

No.F.1/4(2)/2023-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

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502, Lok Nayak Bhawan,  
Khan Market, New Delhi.  
27.02.2024

**OFFICE MEMORANDUM**

**Subject: - Seeking feedback from Stakeholders on:**

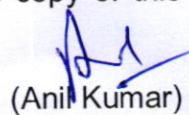
- (i) Draft Manual for Procurement of Non-consultancy Services-2024
- (ii) Draft Manual for Procurement of Consultancy Services-2024

Manual for Procurement of Consultancy and Other Services was published in 2017 and was updated in 2022. Considering that procurement of Non Consultancy Services (NCS) is becoming significant and detailed guidelines in this regard are need of the hour, this Department has developed a separate Manual specifically for Procurement of NCS instead of a small chapter on NCS in the Manual for Procurement of Consultancy Services (CS). Hence two separate Manuals have been developed for CS and NCS. The developed Manuals incorporates various new guidelines and to add more clarity with respect to Procurement of NCS.

2. Feedback is solicited from all stakeholders including Ministries/ Departments, attached/subordinate offices, Central Public Sector Undertakings (CPSUs), Industry and Individuals/ Public etc., only in the format (word file) placed at Annexure-I and Annexure-II, for the following:

- (i) Draft Manual for Procurement of Non-consultancy Services-2024
- (ii) Draft Manual for Procurement of Consultancy Services-2024

3. The feedback may be sent at emails sanjay.aggarwal68@nic.in and girish.bhatnagar@gmail.com and to the undersigned by 31.03.2024. The copy of this OM is also available on the website of Department of Expenditure.



(Anil Kumar)

Deputy Secretary (Procurement Policy)  
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Email: anil.kumar14@nic.in

To,

1. All the Secretaries/Financial Advisers of Central Government Ministries/ Departments.
2. Shri P. Daniel, Secretary, Central Vigilance Commission, Satarkta Bhawan, GPO Complex, INA, New Delhi 110023. Tel: 24651020, Email: secy.cvc@nic.in.

Annexure-I

Draft Manual for Procurement of Non-consultancy Services

Name of Organization:		Ref No. and Date	
Name and Designation of contact person:		Phone/ Email clarifications:	

Sr. No.	Chapter No. and Para No.	Existing Provision	Proposed Changes	Justification and reasons for suggested change

Annexure-II

**Draft Manual for Procurement of Consultancy Services**

Name of Organization:		Ref No. and Date	
Name and Designation of contact person:		Phone/ Email clarifications:	

Sr. No.	Chapter No. and Para No.	Existing Provision	Proposed Changes	Justification and reasons for suggested change