

ANNEXURE-VII

No A-11013/24/2017-Ad IV
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Excise and Customs)

5thFloor, HUDCO Vishala Building,
Bhikaji Cama Place, R.K. Puram
Now Delhi, Dated 12th June, 2017.

To,

All Pr. Chief Commissioners/Chief Commissioners
Pr. Commissioners/Commissioners/Pr. Directors General/ Directors
General/Additional Directors General under CBEC. Pr.CC A, CBEC.

**Subject: Declaration of Heads of Department in the field
formations of CBEC in GST regime - Reg.**

Sir,

I am directed to convey the sanction of the President to declare the officers occupying the posts as mentioned in the Annexure to this letter as Head of Department (HoD) w.e.f. 01.07.2017 under Rule 13(2) of DFPR, 1978 as amended from time to time.

2. This issues with the approval of Revenue Secretary dated 07.06.2017.

Hindi Version will follow.

Yours faithfully,


(B. Ginkhan Mang)

Under Secretary to the Govt. of India

Copy to

1. DGHRD (EMC), CBEC, w.r.t their letter No. 8/B/10(133)/HRD/EMC/2017/746 dated 05.06.2017.
2. PS to FM/PS to MOS(R).
3. PS to Secretary, Revenue.
4. PPS to Addl. Secretary (R)
5. Sr. PPS to Chairman CBEC

Heads of Department in the field formations of CBEC in GST Regime

[w.e.f. 01.07.2017]

S.No	Budgetary Authority	S.No	Heads of Department
CENTRAL EXCISE			
1	PCCGST, Ahmedabad	1	CGST, Ahmedabad (South)
		2	CGST, Ahmedabad (North)
		3	CGST, Gandhinagar
		4	CGST, Rajkot
		5	CGST, Bhavnagar
		6	CGST, Kutch (Gandhidham)
		7	CGST (Appeal), Ahmedabad
		8	CGST (Appeal), Rajkot
		9	COST (Audit), Ahmedabad
		10	CGST (Audit), Rajkot
2	PCCGST, Bengaluru	11	CGST, Bengaluru (East)
		12	CGST, Bengaluru (West)
		13	CGST, Bengaluru (South)
		14	CGST, Bengaluru (North)
		15	CGST, Bengaluru North West
		16	CGST, Mysuru
		17	CGST, Mangalore
		18	CGST, Belgavi
		19	CGST (Appeal), Bengaluru-1
		20	CGST (Appeal), Bengaluru-IT
		21	COST (Appeal), Mysuru
		22	COST (Appeal), Belgavi
		23	CGST (Audit), Bengaluru-1
		24	COST (Audit), Bengaluru-11
		25	COST (Audit), Mysuru
		26	CGST (Audit), Belgavi
3	CCGST, Bhopal	27	COST, Bhopal
		28	COST, Indore

		29	COST, Jabalpur
		30	COST, Ujjain
		31	COST, Raipur
		32	COST (Appeal), Bhopal
		33	COST (Appeal), Indore
		34	COST (Appeal), Raipur
		35	COST (Audit), Bhopal
		36	COST (Audit), Indore
		37	COST (Audit), Raipur
4	CCGST, Bhubaneshwar	38	COST, Bhubaneshwar
		39	CGST, Rourkela
		40	COST (Appeal), Bhubaneshwar
		41	COST (Audit), Bhubaneshwar
5	CCGST, Chandigarh	42	COST, Jammu
		43	COST, Shimla
		44	COST, Chandigarh
		45	COST, Ludhiana
		46	CGST, Jalandhar
		47	COST (Appeal), Jammu
		48	CGST (Appeal), Chandigarh
		49	CGST (Appeal), Ludhiana
		50	COST (Audit), Jammu.
		51	COST (Audit), Chandigarh
		52	COST (Audit), Ludhiala
6	PCCGST, Chennai	53	CGST, Puducherry
		54	CGST, Chennai (North)
		55	CGST, Chennai (South)
		56	CGST, Chennai (Outer)
		57	COST, Coimbatore
		58	CGST, Trichy
		59	CGST, Madurai

		60	CGST, Salem
		61	CGST (Appeal), Chennai-I
		62	CGST (Appeal), Chennai-II
		63	CGST (Appeal), Coimbatore
		64	CGST (Audit), Chennai-I
		65	CGST (Audit), Chennai-II
		66	CGST (Audit), Coimbatore
7	CCGST, Thiruvananthapuram	67	COST, Thiruvananthapuram
		68	COST, Kochi
		69	COST, Calicut
		70	CGST (Appeal), Kochi
		71	COST (Audit), Kochi
8	PCCGST, Delhi	72	COST, Delhi (North)
		73	COST, Delhi (South)
		74	COST, Delhi (East)
		75	CGST, Delhi (West)
		76	CGST (Appeal), Delhi-I
		77	CGST (Appeal), Delhi-11
		78	COST (Audit), Delhi-I
		79	CGST (Audit), Delhi-TI
9	CCGST, Panchkula	80	CGST, Gurugram
		81	CGST, Faridabad
		82	CGST, Panchkula
		83	CGST, Rohtak
		84	CGST (Appeal), Gurugram
		85	CGST (Appeal), Panchkula
		86	CGST (Audit), Gurugram
		87	CGST (Audit), Panchkula
10	CCGST. Hyderabad	88	CGST, Hyderabad
		89	CGST, Secunderabad
		90	CGST, Medchal
		91	CGST, Rangareddy
		92	CGST (Appeal), Hyderabad-1

		93	CGST (Appeal), Hyderabad-11
		94	CGST (Audit), Hyderabad-1
		95	CGST (Audit), Hyderabad-II
11	CCGST, Jaipur	96	CGST, Jaipur
		97	CGST, Jodhpur
		98	CGST, Awar
		99	CGST, Udaipur
		100	CGST (Appeal), Jaipur
		101	CGST (Appeal), Jodhpur
		102	CGST (Audit), Jaipur
		103	CGST (Audit), Jodhpur
12	PCCGST, Kolkata	104	CGST, Kolkata (North)
		105	CGST, Kolkata (South)
		106	CGST, Howrah
		107	CGST, Haldia
		108	CGST, Siliguri
		109	CGST, Bolpur
		110	CGST (Appeal), Kolkata-I
		111	CGST (Appeal), Kolkata-II
		112	CGST (Appeal), Siliguri
		113	CGST (Audit), Kolkata-I
		114	CGST (Audit), Kolkata-11
		115	CGST (Audit), Durgapur
13	PCCGST, Lucknow	116	CGST, Lucknow
		117	CGST, Allahabad
		118	CGST, Kanpur
		119	CGST, Agra
		120	CGST, Varanasi
		121	CGST (Appeal), Lucknow
		122	CGST (Appeal), Allahabad
		123	CGST (Audit), Lucknow
		124	CGST (Audit), Kanpur
14	CCGST, Meerut	125	CGST, Meerut
		126	CGST, Noida

		127	CGST, Gautam Buddha Nagar
		128	CGST, Ghaziabad
		129	CGST, Dehradun
		130	CGST (Appeal), Meerut
		131	CGST (Appeal), Noida
		132	CGST (Appeal), Dehradun
		133	CGST (Audit), Meerut
		134	CGST (Audit), Noida
		135	CGST (Audit), Dehradun
15	PCCGST, Mumbai	136	CGST, Mumbai (East)
		137	CGST, Mumbai (South)
		138	CGST, Mumbai (Central)
		139	CGST, Mumbai (West)
		140	CGST, Bhiwandi
		141	CGST, Paighar
		142	CGST, Navi Mumbai
		143	CGST, Raigarh
		144	CGST, Belapur
		145	CGST, Thane
		146	COST, Thane Rural
		147	CGST (Appeal), Mumbai-I
		148	CGST (Appeal), Mumbai-II
		149	CGST (Appeal), Mumbai-IJI
		150	CGST (Appeal), Thane
		151	CGST (Appeal), Raigarh
		152	CGST (Audit), Mumbai-i
		153	CGST (Audit), Mumbai-H
		154	CGST (Audit), Mumbai-III
		155	CGST (Audit), Thane
		156	CGST (Audit), Raigarh
16	CCGST, Nagpur	157	CGST, Nagpur- I
		158	CGST, Nagpur-II
		159	COST, Nasik

		160	CGST, Aurangabad
		161	COST (Appeal) , Nagpur
		162	CGST (Appeal) , Nashik
		163	CGST (Audit) , Nagpur
		164	CGST (Audit) , Nashik
17	CCGST, Pune	165	CGST, Pune-I
		166	CGST, Pune-11
		167	CGST, Kohapur
		168	CGST, Goa
		169	CGST (Appeal), Pune-I
		170	CGST (Appeal), Pune-11
		171	CGST (Appeal), Goa
		172	CGST (Audit), Pune-I
		173	CGST (Audit), Pune-11
18	CCGST, Ranchi	174	CGST, Patna-I
		175	CGST, Patna-II
		176	CGST, Ranchi
		177	CGST, Jamshedpur
		178	CGST (Appeal), Patna
		179	CGST (Appeal), Ranchi
		180	CGST (Audit), Patna
		181	CGST (Audit), Ranchi
19	CCGST, Guwahati	182	CGST, Shillong
		183	CGST, Guwahati
		184	CGST, Dibrugarh
		185	CGST, Itanagar
		186	CGST, Dimapur
		187	CGST, Imphal
		188	CGST, Aizawl
		189	CGST, Agartala
		190	CGST (Appeal), Guwahati
		191	CGST (Audit), Shillong
20	CCGST, Vadodara	192	CGST, Vadodara-I

		193	CGST, Vadodara-IT
		194	CGST, Surat
		195	CGST, Daman
		196	CGST (Appeal), Vadodara
		197	CGST (Appeal), Surat
		198	CGST (Audit), Vadodara
		199	CGST (Audit). Surat
21	CCGST, Visakhapatnam	200	CGST, Vizag
		201	CGST, Guntur
		202	CGST, Tirupati
		203	COST (Appeal), Guntur
		204	CGST (Audit), Guntur
22	DO, ARM	205	PADG (Hqrs.), Delhi
		206	ADG (GST RM&TE), Delhi
		207	ADG (Customs RMD), Mumbai
		208	PADG(NTC), Mumbai
23	PADG, DIC	209	Commissioner
24	DG, Taxpayers Services	210	PADG, Delhi
		211	ADG, Mumbai
		212	ADG, Chennai
		213	ADO, Kolkata
		214	ADG, Ahmedabad
		215	ADG, Bengaluru
		216	ADG, Bhopal
25	DG, GST, Delhi	217	PADG, Delhi
		218	PADG, Chennai
		219	PADG, Mumbai
		220	ADG, Kolkata
26	Pr.CCA(Central Excise), New Delhi	221	PAO (C.Ex)
27	DG, Performance Management	222	PADG, Delhi
		223	PADG, Mumbai
		224	ADG, Kolkata
		225	ADG, Chennai

28	Commissioner, Directorate of Legal Affairs	226	Commissioner, Delhi
29	DG, HRD	227	PADG (EMC), Delhi
		228	ADG (FIRM-I), Delhi
		229	ADG (HRM-II), Delhi
		230	ADG (I &W), Delhi
30	DG, Audit	231	ADG, Delhi
		232	PADG, Delhi
		233	PADG, Mumbai
		234	ADG, Chennai
		235	ADG, Kolkata
		236	ADG, Hyderabad
		237	ADG, Ahmednagar
		238	ADG, Bengaluru
31	DG, Safeguards	239	Commissioner, Delhi
32	CDR, CESTAT	240	Pr. Commissioner, Mumbai
		241	Pr. Commissioner, Delhi
		242	Commissioner, Chennai
		243	Commissioner, Kolkata
		244	Commissioner, Bengaluru
		245	Commissioner, Ahmedabad
		246	Commissioner, Chandigarh
		247	Commissioner, Allahabad
		248	Commissioner, Hyderabad
33	DG, NACIN	249	PADG, Faridabad
		250	PADG, Delhi
		251	PADG, Delhi
		252	ADG, Chandigarh
		253	ADO, Kanpur
		254	ADG, Hyderabad
		255	ADG, Vizag
		256	ADG, Bengaluru
		257	ADG, Kochi

		258	PADG, Chennai
		259	ADG, Patna
		260	PADG, Kolkata
		261	ADG, Bhubaneshwar
		262	ADO, Jaipur
		263	ADG, Vadodara
		264	PADG, Mumbai
		265	ADG, Shillong
34	DG, Vigilance	266	PADG, Delhi
		267	ADG, Delhi
		268	PADG, Mumbai
		269	ADG, Chennai
		270	ADG, Kolkata
		271	ADG, Ahmedabad
		272	ADG, Hyderabad
		273	ADG, Lucknow
35	Commissioner, (DP&PR)	274	Commissioner
36	DG, GSTI	275	PADG, Delhi
		276	PADG, Chandigarh
		277	PADG, Lucknow
		278	PADG, Delhi
		279	ADG, Ludhiana
		280	ADG, Meerut
		281	ADG, Gurugram
		282	ADG, Jaipur
		283	PADG, Chennai
		284	ADG, Coimbatore
		285	ADG, Belgavi
		286	ADG, Kochi
		287	ADG, Vizag
		288	PADG, Bengaluru
		289	PADG, Hyderabad
		290	PADG, Kolkata

		291	ADG, Siliguri
		292	ADG, Guwahati
		293	ADO, Patna
		294	ADG, Bhubaneswar
		295	ADG, Raipur
		296	PADG, Mumbai
		297	PADG, Ahmedabad
		298	ADG, Bhopal
		299	ADG, Pune
		300	ADG, Nagpur
		301	ADG, Surat
37	Pr ,CCA, Directorate	302	PAO (Directorate)
38	Commissioner, Settlement Commission	303	Commissioner, Delhi
		304	Commissioner, Mumbai
		305	Commissioner, Chennai
39	DG, Systems	306	PADG, Delhi
		307	PADG, Chennai
		308	ADG, Mumbai
		309	ADG, Kolkata
		310	ADG, Bengaluru
40	Commissioner, Data Management	311	ADO (DM), Delhi
41	Commissioner, Authority for Advance Rulling	312	Commissioner, Delhi

S.No	Budgetary Authority	Heads of Department
CUSTOMS		
1	Chief Commissioner of Customs, Ahmedabad	PCC, Ahmedabad / PCC, Mundra / CC (P), Jamnagar / CC, Kandla.
2	Chief Commissioner of Customs, Bangalore	PCC (Airport & ACC) / CC, Bangalore City (ICDs, etc.) / CC, Mangalore.
3	Commissioner of Customs (P), Bhubaneswar	CC (P), Bhubaneswar
4	Chief Commissioner of Customs, Chennai	PCC, Chennai-I Customs (AP) / CC, Chennai-II Customs / PCC, Chennai-III Customs / CC, Chennai-IV Customs / CC, Chennai-V Customs / CC, Chennai-VI Customs / PCC, Chennai-VII Customs / CC, Chennai-VIII Customs General.
5	Commissioner of Customs, Cochin	CC (Custom House), Cochin
6	Commissioner of Customs (P), Cochin	CC (P), Cochin
7	Chief Commissioner of Customs, Delhi	CC, Delhi Airport / CC, Delhi ACC (Export) / CC, Delhi (PPG & Other ICDs) / PCC, ICD-Tuglakabad (Import), CC, ICD-Tuglakabad (Export) / PCC, Delhi ACC (Import) / CC, Delhi Customs (General).
8	Chief Commissioner of Customs (P), Delhi	CC (P), Delhi / CC, Ludhiana / CC (P), Amritsar / CC (P), Jaipur (Jodhpur).
9	Commissioner of Customs, Goa	CC (Custom House), Goa
10	Commissioner of Customs, Hyderabad	PCC, Hyderabad
11	Chief Commissioner of Customs, Kolkata	PCC, Kolkata Port / PCC, Kolkata (AP & ACC) / CC (P), W.B.
12	Chief Commissioner of Customs, Mumbai-I	PCC, Mumbai (Gen.) / CC, Mumbai (Import-I) / CC, Mumbai (Import-II) / CC, Mumbai (Export-I) / CC, Mumbai (Export-II).
13	Chief Commissioner of Customs, Mumbai-II	CC, Nhava Sheva (Gen.) / PCC, Nhava Sheva-I / PCC, Nhava Sheva-II / CC, Nhava Sheva-III / CC, Nhava Sheva-IV /
14	Chief Commissioner of Customs, Mumbai-III	PCC, Mumbai-I (AP) / CC, Mumbai-II / PCC, Mumbai-III / CC, Mumbai-IV / CC, Mumbai-V / PCC (P).
15	Commissioner of Customs,	PCC, Noida
16	Chief Commissioner of Customs (P), Patna	CC (P), Patna / CC (P), Lucknow
17	Commissioner of Customs, Pune	CC, Pune

18	Commissioner of Customs (P), Shillong	CC (P), Shillong
19	Chief Commissioner of Customs (P), Tirchy	CC, Tuticorin / CC (P), Tirchy
20	Commissioner of Customs, Vishakhapatnam	PCC (Custom House), Vizag
21	Commissioner of Customs (P), Vijayawada	CC (P), Vijayawada
22	Director General, Export Promotion	DG, Export Promotion
23	Director, CRCL	Director, CRCL
24	PAO, Customs	PAO, Customs
25	Commissioner, Logistics	Commissioner, Logistics
26	Director General, Revenue Intelligence	Pr. ADG (Delhi Hqrs.) / Pr. ADG (Delhi ZU) / Pr. ADG (Ahmedabad ZU) / Pr. ADG (Bangalore ZU) / Pr. ADG (Chennai ZU) / Pr. ADG (Kolkata ZU) / Pr. ADG (Mumbai ZU) / Pr. ADG (Lucknow ZU) / Pr. ADG (Hyderabad ZU) / Pr. ADG (Ludhiana ZU).
27	Director General, Valuation, Mumbai	DG, Valuation, Mumbai
28	PADG	DIC

ANNEXURE-VIII

F.No. 15/6/2008-IFU.III
Ministry of Finance Department of Revenue
Integrated Finance Unit

New Delhi, dated 15th September, 2011

OFFICE MEMORANDUM

Subject: Delegation of Financial Powers to Heads of Departments of Department of Revenue, CBDT and CBEC-reg

The delegation of financial powers to Heads of Departments (HoDs) of CBDT and CBEC has been reviewed by the Integrated Finance Unit (IFU) of Department of Revenue. Based on, *inter-alia*, proposals received from CBDT & CBEC, the revised delegation, duly approved by the competent authority under Rule-13 of the Delegation of Financial Powers Rules, 1978, has been compiled as per Annexure.

2 For exercising the delegated financial powers, as mentioned in the enclosed Annexure, there is no necessity to refer the proposals to the Department/IFU except where proposals are not in consonance with the existing instructions. **The provisions of GFRs and instructions issued by the Department of Expenditure and other competent authorities i.e. CVC and DGS&D etc. shall be followed.** The expenditure against these delegations is subject to availability of the Funds with the HoDs.

3 The revised delegation, which is applicable with immediate effect, may be circulated to all HoDs.

-sd-

(H.Pradeep Rao)

Joint Secretary & Financial Adviser (Finance)

TO:

- (1) Chairman, CBDT
- (2) Chairman, CBEC
- (3) Joint Secretary (Revenue)
- (4) Joint Secretary (Admn.), CBDT
- (5) Joint Secretary (Admn.), CBEC

Copy to:

- (1) Pr.CCA, CBDT
- (2) Pr.CCA, CBEC
- (3) CCA (Finance), D/o Revenue

Annexure

DELEGATION OF FINANCIAL POWERS TO HEADS OF DEPARTMENTS (HoDs) OF CBDT, CBEC AND DEPARTMENT OF REVENUE (Ref: O.M. No. F.15/6/2008-IFU dated 15.09.2011)

Note1: The instructions issued by Department of Expenditure vide their O.M. No 7(1)/E. Coord/2011 dated 11th July, 2011 and other item-wise or general instructions, as issued from time to time by Department of Expenditure, Budget Division, Department of Revenue, CBDT, CBEC and other competent authorities, shall apply while exercising the delegation in respective items.

Note 2: The General Financial Rules, 2005 (effective from 01.07.2005) and the Delegation of Financial Powers Rules, 1978, as amended up to the date of issue of this compilation, shall apply in respect of each of these stated items.

Note3: Regarding the position on the available delegation of HODs on various items, after issue of Department of Expenditure's Notification No.1(11)/E.II.A/2003 dated 16.9.2003, it is clarified that with the issue of this Notification, the Departments have been authorized to decide the extent of financial powers which they can delegate to their HoDs in the matter of contingent expenditure and miscellaneous expenditure, subject to fiscal codes and procedures and limits being within budgetary allocations. Accordingly, the HoDs of CBDT, CBEC and Department of Revenue will continue to have the same delegation as prevailing before the issue of above notification dated 16.9.2003 unless powers are specifically enhanced under the items in the enclosed compilation.

Note4: For exercising delegated financial powers as mentioned in the enclosed compilation there is no necessity to refer the proposals to Department/IFU, except where the proposals are not in consonance with the existing instructions.

Note5: All proposals beyond delegated powers of HoDs are to be invariably referred to the Ministry/ Department for consideration/ approval.

Annexure

DELEGATION OF FINANCIAL POWERS TO THE HEADS OF THE DEPARTMENTS OF DEPARTMENT OF REVENUE, CBDT & CBEC

(Ref: O.M. F. No. 15/6/2008-IFU-III (EC) dated 15.09.2011)

S. No.	Item of Expenditure	Rules applicable and delegation of financial powers to HODs of CBDT, CBEC and D/O Revenue
(A)	(B)	(C)
1.	Write-off losses	
	i. Loss of revenue or irrecoverable loans and advances.	The details of powers available to Chief Commissioners/ Director Generals and Commissioners/ Directors in all these three sub-heads may be seen in Schedule-VII of DFPRs.
	ii. Deficiencies and depreciation in the value of stores (other than motor vehicle) included in the stock and other accounts.	
	iii. Irrecoverable loss of stores or of public money.	
2.	Contingent expenditure	Full Powers.
2.1	Bicycle	
2.2	Conveyance hire charges	Powers delegated under DFPRs will be applicable. The position of allocation of financial powers to HODs from the powers available with the Department, as prevailing before the issue of Department of Expenditure Notification No. 1 (11)/E.II(A)/2003 dated 16.09.2003 will continue.
2.3	Electric, gas and water charges	Full Powers.
2.4	Fixtures, Furniture (Purchase and Repair)	Full Powers.
2.5	Freight and demurrage/ wharfage charges	Full Powers.
2.6	Hire of office furniture, fans, heaters, coolers, clocks, call bells etc.	Full Powers
2.7	Legal charges	Powers delegated under DFPRs will be applicable. The position of allocation of financial powers to HoDs (along with restrictions, conditions etc.) from the powers available with the

		Department, as prevailing before the issue of Department of Expenditure Notification No. 1(11)/E.II(A)/2003 dated 16.09.2003 will continue.
2.8	<p>Motor vehicles</p> <p>i) Additional purchase of additional hiring of vehicles (on regular basis)</p> <p>ii) Replacement hiring in lieu of regularly (mature) condemned vehicle.</p> <p>iii) Replacement hiring in lieu of pre- maturely condemned vehicle.</p> <p>iv) Replacement purchase in lieu of mature or premature condemned vehicle</p> <p>v) Maintenance, upkeep and repairs of vehicles.</p> <p>vi) Mature and pre-mature condemnation of vehicles.</p> <p>vii) Hiring of vehicles in connection with search and seizure operations.</p>	<p>i) No Powers.</p> <p>ii) Full Powers subject to GFRs 2005 and instructions issued from time to time</p> <p>No Powers.</p> <p>iv) There is general ban imposed by Department of Expenditure vide O.M. No 7(1)E-Coord/2011 dated 11.07.2011 on purchase of vehicle and, therefore, proposals for purchase are to be referred to the Department.</p> <p>Full Power.</p> <p>vi) Full Powers for mature condemnation. The Department has to be approached for pre-mature condemnation.</p> <p>vii) The offices headed by ITO/AC/DC can hire vehicles for survey, search and seizure operations as and when required subject to availability of budget and monitoring by the concerned HOD. In case of Survey, the concerned Joint CIT/ Addl.CIT would be competent to hire subject to ex-post-facto approval by the HOD.</p>
2.9	Municipal rates and taxes	Full Powers.
2.10	Repair and maintenance work in buildings owned by the Department (Minor Works)	Rs. 30 lakh. Provision of GFR 2005 will apply.
2.11	Provision of DG set	Rs. 15 lakh per annum per building for each HOD for purchase of DG (Diesel Generating) set, subject to GFRs 2005, Works Manual and guidelines for essential and non-essential loads for DG Sets.
2.12	Repair and alterations to	A total of Rs. 50,000/- in a year, non-

	hired and requisitioned buildings.	recurring. Provision of GFRs 2005 will apply.
2.13	Original works (through CPWD) on Department land and buildings. (Only in cases where funds are provided by MOUD). The power will not be used for purchase of land/building. Original works (through CPWD) on Department land and buildings. (Only in cases where funds are provided by MOUD). The power will not be used for purchase of land/ building.	Rs. 10 lakh in each case. Provisions of GFRs 2005 will apply. Government of India decision below Rule 10 of DFPRs on New Service/ New Instrument of Service shall apply. All original works beyond Rs. 10 lakh required reporting to Parliament and beyond Rs. 50 lakhs requires prior approval of Parliament. Budget provision should be available under the grant provided by MoUD.
2.14	Computers	<p>i) Site preparation of computers/ installation – Rs. 5 lakh/year.</p> <p>Maintenance of site for Computers – Rs. 5 lakh/ year.</p> <p>iii) AMC of Computers (Hardware) excluding sites-Rs. 10 lakh/year (non PSU) & full powers in case of PSU.</p> <p>iv) Training in computers in India Rs. 5 lakh/ year in consultation with respective Systems Wing of CBDT & CBEC.</p> <p>v) Purchase/procurement of PCs/ Hardware – Rs. 15 lakh/year.</p> <p>(vi) Software development and website related expenditure-Rs. 2 lakh per year for Systems wing and Training Institutes of CBEC & CBDT. For Training Institutes, the software should be developed in consultation with the respective Systems wing.</p> <p>Note: The above powers are subject to relevant instructions on these items issued from time to time.</p>
2.15	Hiring of office accommodation	Rs. 3 lakh per month for 13 major Cities (A-1 and A) & Rs. 1.5 lakh per month for other cities. Note: These powers are subject to non- availability certificate from Directorate of Estates and/ or CPWD,

		Fair Rent Certificate from CPWD, observance of GFRs, 2005, admissibility of space norm as prescribed and also subject to relevant instructions on this item issued from time to time.
		Any deviation from norms including acceptance of single offer, should be referred to the Ministry. Hiring should be recommended by a Hiring Committee duly constituted by the HoD.
2.16	Postal & Telegraph charges	Full Powers to incur expenditure on this item subject to following the existing government instructions. Through e-governance activities, electronic mode to be increasingly adopted.
2.17	Printing and binding	i) Full Powers to HODs. in case of printing is done in Government Press or through Directorate of Printing. ii) Rs. 1 lakh per annum through private party including cost of paper and binding following GFRs 2005 provisions and Govt. instructions on the subjects.
2.18	Publications	Full Powers.
2.19	Repairs to and removal of machinery (where expenditure is not of capital nature)	Full Powers.
2.20	Rewards, fees, bonus etc. (Other than those granted under service rules)	The position of allocation of financial powers of HODs from the powers available with the Department, as prevailing before the issue of Department of Expenditure Notification No. 1(11)/E.II(A)/2003 dated 16.09.2003 will continue.
2.21	Staff paid form contingencies	Full Powers (Only for casual engagement for short duration).

2.22	Purchase of stationery	Upto Rs. 10 lakh per annum. Govt's economy instructions & GFRs 2005 provisions are to be followed in procurement and inventory management. HODs have to ensure that there is no wasteful expenditure.
2.23	Stores	Full Powers.
2.24	Supply of uniforms etc.	Full Powers.
2.25	Telephone charges	Full Powers.
2.26	Tents and camp furniture	The position of allocation of financial power to HODs from the powers available with the Department, as prevailing before the issue of Department of Expenditure Notification No.1(11)/E.II(A)/2003 dated 16.09.2003 will continue.
2.27	All office equipments including typewriters, electronic typewriters, dedicated word processors, intercom equipments, calculators, electronic stencil cutter, Dictaphones, tape recorders, photo copiers, copying machine, franking machine, filing and indexing systems etc.	Full Powers.
2.28	Departmental and inter-departmental meetings, conferences, seminars, receptions and workshops	The position of allocation of financial power to HODs from the powers available with the Department, as prevailing before the issue of Department of Expenditure Notification No.1(11)/E.II(A)/2003 dated 16.09.2003 will continue. O.M. No. 7(2)/E.Coord/03 dated 25.03.2004 of Department of Expenditure shall apply. Limit of Rs. 150/- per head for serving refreshments/ working lunch which start in the forenoon and continue beyond lunch time. The holding of meetings, conference, seminars,

		workshops, etc. in hotels should be avoided. However, the limit for serving refreshments/ working lunch meeting in 5 Star Hotel etc., which is allowed 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 is revised in Office Memorandum dated 06.05.2015 (Annexure-XIX)
2.29	Medical advance to eligible employees under CS(MA) Rules	Upto Rs. 2 lakh, subject to instructions of Ministry of Health issued from time to time.
2.30	Expenditure on visit of Parliament Committee	The guidelines of Ministry of Parliamentary Affairs (Circulated by D/O Revenue (Parliament Cell) vide Dy. No.906/2005 – Parl. Dated 13.7.2005) provides for the manner of incurring of such expenditure and also that such expenses will be borne from the grants of Secretariat of Lok Sabha / Rajya Sabha.
3.	Other items of contingent expenditure	Recurring – Rs. 1,00,000/- per annum in each case. Non-recurring- Rs. 1,00,000/- in each case.
4.	Miscellaneous Expenditure	Recurring – Rs. 10,000/- per annum in each case Non-recurring- Rs. 20,000/- in each case.
5.	Advertising & Publicity by CBDT & CBEC	(i) For approved Publicity Plan. Both the Boards will prepare their quarterly publicity plan and obtain the approval of Finance Minister. The Director (PR PP & OL) in CBDT and Commissioner (DP & PR) in CBEC are delegated full powers to incur expenditure in connection with such approved publicity plan within the budgetary allocations, subject to the

		<p>condition that expenditure would be incurred through DAVP/Prasar Bharati (for Doordarshan and AIR)/NFDC (for web- based publicity and TVC) at the approved rates, fulfillment of economy instructions and following the provisions of GFRs. Wherever DAVP/PB/NFDC rates are not available, the respective HODs would follow the provisions of GFRs 2005 and other instructions issued from time to time.</p> <p>ii) For isolated advertising other Publicity requirements not Covered under Quarterly Plan: The DIT (PR, PP & OL) in CBDT and Commissioner (DP& PR) in CBEC are delegated financial powers up-to Rs. 50 lakh per annum for incurring expenditure on isolated advertising and a publicity to be undertaken. Proposal beyond this limit should be sent to Financial Adviser for concurrence.</p> <p>iii. Delegation to HODs: All other HODs of CBEC/CBDT are delegated powers upto Rs. 1 lakh per annum, subject to the condition that the expenditure will be incurred by following the relevant instructions and guidelines on the subject.</p>
6.	Incurring expenditure on implementation of court orders	Heads of Departments (HODs) are delegated financial powers upto Rs. 20,000/- in each case (Non – recurring) on implementation of judicial orders.

7.	Outsourcing of Services	Partial modification of the OM F. No. 15/6/2008-IFU.III dtd.15.09.2011 was made vide OM dated 17.08.2017 on the subject "Delegation of Financial Powers to Heads of Departments of CBDT and CBEC" issued under F. No. 14/11/2017-IFU (B&A) DT dated 16.08.2017. As per the said OM, the financial powers upto Rs.60/90 lakhs per annum have been delegated to the Head of Departments of CBEC and CBDT for 'Outsourcing of Services'.
		No outsourcing should be resorted: (i) to augment manpower against the abolished posts, (ii) to augment manpower against the abolished posts, meet the services like security and cleaning while the sanctioned strength in these cadres are already on roll and drawing regular salaries and allowances to augment posts at Gr. 'C' and above level.
8.	AMC payment of X-ray baggage inspection systems in CBEC	Once the rates and terms and conditions are approved by Department, release of advance and balance payments may be made by Commissioner (Logistics) CBEC subject to the observance of terms and conditions.

Sd/-

(Praveen M. Khanooja)
Director (Finance)
Department of Revenue
15.09.2011

**F.No. 15/6/2008-IFU-III
Government of India
Ministry of Finance
Department of Revenue**

North Block, New Delhi
Nov. 01, 2012

OFFICE MEMORANDUM

**Sub: Delegation of Financial Powers to Heads of Departments of
CBDT & CBEC-reg.**

In partial modification of IFU's O.M. of even number dated 15.9.2011, read with O.M. dated 22.9.2008, on the subject mentioned above, it has been decided to delegate financial powers up to Rupees One Crore for "Original Works for Office Accommodation only" to the Chief Commissioners of CBEC & CBDT, where the funds are provided under MoUD/CPWD Grant. In these cases, IFU's vetting will not be required and the Chief Commissioners will give the administrative approval and expenditure sanction keeping in view the prescribed norms and checklist issued by IFU/HRD wings in this regard. The Chief Commissioners will send a certificate to the respective Boards, of having personally satisfied themselves with the proposal as per the standard checklist, after issue of administrative approval and expenditure sanction to the CPWD.

2. Rest of the provisions of the O.M. dated 15.9.2011 related to 'Original Works' will remain the same.

-sd-

(Praveen M. Khanooja)
Director (Fin-Rev)

To:

1. Chairman, CBEC
2. Chairman, CBDT
3. Member (P&V), CBDT / CBEC
4. JS (Admn.), CBDT / CBEC
5. Addl. Secretary (Revenue)
6. Dir (Fin-DT)
7. All Under Secretaries in IFU

F.No. 919/07/R&M/DFR/HOD/HRD/2013

Directorate General of Human Resource Development
(Infrastructure & Welfare Wing)
Customs & Central Excise
IRCON International Ltd.,
Plot No. C-4, District Centre, Saket,
New Delhi-17.

Dated: 15.04.2013

To

All Chief Commissioners of Customs/Central Excise/Service Tax,
All Directors General.

Sir/Madam,

**Sub:- Delegation of Financial Powers to Head of Department for
“Original Works” vide Ministry/IFU’s O.M. dated
01.11.2012-reg.**

This office had received queries from various field formations requesting to clarify on the following issues regarding the delegation of financial powers to HODs vide O.M. dated 15.09.2011 & 01.11.2012. Details of the same are under:-

(i) Whether the delegation of financial powers to HODs i.e. Commissioners up to Rs. 10 lakhs in each case for ‘Original Works’ vide O.M. dated 15.9.2011, still stands?

(ii) Whether the delegated powers of HODs (Commissioners) up to Rs. 10 lakhs is in each case/proposal of “Original Works” or whether it is the total limit of expenditure (of Rs. 10 lakhs) which can be done under this head?

(iii) Whether the delegated financial power up to Rs. 1.00 crore for “Original Works for office accommodation” to the Chief Commissioners of CBEC/CBDT is for each case or for the whole financial year?

2. The Ministry/IFU has clarified the aforesaid issues as under:-

(a) The delegation of financial powers to HODs (Commissioners) up to Rs. 10.00 lakhs in each case for ‘Original Works’ continues even after the issue of the partial modification on 15.09.2011.

(b) Further, the delegation of powers up to Rs. 10 lakhs in each case in respect of 'Original Works' as clearly indicated in the O.M. dated 15.9.2011.

(c) The delegated financial power up to Rs. 1.00 crore for "Original Work of office accommodation" to the Chief Commissioners of CBEC/CBDT is for each case, as HODs have also been delegated financial power up to Rs. 10.00 lakhs in each case.

3. Hence, the delegation of financial powers to HODs/Chief Commissioners is as follows:-

S. No.	Item of Expenditure/Subject (Nature of Work)	Budget Head	Power delegated to.
1	Original Works (through CPWD) on Departmental land and building (Only in case where funds are provided by MOUD).	4059/4216	HOD(Commissioner) up to Rs. 10 lakhs <u>in each case.</u>
2	Original Works (through CPWD) on Departmental land and building (Only in case where funds are provided by MOUD but for Office Accommodation only).	4059	Chief Commissioner up to Rs. 1 Cr <u>in each case.</u>

The copies of O.M. dated 01.11.2012 & 15.09.2011 are also available on the CBEC's website i.e. www.cbec.gov.in.

Yours faithfully,

Sd/-

(Krishna A. Mishra)
Additional Director General (HRD/I&W)



GOVERNMENT OF INDIA

Office of the

Additional Director of Income Tax (Expenditure Budget)

Ground Floor, ARA Centre, Jhandewalan Extension

New Delhi

Phone no 011-23684412, Fax 011-23547285

F.No. Addl.DIT(EB)/DelFinPow/2017-18/942-

Date: 17/08/2017

To,

All Budget Controlling Authorities

Sir/Madam,

Sub: Enhancing of Delegation of Financial Powers to Heads of Departments of Department of Revenue, CBDT and CBEC for the item of expenditure 'Outsourcing of Services' Regarding

Kindly find enclosed herewith the OM issued by Department of Revenue vide F.No. 14/11/2017IFU (B&A) DI dated 16 August, 2017 enhancing the delegated financial powers for 'Outsourcing of Services' in the following manner:

"The enhanced delegated financial powers for outsourcing of services to the HoDs of CBDT, CBEC & Department of Revenue (Hqrs) shall be Rs. 90 lakh per annum in respect of HoDs situated at four metro cities viz. Delhi, Mumbai, Chennai and Kolkata. For other HoDs apart from those situated at aforesaid four cities, the same shall be Rs 60 lakh per annum."

The above enhanced powers are subject to certain stipulations mentioned in aforesaid CM.

Yours faithfully,

(B.L.Sharma)

Additional Director of Income Tax (EB) New Delhi

End: as above

Copy to: The Web Manager, Data Base Cell, New Delhi with the request for uploading on [,rsoffscersonline.com](http://rsoffscersonline.com).

(B.L.Sharma)

Additional Director of Income Tax (EB) New Delhi

F.No.14/11/2017-IFU (B&A)DT
Government of India
Ministry of Finance
Department of Revenue
IFU (B&A)DT
New Delhi, Dated 16th August, 2017.

OFFICE MEMORANDUM

Subject: Delegation of Financial Powers to Head of Departments of Department of Revenue, CBDT and CBEC for the item of expenditure 'Outsourcing of Services'-reg.

The delegated financial power to Heads of Department (HoDs) of Department of Revenue (Hqrs), CBDT and CBEC issued by IFU vide *M No 15/6/2008-IFU.JII* dated 15.09.2011 has been reviewed in respect of a single item of expenditure 'Outsourcing of Services' Considering the enhanced requirement of 'Outsourcing of Services' and the inflationary trend, it has been decided to enhance the delegated power under this head.

2 The enhanced delegated financial powers for 'Outsourcing of Services' shall be as follows.

'The enhanced delegated financial powers for 'Outsourcing of services' to HoDs of CBDT, CBEC & Department of Revenue (Hqrs.) shall be Rs. 90 lakh per annum in respect of HoDs situated at four metro cites viz. Delhi, Mumbai, Chennai and Kolkata. For other HoDs apart from those situated at aforesaid four cities, the same shall be Rs. 60 lakh per annum".


3. The above enhanced delegation of power under the head 'Outsourcing of Services' is subject to following stipulations:

- (i) Provisions of GFR 2017 and instructions issued by the Department of Expenditure and other competent authorities i.e. CVC etc. shall apply,
- (ii) It is to be ensured that there is no liability on Govt. towards permanent employment to the personnel engaged by the service providers,
- (iii) No outsourcing should be resorted to
 - a) Augment manpower against the abolished posts,
 - b) Meet the services like security and cleaning while the sanctioned strength in these cadres are already on roll and drawing regular salaries and allowances;
 - c) Augment posts at Cr. 'C' and above level.

4. For exercising the above mentioned delegated financial powers, there is no necessity to refer the proposals to the Department! IFU except proposals are not in consonance with the existing instructions. The expenditure

against these delegations is subject to availability of the funds with the HoDs.

5. The revised delegation which is applicable with immediate effect may be circulated to all HoDs.


(Lokesh Kumar Sharma)
Director (Finance)/DT
Tele No.: 23093269

To

- (1) Chairman, CBDT
- (2) Chairman, *CBFC*
- (3) Joint Secretary (Revenue)
- (4) Joint Secretary (Admit), CBDT
- (5) Joint Secretary (Admit), CBEC

Copy to

- (1) Pr.CCA, CBDT
- (2) PF.CCA, CREC
- (3) CCA (Finance), D/o Revenue

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

North Block, New Delhi.

Dated: 05 August. 2016

OFFICE MEMORANDUM

Subject: Appraisal and Approval of Public Funded Schemes and Projects (except matters required to be placed before the Cabinet Committee on Security)

Reference is invited to this Department OM no. 24(35)/PF-II/2012 dated 29th Aug. 2014 regarding the guidelines for formulation, appraisal and approval of Public Funded Plan Schemes and Projects. With the announcement in the Union Budget 2016-17 of doing away with Plan Non-Plan distinction at the end of Twelfth Five Year Plan, it is imperative that a plan non-plan neutral appraisal and approval system is put into place. After a comprehensive review of the extant guidelines in this regard, the revised guidelines placed below will henceforth apply to the formulation, appraisal and approval of public funded schemes and projects, except matters required to be placed before the Cabinet Committee on Security.

2. Schemes are program based cost centres through which the Ministries and Departments spend their budgetary and extra-budgetary resources for delivery of public goods and services to the citizens. They are of two types:

a) Central Sector Schemes are implemented by the Central Ministries/Departments through their designated implementation agencies and funds are routed through the functional heads relevant for the sector.

b) Centrally Sponsored Schemes are implemented within the domain of National Development Agenda identified by the Committee of Chief Ministers constituted by NITI Aayog. They can have both Central and State Components. While the former are fully funded by the Central Government and implemented through functional heads like the central sector schemes in para-a above, the latter are routed through the intergovernmental transfer heads 3601/3602 The expenditure on State Components is shared between the Central and State Governments in accordance with the fund sharing pattern approved for the purpose.

3. Projects are best understood by the common-sense usage of the term. They involve onetime expenditure resulting in creation of capital assets, which could yield financial or economic returns or both. Projects may either be approved on stand-alone basis or as individual projects within an approved scheme envelope. They may be executed through budgetary, extra-budgetary resources, or a combination of both.

4. **Rationalization:** It was found that over the years Ministries/Departments had started operating small and multiple schemes, which spread resources too thinly to realise any meaningful outcomes. In the run up to the Union Budget 2016-17, Schemes were rationalized in consultation with the implementing Ministries/Departments. As per para-13 of the Budget Speech 2016, the number of Central Sector Schemes was brought down to around 300 and the number of Centrally Sponsored Schemes to around 30. However, this exercise is not an end in itself. In reiteration of the standing instructions in this regard and to ensure efficient management of public expenditure at all times, it is directed that henceforth.

(i) No new Scheme or Sub-Scheme will be initiated without the prior in-principle' approval of the Department of Expenditure. This will, however, not apply to the announcements made in the Budget Speech for any given year.

(ii) The Statement of Budget Estimates should be prepared in accordance with the approved scheme architecture and any deviation in this regard should be a priori agreed with the concerned division of the Department of Expenditure

(iii) Administrative Ministries/Departments should continuously endeavour to merge, restructure or drop existing schemes and sub-schemes that have become redundant or ineffective with the passage of time. For this, the restriction of in-principle approval mentioned in para-(i) above will not apply.

(iv) Department of Expenditure reserves the right to merge restructure or drop any existing scheme or sub-scheme, in consultation with the Administrative Department concerned, to enhance efficiency and improve economies of scale in the execution of government programs.

5. **Formulation:** The quality of Scheme or Project Formulation is the key bottleneck leading to poor execution at the implementation stage including time and cost over-runs, often resulting in a series of revised cost estimates. Additional time and effort spent at the scheme/ project formulation stage can not only save precious resources, but also enhance the overall impact, leading to a qualitative improvement in outcomes.

For all new Schemes, a Concept Paper should be prepared while seeking in-principle approval, holding stakeholder consultations, conduct of pilot studies etc. While submitting proposals for continuation of on-going schemes, a careful rationalization must be done through merger and dropping of redundant schemes. The feedback from the formulation stage should be used for improving the scheme design so that a Detailed Paper can be presented for appraisal at the EFC stage.

Similarly, project preparation should commence with a Feasibility Report, which helps establish the project is techno-economically sound and resources are available to finance the project. It provides a firm basis for starting land acquisition, approval of pre-investment activities. etc. In-

principle approval for initiating a project will be granted by the Financial Adviser concerned after examining project feasibility and availability of financial resources.

Generic structure of a Detailed Paper for Schemes/Detailed Project Report for Projects is given at Annex-I. While designing new schemes/sub-schemes, 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, but within a unified umbrella program with carefully designed convergence frameworks.

6. **Appraisal:** The Institutional framework for appraisal of Schemes and Projects is given at Annex-11. Depending on the level of delegation, the Schemes will be appraised by the Expenditure Finance Committee (EFC) or the Standing Finance Committee (SFO), while Projects will be similarly appraised by the Public Investment Board (PIB) or the Delegated Investment Board (DIB). The step-wise time-lines for appraisal are given at Annex-III. The formats for submitting Schemes and Project Proposals are given at Annex-IVA and Annex-IVB respectively. For Schemes, a Concept/Detailed Paper which outlines the overall schemes, a Concept/Detailed Paper which outlines the overall scheme architecture and its main structural elements should be attached, Similarly, for Projects either the Feasibility or the Detailed Project Report should be attached. The word Scheme is used here in a generic sense. It includes programs (umbrella schemes), schemes and sub-schemes. which, depending on the need, may be appraised as stand-alone cost centres.

7. **New Bodies:** No new Company, Autonomous Body, Institution/University or other Special Purpose Vehicle should be set up without the approval of the Cabinet/Committee of the Cabinet, irrespective of the outlay, or any delegation that may have been issued in the past. All such cases would be appraised by the Committee of Establishment Expenditure chaired by the Expenditure Secretary for which separate orders will be issued by the Pers. Division. If setting up of a New Body involves project work, combined CEE/EFC/PIB may be held.

8. **Original Cost Estimates:** The delegation of powers for appraisal and approval of Original Cost Estimates (OCE) is given in the table below:-

Scheme//Project Appraisal		Scheme/Project Approval	
Cost (RsCr.)	Appraisal by	Cost (RsCr.)	Approval by
Up to 100	The Financial Adviser	Up to 100	Secretary of the Administrative Department

> 100 & Lip to 500	SFC/DIB Chaired by Secretary of the Admn. Dept.	>100 & Lip to 500	Minister-in-charge of the Administrative Department
> 500	EFC/PIB Chaired by the Expenditure Secretary, except departments! schemes/projects 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 the Finance Ministry
		>1000	Cabinet/Committee of the Cabinet concerned with the subject.

Note:1. The financial limits above are with reference to the total size of the Scheme/Project being posed for appraisal and includes budgetary support. extra-budgetary resources, external aid, debt/equity/loans, state share, etc.

2. Financial Advisers may refer any financial matter and may also seek participation of the Department of Expenditure in the SFC/DIB meetings, if required. For proposals above Rs. 300 crore such a participation would be mandatory.

3. Delegated powers should be exercised only when the budgetary allocation or medium-term scheme outlay as approved by Department of Expenditure is available.

4. While exercising delegated powers, the Ministries/Departments should also ensure the proposals are subject 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.

5. For appraisal and approval of PPP projects separate orders issued by The Department of Economic Affairs will apply.

9. **Revised Cost Estimates:** Any Increase in costs due to statutory levies, exchange rate variation, price escalation within the approved time cycle and/or increase in costs up to 20 percent due to any other reason, are covered by the approval of the original cost estimates. Any increase in this regard would be approved by the Secretary of the Administrative Department concerned with the concurrence of the Financial Adviser.

Any increase in costs beyond 20 percent of the firmed-up cost estimates due to time overrun, change in scope, underestimation, etc. (excluding increase in costs due to statutory levies, exchange rate variation and price escalation within the approved time cycle) should first be placed before a Revised Cost Committee chaired by the Financial Adviser (consisting of the Joint Secretary in-charge of the program division and representative of the Chief Adviser Cost as members) to identify the specific reasons behind such increase, identify lapses. if any. and suggest remedial measures for

the same The recommendations of the Revised Cost Committee should be placed for fresh appraisal and approval before the competent authority as per the extant delegation of powers (It may be noted that a firmed-up cost estimate here means a cost estimate which has been through the full appraisal and approval procedure as per the extant delegation of powers).

10. **Pre-Investment Activities:** include preparation of Feasibility Reports, Detailed Project Reports; Pilot Experiments/Studies for Schemes. Survey/Investigation required for large projects; payment for land acquisition in accordance with the orders of a competent authority under the law: construction of boundary wall, access roads, minor bridges/culverts. Water power lines, site offices, temporary accommodation, etc. at the project site; preparation of environment management plans forestry and wildlife clearances; compensatory a forestation, payment for conversion of forest land to non-forest purposes etc.

Pre-investment activities un to Rs. 100 crore (including budgetary and extra-budgetary resources) may be approved by the Secretary of the Administrative Department with the concurrence of the Financial Adviser concerned provided financial resources are available and in-principle approval has been obtained, wherever necessary. For pre-investment activities above Rs. 100 crore, the prescribed appraisal and approval procedure should be followed. When firmed-up cost estimates are put up for approval, the expenditure on pre-investment activities should be included in the final cost estimates for the competent authority to get a full picture of the total resources required for the scheme or the project to be implemented.

11. **Medium Term Outlay:** It has been stated in para-1 10 of the Budget Speech 2016 that every scheme should have a sunset date and an outcome review. In the past, every scheme was revisited at the end of each plan period. After the Twelfth Five Year Plan, the medium term framework for schemes and their sunset dates will become coterminous with the Finance Commission Cycles, the first such one being the remaining Fourteenth Finance Commission (FFO) period ending March, 2020. This is necessary because fixation of medium term scheme outlay needs a clarity over flow of resources, which is likely to be available to both Central and State Governments over the Finance Commission periods.

Accordingly, it is directed that at the end of the Twelfth Plan period all Ministries! Departments should undertake an outcome review and re-submit their Schemes for appraisal and approval, unless the scheme has already been made coterminous with the FFO period. The Department of Expenditure will, on its part, communicate, in consultation with the Budget Division, the outlays for both Central Sector and Centrally Sponsored Schemes over the remaining FFC period. The same process will, mutatis mutandis, apply to the subsequent Finance Commission Cycles.

12. **Outcomes and Evaluation:** Finance Secretary vide D.O. 66(01)/PF.li/2015 Dated 18 May 2016 (Annex-V) has directed all Ministries/Department to prepare an output-outcome framework for each Central Sector and Centrally Sponsored Scheme with the approval of CEO NITI Aayog. Measurable outcomes, which deal with the quality aspect of schemes and programs. need to be defined over the relevant medium term framework, while physical and financial outputs need to be targeted on year-to-year basis in such a manner that it aggregates to achieve the measurable outcomes over the medium term. NITI Aayog, while approving the output-outcome framework, will kick-start a third party evaluation process for both Central Sector and Centrally Sponsored Schemes. Extension of Schemes from one Finance Commission Cycle to another would be contingent on the result of such an evaluation exercise.

13. **Repeal:** The following OMs of Department of Expenditure, and linked circulars of other Departments, including the erstwhile Planning Commission, are hereby superseded:

OM No. 24(35)/PF-11/2012 Dated 29 August, 2014 OM No. 1(1)/PF-11/2011 Dated 31 March, 2014 OM No. 1(3) PF-11/2001 Dated 1st April, 2010 OM No. 1(3)/PF-11/2001 Dated 15th November, 2007 OM No. 1(2)/PF-11/2003 Dated 7 May, 2003 OM No. 1(3)/PF-11/2001 Dated 18th February, 2002 OM No. 1(8)IPF-11/1 998 Dated 30th October, 1998 OM No. 1(6)IPF-H/1 991 Dated 24th August, 1992 OM No. 1(4)IPF-11/1 984 Dated 25th August, 1984

The concerned Departments may, however, reissue their linked circulars in consultation with the Department of Expenditure after suitably realigning it with the new circular.

This issues with the approval of the Finance Minister and will come into effect with immediate effect.



(Arunish Chawla)

Joint Secretary to the Government of India

All Secretaries to the Government of India
All Financial Advisers to Ministries/Departments
Cabinet Secretariat
Prime Ministers Office
NITI Aayog
Railway Board
Internal Circulation

GENERIC STRUCTURE OF A DETAILED PAPER/DETAILED PROJECT REPORT

- (i) **Context/Background:** This section should provide a brief description of the sector/subsector as well as the national strategy and policy framework. This section should also provide a general description of the scheme/project being posed for appraisal.
- (ii) **Problems to be addressed:** This section should elaborate the problem to be addressed through the project/scheme at the local/regional/national level. Evidence regarding the nature and magnitude of the problems should be presented, supported by baseline data/survey/ reports etc.
- (ii) **Aims and Objectives:** This section should indicate the development objectives proposed to be achieved, ranked in order of importance. The outputs/deliverables expected for each development objective should be spelt out clearly.
- (iii) **Strategy:** This section should present an analysis of alternative strategies available to achieve the development objectives. Reasons for selecting the proposed strategy should be brought out. Basis for prioritization of locations should be indicated (wherever relevant). Opportunities for leveraging government funds through public-private partnership or savings through outsourcing must be explored. This section should also provide a description of the ongoing initiatives, and the manner in which duplication can be avoided and synergy created with the proposed scheme/project.
- (iv) **Target Beneficiaries:** There should be clear identification of target beneficiaries. Stakeholder analysis should be undertaken, including consultation with stakeholders at the time of scheme/project formulation. Options regarding cost sharing and beneficiary participation should be explored and incorporated in the project. Impact of the project on weaker sections of society, positive or negative, should be assessed and remedial steps suggested in case of any adverse impact.
- (v) **Legal Framework:** This section should present the legal framework, if relevant, within which the scheme/project will be implemented, as well as the strengths and weaknesses of the legal framework in so far as it impacts on achievement of stated objectives.
- (vi) **Environmental Impact:** Environmental Impact Assessment should be undertaken, wherever required, and measures identified to mitigate the adverse impact, if any. Issues relating to land acquisition, diversion of forest land, wildlife clearances, rehabilitation and resettlement should be addressed in this section.
- (vii) **Technology:** This section should elaborate on the technology choices, if any; evaluation of the technology options, as well as the basis for choice of technology for the proposed project.
- (viii) **Management:** Responsibilities of different agencies for project management or scheme implementation should be elaborated. The organization structure at various levels, human resource requirements, as

well as monitoring arrangements should be clearly spelt out.

(ix) **Finance:** This section should focus on the cost estimates, budget for the scheme/project, means of financing and phasing of expenditure. Options for cost sharing and cost recovery (user charges) should be explored. Infrastructure projects may be assessed on the basis of the cost and tenor of the debt. Issues relating to project sustainability, including stakeholder commitment, operation-maintenance of assets after project completion and other related issues should also be addressed in this section.

(x) **Time Frame:** This section should indicate the proposed zero date for commencement and also provide a PERT/CPM chart, wherever relevant.

(xi) **Cost Benefit Analysis:** Financial and economic cost-benefit analysis of the project should be undertaken wherever such returns are quantifiable. Such an analysis should generally be possible for infrastructure projects, but may not always be feasible for public goods and social sector projects. Even in the case of latter, the project should be taken up for appraisal before the PIB and some measurable outcomes/deliverables suitably defined.

(xii) **Risk Analysis:** This section should focus on identification and assessment of implementation risks and how these are proposed to be mitigated. Risk analysis could include legal/contractual risks, environmental risks, revenue risks, project management risks, regulatory risks, etc.

(xiii) **Outcomes:** Success criteria to assess whether the development objectives have been achieved should be spelt out in measurable terms. Base-line data should be available against which success of the project will be assessed at the end of the project (impact assessment). Similarly, it is essential that base-line surveys be undertaken in case of large, beneficiary-oriented schemes. Success criterion for scheme deliverables/outcomes should also be specified in measurable terms to assess achievement against proximate goals.

(xiv) **Evaluation:** Evaluation arrangements for the scheme/project, whether concurrent, mid-term or post-project should be clearly spelt out. It may be noted that continuation of schemes from one period to another will not be permissible without a third-party evaluation.

Last but not the least, a self-contained Executive Summary should be placed at the beginning of the document. In cases where only a Concept Paper or Feasibility Report is attached to the EFC/PIB proposal, it should cover the main points mentioned in the generic structure above.

**Institutional Arrangement for Appraisal OF Schemes and
Projects**

Expenditure Finance Committee (EFC)	
Expenditure Secretary	Chairperson
Secretary of the Administrative Ministry/Department	Member
Financial Advisor of the Administrative Ministry/Department	Member
Adviser, PAMD, NITI Aayog	Member
Representative of Budget Division	Member
Representatives of concerned Ministries/Agencies	Member
Joint Secretary, Department of Expenditure	Member-Secretary
<i>For appraisal of schemes of scientific nature, Scientific Adviser may be invited as Member.</i>	
Standing Finance Committee (SFC)	
Secretary of the Administrative Ministry/Department	Chairperson
Joint Secretary in Charge of the Subject Division	Member
Representative of NITI Aayog	Member
Financial Advisor of the Administrative Ministry/Department	Member-Secretary
<i>Representative of Department of Expenditure and any other Ministry/Department that the Secretary/Financial Advisor may suggest may be invited as per requirement.</i>	
Public Investment Board (PIB)	
Expenditure Secretary	Chairperson
Secretary of the Administrative Ministry/Department	Member
Financial Advisor of the Administrative Ministry/Department	Member
Adviser, PAMD, NITI Aayog	Member
Representative of Budget Division	Member
Representatives of concerned Ministries/Agencies	Member
Joint Secretary, Department of Expenditure	Member-Secretary
<i>For appraisal of scientific projects, Scientific Adviser maybe invited as Member.</i>	
Delegated Investment Board (DIB)	
Secretary of the Administrative Ministry/Department	Chairperson
Joint Secretary in Charge of the Subject Division Member	Member
Representative of NITI Aayog	Member
Financial Advisor of the Administrative Ministry/Department	Member-Secretary
<i>Representative of Department of Expenditure and any other Ministry/Department that the Secretary/Financial Advisor may suggest maybe invited as per requirement.</i>	

Annexure-III

Time Frame for Appraisal and Approval of Schemes and projects

The scheme/project cycle would commence with the submission of a Concept Paper/Feasibility Report by the Administrative Ministry/Department.

(i)	Decision on “in principle” approval, if required	2 weeks
(ii)	Preparation of a Detailed Paper/ Detailed Project Report by the Administrative Ministry/ Department and circulating the same along with draft EFC/PIB Memo	The time limit will vary depending on the nature of scheme and project. This is an internal matter of the Administrative Ministry Department concerned
(iii)	Appraisal Note and Comments to be offered on the DP/DPR and draft EFC/PIB memo by Department of Expenditure, NITI Aayog and concerned Ministries/Agencies	4 weeks
(iv)	Preparation of final EFC/PIB Memo based on comments received, and circulating the same for Appraisal and Approval	1 week
(v)	Fixing the date of EFC/PIB meeting after receiving the final EFC/PIB Memo	1 week
(vi)	Issue of minutes of EFC/PIB after the meeting has been held	1 week
(vii)	On-file approval of Administrative Minister and Finance Minister	2 weeks
(viii)	Submission for approval of the Cabinet Committee of the Cabinet (for proposals above Rs. 1,000 cr.)	2 weeks

Note: *Wherever the recommended time frame is not adhered to any stage, the concerned organization should work out on appropriate trigger mechanism to take the matter to the next higher level for timely decision making.*

FORMAT FOR EFC/SFC MEMORANDUM FOR APPRAISAL OF SCHEMES

1. Scheme Outline
 - 1.1 Title of the Scheme.
 - 1.2 Sponsoring Agency (Ministry/ Department/Autonomous Body or Undertaking)
 - 1.3 Total Cost of the proposed Scheme
 - 1.4 Proposed duration of the Scheme
 - 1.5 Nature of the Scheme: Central Sector Scheme! Centrally Sponsored Scheme
 - 1.6 For Central Sector Schemes, sub-schemes/components, if any, may be mentioned. For Centrally Sponsored Schemes, central and state components, if any, may be mentioned.
 - 1.7 Whether a New or a Continuing Scheme? In case of a Continuing Scheme, whether the old scheme was evaluated and what were the main findings?
 - 1.8 Whether in-principle approval is required? If yes, has it been obtained?
 - 1.9 Whether a Concept Paper or a Detailed Paper has been prepared and stakeholders consulted? In case of new Centrally Sponsored Schemes, whether the State Governments have been consulted?
 - 1.10 Which existing schemes/sub-schemes are being dropped, merged or rationalized?
 - 1.11 Is there an overlap with an existing scheme/sub-scheme? if so, how duplication of effort and wastage of resources are being avoided?
 - 1.12 In case of an umbrella scheme (program) give the details of schemes and sub-schemes under it along with the proposed outlay component-wise.

Note: *It may kindly be noted that the word scheme here is used in a generic sense. It includes programs, schemes and sub-schemes, which, depending on need, can be appraised and approved as stand-alone cost centers.*

2. Outcomes and Deliverables

- 2.1 Stated aims and objectives of the Scheme
- 2.2 Indicate year-wise outputs/deliverables in a tabular form.

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

- 2.3 Indicate Outcomes of the Scheme in the form of measurable indicators

which can be used to evaluate the proposal periodically. Baseline data or survey against which such outcomes should be benchmarked should also be mentioned.

2.4 Indicate other schemes/sub-schemes being undertaken by Ministries/ Departments which have significant outcome overlap with the proposed scheme. What convergence framework have been evolved to consolidate outcomes and save public resources?

3. Target Beneficiaries

3.1 If the scheme is specific to any location, area and segment of population,

please give the details and basis for selection.

3.2 Please bring out specific interventions directed in favour of social groups, namely Sc, ST, differently abled, minorities and other vulnerable groups.

3.3 If the scheme has any gender balance aspects or components specifically directed at welfare of women, please bring them out clearly?

3.3 Please bring out special interventions, if any, in North East, Himalayan, LWE, Island territories and other backward areas.

3.4 In case of beneficiary oriented schemes, indicate the mechanism for identification of target beneficiaries and the linkage with Aadhaar/UID numbers.

3.5 Wherever possible, the mode of delivery should involve the Panchayati Raj Institutions and Urban Local Bodies. Where this is intended, the preparedness and ability of the local bodies for executing the proposal may also be examined.

4 Cost Analysis

4.1 cost estimates for the scheme duration: both year-wise, component-wise segregated into non-recurring and recurring expenses.

4.2 The basis of these cost estimates along with the reference dates for normative costing.

4.4 In case pre-investment activities or pilot studies are being carried out, how much has been spent on these?

4.5 In case the scheme involves payout of subsidy, the year wise and component wise expected outgo may be indicated.

4.3 In case the land is to be acquired, the details of cost of land and cost of rehabilitation/resettlement, if any.

4.6 In case committed liabilities are created, who will or has agreed to bear the legacy burden? In case assets are created, arrangements for their maintenance and upkeep?

5. Scheme Financing

5.1 Indicate the sources of finance for the Scheme: budgetary support, extra-budgetary sources, external aid, state share, etc.

5.2 If external sources are intended, the sponsoring agency may indicate, as also whether such funds have been tied up?

5.3 Indicate the component of the costs that will be shared by the State Governments, local bodies, user beneficiaries or private parties?

6. Approvals and Clearances

Requirement of mandatory approvals and clearances from various local, state and national bodies and their availability may be indicated in a tabular form (land acquisition, environment, forestry, wildlife etc.)

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

7. Human Resources

7.1 Indicate the administrative structure for implementing the Scheme. Usually creation of new structures, entities etc. should be avoided

7.2 Manpower requirement, if any. In case posts, permanent or temporary, are intended to be created, a separate proposal may be sent on file to Pers. Division of Department of Expenditure (such proposals may be sent only after the main proposal is recommended by the appraisal body)

7.3 In case outsourcing of services or hiring of consultants is intended, brief details of the same may be provided.

8. Monitoring and Evaluation

8.1 Please indicate the monitoring framework for the Scheme and the arrangements for statutory and social audit (if any).

8.2 Please indicate the arrangement for third party/independent evaluation? Please note that evaluation is necessary for extension of scheme from one period to another.

9. Comments of the Financial Advisor, NITI Aayog, Department of Expenditure and other Ministries/Departments may be summarized in tabular form along with how they are being internalized and used to improve this proposal.

10. Approval Sought:

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

Please attach an Executive Summary along with the Concept/Detailed Paper outlining the main elements and overall architecture of the proposed Scheme.

FORMAT FOR PIB/DIB MEMORANDUM FOR APPRAISAL OF PROJECTS

1. Project Outline

- 1.1 Title of the Project
- 1.2 Sponsoring Agency (Ministry/ Department/Autonomous Body or Undertaking)
- 1.3 Proposed Cost of the Project
- 1.4 Proposed Timelines for the Project
- 1.5 Whether Project will be implemented as part of a scheme or on stand-alone basis?
- 1.6 Whether financial resources required for the Project have been tied up? If yes, details?
- 1.7 Whether Feasibility Report and/or Detailed Project Report has been prepared?
- 1.8 Whether the proposal is an Original Cost Estimate or a Revised Cost Estimate?
- 1.9 In case of Revised Cost Estimates, whether the meeting of Revised Cost Committee has been held and its recommendations suitably addressed?
- 1.10 Whether any land acquisition or pre-investment activity was undertaken or is contemplated for this Project? Whether the cost of such intervention has been included in the Project Proposal?

2. Outcomes and Deliverables

- 2.1 Stated aims and objectives of the Project
- 2.2 Indicate year-wise outputs/deliverables for the project in a tabular form.

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

2.3 Indicate final outcomes for the project in the form of measurable indicators which can be used for impact assessment/evaluation after the project is complete. Baseline data or survey against which such outcomes would be benchmarked should also be mentioned.

3. Project Cost

- 3.1. Cost estimates for the project along with scheduled duration (both year and activity-wise). Also the basis for these cost estimates along with the reference dates for normative costing (it should preferably not be more than a year old)
- 3.2. In case land is to be acquired: the details of land cost, including cost of rehabilitation/ resettlement needs to be provided
- 3.3. In case pre-investment activities are required, how much is proposed to

be spent on these, with details activity-wise?

3.4. Whether price escalation during the project time cycle has been included in the cost estimates and at what rates?

3.5 Whether the Project involves any foreign exchange element, the provision made or likely impact of exchange rate risks?

3.6. In case of the Revised Cost Estimates, a variation analysis along with the Report of the Revised Cost Committee needs to be attached.

4. Project Finance

4.1. Indicate the sources of project finance: budgetary support, internal and extra-budgetary sources, external aid, etc.

4.2. Indicate the cost components, if any, that will be shared by the state governments, local bodies, user beneficiaries or private parties?

4.3. In case of funding from internal and extra-budgetary resources, availability of internal resources may be supported by projections and their deployment on other projects?

4.4. Please indicate funding tie-ups for the loan components, if any, both domestic and foreign, along-with terms and conditions of loan based on consent/comfort letters.

4.5. If government support/loan is intended, it may be indicated whether such funds have been tied up?

4.6. Please provide the leveraging details, including debt-equity and Interest coverage ratios, along with justification for the same.

4.7. Mention the legacy arrangements after the project is complete, in particular, arrangements for the maintenance and upkeep of assets that will be created?

5. Project Viability

5.1. For projects which have identifiable stream of financial returns, the financial *internal rate of return may be calculated. The hurdle rate will be considered at 10 percent.*

5.2. In case of projects with identifiable economic returns, the economic rate of return may be calculated. In such cases project viability will be determined by taking both financial and economic returns together.

5.3. In case of proposals where both financial and economic returns are not readily quantifiable, the measurable benefits/outcomes simply may be indicated.

Note: *It may kindly be noted that all projects, irrespective of whether financial and/or economic returns can be quantified or not, should be presented for PIB/DI8 appraisal.*

6. Approvals and Clearances

Requirement of mandatory approvals/clearances of various local, state and

national bodies and their availability may be indicated in a tabular form (land acquisition, environment, forestry, wildlife etc.) In case land is required, it may be clearly mentioned whether the land is in the possession of the agency free from encumbrances or encroached or stuck in legal processes?

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

7. Human Resources

7.1 Indicate the administrative structure for implementing the Project. Usually creation of new structures, entities etc. should be avoided

7.2 Manpower requirement, if any. In case posts (permanent or temporary) are intended to be created, a separate proposal may be sent on file to Pers. Division of Department of Expenditure. Such proposals may be sent only after the main proposal is recommended by the appraisal body.

7.3 In case outsourcing of services or hiring of consultants is intended, brief details of the same may be provided.

8. Monitoring and Evaluation

8.1 Indicate the Project Management/Implementing Agency(s). What agency charges are payable, if any?

8.2 Mode of implementation of individual works: Departmental/Item-rate/Turnkey/EPC/ Public-Private Partnership, etc.

8.3 Please indicate timelines of activities in PERT/Bar Chart along with critical milestones.

8.4 Please indicate the monitoring framework, including MIS, and the arrangements for internal/statutory audit.

8.5 Please indicate what arrangements have been made for impact assessment after the project is complete?

9. **Comments** of the Financial Advisor, NITI Aayog, Department of Expenditure and other Ministries/Departments may be summarized in tabular form along with how they have been internalized and used to improve this proposal.

10. Approval Sought:

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

Please attach an Executive Summary along with the Feasibility Report/Detailed Project Report prepared for the Project.

Ashok Lavasa
Finance Secretary

Government of India, Finance Secretary
Ministry of Finance, Department of Expenditure

D.O. No.66(01)/PF-II/2015

18th May 2016

Dear Secretary,

Following rationalization of schemes in the 2016-17 BE, instructions were issued for preparation of outcome budgets with the approval of CEO, NITI Aayog. However, due to paucity of time outcome budget for 2016-17 was submitted in the old format with the understanding that follow up action will be taken soon thereafter.

2. It is again reiterated that outcomes need to be defined for both Central Sector

Schemes and Centrally Sponsored Schemes. The following action needs to be taken in this regard:

Measurable Outcomes need to be defined for each scheme over the medium term, that is going forward up to the year 2019-20 (the end of Fourteenth Finance Commission period).

On the financial side, the budgetary allocation for 2016-17 may also be normatively projected going forward up to the year 2019-20 (assuming a normative increase of 510% every year).

Year to year physical outputs, consistent with the financial resources projected above, need to be worked out in a manner that is not out of line with the measurable outcomes as defined in para (a) above.

The output-outcome framework may be got approved from CEO, NITI Aayog by the end of the first quarter i.e. 30 June 2016.

a) An evaluation framework will also be designed for each scheme based on this exercise. Continuation of any scheme beyond the Fourteenth Finance Commission period will be contingent on the result of such evaluation conducted by NITI Aayog,

3. I would request you to carefully identify the outcome parameters that would be true indicators of the desired outcome. This may be given top priority as the forthcoming RE/BE and outcome budgets will be based on this exercise.

With regards,

Yours sincerely,
Sd/-
(Ashok Lavasa)

Secretary to the Govt. of India as per list attached.

Copy to: CEO, NITI Aayog

No.F.1 (23)-B (AC)/2005
Government of India
Ministry of Finance
Department of Economic
Affairs (Budget Division)

New Delhi, the 25th May, 2006.

OFFICE MEMORANDUM

Subject: Revised Guidelines on Financial Limits to be observed in determining cases relating to 'New Service'/ 'New instrument of Service'.

In accordance with the commitment made in the Fiscal Policy Strategy Statement (Budget 2005-06) under the mandate of the Fiscal Responsibility and Budget Management (FRBM) Legislation and in pursuance of the approval of Public Account Committee (2005-2006) in the twenty-third report (Fourteenth Lok Sabha) on the proposal for review of Financial Limits to be observed in determining the cases relating to 'NEW SERVICE'/ 'NEW INSTRUMENT OF SERVICE' for reappropriation of funds (Annex), which has the concurrence of the C&AG, the following revised guidelines for re-appropriation of funds are hereby conveyed, in modification of this Ministry's Office Memorandum No. F.7 (15)-B(RA)/82 dated 13th April, 1982.

2. Definition of the terms 'New Service'/ 'New Instrument of Service' and its application:

(i) 'New Service': As appearing in article 115(1)(a) of the Constitution of India, this has been held as referring to expenditure arising out of a new policy decision, not brought to the notice of Parliament earlier, including a new activity or a new form of investment.

(ii) 'New Instrument of Service': Refers to relatively large expenditure arising out of important expansion of an existing activity.

(iii) While using these terms and applying the financial limits as indicated in the Annex, it needs to be noted that no expenditure can be incurred from the Consolidated Fund of India on a 'New Service'/ 'New Instrument of Service' without prior approval of Parliament through supplementary demands for grants. Further, the determination of these financial limits will be with reference to Primary Unit of Appropriation.

(iv) Where in an emergent case of 'New Service'/ 'New Instrument of Service' it is not possible to wait for prior approval of Parliament, the Contingency Fund of India can be drawn upon for meeting the expenditure pending its authorization by Parliament. Recourse to this arrangement should normally be taken only when Parliament is not in session. Such advances are required to be recouped to the Fund by obtaining a Supplementary Grant in the immediate next session of Parliament. However, when Parliament is in session, a Supplementary Grant should preferably be obtained before incurring any expenditure on a 'New Service'/ 'New Instrument of Service'. That is to say, recourse to Contingency Fund of India should be taken only in cases of extreme urgency; in such cases the following procedure recommended by the Sixth Lok Sabha Committee on Papers Laid on the Table in their 4th Report should be observed:

“As far as possible, before such withdrawal is made, the concerned Minister may make a statement on the floor of the Lok Sabha for information giving details of the amount and the scheme for which the money is needed. In emergent cases, however, where it is not possible to inform the Members in advance, the withdrawal may be made from the Contingency Fund and soon thereafter a statement may be laid on the Table of the Lok Sabha for the Information of the Members”.

It has been suggested by the Rajya Sabha Secretariat that the above procedure may also be observed in Rajya Sabha.

3. Checks to be observed by the Ministries/Departments to ensure compliance of the provisions of this Office Memorandum are as under:

(i) By Integrated Finance Division/Budget Unit: A specific certificate should be recorded in each case involving augmentation of sanctioned provision on receipt of related proposals, to the effect that the proposed augmentation attracts/does not attract financial limits of 'New Service'/ 'New Instrument of Service'.

(ii) By PAOs: Each expenditure sanction to be examined by PAOs from 'New Service'/ 'New Instrument of Service' angle keeping in view the financial limits indicated in the Annex.

(iii) Where any doubt arises about the application of financial limits of 'New Service'/ 'New Instrument of Service', the PAO would seek decision from CCA/ FA of appropriate jurisdiction.

4. Circumstances for obtaining Supplementary grants for expenditure qualifying as 'New Service'/ 'New Instrument of Service' and the reporting procedure thereof are as follows:

(i) If sufficient savings are available within the same section of the relevant

grants for meeting additional expenditure to the extent mentioned in column 2 of the annex, re-appropriation can be made, subject to report to Parliament.

(ii) The Report to Parliament should ordinarily be made through the ensuing batch of Supplementary Demand for Grants, failing which by adding an Annex in the Detailed Demands of the Ministry/Department for the ensuing year.

(iii) A suitable write-up of such cases where possible, may also be made in the Notes on Demands for Grants of the Ministry/Department.

(iv) Mere depiction of augmented provisions in the Revised Estimates included in the Demands for Grants will not be adequate to meet the requirement to incur expenditure. In cases where the financial limits of 'New Service'/ 'New Instrument of Service' are attracted, approval of Parliament may be obtained for incurring such expenditure through supplementary demands for grants.

(v) The provision in the 'Vote on Account' are not intended to be used for expenditure on any 'New Service'. In cases of urgency, expenditure on a 'New Service' during Vote on Account period can, therefore, be incurred only by obtaining an advance from the Contingency Fund in the manner recommended by the Sixth Lok Sabha Committee on the Papers Laid on the Table already referred to in para 2(iv) of this OM. Such advances will be resumed to the Contingency Fund on enactment of Appropriation Act in respect of expenditure for the whole year.

5. Exceptions:

(i) Having regard to the volume and nature of Government transactions, it is not possible to list out all such cases which are not attracted by 'New Service'/ 'New Instrument of Service' limits. Broadly, however, expenditure on normal activities of Government (such as normal administrative expenditure— including that resulting from re-organization of Ministries/Departments, holding of conferences, seminars, exhibitions, surveys, feasibility studies, etc. assistance to foreign Governments contributions to international bodies and fulfillment of Government guarantee on its invocation) are not attracted by the limits of 'New Service'/ 'New Instrument of Service'.

(ii) Transfers to State and Union Territory Governments are also exempt from these limits provided the scheme is not new.

(iii) Further, these limits are applicable only to expenditure which is subject to Vote of Parliament.

6. Doubtful cases:

In case of disagreement between the Integrated Finance Wing and Pay and Accounts Office, the Ministry/Department may send a self-contained

communication to the Budget Division, Ministry of Finance bringing out the specific point of doubt incorporating their Financial Adviser's view thereon. The decision taken by the Budget Division in the matter will be final.

7. Conclusion:

While agreeing to the revision of norms for re-appropriation of funds as annexed, the Public Accounts Committee in its twenty-third report (Fourteenth Lok Sabha) has concluded by stating as under:

“The Committee also expects the Financial Advisors of the Ministries/Departments to ensure that there is no violation in implementation of the said revised norms for re- appropriation of funds and any slackness in complying with the said norms is strictly dealt with”.

8. Hindi Version will follow.

-sd-
(Dakshita Das)
Director (Budget)

To,

1. All Ministries/Departments of the Government of India.
2. Financial Commissioner (Railways), Financial Advisor (DS), Member Finance (Telecom) and all other Financial Advisors.
3. Finance Secretaries of Union Territory Administrations (Chandigarh, Andaman and Nicobar Islands, Dadra and Nagar Haveli and Lakshadweep).
4. Controller General of Accounts, Controller General of Defence Accounts and Chief Controller of Accounts.

Copy forwarded for information to:

1. Lok Sabha Secretariat (PAC) Branch/Rajya Sabha Secretariat.
2. Comptroller and Auditor General of India and all Directors of Audit/Accountants General.
3. Finance Secretaries of all State and Union Territory Governments.

-sd-
(Dakshita Das)
Director (Budget)

Annex to Ministry of Finance O.M. No. F.1(23)-B(AC) 2005

dated 25.05.2006

Finance limits to be observed in determining the cases relating to 'NEW SERVICE'/ 'NEW INSTRUMENT OF SERVICE'

Nature of transaction	Limits upto which expenditure can be met by re-appropriation of savings in a Grant subject to report to Parliament	Limits beyond which prior approval of Parliament is required for expenditure from the Consolidated Fund
1	2	3
I. CAPITAL EXPENDITURE		
A. Departmental Undertakings		
(i) Setting up a new undertaking, or taking up a new activity by an existing undertaking. Above Rs. 2.50 crore but not exceeding Rs. 5 crore.	All cases Above Rs. 5 crore
(ii) Additional investment in an existing undertaking		
B. Public Sector Companies/Corporations		
(i) Setting up of a new Company, or splitting up of an existing Company, or amalgamation of two or more Companies, or taking up a new activity by an existing Company.		All cases
(ii) Additional investment in / loans to an existing company	Above Rs. 50 Lakhs but not exceeding Rs.1 Crore	Above Rs. 1 crore
(a) Where there is no Budget Provision. Where Budget Provision exists for investment and/ or		

Where Budget Provision exists for investment and/ or loans Paid up capital of the Company Up-to Rs. 50 crore	20% of appropriation already voted or Rs. 10 crore, whichever is less	Above 20% of appropriation already voted or Rs. 10 crore, whichever is less
Above Rs.50 crore	20% of appropriation already voted or Rs.20 crore, whichever is less	Above 20% of appropriation already voted or Rs. 20 crore, whichever is less

C. All bodies or authorities within the administrative control/management of Central Government or substantially financed by the Central Government.

Loans	Upto 10% of the appropriation already voted or Rs.10 crore, whichever is less	More than 10% over the appropriation already voted by Parliament or Rs.10 crore, whichever is less
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Note: Where a lump sum provision is made for providing 'Loans' under a particular scheme, the details of substantial apportionment (10% of lump sum or Rs.1 crore, whichever is higher) should be reported to Parliament, in the case of lump sum provision to loans to States, the state-wise distribution should be reported to Parliament.

D. Expenditure on new Works (Land, Buildings and/or Machinery)	Above Rs. 50 lakhs but not exceeding Rs. 2.5 crore or not exceeding 10% of the appropriation already voted, whichever is less.	Above Rs.2.5 crore or above 10% of the appropriation already voted.
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II REVENUE EXPENDITURE

E. Grants-in-aid to anybody or authority	All Cases
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Note: Where a lumpsum provision is made for providing grants-in-aid under a particular scheme, the details of substantial apportionment (10% of lumpsum or Rs.1 crore, whichever is higher) should be reported to Parliament. In the case of lumpsum provision of grants to States, the State-wise distribution should be reported to Parliament.

F. Subsidies		
New Cases	-----	All Cases
(ii) Enhancement of provision in the existing appropriation Payments against cess collections	Upto 10% of the appropriation already approved by the Parliament or Rs. 10 crore, whichever is less Limits as applicable to grants- in-aid to statutory or public institutions will at apply	More than 10% of the appropriation already voted by Parliament or Rs.10 crore, whichever is less All Cases
New Commissions or Committees of Enquiry	Above Rs. 20 lakhs (total expenditure)
G. Write off of Government loans	Above Rs.50,000 but not exceeding Rs.1 lakh (individual cases)	Above Rs.1 lakh (individual cases)
H. Other cases of Government	Each case to be considered on merits.	
I. Posts Railways Defence	The aforesaid limits, including those relating to Works expenditure, will also apply to these Departments subject to considerations of security in the case of Defence	The aforesaid limits, including those relating to Works expenditure, will also apply to these Departments subject to considerations of security in the case of Defence Services Estimates
<p>Note 1: For investment in Ordnance Factories, the limit of Rs. 5 crore mentioned in item A</p> <p>(ii) will be applicable with reference to investment in all the factories as a whole.</p> <p>Note 2: Civil Works, which do not form part of any project of the departmental undertakings (Ordnance Factories) should be treated as ordinary Defence Works. As such, prior approval of Parliament will be necessary if the cost of individual works exceeds Rs.2.5 crore and in cases where the individual works cost Rs.50 lakhs or more but not exceeding Rs.2.5 crore, a report to Parliament will be required. A list of such works should, however, be supplied to Director of Audit, Defence Services.</p>		

**No. F. 1(5)-B(AC)/2011
Ministry of Finance
Department of Economic Affairs
(Budget Division)**

New Delhi 21.5.2012

OFFICE MEMORANDUM

Subject: Clarification on the Financial Limits to be observed in determining cases relating to 'New Service'/ 'New Instrument of Service'

The undersigned is directed to invite attention to this Ministry's O.M. issued vide letter No. 1(23)-B(AC)/2005 dated 25.5.2006, wherein the revised guidelines on financial limits to be observed in determining cases relating to 'New Service' (NS)/ 'New Instrument of Service' (NIS) were prescribed, and to state that there has been lack of clarity at Ministry/Department level while determining the cases of NS/NIS on augmentation of funds under the object heads 'Grants-in-aid', 'Subsidies' and 'Major Works'. It is observed the Ministries/Departments, in some cases, have failed to obtain the prior approval of Parliament through Supplementary Demands for Grants whenever funds are augmented through re-appropriation of funds leading to avoidable objection from Audit. With the addition of new object heads like 'Grants for creation of capital assets', 'Grants-in-aid-Salaries', It has become necessary to issue a circular clarifying/amplifying the following:

'Grants in aid': Any augmentation under the object head 'Grants-in-aid' through re- appropriation of savings within the same section of grant requires prior approval of Parliament through Supplementary Demands for Grants except in cases of Grants to States and Union Territory Governments on existing schemes. Cases requiring augmentation of funds, arising out of reclassification of expenditure, from 'Grants in aid General', 'Grants for creation of capital assets' and 'Grants in aid Salaries' under the same scheme also require the prior approval of Parliament.

'Subsidies': All cases for augmentation of funds (through either re-appropriation of funds or Additionality) under the object head 'subsidies' require prior approval of the Parliament through supplementary demands for grants, without any exemption.

Major Works': A view is being held in some instances that the financial limits prescribed in column 3 against item 'D- Expenditure on New Works (Land, Buildings and/or Machinery)' in Annex to this Ministry's O.M. issued under letter No. F.1 (23)-B(AC)/2005 dated 25.5.2006 are applicable to cases of 'New Works' only. This view is incorrect in view of the fact that column 3 also mentions about the augmentation of funds by above Rs. 2.5 crore or

10% of the appropriation already voted_ with the prior approval of the Parliament. Thus, the words 'appropriation already voted' refer to the existing on-going works and hence the financial limits prescribed under column 3 against item D-Expenditure on New Works (Land, Buildings and/or Machinery) are equally applicable to cases relating to existing works and attract provisions of 'New Instrument of Services'. It is therefore clarified that all cases relating to augmentation of funds under object head 'Major Works' would require prior approval of the Parliament in case the augmentation is above Rs.2.5 crore or above 10% of the appropriation already voted irrespective of the fact that the augmentation is for 'New' Works or for the existing works.

-sd-

(N.M.Jha)
Director (Budget)

**All FAs/CCAs of Ministries /Departments.
JS (PF.I)/JS (PF.II)/JS (Pers) of Department of Expenditure for
information.**

ANNEXURE-XIII

F, No. C-3001 3/9/2016-Ad. IV-A
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs

5th Floor, Hudco Vishala Building,
Bhikaji Cama Place, New Delhi-110066. Dated, the 30th August, 2016.

To
All Principal Chief Commissioners
All Chief Commissioners/Directors General
All Commissioners under CBEC

**Subject:-Recommendations of Expenditure Management
Commission (EMC) relating to Public Procurement.**

Sir,

I am directed to refer to forward herewith a copy of Ministry of Finance, Department of Expenditure's O.M. No.16/1/2016-PPD dated 04.08.2016 regarding EMC Recommendations No. 48 (September, 2015), No.71 (December, 2015), No.77(December, 2015), No.78(December, 2015), No.79(December, 2015) and No.87(December, 2015), relating to Public Procurement for information and further necessary action.

Yours faithfully,

End, as above.


(B. Ginkhan Mang)

Under Secretary to the Govt. of India.

Copy to DG (Systems & Data Management) New Delhi with the request to kindly upload this circular on the website of CBEC.

-Sd-

(B. Ginkhan Mang)

Under Secretary to the Govt. of India.

F No. 16/1/2016-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

516, Lok Nayak Bhawan, New Delhi.

Dated the 4th August, 2016.

OFFICE MEMORANDUM

**Subject: -Recommendation of Expenditure Management
Commission (EMC) -regarding**

The Government of India had constituted EMC in September, 2014 to look into various aspects of Expenditure reforms to be undertaken by the Government. The Committee was headed by Dr. Bimal Jalan, eminent economist and public policy experts.

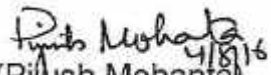
2. In this context it is noted that EMC has recommended following related to Public Procurement.

Recommendation No.48 (September, 2015)

"Government should also consider going in for arrangements such as use of buyback facility for standard furniture like tables, chairs, cupboards, compactors and partition cubicles. Items such as photocopiers can be taken on lease basis with payment made on per copy basis. Apart from reduction in initial cash outgo, this also obviates the need for expensive Annual Maintenance Contracts.

3. In this regard it is stated that Rule 162 of the GFR related to buy-back facility already facilitates buying of items like tables, chairs, cupboards, compactors, partition cubicles etc. on buy-back basis. Further Rules 178 to 185 of GFR related to "Outsourcing of Services" also enables taking items such as photocopiers on lease basis with the payment on per copy basis.

4. All Ministries! Departments are requested to consider and implement the EMC recommendation.


(Pijush Mohanta)
Under Secretary to Govt of India
Tele/Fax No.24621305

1. Secretaries! All Ministries & Departments.
2. Financial Advisors! All Ministries & Departments.

F No. 16/1/2016-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

516, Lok Nayak Bhawan, New Delhi.
Dated the 4th August, 2016.

OFFICE MEMORANDUM

Subject: - Recommendation of Expenditure Management Commission (EMC) -regarding

The Government of India had constituted EMC in September, 2014 to look into various aspects of Expenditure Reforms to be undertaken by the Government. The Committee was headed by Dr. Bimal Jalan, eminent economist and public policy experts.

2. In this context it is noted that EMC has recommended following related to Public Procurement:

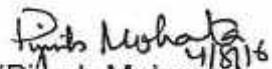
Recommendation No.71 (December, 2015)

***Qualifying criteria-for bidders** While defining qualification criteria for selecting bidders, experience for execution for similar works and total turnover of bidder is generally defined. However solvency/ financial capacity of the bidder and liquidity of the bidder do not generally form a part of the criteria for large projects other than PPP projects. EMC is of the view that solvency of the bidder and liquidity are important criteria to determine the capacity of the contractor, especially for large value contracts. It is recommended that the bid document for large value projects should also include the requirement of a viable financial model to explain how the contractor proposes to fund the execution of the project.*

3. In this regard, it is noted that the Rule 160 (i) (a) of GFR, 2005 already stipulates that *bidding* document should contain criteria for eligibility and qualifications to be met by the bidders including their financial position.

4. All Ministries! Departments are requested to consider and implement the EMC recommendation.

To


(Pijush Mohanta)

Under Secretary to Govt of India
Tele/Fax No.24621305

1. Secretaries! All Ministries & Departments.
2. Financial Advisors! All Ministries & Departments.

F No. 16/1/2016-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

516, Lok Nayak Bhawan, New Delhi.
Dated the 4th August, 2016.

OFFICE MEMORANDUM

**Subject: -Recommendation of Expenditure Management
Commission (EMC) -regarding**

The Government of India had constituted EMC in September, 2014 to look into various aspects of Expenditure Reforms to be undertaken by the Government. The Committee was headed by Dr. Bimal Jalan, eminent economist and public policy experts.

2. In this context it is noted that EMC has recommended following related to Public Procurement.

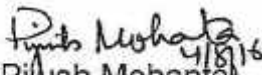
Recommendation No.77 (December, 2015)

Variation Clauses - *Delays are also often witnessed during the post-contractual period when a variation is required to be exercised in the contract. It is recommended that a time schedule for critical decisions (such as approval of variations) during the post contractual period should be included in the contract document. This would impart certainty to decision making during project execution.*

3. During the meeting of Department of Expenditure with major procuring Departments, it is noted that the proposed system of fixing time schedule for critical decisions such as approval of variations during post contractual period is already in place.

4. All Ministries! Departments are requested to consider and implement the EMC recommendation.

To


(Pijush Mohanta)

Under Secretary to Govt of India
Tele/Fax No.24621305

1. Secretaries/ All Ministries & Departments.
2. Financial Advisors/ All Ministries & Departments.

F No. 16/1/2016-PPD
Government of India, Ministry of Finance
Department of Expenditure
Procurement Policy Division

516, Lok Nayek Bhawan, New Delhi.

Dated the 4th August, 2016.

OFFICE MEMORANDUM

**Subject: - Recommendation of Expenditure Management
Commission (EMC) -Regarding**

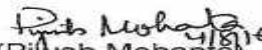
The Government of India had constituted EMC in September, 2014 to look into various aspects of Expenditure Reforms to be undertaken by the Government. The Committee was headed by Dr. Bimal Jalan, eminent economist and public policy experts.

2. In this context it is noted that EMC has recommended following related to Public Procurement.

Recommendation No.78 (December, 2015)

Building capacity - *There is an urgent need to build internal capacities in Government for handling procurement and project management. A critical input for improving the process Public procurement and reducing time/cost overruns is the quality of manpower handling for process. It is understood that Department of Expenditure has commenced certain training programmes on procurement for administrative personnel. It is recommended that such programmes be scaled up and made mandatory for persons engaged in procurement. The Government may also tie up with professional training institutes for this purpose.*

3. In this context, it may be recalled that Department of Expenditure (DoE) in collaboration with National Institute of Financial Management (NIFM) is already conducting training programs for officers engaged in Public Procurement since January, 2015. The details of this programme has been already communicated to all Departments vide DoE O.M. No.F.2616/2014-PPD dated 23.1.2015 and 22.12.2015. The complete cost of training including boarding/lodging is borne by DoE. Soon NIFM will also be starting to conduct these training programmes at locations other than Faridabad in collaboration with other training institutes! organisations. Ministries/Departments are encouraged to make use of these training programs initiated by this Department.They are also requested to arrange similar programmes at their own level in their Ministries! Departments to supplement these efforts.


(Pijush Mohanta)

Under Secretary to Govt of India
Tele/Fax No.24621305

To

1. Secretaries/ All Ministries & Departments.
2. Financial Advisors/ All Ministries & Departments.

F No. 16/1/2016-PFD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

516, Lok Nayak Bhawan, New Delhi.

Dated the 4th August, 2016.

OFFICE MEMORANDUM

Subject: - Recommendation of Expenditure Management Commission (EMC)-regarding

The Government of India had constituted EMC in September, 2014 to look into various aspects of Expenditure Reforms to be undertaken by the Government. The Committee was headed by Dr. Bimal Jalan, eminent economist and public policy experts.

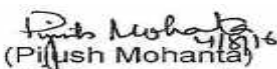
2. In this context it is noted that EMC has recommended following related to Public Procurement

Recommendation No.79 (December 2015)

Interactions with experts from industry and representatives from various Ministries/Departments indicated that there is a direct correlation between an empowered project team and the success of the project. This is also borne out by large disparities in execution within the same system. The success stories, some of which have been highlighted above, had the benefit of dedicated and competent project teams. It is recommended that empowered project teams are put in place for all large value projects and that these teams are tasked only with project execution and not given other operational duties.

3. During the meeting with major procuring Departments, it is noted that this system of nominating empowered project teams is already in place for all large value projects.

4. All Ministries! Departments are requested to consider and implement the EMC recommendation.


(Pijush Mohanta)
Under Secretary to Govt of India
Tele/Fax No.24621305

To,

1. Secretaries! All Ministries & Departments.
2. Financial Advisors! All Ministries & Departments.

F No. 16/1/2016-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

516, Lok Nayak Bhawan, New Delhi.
Dated the 4th August, 2016.

OFFICE MEMORANDUM

**Subject: - Recommendation of Expenditure Management
Commission (EMC) -regarding**

The Government of India had constituted EMC in September, 2014 to look into various aspects of Expenditure Reforms to be undertaken by the Government. The Committee was headed by Dr. Bimal Jalan, eminent economist and public policy experts.


2. In this context it is noted that EMC has recommended following related to Public Procurement-

Recommendation No.87 of December, 2015

***Identification of likely sources:** Rule 168 specifies identification of likely sources for consultancy. The provisions of limited tender should be extended for procurement services through consultancy firms.*

3. In this regard it is noted that Rule 168 of the GFR already permits that when the estimated cost of the consulting services is upto Rs.25 lakhs, the preparation of the list of potential consultants may be done on the basis of formal or informal inquires from other Ministries! Departments or involved in similar activities. chamber of commerce & industry, association of consulting firms etc. Hence, provision of limited tender for buying the consultancy service upto Rs.25 lakh is already available.

4. All Ministries! Departments are requested to make use of these provisions. Further in order to facilitate Ministries/Departments. Department of Expenditure is also in process of revising Manual on Procurement of Consultancy Services.


(Pijush Mohanta)
Under Secretary to Govt of India
Tele/Fax No.24621305

To,

1. Secretaries! All Ministries & Departments.
2. Financial Advisors! All Ministries & Departments.

ANNEXURE-XIII-A1

F.No. 900/33/Admn./e-procurement/HRD/2015
Directorate General of Human Resource Development
Infrastructure & Welfare Wing
Customs and Central Excise, Plot No.0-4, West Wing,
Ground Floor, IRCON Building, Saket
New Delhi-110017.

Date: .01.2016

CLRCULAR

Sub:- Implementation of end-to-end E-procurement - reg.

1. This is in continuation of this Directorate's earlier Circulars dated 09.07.15 & 19.10.15 on the above subject.
2. Kind attention is invited to the latest Office Memorandum dated 17.12.15 issued vide F.No. 6/1 1/2012-IFU(B&A)EC by Director (Fin.-EC) vide which it has been conveyed that it is mandatory for all Ministries/Departments of the Central Government. their attached and subordinate offices, Central Public Sector Enterprises (CPSEs) and autonomous/statutory bodies would need to commence c-procurement in respect of all procurement with estimated tender value of Rs.5.00 lakh or above w.e.f.OLO4.1S and further down to Rs. 2.00 lakh w.e.f. 01.04.16. However, it has been observed that very few CBEC field offices! Commissionerates are publishing their tenders for procurement of services viz. Hiring of Office Space, Outsourcing of House keeping/Security Services etc. on the Central Procurement Portal (CPP).
3. Therefore, all the Commissionerate/Directorates working under CBEC and all attached/subordinate offices, CPSEs and autonomous/statutory bodies etc. under their administrative/financial control are required to commence c-procurement for all tenders above the prescribed limit compulsorily and to publish their enquiries, corrigenda thereon and publish details of bid award on CP Portal as per the instruction issued by Department of Expenditure vide above OM's and earlier OM's available on Department of Expenditure website <http://finmin.nic.in>.
4. All purchasing entities in the Department should publish details of the Bid award on CP Portal.
5. In this context, NIC has developed an c-procurement solution which can be accessed on the link <http://eprocure.gov.in>. Detailed guidelines on using the solution on c-procurement have been circulated by NIC separately and same is also available on the Central Public Procurement Portal (CPP).
6. All the formations are requested to take immediate action to commence c-procurement in respect of all procurements failing which the proposal would not be considered by the integrated Finance Unit of the Department of Revenue.
End: O.M. dated 17.12.15.

To,

All Chief Commissioners/Commissionerates
All Director Generals/Directorates
CBEC.


(Sunil Sawhney)
Director General (HRD)

F.No. 900/33/Admn./e-procurement/HRD/2015 Reminder
Directorate General of Human Resource Development
Infrastructure & Welfare Wing
Customs and Central Excise
Plot No.0-4, West Wing,
Ground Floor. IRCON Building, Saket
New Delhi-110017.

Dated: .10.2015

CIRCULAR

Sub:- Implementation of end-to-end E-Procurement-reg.

2. Kind attention is invited to Department of Expenditure's O.M. No.10/3/2012-PPC dated 09.01.14 and 21.01.15 and also to this office circular of F.No. 900/33/Admn./e-procurement/HRD/2015/2159 to 2205 dated 09.07.15 vide which it has been conveyed that apart from the Ministries/Departments of the Central Government, their attached and subordinate office Central Government, their attached and subordinate office Central Public Sector Enterprises (CPSEs) autonomous/statutory bodies would need to commence e-procurement in respect of all procurement with estimated value of Rs.2.00 lakhs or more in a phased manner as per the prescribed schedule.

3. Therefore all the Commissionerate/Directorates working under CBEC and all attached/subordinate offices, CPSEs and autonomous/statutory bodies etc. under their administrative/financial control are required to commence c-procurement for all tenders above the prescribed limit compulsorily and to publish their enquiries. corrigenda thereon and publish details of bid award on CP Portal as per the instruction issued by Department of Expenditure vide above OM's and earlier OM's available on Department of Expenditure website <http://finmin.nic.in>.

4. All purchasing entities in the Department should publish details of the Bid award on CP Portal.

5. In this context, NIC has developed an e-procurement solution which can be accessed on the link <http://eprocure.gov.in>. Detailed guidelines on using the solution on e-procurement have been circulated by NIC separately and same is also available on the Central Public Procurement Portal (CPP).

6. All the formations are requested to take immediate action to commence e-procurement in respect of all procurements with the estimated value of Rs. 2 lakhs and above compulsorily.

End: O.Ms dated 09.01.14 & 21.01.15.

To,
All Chief Commissioners/Commissionerates
All Director Generals/Directorates
CBEC.


(Sunil Sawhney)
Director General (HRD)

F. No. 900/33/Admn/e-procurement/BRD/20 15

Directorate General of Human Resource Development.
(Infrastructure & Welfare Wing),
Customs & Central Excise,
IRCON International Ltd.,
Plot No. C-4, District Centre, Saket,
New Delhi-17.

Dated: 07.07.2015

CIRCULAR

Sub:- Implementation of end-to-end E-Procurement-reg.

Kind attention is invited to Department of Expenditure's O.M. No. 10/3/20 12-PPC dated 09.01.2014 and 21 .01 .201 5 vide which it has been conveyed that apart from the Ministries/Departments of the Central Government, their attached and subordinate office Central Public Sector Enterprises (CPSEs) autonomous/statutory bodies would need to commence e-procurement in respect of all procurements with estimated value of Rs. 2.00 lakhs or more in a phased manner as per the prescribed schedule.

2. Therefore all the Commissionerate/Directorates working under CBEC and all attached/subordinate offices, CPSEs and autonomous/statutory bodies etc. under their administrative/financial control are required to commence c-procurement for all tenders above the prescribed limit compulsorily and to publish their enquiries, corrigenda thereon and publish details of bid award on CP Portal as per the instruction issued by Department of Expenditure vide above OM's and earlier OM's available on Department of Expenditure website <http://finmin.nic.in>.

3. All purchasing entities in the Department should publish details of the Bid award on CP Portal.

4. In this context. NIC has developed an e-procurement solution which can be accessed on the link <http://eprocure.ov.in>. Detailed guidelines on using the solution on c-procurement have been circulated by NIC separately and the same is also available on the Central Public Procurement Portal (CPP).

5. All the formations are requested to take immediate action to commence c-procurement in respect of all procurements with the estimated value of Rs. 2 lakhs and above compulsorily.

End: O.Ms dtd. 09.01.14 & 21.01.15

Neerja Shah 7-7-15

(Neerja Shah)

Member (Central Excise) & DG, HRD

To,
All Chief Commissioners/Commissioners All Director
General/Directorates CBEC

OMs No. 10/1/2011-PPC dated 30th November, 2011 and No. 10/3/2012-PPC dated 30th March, 2012 related to e-tendering

No. 10/1/2011-PPC

**Ministry of Finance Department of Expenditure Public Procurement Cell
North Block, New Delhi**

Dated 30th November, 2011

OFFICE MEMORANDUM

Subject: Mandatory publication of Tender Enquiries on the Central Public Procurement Portal.

Pursuant to the decisions of the Group of Ministers constituted to consider measures to tackle corruption and improve transparency, on the recommendations of the Committee on Public Procurement set up to look into various issues having an impact on public procurement policy, standards and procedures, it has been decided that:

a. NIC will set up a portal called the Central Public Procurement Portal (hereinafter referred to as CPP Portal) with an e-publishing module (similar to NIC's website www.tenders.gov.in) and an e-procurement module (similar to NIC's e-procurement sites such as pmgsytenders.gov.in and epro-nicsi.nic.in). The CPP Portal will be accessible at the URL eprocare.gov.in and will provide links to the non-NIC e-procurement sites being used at present by various Ministry/ Departments, CPSEs and autonomous/statutory bodies.

b. While e-publishing of tender enquiries, corrigenda thereto and details of contracts awarded thereon, on the Portal, shall be made mandatory in phased manner w.e.f. 1st January 2012, the comprehensive end-to-end e-procurement feature would be implemented in phased manner w.e.f. 1st April 2012, for which instructions will be issued separately. In the meantime, Digital Signature, which is essential at the e-procurement phase, may be obtained from any Certifying Authority or from NIC which is also a Certifying Authority, for the concerned officials.

E-Publishing

c. It will be mandatory for all Ministries/Departments of the Central Government, their attached and subordinate offices, Central Public Sector Enterprises (CPSEs) and autonomous/ statutory bodies to publish their tender enquiries, corrigenda thereon and details of bid awards on the CPP Portal using e-publishing module with effect from the following dated:

c.i Ministries/Departments and their attached and subordinate offices w.e.f. 1st January 2012;

c.ii CPSEs w.e.f. 1st February 2012;

c.iii Autonomous/statutory bodies w.e.f. 1st April, 2012.

d. Individual cases where confidentiality is required, for reasons of national security or to safeguard legitimate commercial interest of CPSE's, would be exempted from the mandatory e-publishing requirement. As far as Ministries/ Departments are concerned, decisions to exempt any case on the said grounds should be approved by the Secretary of the Ministry/Department with the concurrence of the concerned Financial Advisor. In the case of CPSEs, approval of the Chairman & Managing Director with the concurrence of Director (Finance) should be obtained in each case to be exempted. In the case of autonomous bodies/ statutory bodies, approval of the head of the body with the concurrence of the head of the Finance function, should be obtained in each such case. Statistical information on the number of cases in which exemption was granted and the value of the concerned contract may be intimated on a Quarterly basis to the Ministry of Finance, Department of Expenditure at the email id cppp-doe@nic.in.

e. Ministries/Department, CPSEs and autonomous/statutory bodies that are already publishing their tender enquiries on www.tenders.gov.in and/or on their respective websites, shall ensure that their tender enquiries are simultaneously published/mirrored on the CPP Portal also. They may also ensure that all corrigenda and details of the contract awarded as a result of the tender enquiry are also published on the CPP Portal.

f. Ministries/Departments, CPSEs and autonomous/statutory bodies that are already carrying out e-procurement through NIC or their own website or through any other service provider, shall ensure that details of all their tender enquiries, related corrigenda and details of contracts awarded thereon, including those that are issued through e-procurement, are simultaneously published/ mirrored on the CPP Portal. As stated at (a) above, they should also ensure that their e-procurement website is linked to the CPP Portal.

g. The above instructions apply to all Tender Enquiries, Requests for Proposals, Requests for Expressions of Interest, Notice for pre-Qualification/Registration or any other notice inviting bids or proposals in any form, issued on or after the dates indicated at (c) above whether they are advertised, issued to limited number of parties or to a single party.

h. In the case of procurements made through DGS&D Rate Contracts or through Kendriya Bhandar/NCCF, only award details need to be published on the Portal.

i. These instructions would not apply to procurements made in terms of

provisions of Rules 145 (Purchase of goods without quotations) or 146 (Purchase of goods by purchase committee) of General Financial Rules – 2005 (or similar provisions relating to procurements by CPSEs, autonomous bodies).

2. In order to facilitate implementation of aforesaid decisions regarding e-publishing of tender details, NIC will provide detailed guidelines for using the e-Publishing module of the CPP Portal. These guidelines will also be available in the CPP Portal. **User IDs and Passwords would have to be obtained from NIC for accessing the Portal. Details in this regard will also be available in the CPP Portal.**

3. NIC will also provide the following support:

a. NIC will make arrangements for necessary training to the concerned officials in the use of the CPP Portal for e-publishing. For this purpose, Ministries/ Departments may contact NIC through email at cphp-nic@nic.in to work out the details.

b. Detailed guideline for the use of e-Publishing module will be made available in the CPP Portal and this would also be circulated separately to all Ministries/ Departments.

c. A demonstration web site, similar to the CPP Portal, would be made available for training and hands-on practice. The site will also contain necessary user manuals and presentation materials.

4. Ministries/Departments are requested to take necessary action to ensure that e-publishing of tender details on the Portal is commenced in terms of the time lines mentioned in para 2 (c) above. **It is also requested that necessary instructions may be issued in this regard to all attached and subordinate offices as also to CPSEs, autonomous and statutory bodies under their administrative control.**

-sd
(Suchindra Misra)
OSD (PPC)
011-23092689

To,

Secretaries off all Ministries/Departments

Copy to: FAs of all Ministries/Departments, Ministry of Finance

Copy also to DG (NIC), CGO Complex, New Delhi

No. 10/3/2012-PPC
Ministry of Finance
Department of Expenditure
Public Procurement Cell

North Block, New Delhi.
30th March, 2012

OFFICE MEMORANDUM

Sub:- Implementation of Comprehensive end-to-end e-procurement

Reference is invited to this Department's O.M. No. 10/1/2011-PPC dated 30th November, 2011 vide which instructions were issued for mandatory publication of all tender enquiries, corrigenda thereto and details of contracts awarded thereon on the Central Public Procurement Portal (CPP Portal) by all Ministries/Departments their attached and subordinate offices Central Public Sector Enterprises and autonomous/statutory bodies. These instructions further envisaged implementation of comprehensive end-to-end e-procurement, guidelines for which were to be issued subsequently.

2. In pursuance of the above, it has now been decided that Ministries/Departments of the Central Government, their attached and subordinate offices may commence e-procurement in respect of all procurements with estimated value of Rs.10 lakh or more in a phased manner as per the month-wise schedule given at Annexure-I.

3. In this context, NIC has developed an e-procurement solution which can be assessed on the link <http://eprocure.gov.in>. Detailed guidelines on using the solution on e-procurement will be circulated by NIC separately and the same will also be available on the CPP Portal. However, the basic requirement to be met by Ministries/Departments is enclosed as **Annexure-II**. NIC will also provide a training schedule, a demo site and hands on training on how to use their e-procurement solution, details of which will also be made available on the CPP Portal. Training request may be forwarded to cphp-nic@nic.in. The proposed training schedule is enclosed as **Annexure-III**.

4. Ministries/Departments, which are already carrying out e-procurement through other service providers or have developed e-procurement solutions in house, may continue to do so, ensuring that.

i. the e-procurement solution meets all the requirements notified by Department of Information Technology under the **“Guidelines for compliance to Quality requirements of e-procurement Systems” published on the e-Governance Standards Portal**

(<http://egovstandards.gov.in>);

ii. the procurement procedure adopted conforms to the general principles envisaged under General Financial Rules- 2005 and the CVC guidelines:

iii. Details of all their tender enquiries related corrigenda and details of contracts awarded thereon through e-procurement are simultaneously published/ mirrored on the CPP Portal.

5. Ministries/Departments which do not have a large volume of procurement or carry out procurements required for day to day running of offices and also have not initiated e-procurement through any other solution provider may use the e-procurement solution developed by NIC.

6. Ministries/Departments with large volume of procurement other than of the nature covered in Para 5 above may either use the e-procurement solution developed by NIC or engage any other service provider following due process.

7. As already stated, the implementation of e-procurement is to be done in a phased manner as per the month-wise schedule proposed vide **Annexure-I**. In the first month, the Ministry/Department should commence e-procurement in the Ministry/Department itself and thereafter cover all attached and subordinate offices within a period of six months. Ministries/Departments should draw up a time frame for implementing e-procurement in their attached and subordinate units/offices and issue necessary instructions so as to ensure complete implementation in all units/offices within the prescribed timelines.

8. Ministries/Departments which are already doing some e-procurement or which are considering implementation of e-procurement have been included in the first two months in the proposed month-wise schedule. These Ministries/Departments should also ensure that all attached and subordinate offices under them commence e-procurement within a period of six months from the commencement of e-procurement in the Ministry/Department.

9. The Nodal Officers appointed by various Ministries/ Departments during the implementation of mandatory e-publishing of tender enquiries on the CPP Portal will oversee all aspects of implementation of e-procurement as well Ministries/Departments which face any difficulty in following the proposed month wise schedule may send their requests for alternate slots to email id ppc-exp@nic.in

10. Ministries/Departments may also tie up with NIC for training and support where e-procurement solution developed by NIC is adopted so that timely commencement of e-procurement is ensured. In this regard, request

for training and support may be sent to cppp-nic@nic.in.

11. These instructions will not apply to procurements made by Ministries/ Departments through DGS&D rate contracts or through Kendriya Bhandar and NCCF. However, as stated in para 1(h) of this Department's O.M. dated 30th November 2011, award details in such cases are to be published mandatorily on the CPP Portal under the e-publishing module./

12. Although, all cases above Rs. 10 lakh are to be covered by e-procurement, however in individual cases where national security and strategic considerations demand confidentiality, Ministries/Departments may exempt such cases after seeking approval of the Secretary of the Ministry/Departments with the concurrence of their Internal Financial Advisers. Statistical information on the number of cases in which exemption was granted and the value of the concerned contract may be intimated on a Quarterly basis to the Ministry of Finance, Department of Expenditure at the email id ppc-exp@nic.in.

13. Ministries/Departments are requested to take necessary action to ensure that e-procurement is commenced in terms of the time lines mentioned in para 7 above.

-sd-
(Yashashri Shukla)
Director (PCC)
011-23093457

To,

Secretaries of all Ministries/Departments

Copy to

FAs of all Ministries/Departments

Copy also to DG (NIC), CGO Complex, New Delhi.

Annexure-I

Proposed schedule for implementation of e-procurement in Ministries/ Departments

Month from which e-procurement is to commence	Name of the Ministry / Department	Time by which all attached and subordinate offices shall have commenced e-procurement
July 2012	Department of Revenue Department of Land Resources Ministry of Mines Ministry of Coal Ministry of Corporate Affairs Ministry of Culture Department of Science and Technology Department of Fertilizers Department of Consumer Affairs Department of Heavy Industries	December 2012

Annexure-II

The basic requirements to be met by Ministries/Departments for implementation of e-procurement solution provided by NIC are:

Nodal Officer's responsibilities for e-Procurement

A. Requirement of Digital Signature Certificate (DSC)

- Valid email ID & Digital Signature Certificate (DSC) is required for all authorised users in a Ministry/Department to carry out e-Procurement.
- Digital Signature Certificate (DSC) obtained for concerned officials for e-publishing can be used for e-procurement as well.
- The DSCs can be obtained by Ministries/Departments directly from any of the Certifying Authorities (CA). NIC is also one of the CA and provides DSCs to the Government officials.
- The instructions to obtain a DSC, DSC Request Form fee structure, and payment details are available at <http://nicca.nic.in> and in the FAQ section of the CPP Portal.
- Issuance of DSC to private bidders – Since NIC offers DSC only for Government officials, bidders need to obtain DSC from other Certifying Authorities such as TCS/SIFY/nCode etc.

B. Identification and creation of users.

Nodal Officer of all Ministries/Department will have the responsibility for identifying and creating the user accounts for e-procurement roles such as Bid Openers and Bid Evaluators in addition to Tender Creators and Tender Publishers created earlier for e-publishing.

ANNEXURE-XIII-C

Organisational structure of the Zone					
Commissionerate under the Zone					
S. No.	Name of Zone	Name of each Commissionerate with address	Nodal Officer nominated in the Commissionerate		Divisions under the Commissionerate with postal address/contact no. & Email-id
			Name of Nodal Officer	Contact no. & Email-id	

ANNEXURE-XIV-A

*F.No. 900/33/Admn./e-procurement/HRD/2015
Directorate General of Human Resource Development
Customs and Central Excise
Plot No.C-4, West Wing,
Ground Floor, IRCON Building, Saket
New Delhi-110017.*

Dated: 11th September,2017

To,
All Budgetary Authorities,
CBEC.

Sub: Procurement using Government e-Marketplace (GeM) – reg.

As you may be aware, **Government e-Marketplace (GeM)** is the project of DGS&D launched with the technical support of Ministry of Electronics and Information Technology (MeitY). Government e-Marketplace is a digital portal for purchase of goods/services as per rates accepted by DGS & D where earlier such purchases were made offline on DGS&D rate contracts. DGHRD has acted as an enabler and has provided training sessions on GeM to several field formations.

2. As per GFR2017(Rule 149),the procurement of Goods and Services by Ministries or Departments is mandatory for all Goods or Services available on GeM for all government buyers. Hence, all purchasing entities in all the Departments are to start using GeM for direct on-line purchases as under:

- I. Up to Rs.50,000/- through any of the available suppliers on the GeM,
- II. Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM meeting the requisite quality, specification and delivery period.

(For further details, kindly refer to Chapter 6GFR,2017 and/or the instructions available on dg-dgsnd@gov.in and at **gem.gov.in**.)

3. While in many formations across the country, the GeM portal is already being used for procurement of goods and services, however, many formations are yet to enrol/register on the GEM portal. Out of 388 HoDs, only 48 HoDs have started utilising GEM uptil date. Therefore there is an urgent need to start using GeM immediately.

4. Secondly, as per the information received from the Ministry of Commerce, it is learnt that there is a gap between orders already received by the Govt.

buyers (Consignee) and the CRAC*(Consignee's Receipt & Acceptance Certificate) which is to be generated online. Further, the gap in payments made for the receipts vis-à-vis the total orders placed is also huge. This might have happened because the consignee formation after placing the order on GeM, proceeded to complete the transaction offline and therefore did not update the details on the GeM platform. Out of total 76 formations pertaining to MoF (in the attached statement) 48 pertain to CBEC wherein the CRAC certificates have been generated only for 89.57% of the transactions. Therefore, either the payments are due in those cases or the transactions have not been completed online.

** **CRAC (Consignee's Receipt & Acceptance Certificate)** is the Certificate which the Consignee will issue on-line digitally/e-signed within 10 days of date of receipt indicated in Provisional Receipt Certificate (PRC), after verification of quality/quantity and satisfactory installation of machinery and equipment wherever necessary. The CRAC would clearly indicate the Order quantity, rejected quantity (if any, with reasons for rejection including shortages/damaged/unaccepted quality), quantity accepted and cleared for payment. However, if the consignee does not issue CRAC within 10 days, on 11th day from the date of receipt indicated in PRC, GeM System/Portal would auto generate unsigned CRAC which shall be taken as deemed acceptance for payments in lieu of the requirement of digitally/e-signed CRAC. This will be made available on GeM to the Buyer/ Seller and also the concerned DDO (if applicable) and PAO/Paying Authority. The GeM portal would generate a unique serial number for CRAC relating to concerned DDO (if applicable) & PAO/Paying Authority.*

5. In this scenario, all CBEC formations are advised as follows:

- a. To issue the CRAC for orders where goods have been physically received and reduce / bridge the Gap.
- b. To release the payments to vendors where ever such payments are pending after generation of CRAC.
- c. To complete the details of all historical offline transactions on GeM (for all such orders placed on GeM platform) where the field formations proceeded to complete the transactions offline but are yet to update/complete the transaction on GeM online. (As per list attached)

6. While DGHRD shall continue to organise onsite trainings for the field formations throughout the year, a detailed PPT on the procedures of GeM shall be placed on the CBEC & DGHRD websites for ready reference of the CBEC formations. For further details, Chapter 6 of GFR, 2017 may also be consulted along with the instructions available on the dg-dgsnd@gov.in & gem.gov.in websites.

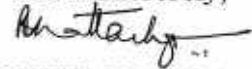
7. Meanwhile, all the HoDs in the Commissionerates/Directorates under CBEC may kindly provide the following information to EMC, DGHRD:

- i. Whether they have registered on the GeM platform so far or not?
- ii. If so, the details of orders placed by the formation through GeM for procurement of goods and services upto date.
- iii. Action taken on the points listed in Para 5 above.

8. It is requested that the above information may be conveyed to EMC, DGHRD by return fax latest by **14th September, 2017**.

From FY 2017-18, the procurement of Goods and Services by all formations of CBEC (including Directorates) is mandatory for Goods or Services available on GeM and not by traditional methods of issuing tenders. However e-procurement may be done wherever items are not yet available on GeM.

Yours sincerely,

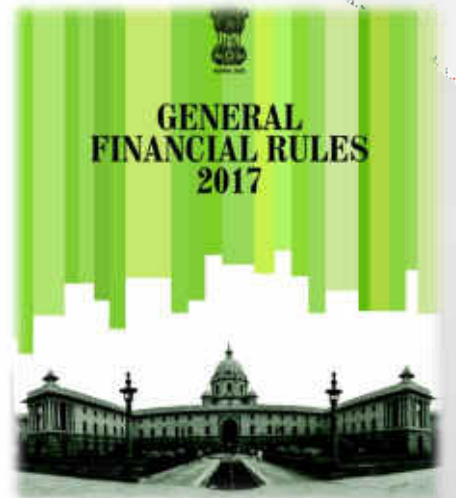


(B. BHATTACHARYA)
DG (HRD)

What is GeM?

Based on recommendations of Group of Secretaries made to Hon'ble Prime Minister, the Government decided that GeM SPV will create a one stop **Government e-Marketplace (GeM)** to facilitate online procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs. GeM aims to enhance transparency, efficiency and speed in public procurement. It provides the tools of e-bidding, reverse e-auction and demand aggregation to facilitate the government users achieve the best value for their money.

The purchases through GeM by Government users have been authorized and made mandatory by Ministry of Finance by adding a new **Rule No. 149** in the General Financial Rules, 2017.



About GeM

- Formally launched on 9th August, 2016.
- DGS&D hosts an online dynamic, self-sustaining and user-friendly Government e-Marketplace (GeM) for common use Goods and Services.
- Developed by DGS&D (Deptt. of Commerce)
- Technical support of NeGD (Meity)
- Integrated with PFMS & State Bank Multi-Option Payment system (SBMOPS)
- All O.M.s available on websites: www.finmin.nic.in → Departments → Expenditure → Procurement Policy Division
- The Cabinet had in April 2017 approved creation of GeM Special Purpose Vehicle (SPV), which will replace DGS&D, nodal purchase organisation of the central government.
- The DGS&D shall be wound up and will cease its functions by 31st March 2018.

General Financial Rules 2017

DGS&D with technical support of NeGD (MeitY) has developed the GeM portal for procurement of Products & Services. The purchases through GeM by Government users have also been authorized by Ministry of Finance by adding a new Rule No. 149 in the General Financial Rules, 2017.

Rule 149: Government e-Market place (GeM)

➤DGS&D or any other agency authorized by the Government will host an online Government e-Marketplace (GeM) for common use Goods and Services.

➤Adequate publicity will be ensured including periodic advertisement of the items to be procured through GeM for the prospective suppliers.

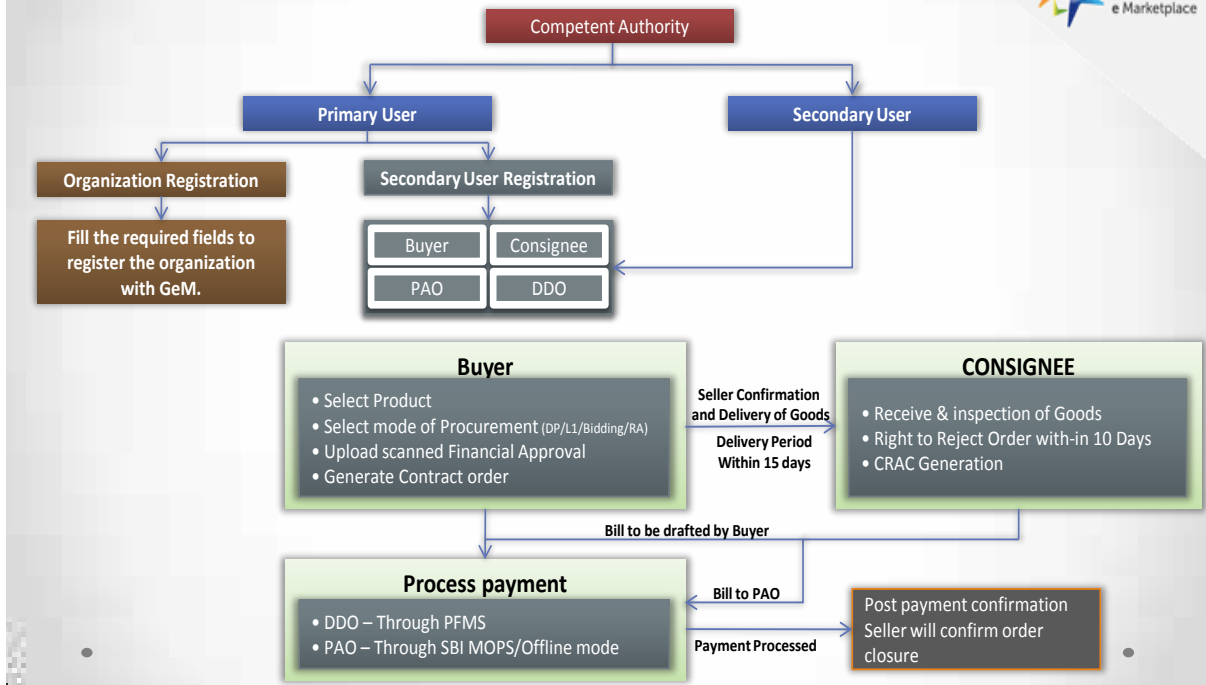
➤The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM.

➤The credentials of suppliers on GeM shall be certified by DGS&D.

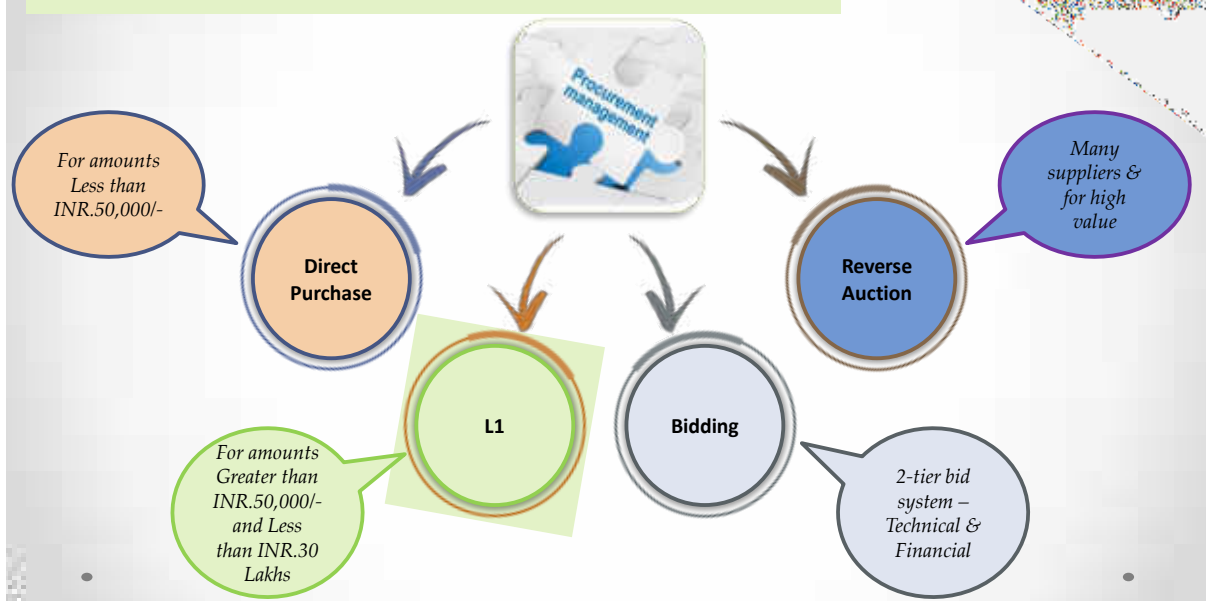
➤The procuring authorities will certify the reasonability of rates.

- i. Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- ii. Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority.
- iii. Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.

Workflow and Timelines



Procurement Options



How to purchase using GeM



Dispatch and Delivery

- On dispatch/delivery of Goods and/or Services, the Seller/Supplier shall prepare an electronic Invoice, digitally/e-signed, on GeM portal and shall submit the same on-line to the Buyer.
- The GeM portal will send an SMS/e-mail alert to the Buyer on submission of Invoice.
- This Invoice will contain mode of dispatch of goods, dispatched/delivered quantity with date and all-inclusive price based on digitally/e-signed Contract/Supply Order/Purchase Order data.
- In case Services are procured, the required data as per Contract/Supply Order/Purchase Order may be incorporated in the Invoice.

Consignee's Receipt & Acceptance Certificate (CRAC)

- The Buyer/Consignee receives the Goods/Services and issues an online Provisional Receipt Certificate (PRC), within 48 hours, mentioning the date of Receipt.
- From the date of receipt mentioned in PRC, the period of ten (10) days for Consignee's/Buyer's right of rejection and return policy would be applicable.
- After assessment of quality and quantity or satisfactory installation of machinery and equipment, the Consignee will issue online digitally/e-signed Consignee's Receipt & Acceptance Certificate (CRAC) within 10 days of date of receipt indicated in PRC.
- The CRAC will indicate the Order quantity accepted and cleared for payment or rejected quantity with reasons for rejection.
- However, if the consignee does not issue CRAC within 10 days, on 11th day from the date of receipt indicated in PRC, GeM System/Portal would auto -generate for the corresponding quantity and shall be taken as deemed acceptance for payments.
- This will be made available on GeM to the Buyer/Seller/DDO/ PAO/Paying Authority and generate a unique serial number for CRAC to the concerned DDO & PAO/Paying Authority.

- For Payment through PFMS requiring DDO functionality:
- After generation of CRAC, the Buyer shall prepare 'Payment advice' on GeM Portal, indicating any contractual deductions such as penalties for violation of Service Level Agreement (as applicable)/Liquidated Damages for delayed supplies etc.
- GeM portal will compute the net amount payable for the accepted quantity after factoring in the contractual deduction(s) and generate claims for payments digitally/e-signed by the Buyer.
- This claim for payment shall be made available to the DDO on GeM Portal and the requisite data will also be pushed online in the PFMS.
- DDO will log into PFMS and generate the Bill against the said claims and forward the same to the PAO/Paying Authority for payment, after deducting any statutory deductions including TDS as applicable.
- The DDO shall also be responsible for issuing TDS certificate (as per Income Tax Act, 1961 amended from time to time) to the Seller after release of the payment to the Seller/Supplier.

Online Pre-Checking of Documents



- PAO/Paying Authority debits the Government account, releasing the corresponding payment to be credited into the bank account of the Seller/Supplier.
- The payment shall be credited to the Seller/Supplier's account within 24 hours by the Bank.
- SMS alerts shall be sent to the Seller and Buyer after the payment is authorized by PAO/Paying Authority and after confirmation of the payment by the Bank.
- The payment authorization & payment confirmation details shall be shared by PFMS/on the GeM portal.
- The PAO/Paying Authority and DDO shall comply with the provisions of General Financial Rules for budget implementation.
- In case of return of Bill, PAO/Paying Authority should provide the needful corrections to all queries/discrepancies/reasons for rejections online to the DDO/Buyer in one go with the approval of the competent authority.

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 20th September, 2016.

OFFICE MEMORANDUM

Subject: Procedures for payments to Sellers Suppliers in Government e- Marketplace (GeM)- reg.

Ref.: OM No. F.26/4/2016.PPO dated 26th 2016 on above subject.

In supersession of the above referred OM dated 26.05.2016 and pursuant to Rule No. 141-A of GFR 2005, the following procedures are prescribed for making payments to the Sellers / Suppliers in GeM which shall be complied and adhered to by all concerned.

2. The Government Buyer i.e. the concerned Programme Division or administrative Unit in a Ministry/Department will place the Contract/Supply Order/ [Purchase Order online after taking prior approval of the Competent Authority for procuring a particular Good or Service. Inter-alia, the Contract/ Supply Order/Purchase Order form will also contain the following fields including fields required for payment related process:](#)

- a. Administrative approval of the Competent Authority indicating the designation of the approving authority,
 - b. Approval of Competent Financial Authority indicating designation of the officer;
 - c. Whether IFD concurrence required? (Yes/No)
 - d. If yes, then IFD Diary No.& Date
 - e. Budget Head of Account and Year, Major/Minor/Sub-head/Detailed Head/Object Head as in Detailed Demands for Grants.
 - f. Budget availability as on date (Yes/No)
 - g. Amount (Contract Value): Rs.. (Budget to be blocked)
 - h. If expenditure is committed for more than a year, the year-wise details - (portal should generate a Liability Register for recording multi-year payment commitments. the format for which is prescribed in Rule 53 of the GFR)
- 3.** When these fields are duly captured, the Buyer will be in a position to place the Order online. The GeM portal will generate a Sanction Order and

the Contract Agreement/Supply Order/Purchase Order which will be digitally/e-signed by the Buyer. These documents duly digitally/e-signed by the Buyer will be made available online to the concerned DDO (applicable in PFMS), PAO (applicable in PFMS), Paying Authority (applicable in Payment System of Railways/Defence/Posts/Others including PSUs, Municipalities, Educational Institutions, Autonomous Institution, State Government, etc) and Seller/ Supplier. The DDO and PAO/Paying Authority shall have access to the Contract Agreement/Supply Order/Purchase Order online in order to ensure that the Bill is generated at the stage of payment in accordance with the contractual provisions.

4. The GeM portal will send the Sanction Order details to PFMS/Payment System of Railways/ Defence/Posts/Others (Others mean 'various Government Bodies including PSUs, Municipalities, Educational Institutions, Autonomous Institution, State Government, etc)

5. On issue of Sanction order and placing the Contract/Supply Order/Purchase Order, the amount required from the relevant Budget Head gets blocked in the PFMS/ Budget Accounting System of Railways/ Defence/Posts/Others.

6. Should it be necessary to amend the Contract, such Contract/Supply Order / Purchase Order with due approval of the Competent Authority and acceptance of the Seller/Supplier shall be made available to the Supplier/DDO/PAO/Paying Authority on the GeM portal.

7. Similarly, in the event of complete / partial cancellation of the Contract/Supply Order/Purchase Order the information would be made available to the Seller/Supplier, DDO and PAO/Paying Authority on the GeM portal. In that event, funds so blocked earlier would be released to the extent of cancelled amount.

8. The Programme Division/Administrative Unit in the Ministries/Departments shall periodically review the blocked budget to ensure that funds are utilized within the same financial year.

9. The performance security (if any) under Rule 158 of General Financial Rule 2005, would be obtained from the Seller/Supplier as per Contract/Supply Order/Purchase Order, and their details would be reflected an the GeM portal by the Buyer.

10. On dispatch/delivery of Goods and/or Services, the Seller/Supplier shall prepare an electronic Invoice. digitally/e-signed, on GeM portal and shall submit the same on-line to the Buyer. Gem portal will send an SMS/ email alert to the Buyer, on submission of Invoice. This Invoice will contain mode of dispatch of goods, dispatched/delivered quantity with date and all inclusive price claimed based on digitally/e-signed Contract/Supply Order/Purchase Order data. In case Services are procured, the required data

as per Contract/Supply Order/Purchase Order may be incorporated in the Invoice.

11. The Buyer/consignee receives the Goods/Services and issues an online Provisional Receipt Certificate (PRC), within 48 hours, on 'said to contain basis' on the GeM portal with his/her digital signature, mentioning the date of Receipt (From this date of receipt mentioned in PRC, the period of ten (10) days for consignee's/buyer's right of rejection and return policy would be applicable).

12. After verification including assessment of quality and quantity and satisfactory installation of machinery and equipment wherever necessary, the Consignee will issue on-line digitally/e-signed Consignee's Receipt & Acceptance Certificate (CRAC) within 10 days of date of receipt indicated in PRC. The CRAC would clearly indicate the Order quantity, rejected quantity (if any, with reasons for rejection including shortages/damaged/ unaccepted quality), quantity accepted and cleared for payment. However, if the consignee does not issue CRAC within 10 days, on 11th day from the date of receipt indicated in PRC, GeM System/Portal would auto generate unsigned CRAC which, backed with digitally/e-signed PRC for the corresponding quantity shall be taken as deemed acceptance for payments in lieu of the requirement of digitally/e-signed CRAC. This will be made available on GeM to the Buyer/ Seller and also the concerned DDO (if applicable) and PAO/Paying Authority. The GeM portal would generate a unique serial number for CRAC relating to concerned DDO (if applicable) & PAO/Paying Authority, so that the payments are made serial in J.

13. After generation of CRAC, the Buyer shall prepare 'Payment advice' on GeM Portal, as under:

(A) For Payment through PFMS requiring DDO functionality: **After generation of CRAC, the Buyer shall prepare 'Payment advice' on GeM Portal, indicating any contractual deductions such as penalties for violation of Service Level Agreement (as applicable)/Liquidated Damages for delayed supplies etc. which will be used by GeM portal to compute the net amount payable for the accepted quantity after factoring in the contractual deduction(s) and generate claims for payments digitally/e-signed by the Buyer. This claim for payment shall be made available to the DDO on GeM Portal and the requisite data will also be pushed online in the PFMS. DDO will log into PFMS and generate the Bill against the said claims and forward the same to the PAO/Paying Authority for payment, after deducting any statutory deductions including TDS as applicable. The DDO shall also be responsible for issuing TDS certificate (as per Income Tax Act, 1961 amended from time to time) to the Seller after release of the payment to the Seller/Supplier.**

(B) For Payment through Payment Systems other than PFMS, not requiring DDO functionality:

After generation of CRAC, the Buyer shall prepare 'Payment advice' on GeM Portal, indicating any contractual deductions such as penalties for violation of Service Level Agreement (as applicable)/ Liquidated Damages for delayed supplies and also statutory deductions including TDS as applicable. The same will be used by GeM portal to compute the net amount payable for the accepted quantity and generate claims for payments digitally/e-signed by the Buyer. This claim for payment shall be made available to the PAO/Paying Authority on GeM Portal for payment, after deducting any statutory deductions including TDS as applicable.

In case the Buying organisation allows direct online payment through the payment gateway integrated with Bank(s) available on GeM Portal, the concerned PAO/Paying Authority shall log into the GeM Portal to process and advice for release of online payment to the Seller /Supplier through the available payment gateway. However, in case the PAO/Paying Authority operates through its own online Payment System, the requisite data will be pushed online in the Payment System of the Buying organisation. PAO/Paying Authority shall log into the Payment System to process the payment advice for release of online payment to the Seller /Supplier. The Buyer shall also be responsible for issuing TDS certificate.

14. After online pre-check of all relevant documents, PAO/Paying Authority shall debit the Government account, releasing the corresponding payment through PFMS/the Payment System of Railways/Defence/Posts/Others to be credited into the bank account of the Seller/Supplier. The payment so released shall be credited to the Seller/Supplier's account within 24 hours (excluding public holidays), by the Bank. SMS alerts shall be sent to the Seller and Buyer after the payment is authorized by PAO/Paying Authority and also after the confirmation of the payment by the Bank. The payment authorization as well as payment confirmation details shall be shared by PFMS /Payment System of Railways/ Defence/Posts/Others on the GeM portal. The PAO/Paying Authority and DDO shall comply with the provisions of General Financial Rules for budget implementation.

(b) In case of return of Bill, if necessary by PAO/Paying Authority, it should be made online with all queries/discrepancies/reasons for rejections indicated in one go with the approval of competent authority, to the DDO/Buyer for the needful corrections at their end.

15. In terms of the provisions of the Information Technology Act 2000 as amended from time to time, digitally/e-signed online documents generated on GeM shall be treated at par with ink-signed documents for release of payment to the Seller/Supplier and no ink signed paper/documents shall be demanded/insisted

16. It is obligatory for payments to be made without any delay for purchases made on GeM. In no case should it take longer than the prescribed timelines.


The timelines after Consignee Receipt and Acceptance Certificate (CRAC) issued on-line and digitally/e-signed by consignee, will be two (2) working days for Buyer, one (1) working day for concerned DDO and two (2) working days for concerned PAO/Paying Authority for triggering payment through PFMS/the Payment System of Railways/Defence /Posts /Others and Banks for crediting to the supplier's account. In case of return of Bills by PAO/Paying authority, the discrepancies should be addressed by concerned Buyer/DDO within one working day and thereafter on re- submission of Bill the PAO / Paying Authority should also not take more than one (1) working day for triggering payment to the supplier/seller. Any matter needing a resolution will be escalated to the next higher level in each agency (Buyer, DDO and PAO/Paying Authority) where the matter should be resolved within 24 hours. In the entire process, time taken for payment should not exceed ten (10) days including holidays.

17. GeM System/Portal would also have on-line provisions for generating supplementary Invoice(s) for claim/refund of statutory changes in Duties and taxes, if any, as above. A provision for all types of refunds/claims should be available on-line through PFMS /the Payment System of Railways/Defence/Posts/Others.

18. The multi-year liabilities so created as referred to in Para 2(h) above shall be reviewed regularly by the Programme Division/Administrative unit in consultation with the Financial Adviser. The consolidated information on the total committed liabilities, year wise, shall be submitted by the Financial Adviser to the Budget Division, Department of Economic Affairs, Ministry of Finance for suitably reflecting in the Budget Estimates for the relevant financial year and in the Medium Term Expenditure Framework (MTEF).

19. The above procedures and time lines shall be strictly adhered by the Ministries/Departments.

20. This issues with the approval of Secretary (Expenditure).


(Vinayak T. Likhari)

Under Secretary to the Govt. Of India
Tel:-24621305

To,

All the Secretaries and Financial Advisers to Government of India

Copy to:

1. CGA, CGDA, FC/ Railway Board- for information and necessary action.
2. Secretary/Department of Public Enterprises with a request to issue appropriate instructions to Public Sector Undertakings in this regard.

Internal circulation: AS (PF-I), JS(FA), JS (Pers.) and JS (PF-II).

ANNEXURE-XVI

BE. Allocation "Swachhta" (2018-19)					
(Rs. in Thousands)					
GST			Customs		
S.No.	Budgetary Authority	B.E. Allocation	S.No.	Budgetary Authority	B.E. Allocation
1	PCCGST, Ahmedabad	7990	1	CCC, Ahmedabad	5000
2	PCCGST, Bengaluru	11000	2	CCC, Bangalore	2300
3	CCGST, Bhopal	11000	3	CC (P), Bhubneshwar	500
4	CCGST, Bhubaneshwar	5000	4	CCC, Chennai	10000
5	CCGST, Chandigarh	7000	5	CCC(P), Trichy	3100
6	PCCGST, Chennai	20000	6	CC, Cochin	2500
7	CCGST, Thiruvanthapuram	6200	7	CC(P), Cochin	1500
8	PCCGST, Delhi	9000	8	CCC, Delhi	8000
9	CCGST, Panchkula	7100	9	CCC(P), Delhi	5800
10	CCGST, Hyderabad	9000	10	CC, Goa	1800
11	CCGST, Jaipur	8000	11	CC, Hyderabad	500
12	PCCGST, Kolkata	14000	12	CC, Indore	300
13	PCCGST, Lucknow	8000	13	CCC, Kolkata	7000
14	CCGST, Meerut	9000	14	CCC, Mumbai-I	10000
15	PCCGST, Mumbai	18000	15	CCC, Mumbai-II	6000
16	CCGST, Nagpur	7000	16	CCC, Mumbai-III	5000
17	CCGST, Ranchi	8000	17	CC, Nagpur	300
18	CCGST, Pune	6000	18	CC, Noida	500
19	CCGST, Guwahati	6200	19	CCC(P), Patna	5500
20	CCGST, Vadodara	10000	20	CC, Pune	2500
21	CCGST, Visakhapatnam	4200	21	CC(P), Shillong	2000
22	DG, ARM	10000	22	CC, Visakhapatnam	2000
23	DG, Tax Payer Service	1800	23	CC(P), Vijaywada	2200
24	DG, GST, Delhi	1000	24	DGEP	500
25	Pr.CCA (Central Excise), Delhi	2000	25	CRCL	2800
26	DG, Performance Management	1700	26	PAO-Customs	400
27	Commissioner, Directorate of Legal Affairs	650	27	Commissioner, Logistics	500
28	DG, HRD	3000	28	DG, DRI	17000
29	DG, Audit	1460	29	DG, Valuation	600
30	DG, Safeguards	500	30	PADG, DIC	1500
31	CDR, CESTAT	4000			
32	DG, Systems	3000			
33	Commr. Data Management	350			
34	DG, NACIN	20000			
35	DG, Vigilance	3000			
36	DG, GSTI	10000			
37	Commissioner, Settlement Commission	1500			
38	Pr, CCA, Directorate	20			
	Total	255670		Total	107600

ANNEXURE-XVII A

No. 12(l)/E.II(A)/2016
Government of India
Ministry of Finance
Department of Expenditure

New Delhi. the 7th October. 2016

OFFICE MEMORANDUM

Subject: Grant of advances - Seventh Pay Commission recommendations- Amendment to Rules 21(5) of Compendium of Rules on Advances to Government Servants.

The undersigned is directed to say that in pursuance of the decision taken by the Government on the Seventh Pay Commission's recommendations relating to advances, the existing provisions of Compendium of Rules on Advances - 21(5) relating to Personal Computer Advance are amended as per the amendments attached.

2. These orders will take effect from the date of issue of this O.M. The cases where the advances have already been sanctioned need not be reopened.

3. The other interest bearing advances relating to Motor Car Advance and Motorcycle / Scooter / Moped Advance will stand discontinued.

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

5. All the Ministries/Departments are requested to bring the amendments to the notice of all its attached and subordinate offices for their information.

Hindi version of this O.M. is enclosed.

-Sd-
(Pankaj Hazarika)
Director, E.II(A)

To

All the Ministries/Departments of the Government of India. etc.
Copy (with usual number of spare copies) forwarded to C&AG, UPSC, etc. as per standard endorsement list.

AMENDMENTS TO COMPENDIUM OF RULES ON ADVANCES TO
GOVERNMENT SERVANTS, 2005

CONDITIONS OF GRANT OF COMPUTER ADVANCE:

Rule 21(5)

Advance	Quantum	Eligibility Criteria
Personal Computer Advance	Rs.50,000 or actual price of PC, whichever is lower.	All government employees

(ii) The Computer advance will be allowed maximum five times-in the entire service.

No. 12(1)IE.II(A)/2016
Government of India
Ministry of Finance
Department of Expenditure

New Delhi. the 7th October, 2016

OFFICE MEMORANDUM

Subject: Grant of advances - Seventh Pay Commission recommendations- Amendment to Rules of Compendium of Rules on Advances to Government Servants.

The undersigned is directed to say that in pursuance of the decision taken by the Government on the Seventh Pay Commission's recommendations relating to advances, all the interest free advances stand discontinued as per attached annexure, with the exception that the interest free Advances for Medical Treatment, Travelling Allowance for family of deceased, Travelling Allowance on tour or transfer and Leave Travel Concession shall be retained.

2. In addition, the advance for training in Hindi through Correspondence Course, which is not mentioned in the Compendium of Rules on Advances to Government Servants, also stands abolished in pursuance of the decision of Government on 7th CPC recommendation.

3. These orders will take effect from the date of issue of this O.M. The cases where the advances have already been sanctioned need not be reopened.

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

5. All the Ministries/Departments are requested to bring the amendments to the notice of all its attached and subordinate offices for their information.

Hindi version of this O.M. is enclosed.

-Sd-
(Pankaj Hazarika)
Director E.II(A)

To
All the Ministries/Departments of the Government of India, etc.
Copy (with usual number of spare copies) forwarded to C&AG, UPSC, etc. as per standard endorsement list.

AMENDMENT TO COMPENDIUM OF RULES ON ADVANCES TO
GOVERNMENT SERVANTS, 2005.

Sl.No	Name of Advance	Gol Decision on 7'h CPC recommendations
1.	Bicycle Advance	Abolished
2.	Warm Clothing Advance	Abolished
3.	Advance of Pay on Transfer	Abolished
4.	Festival Advance	Abolished
5.	Natural Calamity Advance	Abolished
6.	Advance of Leave Salary	Abolished
7.	Advance for Law Suits	Abolished

ANNEXURE-XVII C

F.No.119051/1/2017-E.IV
 Government of India
 Ministry of Finance
 Department of Expenditure

New Delhi, the 2nd August 2017

OFFICE MEMORANDUM

Subject: Implementation of the recommendations of the Seventh Central Pay Commission-Dress Allowance.

Consequent upon the decisions taken by the government on the recommendations of the Seventh Central Pay Commission, in supersession of the existing orders relating to Uniform related Allowances viz. Clothing Allowance, Initial Equipment Allowance, Robe Allowance, Robe Maintenance Allowance, Shoe Allowance, Uniform Allowance and Washing Allowance which have been subsumed in a single Dress Allowance, the President is pleased to decide the rates of Dress Allowance in r/o the following categories of Central Government employees as under:

S.No.	Category of employee	Rate per annum (in Rs.)
1.	Special Protection Group (SPG) Operational Special Protection Group (SPG) Non-operational	2,800/- 21,225/-
2.	Officers of Army/IAF/Navy/CAPFs/CPOs RPF/RPSF/IPS/Coast Guard.	20,000/-
3.	MNS Officers, officers of DAN/IPS/ACP of Delhi Police/other Union Territories	15,000/-
4.	Executive staff of Customs, Central Excise and narcotics Department (both in summer and summer-cum-winter), Indian Corporate Law Service (ICLS) Officers, legal officers in NIA, bureau of Immigration Personal (in Mumbai, Chennai, Delhi, Amritsar, Kolkata and all check points of bureau of Immigration) PBORs of Defence Services/CAPFs/RPF/Police Forces of Union Territories and Indian Coast, Gurad, Station Masters of Indian Railways.	10,000/-
5.	Other categories of staff who were supplied Uniforms and are required to wear them regularly like Trackmen, Running staff of Indian Railways, Staff Car Drivers, MTS, Canteen Staff of Non-Statutory Departmental Canteens, etc.	5,000/-
6.	Nurses	1800/- per month

2. Allowances related to maintenance, washing of Uniform are subsumed in Dress Allowance and will not be payable separately.
3. Further categories of staff who were earlier being provided Uniforms, will henceforth not be provided with uniforms.
4. The amount of Dress Allowance shall be credited to the salary of employees directly once a year in the month of July.
5. This allowance covers only the basic uniform of the employees. Any special clothing like that provided at Siachen glacier or inside submarine or fluorescent clothing provided to trackmen of Indian Railways or to ID personnel posted at high altitudes will continue to be provided by the concerned Ministry as per existing norms.
6. Outfit Allowance, paid to Indian Foreign Service officers and employees will continue to be provided as before, is enhanced by 50%.
7. The rates of Dress Allowance will go up by 25% each time Dearness Allowance rises by 50%.
8. These orders shall take effect from 01st July, 2017.
9. Separate orders will be issued by Ministry of Defence, Ministry of Home Affairs, Ministry of Railways Ministry of Health & Family Welfare of Corroborate Affairs, Ministry of External Affairs, Department of Revenue, Department of Personnel & Training and Cabinet Secretariat in respect of employees of these Ministries/Departments.
10. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

Hindi version is attached.



(Annie George Mathew)
Joint Secretary to the Government of India

To,

All Ministries and Departments of the Govt. of Indian etc. as per standard distribution list.

Copy to: C&AG and U.P.S.C., etc. as per standard endorsement list.

ANNEXURE-XVII D

F.No.C 30013/158/03 Ad IV A
Government of India
Ministry of Finance
Department of Revenue

New Delhi, the 16th June, 04

To

All Chief Commissioner/DG under CBEC

Subject: Reimbursement in respect of Newspapers supplied to Officers at their residences- instructions - reg.

Sir,

I am directed to say that mater of the reimbursement in respect of Newspapers supplied to officers at their residences has been considered in consultation with the Integrated Finance Unit of the Ministry and it has been decided that the various categories of officers in Customs and Central Excise Commissionerates and Directorates may be allowed reimbursement of bills in respect of newspapers purchased by them at their residence, as indicated below:

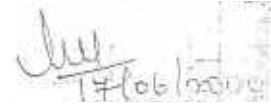
SL No.	Level of Officer	Maximum No. of Indian Newspapers
1	Chief Commissioner/DG	3 (three)
2	Commissioner	2 (two)
3	Addl. Commissioner/Joint Commissioner/ Dy. Commissioner/ Asstt. Commissioner, Superintendent & equivalent grade.	1 (one)

2. The officers would have the option to purchase the Indian Newspapers of their choice. No foreign Newspapers as also Magazines (Whether Indian foreign) will be allowed- The reimbursement in respect of the Newspapers may be made by the budgetary authorities on production of pre-receipted the paid-up Bills/ Cash Memos by the concerned officers. The officers will move the option to either return the old newspapers to the office or to make a deduction from the reimbursement bill @ 15%, for retaining the newspapers with them. However, no additional funds will be provided for meeting and additional expenditure on providing the facility of newspapers to the officers.

3. This issues with the concurrence of Integrated Finance Unit of this Department vide their Dy No 577/04 IFU III dated 2.1 5.04.

4. It is further requested that the existing practices (s) and the scale (s) of provision of newspapers, etc to the officers, in your charges/region, may be stopped, and the aforesaid instructions may be implemented, uniformly forthwith.

Yours faithfully,




(INDIRA MURTHY)

UNDER SECRETARY TO THE GOVT. OF INDIA

Copy to:

1. Chairman CBEC/Member CBEC
2. All Joint Secretaries/Directors/Deputy Secy./Under Secy.
3. Pr. CCA (C&CE) New Delhi
4. All Zonal Accounts Officer CBEC
5. IFU III
6. Dir. (Ad.III)
7. Sanction Folder



(INDIRA MURTHY)

UNDER SECRETARY TO THE GOVT. OF INDIA

Dated April 10th 2007

OFFICE MEMORANDUM

Sub: Facility of Telephone (landline and/or mobile connection) at the residence in respect of entitled categories of Government employees.

The undersigned is directed to refer to the Departments O.M. of even no. dated 14,11.2006, on the subject mentioned above and to state that clarification have been sought by various Ministries/Departments about certain issues relating with the implementation of the aforesaid O.M. like the number of connections qualifying for reimbursement, whether the taxes applicable were to be paid for by the officer or office whether the entitlement of the residential telephone is to be regulated by this O.M. etc.

2. The queries/doubts raised by various quarters have been duly examined and the following clarifications are issued:

S. No.	Queries	Clarifications
1	How will the reimbursable amount be calculated if an officer is provided with landline, mobile phone and facility by the Office/Deptt. and the amount of the bills relating to each facility exceeds the prescribed ceiling.	The total expenditure on one or all of the stated facilities should not exceed the ceiling amount applicable in the case of the officer. No separate ceiling has been provided in respect of the stated facilities individually.
2	Is Rs.400/- to be reduced on account of broadband facility be applicable in those cases also where-the broadband facility have not been provided by the 'Office/ Department and the Officers have got installed broadband facility on personal landline telephones on their own.	Officers of DS and above level are required to subscribe to Broadband facility and in its absence Rs.400/- shall be deducted/reduced from the ceiling amount. However no individual/ separate ceiling has been fixed in respect of the three facilities covered by the overall ceiling.
3	What will be the reimbursable amount if the Officers provided landline telephone facility at the residence on functional basis by way of taking over their personal landline telephones have got provided	The entire amount shall be reimbursable if expenditure ceiling is observed. Even Officers to whom telephone facility has been provided on functional basis can use

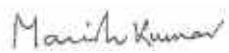
	broadband facility on their own and the amount of telephone bill furnished is within the prescribed ceiling.	mobile phone/broadband facility.
4	Whether private Service provider are to be allowed in the case of landline telephones also and the office/ Department can provide a telephone connection of private service provider.	Yes
5	Whether STD and/or broadband facilities can be made available by the Office/Department on residential telephone of those officers also who have been provided official telephone facilities at their residences on functional basis.	The stated facilities can be provide however, expenditure incurred, if any, on providing the same shall be borne by the concerned Official in this case.
6	Whether Officers of the rank of Director/Deputy Secretary or below provided with the facility of residential telephone can avail mobile or broadband facility also within the ceiling fixed for each rank.	Yes
7	Whether the facility of STD is permitted to officers below the rank of Joint Secretary on residential telephone as per the O.M.	Yes
8	Whether the ceiling envisaged will also apply in case of official connections (both landline and mobile) provided to officers (both entitled and non-entitled) on functional grounds, the payment of which is made by the Government.	Yes, regarding the non-entitled officers the maximum reimbursable amount shall be restricted to Rs. 800/- p.m. (as at Sl. No.5 of O.M.) unless a higher rate of reimbursement has specially been provided for originally.
9	Whether an officer who has been provided residential landline connection by the Office and also uses his own mobile connection apart from the Official phone would be entitled for re-imburement if the total usage of official connection plus his own mobile is less than the ceiling fixed.	Yes, subject to production of proper bills/receipts in respect of the facility acquired personally/private.
10	What is the effective date from which the limits laid down on the ceiling amounts are to be observed.	14.11.2006 i.e., the date of issue of the earlier comprehensive O.M. is the effective date for this purpose.

11	Whether the residential telephone facilities to personal staff of Minister will also be governed by the above quoted instructions.	Yes, if they are entitled for residential telephone facility.
12	Whether all Officers below the rank of Deputy Secretary i.e. Group A and Group 'B' gazetted and non-gazetted officials, who have been allowed residential telephone facility by the Department under the 25% restriction instructions can also claim reimbursement of their mobile phone bill subject to overall ceiling of Rs. 800/- p.m.	Yes
13	Whether re-imburement can be made to those Officers who are using pre-paid mobile connections and submit re-charge coupons only instead of any proper bills/receipts etc.	Yes
14	Whether re-imburement is to be allowed only in such cases where the mobile/telephone connection is in the name of the Officer.	Yes
15	Whether the instant O.M. shall apply on those cases where husband and wife are sharing the same residential telephone and both are entitled officers as per this O.M. In this case whether re-imburement of the total amount (upto combined ceiling amount) can be made if either the husband or wife submits the combined bills of landline/ mobile / broadband facility being used by both.	Yes. A certificate be obtained from the Officer submitting the bill that the other Officer (husband/wife) shall not claim the re-imburement in respect of the same bill.
16	Whether the Officials, otherwise non- entitled, who have been allowed the facility of residential/ mobile phone on functional basis like Parliament Assistants and others are also covered by the present O.M.	Yes, the reimbursable amount in such cases shall be restricted to Rs.800/- i.e. at par with categories at SLNo.5 in the O.M.
17	Whether the O.M envisages payment of taxes on the expenditure incurred on landline/ mobile phone/	The applicable taxes on the expenditure incurred upto the ceiling amount shall be paid

	broadband facility by the Officer concerned or the Department.	for/reimbursed by the Office. Expenditure incurred if any in excess of ceiling amount shall be paid for by the Officer concerned along with taxes on the same.
18	Whether Officers equivalent in rank to Additional Secretary/ Joint Secretary/ Director/Deputy Secretary the Government of India are also entitled for mobile to connection and broadband connection on their	Yes , subject to the condition that such an Officer is entitled for the residential telephone facility.
19	Whether the broadband installation charges/initiation charges etc, being charged by the service providers for providing this facility are reimbursable by the Department or has to be borne	In case the telephone has been provided by the Deptt, the installation charges for the same shall be borne by the Deptt.. However in case of personal telephone, the said charges shall be borne by the individual.
20	Whether the broadband and telephone call charges are to be restricted on only one landline connection.	Yes
21	Whether the reimbursement will be restricted to one landline and/or one mobile connection to each Officer or reimbursement can be made for multiple connections.	Re-imbusement shall be restricted to one landline and/or one mobile connection only.
22	Whether the amount of Rs.400/- reimbursable on the broadband facility also include (a) mobile internet connection (b)internet dial up facility (c)through cable operators (d) service providers providing broadband facility without any landline or mobile connection.	Yes.
23	Whether 'reimbursement' means that the officer concerned has to first pay the bill and then claim the amount paid from office.	No. The term 'reimbursement in the context of the referred O.M. means that the payment for expenditure incurred on the indicated telecom facilities shall be restricted to the ceiling amount. It does not seek discontinuation of the practice of <i>office</i> making payment to service providers on receipt of

		bills.
24	Whether the entitlement of an officer to the facility of residential telephone is to be decided as per this O.M.	No. The O.M. shall not be referred to for the purpose of deciding/determining an officers entitlement to the residential telephone facility.
25	How will the entitlement of an officer who is drawing pay in an intervening pay scale(higher to pay scale of one of the categories identified in the O.M. but lower than the pay scale of next such category) i.e. officers drawing pay in scales higher than the pay scale of Director but lower than the pay scale of Joint Secy. in the GOI or other such cases are to be regulated.	In cases such as this, the ceiling on expenditure applicable to an officer shall be as provided for in respect of the category drawing pay in the lower scale. Thus the entitlement of an officer drawing pay in an scale intervening between that of Director and Joint secy. shall be at par with that of DS/Dir,
26	Can the officers covered in the O.M. dtd 14.11.2006 also avail facilities like ISD on land line, mobile E- mail devices, etc.	No.
27	Whether in those cases where an officer has subscribed to broadband facility at his residence though not on a telephone in his name but in the name of one of his family members, full reimbursement (upto the ceiling amount) can be permitted on the landline/mobile connections in his name.	Yes

3. All Ministries/Departments may implement the contents of O.M. dated 14/11/2006 read with the aforesaid clarifications. It is reiterated that no additional funds shall be provided for this purpose and concerned ministries/departments/organisations will have to meet all the expenditure on this account within the existing budget for Office Expenses - Telephones.


(Manish Kumar)

Deputy Secretary to the Govt of India

To,

All Ministries/Departments of Govt. of India

No. 24(5)/E.Coord/201 2
Government of India, Ministry of Finance
Department of Expenditure

New Delhi dated the 11th May, 2012

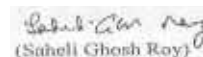
OFFICE MEMORANDUM

Subject:- Internet facility through data card-reg.

References are being received from various Ministries/Departments seeking clarification/relaxation for internet facility through Data Card. The matter has been reviewed and it has been decided to allow use of data card for internet purposes subject to the following conditions;-

- (i) No Data-Card (Hardware etc) would be provided by the office and only reimbursement for data use, through data card, will be allowed on submission of bill.
- (ii) The User has the liberty to choose any operator/plan beneficial to them.
- (iii) Re-imburement would be allowed for one data card connection only.
- (iv) There would be no separate ceiling for the internet through data card and the reimbursement will Be allowed to the entitled officer according to the ceiling/guidelines/clarification laid down vide this Department's OMs No. 7(14)/C&V/2006 dated November 14th 2006, dated April 14th, 2007 and dated July 9th, 2007. As such, the maximum monthly reimbursable amount, towards charges on residential telephone/mobile phone/broadband/data card use (for internet purposes), to a category of a officer will be as under:-

Rank/Designation	Ceiling Amount (in Rs.)
Secretary to the Government of India and equivalent rank	2800
Additional Secretary to the Government of India and equivalent rank	2500
Joint Secretary to the Govt. of India and equivalent rank	2000
Director and Deputy Secretary to the Government of India and equivalent rank	1 500
Below the rank of Deputy Secretary to the Government of India (restricted to 25% of Group A' Officers below the rank of Deputy Secretary)	800


(Saheli Ghosh Roy)

Director (E. Coord.)
Tel. No.23093257

1. All Ministries/Departments of Government of India
2. All Financial Advisers

ANNEXURE-XVII E

No. 2/5/2017E.II(B)
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, 7th July, 2017.

OFFICE MEMORANDUM

Subject:- Implementation of recommendations of the Seventh Central Pay Commission relating to grant of House Rent Allowance (HRA) to Central Government employees.

Consequent upon the decision taken by the Government on the recommendations of the Seventh Central Pay Commission, the President is pleased to decide that, in modification of this Ministry's O.M. No.2(37)-E.11(B)/64 dated 27.11.1965 as amended from time to time, O.M. No.2(13)12008-EU(S) dated 29.08.2008 and O.M. No.2/5/2014-E.11(B) dated 21.07.2015, the admissibility of House Rent Allowance (HRA) shall be as under-

Classification of Cities/Towns	Rate of House Rent Allowance per month as a percentage of Basic Pay only
X	24%
Y	16%
Z	8%

2. The rates of HRA will not be less than Rs.5400/-, 3600/- & 1800/-at X, Y & Z class cities respectively.
3. The rates of HRA will be revised to 27% 18% &9% for X, Y & Z class cities respectively when Dearness Allowance (DA) crosses 25% and further revised to 30%, 20% & 10% when DA crosses 50%.
4. The term "basic pay" in the reviled pay structure means the pay drawn in the prescribed pay levels in the Pay Matrix and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP), etc, or any other type of pay like special pay, etc.
5. The list of cities classified as 'X', 'V and 'Z vide DoE's O.M. No.2/5/2014-E1I(S) dated 21.07.2015, for the purpose of grant of House Rent Allowance is enclosed as Annexure to these orders.
6. Special orders on continuance of HRA at Delhi ("X' class city) rates to Central Government employees posted at Faridabad, Ghaziabad, NOIDA and Gurgaon, at Jalandhar ("Y" class city) rates to Jalandhar Cantt., at "Y' class

city rates to Shillong, Goa & Port Blair and HRA at par with Chandigarh ("V" class city) to Panchkula, S.A.S. Nagar (Mohali) which have been allowed to continue vide Para '4' of this Ministry's OM. No.2/5/2014-E1I(S) dated 21.07.2015 and O.M. No. 2/2/2016-E1I(S) dated 03.02.2017, shall continue till further orders.


7. All other conditions governing grant of HRA under existing orders, shall continue to apply.

8. These orders shall be effective from 1st July, 2017,

9. The orders will apply to all civilian employees of the Central Government. The orders will also be applicable to the civilian employees paid from the Defence Services Estimates. In respect of Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and the Ministry of Railways, respectively.

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

Hindi version is attached.


(Annie George Mathew)
Joint Secretary to the Government of India

To

All Ministries and Departments of the Govt. Of India etc. as per standard distribution list. Copy to: C&AG and U.P.S.C., etc. as per standard endorsement list.

ANNEXURE

To O.M. No.2/512017-E.II(B) dated 07.07.2017.

LIST OF CITIES/TOWNS CLASSIFIED FOR GRANT OF HOUSE RENT ALLOWANCE TO CENTRAL GOVERNMENT EMPLOYEES

Sl. No.	STATES/ UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
1	ANDAMAN& NICOBAR ISLANDS	—	—
2	ANDHRA PRADESH/ TELANGANA	Hyderabad (UA)	Vijayawada (UA), Warangal (UA), Greater Visakhapatnam (M.Corp), Guntur (UA), Nellore (UA)
3	ARUNACHAL PRADESH	—	—
4	ASSAM	—	Guwahati (UA)
5	BIHAR	—	Patna (UA)
6	CHANDIGARH	—	Chandigarh (UA)
7	CHHATTISGARH	—	Durg-Bhilai Nagar (UA), Raipur (UA)
8	DADRA&NAGAR HAVELI	—	—
9	DAMAN&DIU	—	—
10	DELHI	Delhi (UA)	—
11	GOA	—	—
12	GUJARAT	Ahmadabad (UA)	Rajkot(UA), Jamnagar(UA), Bhavnagar (UA), Vadodara (UA), Surat (UA)
13	HARYANA	—	Faridabad*(M.Corp.), Gurgaon (UA)
14	HIMACHAL PRADESH	—	—
15	JAMMU & KASHMIR	—	Srinagar (UA), Jammu (UA)
16	JHARKHAND	—	Jamshedpur (UA), Dhanbad (UA), Ranchi (UA), Bokaro Steel City (UA)
17	KARNATAKA	Bengalore/ Bengaluru	Belgaum (UA), Hubli-Dharwad (M.Corp.), Mangalore (UA), Mysore (UA), Gulbarga (UA)

1 8	KERALA		Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA), Thrissur (UA), Malappuram (UA), Kannur (UA), Kollam (UA)
1 9	LAKSHADWEEP	–	–
2 0	MADHYA PRADESH		Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA), Ujjain (M. Corpn.)
2 1	MAHARASHTRA	Greater Mumbai (UA), Pune (UA)	Amravati (M. Corpn.), Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Solapur (M. Corpn.), Kolhapur (UA), Vasai-Virar City (M. Corpn.), Malegaon (UA), Nanded-Waghala (M. Sangh (UA) Corpn.),
2 2	MANIPUR	-	-
2 3	MEGHALAYA	-	-
2 4	MIZORAM	-	-
2 5	NAGALAND	-	-
2 6	ODISHA	-	Cuttack (UA), Bhubaneswar (UA), Raurkela (UA)
2 7	PUDUCHERRY (PONDICHERY)	-	Puducherry/Pondicherry (UA)
2 8	PUNJAB	-	Amritsar (UA), Jalandhar (UA), Ludhiana (M. Corpn.)
2 9	RAJASTHI-JAN	-	Bikaner (M. Corpn.), Jaipur (M. Corpn.), Jodhpur (UA), Kota (M. Corpn.), Ajmer (UA)
3 0	SIKKIM	-	-
3 1	TAMIL NADU	Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirappalli Madurai (UA), Erode (UA)
3 2	TRIPURA	-	-

3 3	UTTAR PRADESH	-	Moradabad (M.Corp.), Meerut (UA), Ghaziabad'(UA), Aligarh(UA), Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur (UA), Varanasi (UA), Saharanpur (M.Corp.), Noida* (CT), Firozabad (NPP), Jhansi (UA)
3 4	UTTARAKHAND	-	Dehradun (UA)
3 5	WEST BENGAL	Kolkata (UA)	Asansol (UA), Siliguri (UA), Dugapur (UA)

* Only for the purpose of extending HRA on the basis of dependency. NOTE

The remaining cities/towns in various States/UTs which are not covered by classification as "X" or "Y", are classified as "Z" for the purpose of HRA.