and ensure that the above ceiling is adhered to keeping in view the austerity instructions contained in Department of Expenditure OM No. 7(1)/E.Coord/2014 dated 29-10-2014 and Cabinet Secretary's D.O. No. 213/1/2/2015- CA.IV dated 11-02-2015 for strict compliance.

5. This issues with the approval of Secretary (Expenditure).

Sd/-
[N. Radhakrishnan]
Director

Secretaries of All Ministries / Departments
All Financial Advisors

No.S. 14025/01/2014-MS
Government of India
Ministry of Health and Family Welfare
Department of Health and Family Welfare

Nirman Bhawan, New Delhi

Dated: 5th June, 2014

OFFICE MEMORANDUM

Subject: Delegation of powers to heads of Departments in various Ministries/ Department for settling permission cases and for approval relating to medical reimbursement under CS (MA) Rules, 1944.

The undersigned is directed to state that this Ministry has been receiving references from different Ministries/Departments in respect of medical claims for clarification and concurrence even when the admissible amounts calculated are as per the approved rate list. This generates extra burden in this Ministry when the matter can be settled in the referring Ministry itself.

2. The matter has been examined and it has been decided now to delegate powers as follows:

- (i) A serving Central Government employee covered under CS (MA) Rules, 1944 who is taking treatment in Government hospital and desires to obtain treatment in a private hospital recognized under CGHS/CS (MA) Rules, the Head of Department may grant him permission for indoor treatment on the basis of medical prescription issued by the concerned Authorized Medical Attendant.
- (ii) The Heads of Departments may decide the cases of reimbursement of medical claims in respect of treatment obtained in emergency at private hospital/private nursing home/private clinic, subject to item-wise ceiling, as per rates prescribed under CGHS/CS (MA) Rules.

3. It has been decided with the approval of the competent authority to delegate powers to Departments/Ministries to settle all cases where there is no relaxation of rules and the entitlement has been worked out with reference to the rate list prescribed. The delegation would, however, be subject to the condition that the Heads of the Departments/Ministries may settle cases upto the limit of Rs. 2,00,000/-(Rupees Two Lakhs only) (worked out with reference to the prescribed rate list).

In respect of payment exceeding Rs. 2,00,000/- (Rupees Two lakhs only) but as per the prescribed rate list, the Departments/Ministries concerned may settle such cases

in consultation with their respective Internal Finance Division. Only in those cases where the settled rules are required to be relaxed, should the case be referred to the Ministry of Health and Family Welfare.

4. This issues with concurrence of Integrated Finance Division vide CD No. 335 dated 28.05.2014.

Sd-
(V.P. Singh)
Director

All Ministries/Departments, Government of India.

F.No. 18/03/2015-Estt. (Pay-I)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, the 2nd March, 2016

OFFICE MEMORANDUM

Sub: Recovery of wrongful / excess payments made to Government servants.

The undersigned is directed to refer to this Department's OM No. 18/26/2011-Estt (Pay-I) dated 6th February, 2014 wherein certain instructions have been issued to deal with the issue of recovery of wrongful/excess payments made to Government servants in view of the law declared by Courts, particularly, in the case of *Chandi Prasad Uniyal And Ors. vs. State of Uttarakhand And Ors., 2012 AIR SCW 4742, (2012) 8 SCC 417*. Para 3(iv) of the OM *inter-alia* provides that recovery should be made in all cases of overpayment barring few exceptions of extreme hardships.

2. The issue has subsequently come up for consideration before the Hon'ble Supreme Court in the case of ***State of Punjab & Ors vs Rafiq Masih (White Washer) etc in CA No. 11527 of 2014 (Arising out of SLP(C) No. 11684 of 2012)*** wherein Hon'ble Court on 18.12.2014 decided a bunch of cases in which monetary benefits were given to employees in excess of their entitlement due to unintentional mistakes committed by the concerned competent authorities, in determining the emoluments payable to them, and the employees were not guilty of furnishing any incorrect information/misrepresentation/fraud, which had led the concerned competent authorities to commit the mistake of making the higher payment to the employees. The employees were as innocent as their employers in the wrongful determination of their inflated emoluments. The Hon'ble Supreme Court in its judgment dated 18th December, 2014 *ibid* has, *inter-alia*, observed as under:

"7. Having examined a number of judgments rendered by this Court, we are of the view, that orders passed by the employer seeking recovery of monetary benefits wrongly extended to employees, can only be interfered with, in cases where such recovery would result in a hardship of a nature, which would far outweigh, the equitable balance of the employer's right to recover. In other words, interference would be called for, only in such cases where, it would be iniquitous to recover the payment made. In order to ascertain the parameters of the above consideration, and the test to be applied, reference needs to be made to situations when this Court exempted employees from such recovery, even in exercise of its jurisdiction under Article 142 of the Constitution of India. Repeated exercise of such power, "for doing complete justice in any cause" would establish that the recovery being effected was iniquitous, and therefore, arbitrary. And accordingly, the interference at the hands of this Court."

“10. In view of the afore-stated constitutional mandate, equity and good conscience, in the matter of livelihood of the people of this country, has to be the basis of all governmental actions. An action of the State, ordering a recovery from an employee, would be in order, so long as it is not rendered iniquitous to the extent, that the action of recovery would be more unfair, more wrongful, more improper, and more unwarranted, than the corresponding right of the employer, to recover the amount. Or in other words, till such time as the recovery would have a harsh and arbitrary effect on the employee, it would be permissible in law. Orders passed in given situations repeatedly, even in exercise of the power vested in this Court under Article 142 of the Constitution of India, will disclose the parameters of the realm of an action of recovery (of an excess amount paid to an employee) which would breach the obligations of the State, to citizens of this country, and render the action arbitrary, and therefore, violative of the mandate contained in Article 14 of the Constitution of India.”

3. The issue that was required to be adjudicated by the Hon’ble Supreme Court was whether all the private respondents, against whom an order of recovery (of the excess amount) has been made, should be exempted in law, from the reimbursement of the same to the employer. For the applicability of the instant order, and the conclusions recorded by them thereafter, the ingredients depicted in paras 2 & 3 of the judgment are essentially indispensable.

4. The Hon’ble Supreme Court while observing that it is not possible to postulate all situations of hardship which would govern employees on the issue of recovery, where payments have mistakenly been made by the employer, in excess of their entitlement has summarized the following few situations, wherein recoveries by the employers would be impermissible in law:

- (i) *Recovery from employees belonging to Class-III and Class-IV service (or Group ‘C’ and Group ‘D’ service).*
- (ii) *Recovery from retired employees, or employees who are due to retire within one year, of the order of recovery.*
- (iii) *Recovery from employees, when the excess payment has been made for a period in excess of five years, before the order of recovery is issued.*
- (iv) *Recovery in cases where an employee has wrongfully been required to discharge duties of a higher post, and has been paid accordingly, even though he should have rightfully been required to work against an inferior post.*
- (v) *In any other case, where the Court arrives at the conclusion, that recovery if made from the employee, would be iniquitous or harsh or arbitrary to such an extent, as would for outweigh the equitable balance of the employer’s right to recover.*

5. The matter has, consequently, been examined in consultation with the Department of Expenditure and the Department of Legal Affairs. The Ministries / Departments are advised to deal with the issue of wrongful / excess payments made to Government servants in accordance with above decision of the Hon'ble Supreme Court in *CA No. 11527 of 2014 (arising out of SLP (C) No. 11684 of 2012) in State of Punjab and others etc vs Rafiq Masih (White Washer) etc.* However, wherever the waiver of recovery in the above-mentioned situations is considered, the same may be allowed with the express approval of Department of Expenditure in terms of this Department's OM No. 18/26/2011-Estt (Pay-I) dated 6th February, 2014.

6. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders are issued with the concurrence of the Comptroller and Auditor General of India.

7. Hindi version will follow.

Sd/-

(A.K. Jain)

Deputy Secretary to the Government of India

1. All Ministries / Departments of Government of India
2. NIC, DOP&T – with a request to upload this OM on the Department's website under OMs & Orders (Establishment → Pay Rules) and also under "What is New".

PART-B
Check Lists

**CHECK LIST FOR SUBMISSION OF PROPOSALS TO INTEGRATED
FINANCE DIVISION**

1. Honorarium cases

Check points	Guidelines	Status/Remarks
Nature of work for which honorarium is proposed	Work of an occasional in nature/intermittent in character/of such special merit as to justify a special reward as per guidelines/instructions contained in FR-46(B) and GoI orders there under	
Administrative approval of competent authority	Available/Not available	
Available certification of nodal wing	<ol style="list-style-type: none"> 1. No OTA has been paid for the work. 2. The work performed by the staff was not included in the list of items for which honorarium should not be paid as per annexure to FR-46. 3. Due regard has been paid to the general principal enunciated in FR-11 4. Any sanctioned/paid honorarium during the current financial year. 5. Whether the staff is on the strength of establishment. 	
Total Amount	Maximum amount of honorarium payable to any government servant is Rs. 5000 per annum as per the current order and the same can not be relaxed under any circumstances.	
Financial approval	Approval of financial advisor is required when total amount of honorarium exceeds Rs. 2500 in a year.	

2. Reimbursement of medical claims and advances

Check points	Guidelines	Status/Remarks
Total amount of medical claim	In case medical claim is more than Rs. 2 lakhs, it requires the approval of Secretary (T) with the concurrence of IFA, in view of OM No. S-12020/4/97-CGHS(P) dt. 27th December, 2006 of Ministry of Health and Family Welfare.	
Area of residence	Whether CGHS area or Non-CGHS area. If resides in non-CGHS area, orders of appointment of AMA are available.	
Relationship with patient	Whether dependent on Govt. servant or not. In case of female Govt. servant, the condition of dependence and residences etc. to avail CGHS benefits either for her parents or parents-in-law.	
OPD treatment	Whether medicines issued by CGHS dispensaries or not. Cost of medicines is not reimbursable.	
Emergency treatment	Emergency certificate available or not.	
Treatment in super speciality hospital in non-emergency condition.	Prior approval of concerned Additional Director CGHS is available or not.	

Treatment in private recognized hospitals	Prior permission of competent authority is available or not. This permission is valid for 6 months only in cases of diabetes, hypertension and other cardiac diseases, dialysis and cancer and 3 months in other cases.	
Medical advance	(1) Whether the Govt. servant or his family members has been admitted in the hospital as (a) An in patient and (b) An out patient in the case of TB/Cancer. (2) Estimate of the hospital is available or not. (3) Whether credit facility is being provided by the hospital.	
Treatment from AMA	Due renewal for practice as AMA is given by the Department.	
Treatment at residence	Whether the claim supported by a certificate by AMA stating (a) his reasons for the opinion that owing to the absence or remoteness of a suitable hospital or the severity of the illness and (b) Cost of the similar treatment.	
Time limit	Whether the bills have been preferred within 6 months in case of non-emergent cases and 1 month in emergent cases.	
Delay in submission	Whether delay has been condoned by the HoD or not.	
Entitlement of accommodation	Whether as per prescribed category according to basic pay.	
Adjustment of medical advance	Whether medical advance has been adjusted in the final claim.	
Admissibility of claim	Whether as per CGHS package or not.	
Follow-up treatment	Whether permission for follow-up treatment in private recognized hospital has been obtained.	
Recommendation of competent authority	Whether recommendation of competent authority has been obtained.	
Necessary certificates	Nodal section's certification/specific recommendation regarding admissibility of claim is there or not.	

3. There is a ban on creation of new posts. Any unavoidable proposal for creation of post including Group B, C etc. will be referred to Ministry of Finance, Department of Expenditure.

Check points	Guidelines	Status/ Remarks
Detail of post	Order regarding exemption from ban is available or not.	
Order of Competent Authority	Whether order of competent authority to create a post is available or not.	
Nature of post	Permanent /Temporary/Tenure post	
Permanent post	Prior consent of Finance Minister is available.	
Temporary post	Funds to meet the cost of the post by valid Appropriation or re-appropriation is available.	
Continuance of temporary post	Provision of funds is available.	
Creation of post of JS or equivalent and above	Approval of Finance Minister and Cabinet through Department of Expenditure is available.	
Creation of post of Group 'A' (below level of JS) Group 'B' 'C' and 'D'	Approval of Finance Minister is available.	
Recruitment Rule	Whether recruitment rule is available or not.	
Transfer/diversion/adjustment of post within organization	Amount to creating a new post and therefore would attract ban orders.	
Down-gradation of post	Concurrence of Financial Advisor is necessary.	
Unavoidable proposals for creation of post	Require to refer to Ministry of Finance with matching saving provisions.	
Creation/up-gradation of post in relaxation of existing ban	Specific approval of Department of Expenditure in addition to approval of Telecom Commission.	
Revival of post	Require to refer to Ministry of Finance.	
Abolition of high level post	Abolition of post of supporting staff of that higher level post.	

While forwarding the proposal for creation of post to Ministry of Finance (Department of Expenditure) the following information/details must be furnished.

Sl. No.	Details to be provided
A	THE POST
1.	Name and Designation of the post.
2.	Pay scale of the post
3.	Grade/category of the post.
4.	Scientific/technical or administrative nature of the post.
5.	Functional justification (for each of the category separately)
6.	How were the functions of the post being managed in the absence of its creation
7.	Duties and responsibilities of the post (Job description for each position)
8.	Essential and minimum qualifications of the post
9.	Recruitment Rules relevant to the post
10.	Mode of filling up the post

11.	Immediate feeder post in the line of promotion.
12.	Immediate promotion post in the hierarchy.
13.	Work load of the post (Extract of SIU study, if any).
14.	Financial implications for creation of post.
B	THE ORGANISATION
15.	Name of the organization.
16.	Detailed sanctioned strength (category-wise) with pay scales.
17.	Detailed actual strength (category-wise).
18.	Details of vacancies date-wise.
19.	Whether the organization has been studied by SIU/IWSU. If so, details.
20.	Details of posts abolished in the last five years under various categories like: (a) Deemed abolished; (b) 10% cut; (c) SIU/IWSU study; (d) ERC recommendations; (e) DOPT OM dated 16-5-2001 on optimization of direct recruitment to civilian posts; and (f) Any other reason such as periodical review, winding up etc.
21.	Possibilities of the re-deployment/outsourcing/hiring out of services.
22.	Matching saving (With specific posts, which are to be surrendered).
23.	Costs (Both recurring and non-recurring)
24.	Additional information, specific to this proposal.

The check list has been prepared on the basis of orders issued by the MOF (DE) as under

1. OM No. F.14(14)-E (Coord)/77 dated 25-10-1977,
2. OM No. 7(7)-E (Coord)/93 dated 03-05-1993,
3. OM No. 7(2)E. Coord./95 dated 30-05-1995,
4. OM No. 7(1)/E.Coord. I/2006 dated 24-02-2006
5. Chapter 14 (Section II Establishment) on Creation of Posts of Swamy's Complete Manual on Establishment and Administration.

4. Foreign deputation cases (conference/Training/Workshop/Seminar/Exhibition/Symposium/Other): (OM No. 4(A)/E.Coord/2015 dated 05.01.2016 and 25.01.2016 of GIMF (DE))

Check points	Guidelines	Status/Remarks
Name of organization and country/countries to be visited, duration of event, detail of similar event in past 3 years	Clearly indicated. Name of participant along with designation, posting details, dates of tour along with tour report of visit are available.	
Size of delegation along with level of officer leading the delegation	No. of visits undertaken by nominated officers during current calendar year and during last three calendar years with name and duration as per Annexure 'A'	

In case it requires approval of Screening Committee of Secretaries (SCOS)	Proforma for SCOS should be filled in as per MoF, DoE OM No. 4(1)/E.Coord-2014 dated 02-07-2014 along with all enclosures.	
Clearances	Approval of SCOS is required in the prescribed format, if the delegation includes officers above the level of Joint Secretary. Political clearance and vigilance clearance are available. PMO clearance is required in respect of visit of Minister.	
Financial implication	Total financial implication should be furnished as per Annexure 'B' and Col. 11 of SCOS proforma.	
Budgetary details	Budget provision for current financial year, expenditure already incurred and booked during the quarter, commitment in pipeline in the current quarter and balance amount under the head 'Foreign Travel Expenses'.	
Competent Authority	Deputation abroad of officers of the level above Director upto JS will be decided by Ministries/ Department in consultation with their FA and the approval of Minister in charge. Foreign visits of officers upto the level of Director and equivalent will be decided by administrative Secretary in consultation with the concerned FA.	

Annexure - 'A'

Posting and other details of nominated participant(s)

Sl. No.	Officer's Name & Designation along with Grade Pay	Date of Superannuation	No. of visits undertaken by the officer in the last three calendar years		Present posting				
			Places visited	Year	Place	Organization	Division	Section	
1.									
2.									

Annexure-'B'

Officer-wise calculation of estimated expenditure on the proposed visit

Sl. No.	Officer's Name & Designation along with Grade Pay	Entitled class	Air Fare	DA	Entertainment Allowance	Contingencies, if any	Hotel Charges	Excess Baggage	Any other item	Total of Col. 4 to 10	Head of Account to which expense is to be charged
1	2	3	4	5	6	7	8	9	10	11	12
1.											
2.											
3.											

CHECK LIST FOR PROCESSING CASES OF TRAVEL BY AIR OTHER THAN AIR INDIA IN RESPECT OF ENTITLED OFFICERS.

Check Points	Guidelines	Status / Remarks
Approval of Tour by Competent Authority	Approval is available in the file or not	
Instructions / Guidelines on the subject contained in : (1) DoE OM No.19024/1 /2009-E.IV, dated 13 th July, 2009. (2) Instructions contained in DoE OM No. 19024/1/2009-E.IV, dated 16 th September, 2010. (3) Instructions contained in DoE OM No. 19024/1/2009-E.IV, dated 28 th July, 2011.	Reason for relaxation like non-availability of tickets etc. Non-operation of Air India flights, non-availability of Air India flights. Air tickets may be purchased directly from Airline booking counters/Website of Airlines or by utilizing the services of authorized travel agents viz., M/s Balmar Lawrie & Company, M/s Ashok Travels and Tours and IRCTC.	
Entitlement of Air travel	Only same entitled class is permissible in the flights other than Air India	
Need for relaxation	Whether the tour is urgent in nature which cannot be postponed	
Financial implication	Difference of fare from Air India and proposed airline as per entitlement.	

CHECK LIST FOR PURCHASE OF GOODS THROUGH ADVERTISED TENDER ENQUIRY

(Tender value more than Rs. 25 Lakh)

S.No.	INFORMATION TO BE PROVIDED	Status/Remarks
A	BASIC INFORMATION	
1.	Tender is to be advertised in minimum One Hindi and One English dailies apart from various Government Websites and Central Public Procurement Portal vide Ministry of Finance, Department of Expenditure OM No.10/1/2011-PPC dated 30th November, 2012).	
2.	Need Assessment for procurement of goods (specification in terms of quality, type, quantity etc.)	
3.	Certify that all requirements on date have been taken into consideration	
4.	(a) If all the information about proposed procurement is available: Estimation of procurement based on Last Purchase Price/Market Information/ likely sources etc.) To ensure that supporting papers are available in the file for reference (b) If all the information about proposed procurement is not available: An Expression of Interest (EOI) may be advertised to call for information from the interested Organizations / Companies /Firms/Parties. Estimation of value of Contract may be done based on lowest price of technically most suitable item/ equipment of procurement.	

	<p>If required a meeting with the interested parties on the lines of pre-bid conference may be held before obtaining the quotes.</p> <p>Based on information so gathered, the bid document may be prepared.</p> <p>The Organizations / Companies /Firms/Parties expressed interest at the time of EOI may be allowed to participate in the tendering process.</p>	
5.	The official/authority formulating the specifications should ensure and also certify that the specifications and the allied technical details are complete and correct to meet the user's requirement fully (para 4.3 of Manual on Policies and Procedures for Purchase of Goods).	
6.	Purchase officer may also be nominated (Ref. para 6.22 of Manual on Policies and Procedures for Purchase of Goods).	
7.	Availability of funds under the relevant heads of accounts.	
8.	Time frame for the procurement process	
9.	It may be decided whether pre qualification of bidders is required in the proposal, if so, criterion for the same may also be decided	
10.	Whether 'in-principle' approval is recorded in the file	
B.	INFORMATION REGARDING BID DOCUMENT	
	<ul style="list-style-type: none"> • Bid document is required to be vetted by IFD, hence following information may be incorporated in Bidding Document as brought out below: <ul style="list-style-type: none"> (a) Notice Inviting Tender to contain the following details: <ul style="list-style-type: none"> (a) Office of Issue (b) Tender No. (c) Approximate cost of Tender (d) Date of Issue of Bid Document (e) Tender Forms available from (f) Tender Forms available at website (Name of Website) (g) Price of Bid document – (Ref. para 6.11 of Manual on Policies and Procedures for Purchase of goods) (h) Due date, time and place of receipt of Bids ---- (Three weeks or more depending up on the nature of procurements to be made from the date of Issue of Bid) <ul style="list-style-type: none"> (i) Date, time and place of opening of Technical bid (j) Date, time and place of opening of Technical bid (k) Date, time and place of opening of Financial bid---(To be intimated later) <p>(Ref para 6.10 of Manual on Policies and Procedures for purchase of Goods.</p> <ul style="list-style-type: none"> (b) Instructions to Bidders including regarding Eligibility, Qualifications e.g., Experience, Past Performance, Technical Capabilities, Manufacturing Facilities, Financial position based on Annual Turn-over, P&L Accounts and Balance Sheet of past years, Agreements/Tie-ups with other suppliers etc. (c) Legal Restrictions, Conditions about Origin of Goods, Intellectual Property Rights, Indemnity etc. (d) General (Commercial) Conditions of the Contract (e) Price Validity – keeping in view optimum time required for processing the tenders (f) Tolerance Clause regarding Quantity, Quality and Delivery time – depending on nature of procurement (g) NIT Bid Security (Rule 157 of GFR-2005). 	

	<p>(h) Performance Security (Rule 158 of GFR-2005).</p> <p>(i) Cost of Tender Documents, Sale of Tender Documents, Pre-bid conference, Format of Tender, Extension of Tender Opening Date,</p> <p>(j) Amendments/Modifications to Tender, Two Bid System (Chapter 6 of Manual on Policies and Procedures for purchase of Goods).</p> <p>(k) Essential Technical Particulars (Para 4.2 of Manual on Policies and Procedures for purchase of Goods). [Technical Specifications can also be provided in a separate Annexure.]</p> <p>(l) Tender validity period and extension of validity period (para 11.13 of Manual on Policies and Procedures for purchase of Goods).</p> <p>(m) Delivery period, Terms of Delivery, Transportation, Transit Insurance, Delay in Supply Cancellation of Contract (Chapter-8 of Manual on Policies and Procedures for purchase of Goods).</p> <p>(n) Elements of price and terms of payment (Chapter-9 of Manual on Policies and Procedures for purchase of Goods).</p> <p>(o) It may be made clear in the Bid Document that “no interest will be paid in case Bid Security or Performance Security are deposited in cash or other liquid form. Any loss incurred by the vender due to loss in foreign exchange fluctuations will also not be borne or shared by the Government.</p> <p>(p) Quality control and inspection of ordered goods (Chapter-10 of Manual on Policies and Procedures for purchase of Goods).</p> <p>(q) Force Majeure (para 8.12 of Manual on Policies and Procedures for purchase of Goods).</p> <p>(r) Liquidated Damages (Para 8.14 of Manual on Policies and Procedures for purchase of Goods).</p> <p>(s) It may be ensured that in the next six months (or as required by purchasing organization) from the date of purchase order no sale may be made at a price less than at which supply has been made by the vendor.</p> <p>(t) The benefit of reduction in the rates of taxes will be passed on to the Government.</p> <p>(u) If confidentiality in procurement is involved, a clause to this effect may be inserted.</p> <p>(v) Arbitration (Settlement of Dispute) (Chaper-13 of Manual on Policies and Procedures for purchase of Goods).</p> <p>(w) Special Conditions of Contracts (If Special Conditions are too many a separate Section may be created)</p> <p>(x) Technical Specifications and Schedule of Requirements</p> <p>(y) Format for Bid Form</p> <p>(z) Price Schedules</p> <p>(aa) Format for Performance Security Bond Form</p> <p>(bb) Format for Contract Form</p> <p>(cc) Format for Letter of Authorization to attend bid opening</p> <p>(dd) Check list and order in which the documents are to be submitted for Technical Bid</p>	
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>(ee) Check list and order in which the documents are to be submitted for Financial Bid</p> <p>(ff) Integrity pact (both the parties viz purchaser and supplier have to enter into an integrity pact in all cases of procurement of goods/works/services which have financial implication of above Rs. 25 lakhs) Ref. DoT OM No.7-3/2011-Fin dated 19th September, 2011</p> <p>Further the following points may be considered while drafting bidding document</p> <ul style="list-style-type: none"> ✓ the text of the bidding document should be self-contained and comprehensive without any ambiguities. All essential information, which a bidder needs for sending responsive bid, should be clearly spelt out in the bidding document in simple language. ✓ The Clauses of Bid Document should as far as possible may not be repeated to avoid ambiguity. ✓ Suitable provision should be kept in the bidding document to enable a bidder to question the bidding conditions, bidding process and/ or rejection of its bid. ✓ Suitable provision for settlement of disputes, if any, emanating from the resultant contract, should be kept in the bidding document. ✓ The bidding document should indicate clearly that the resultant contract will be interpreted under Indian Laws and will be subject to the Courts of the City from where procurement is being initiated. ✓ The bidders should be given reasonable time to send/ submit their bids on line depending upon the mode of procurement. ✓ The bids should be opened in public and only one duly authorised representatives of the bidders should be permitted to attend the bid opening. ✓ Bids exceeding the value of Rs. 10 Lakhs will be opened on line through e procurement process. ✓ The specifications of the required goods should be clearly stated without any ambiguity so that the prospective bidders can send meaningful bids. In order to attract sufficient number of bidders, the specification should be broad based to the extent feasible. Efforts should also be made to use standard specifications which are widely known to the industry. ✓ Pre-bid conference: In case of turn-key contract(s) or contract(s) of special nature for procurement of sophisticated and costly equipment, a suitable provision is to be kept in the bidding documents for a pre-bid conference for clarifying issues and clearing doubts, if any, about the specifications and other allied technical details of the plant, equipment and machinery projected in the bidding document. The date, time and place of pre-bid conference should be indicated in the bidding document. This date should be sufficiently ahead of bid opening date. 	
	<ul style="list-style-type: none"> ✓ Criteria for determining responsiveness of bids, criteria as well as factors to be taken into account for evaluating the bids on a common platform and the criteria for awarding the contract to the responsive lowest bidder should be clearly indicated in the bidding documents. ✓ Bidders should not be permitted to alter or modify their bids after expiry of the deadline <p>Note: for more details refer-GFR-2005, Manual on Policies and Procedures for purchase of Goods, CVC guidelines, instructions of DGS&D, Instructions of Ministry of Finance etc.</p>	

C. STAGES AT WHICH INTERNAL FINANCE DIVISION IS TO BE CONSULTED	
1.	Financial concurrence after receipt of 'in-principle' approval
2.	Vetting of bid document and release of NIT and mandatory e-publishing on CPP Portal
3.	Formation of TOC and TEC
4.	Any clarification on bid to prospective bidders and amendments in bid document to be published on CPP Portal.
5.	Extension of bid validity if required
6.	Recommendations of TEC put up after Technical bid evaluation
7.	Recommendation to open Financial bid
8.	Recommendations of TEC put up after Financial bid evaluation
9.	Final review of recommendations of TEC
10.	Vetting of Purchase order/ Award of contract to be published on CPP Portal
11.	Forfeiture of EMD in case applicable
12.	Tolerance clause
13.	If any material deviation in terms of Contract is envisaged at a later stage
14.	Extension of delivery period
15.	Recovery of Liquidated damages
D. IMPORTANT INSTRUCTIONS	
1.	<p>1. The Integrity Pact has to be signed by the "Buyer" and "Bidder" both in all cases of procurement of goods/works/services which have financial implications of above Rs. 25 lakhs. (Ref DoT OM No. 7-3/2011-Fin dated 19th September, 2011.</p> <p>2. Mandatory E-procurement in case of all procurements with estimated value of Rs. 10 lakh or more. (Ministry of Finance, Department of Expenditure OM No. 10/3/2012-PPC dated 30th March, 2012) and mandatory e-publishing in respect of all tenders on the Central Public Procurement Portal vide Ministry of Finance, Department of Expenditure OM No. 10/1/2011-PPC dated 30th November, 2012)</p>

Requirement for e procurement

1. Value of goods to be purchased is more than Rs.2 lakhs.
2. Requirements for e procurement;
 - Valid email ID and Digital Signature Certificate (DSC). (DSC obtained for concerned officials for e-publishing can be used for e procurement as well)
 - Nodal officer appointed for the purpose will have the responsibility for identifying and creating the user accounts for e procurement roles such as Bid openers and Bid evaluators.
3. The NIT and Tender documents needs to be specified with the fact of e procurement and the detailed procedure relating to the downloading of documents and its online submission by the bidder needs to be formulated in consultation with NIC and mentioned in the tender document.

CHECK LIST FOR PURCHASE OF GOODS WITHOUT QUOTATION

Sl.No.	BASIC INFORMATION	Status/ Remarks
1.	Justification for procurement of goods through this method	
2.	Purchase of goods up to the value of Rs. 15,000/- only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the format prescribed in Rule 145 of GFR-2005 & para 6.3 of Manual on Policies and Procedures for Purchase of Goods).	
3.	Funds are available in the relevant head of accounts.	
4.	Certificate that this will not result in piece meal purchase and the same is not being done to avoid the necessity of obtaining the sanction of higher authority.	

CHECK LIST FOR PURCHASE OF GOODS THROUGH PURCHASE COMMITTEE

Sl.No.	BASIC INFORMATION	Status/ Remarks
1.	Justification for procurement of goods by this method	
2.	Purchase of goods costing above Rs. 15,000/- and upto Rs. 1,00,000/- only on each occasion based on recommendation of Local Purchase Committee (Three Member Committee).	
3.	The Members of the Committee will jointly record prescribed certificate. (Ref. para 6.4 of Manual on Policies and Procedures for Purchase of Goods)	
4.	Availability of funds under the relevant heads of accounts.	
5.	Certificate that this will not result in piece meal purchase and the same is not being done to avoid the necessity of obtaining the sanction of higher authority.	

CHECK LIST FOR PURCHASE OF GOODS THROUGH SINGLE TENDER ENQUIRY

Sl. No.	BASIC INFORMATION	Status/ Remarks
1.	Justification for procurement of goods by this method	
2.	Estimated cost of goods may be determined.	
4.	In-principle approval of Competent authority has been obtained by Nodal Section (Procuring wing).	
5.	Availability of funds under the relevant heads of accounts.	
6.	Certificate that this will not result in piece meal purchase and the same is not being done to avoid the necessity of obtaining the sanction of higher authority.	
7.	Such type of procurement is to be resorted to under following conditions: <ul style="list-style-type: none"> • If only a particular firm is the manufacturer of the required goods. A Proprietary Article Certificate as per prescribed proforma by the competent authority to be given before procuring the goods. (Ref. Rule 154 of GFR2005). • In case of Emergent need to procure goods from a particular source. Reason to be recorded and approval of competent authority conveyed. • For standardization of machinery or spare parts to be compatible to existing set of equipment (on the advice of competent technical expert and approved by Competent authority). 	

	<ul style="list-style-type: none"> Suitable tender document, containing required terms & conditions are to be issued to the selected firm for preparing and sending its quotation. The question of 'late tender' as well as elaborate process of receipt & opening of tender, as applicable for ATI and LTI will not apply in case of procurement through single tender enquiry. (para 6.25 of Manual on Policies and Procedures for Purchase of Goods. 	
C.	OTHER INSTRUCTIONS	
1.	<p>(1) The Integrity Pact has to be signed by the "Buyer" and "Bidder" both in all cases of procurement of goods/works/services which have financial implications of above Rs. 25 lakhs. (Ref. DoT OM No. 7-3/2011-Fin dated 19th September, 2011.</p> <p>(2) Mandatory e-procurement in case of all procurements with estimated value of Rs.10 lakh or more. (Ministry of Finance, Department of Expenditure OM No.10/3/2012-PPC dated 30th March, 2012) and mandatory e-publishing in respect of all tenders on the Central Public Procurement Portal vide Ministry of Finance, Department of Expenditure OM No.10/1/2011-PPC dated 30th November, 2012)</p>	

CHECK LIST FOR PURCHASE OF GOODS DIRECTLY UNDER RATE CONTRACT

SI. No.	BASIC INFORMATION	
1.	This should be resorted to in respect of procurement of common user items which are frequently needed in bulk	
2.	Relevant DGS&D Rate Contract are available in the file for reference	
3.	In-principal approval of competent authority has been obtained by Nodal Section (Procuring Wing)	
4.	Availability of funds under the relevant heads of accounts.	
5.	Suitable justification based on technical specification to be given by the procuring unit while recommending vendor through which goods are to be procured.	
6.	Reasons to be given if order is to be placed on two or more vendors	

CHECK LIST FOR PURCHASE OF GOODS THROUGH LIMITED TENDER ENQUIRY (Value of procurement up to 25 Lac)

SI. No.	BASIC INFORMATION	Status/ Remarks
1.	Justification for procurement by this method	
2.	Estimated cost of goods (based on Market survey/likely sources etc.)	
3.	In-principle approval of competent authority has been obtained by Nodal Section (Procuring wing).	
4.	Availability of funds under the relevant heads of accounts.	
5.	Certificate that this will not result in piece meal purchase and the same is not being done to avoid the necessity of obtaining the sanction of higher authority.	

6.	<ul style="list-style-type: none"> • Mandatory e-procurement to be adopted • The number of supplier firms in Limited Tender Enquiry should be more than three. • Web-based publicity/mandatory e-publishing to be done • Sufficient time should be allowed for submission of bids in Limited Tender Enquiry cases. • Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rs. 25 lakhs subject to the following: <ul style="list-style-type: none"> (a) The competent authority in the Ministry or Department certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The Ministry or Department should also put on record the nature of the urgency and reasons why the procurement could not be anticipated. (b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry. (c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote. 	
7.	Rest of the requirements are same as in Advertised Tender Enquiry	
C.	OTHER INSTRUCTIONS	
1.	<p>Note:-</p> <ol style="list-style-type: none"> 1. The Integrity Pact has to be signed by the “Buyer” and “Bidder” both in all cases of procurement of goods/works/services which have financial implications of above Rs. 25 lakhs. (Ref. DoT OM No. 7-3/2011-Fin dated 19th September, 2011. 2. Mandatory E-procurement in case of all procurements with estimated value of Rs. 10 lakh or more. (Ministry of Finance, Department of Expenditure OM No. 10/3/2012-PPC dated 30th March, 2012) and mandatory e-publishing in respect of all tenders on the Central Public Procurement Portal vide Ministry of Finance, Department of Expenditure OM No. 10/1/2011-PPC dated 30th November, 2012) 	