

No.F.1/36/2018-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

516, Lok Nayak Bhavan,  
New Delhi. Dated 28<sup>th</sup> December, 2018

**OFFICE MEMORANDUM**

**Sub: Manual for Procurement of Goods, 2017 and Manual for Procurement of Consultancy & other Services, 2017.**

It may be recalled that the Department of Expenditure in 2017 had issued a set of two Manuals on 'Policies and Procedures for Procurement of Goods' and 'Procurement of Consulting & Non- Consulting Services', in conformity with the General Financial Rules (GFR), 2017. These Manuals have been prepared in consonance with the fundamental principles of transparency, fairness, competition, economy, efficiency and accountability. Efforts have been made to cover all major aspects of procurement in these Manuals in a user-friendly manner. The manuals are the outcome of extensive consultations in two stages with Ministries/ Departments and other organizations. These manuals are available on the website of Department of Expenditure.

2. These Manuals provide generic guidelines which would be useful for the procuring officials working in various Ministries/ Departments as operating instructions and would bring about greater transparency and predictability in Government procurement procedures and help in improving the ease of doing Business with Government. Ministries/ Departments are advised to supplement these manuals to suit their local/specialized needs, by issuing their own detailed manuals (including customized formats); Standard Bidding Documents and Schedule of Procurement Powers to serve as detailed instructions for their own procuring officers.

3. The above referred Manuals may be brought to the notice of all concerned officers under your Ministry/ Department, Attached/ Subordinate offices and Autonomous Bodies engaged in the work of procurement directly or indirectly. Such officers may also be encouraged to attend one week residential free procurement training at National Institute of Financial Management (NIFM). The calendar of training is available on the website of this Department as well as NIFM.

  
(Ujjwal Kumar)  
Under Secretary to the Govt. of India  
Tel.: 24621305  
Email: kn.reddy@gov.in

To,

Secretaries of All Central Government Ministries/ Departments