

अश्विनी वैष्णव  
Ashwini Vaishnaw



रेल, संचार एवं इलेक्ट्रॉनिकी और  
सूचना प्रौद्योगिकी मंत्री  
भारत सरकार  
Minister of Railways  
Communications & Electronics and  
Information Technology  
Government of India

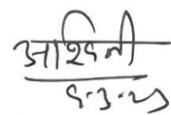


### **Message**

It gives me immense pleasure to note that Department of Telecom is publishing the latest version of 'Finance Compendium' comprising important instructions pertaining to financial matters issued by various key Ministries and Departments.

It is heartening to note that the compendium has been developed in a user-friendly manner. I hope that this compendium shall serve as a useful ready reckoner for all functionaries in the Department.

I congratulate the entire team for accomplishing this task. I am positive that this enthusiasm will also continue in future.

  
(Ashwini Vaishnaw)

देवुसिंह चौहान  
DEVUSINH CHAUHAN



राज्य मंत्री  
संचार  
भारत सरकार  
Minister of State  
for Communications  
Government of India



### MESSAGE

I am very happy to note that Integrated Finance Division of Department of Telecommunications is publishing “Finance Compedium-2023”. I am sure that it will be very useful for all wings of the Department as it will not only facilitate faster decision making but also reduce inaccuracies.

I congratulate the entire team of Finance for their splendid efforts. I am sure they will continuously strive to update this compendium in keeping with the needs of the Department.

  
(DEVUSINH CHAUHAN)



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के. राजारामन, भा. प्र. से.  
सचिव  
**K. Rajaraman, IAS**  
Secretary



भारत सरकार  
संचार मंत्रालय  
दूरसंचार विभाग  
Government of India  
Ministry of Communications  
Department of Telecommunications



### Message

I am happy to learn that the fourth edition of the Finance Compendium is being published by Integrated Finance Division (IFD) of the Department. I have been apprised that this edition has been updated and is being released after a three-year hiatus due to COVID 19, which required significant editing. The most recent orders have been incorporated in this compendium.

I am sure this compendium will serve as a useful reference guide to all divisions with respect to all relevant orders on financial matters. It will also encourage other divisions to undertake similar initiatives in line with the Government's motto of quick decision making and good governance.

The entire IFD team deserves to be complimented for their outstanding work in updating and releasing the most recent edition of this Compendium.

A handwritten signature in blue ink, appearing to read 'K. Rajaraman'.

(K Rajaraman)

New Delhi

27<sup>th</sup> Feb, 2023

# मनीष सिन्हा

## MANISH SINHA

सदस्य (वित्त) डिजिटल संचार आयोग एवं  
पदेन सचिव, भारत सरकार  
Member (Finance),  
Digital Communications Commission &  
Ex-Officio Secy. to the Govt. of India



भारत सरकार  
संचार मंत्रालय  
दूरसंचार विभाग  
संचार भवन, 20, अशोक रोड, नई दिल्ली-110001  
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Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road,  
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## PREFACE

In our quest for good governance and simplification of processes & procedures, a need was felt for updating & compiling all the relevant instructions on Financial Matters released by Ministry of Finance and Department of Telecommunications. The 'Finance Compendium-2023' will enable various functionaries in the Department to process financial proposals in conformity with existing instructions.

The compendium has been methodically organized subject-wise for convenience of nodal wings. This version will assist all DoT divisions in discharging their duties more efficiently, I sincerely hope that everyone involved finds this compilation beneficial.

I congratulate DDG Finance, Director Finance and entire team of IFD for this excellent effort.

*Manish Sinha*  
(Manish Sinha)

New Delhi  
7<sup>th</sup> March, 2023

## शैलेन्द्र कुमार मिश्र

सलाहकार (वित्त)

### Shailendra Kumar Mishra

Advisor (Finance)

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प्रस्तावना

“वित्त संकलन” के इस चतुर्थ संस्करण में न केवल विभिन्न विभागों के महत्वपूर्ण आदेशों व दिशा-निर्देशों का समावेश किया गया है अपितु कैबिनेट सचिवालय द्वारा जारी किए गए विभिन्न महत्वपूर्ण परिपत्रों को भी विषय-वस्तु में स्थान दिया गया है।

मैं आशा करता हूँ कि यह संकलन विभाग की अलग-अलग परियोजनाओं से संबंधित प्रस्तावों में अत्यंत उपयोगी सिद्ध होगा। इस संकलन का प्रमुख उद्देश्य विभागीय कामकाज में सुगमता व नियमानुसार वढ़ता लाना है। इसी महत्व को देखते हुए इसका संकलन व पुनःमुद्रण आवश्यक हो गया था।

संशोधित एवं परिवर्धित “वित्त संकलन-२०२३” के विमोचन पर मैं “एकीकृत वित्त खंड” के समस्त अधिकारियों एवं कर्मचारियों को शुभकामनाओं सहित, बधाई देता हूँ, ये सभी धन्यवाद के पात्र हैं।

शुभकामनाओं सहित

शैलेन्द्र कुमार मिश्र

(शैलेन्द्र कुमार मिश्र)

नयी दिल्ली

१३ मार्च, २०२३

भारत सरकार  
संचार मंत्रालय  
दूरसंचार विभाग  
संचार भवन, २०, अशोक रोड,  
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Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road,  
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WEBSITE : [www.dot.gov.in](http://www.dot.gov.in)

# हिन्दी का मान : राष्ट्र का सम्मान



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WEBSITE : [www.dot.gov.in](http://www.dot.gov.in)



## Acknowledgements

In this edition, IFD has made an effort to update its earlier compendium and incorporate the most recent instructions on financial matters issued by various key Ministries. I sincerely hope that this edition will go a long way in ensuring that officers are well versed in instructions pertaining to financial matters.

This is the fourth edition of financial compendium being issued by IFD and is updated till February, 2023. All necessary efforts have been made to incorporate relevant rules and diligently proof-read the manual. I would urge the readers for their valuable feedback.

I would also like to congratulate the entire IFD team who have demonstrated excellent team work in developing this manual. In particular, I would like to place on record my appreciation for Shri Amanullah Tak (Director) and Shri Vinod Sankhla (Accounts Officer) for their untiring efforts to update the manual.

(Dr. Rajeev Kandpal)

New Delhi

15<sup>th</sup> Mar, 2023

## **DISCLAIMER**

This compendium has been published and all possible necessary care has been taken to make the material error-free. While every effort has been made to avoid any mistake or omission, neither IFD nor printer would be liable in any manner for any mistake/omission in this publication or for any action proposed/ taken or omitted to be proposed/ taken or advice rendered or accepted on the basis of this work. This compendium is prepared for use as a ready reckoner only and the reader is advised to exercise discretion and further consult the original OMs/instructions/guidelines. We look forward to your valuable feedback/ suggestions/corrections in this compilation.

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First Edition : 2016

Second Edition: 2017

Third Edition : 2019

Fourth Edition : 2023





सत्यमेव जयते

# **DOT FINANCE COMPENDIUM-2023**

**(IMPORTANT ORDERS/INSTRUCTIONS  
ON FINANCIAL MATTERS)**

*Updated upto February, 2023*

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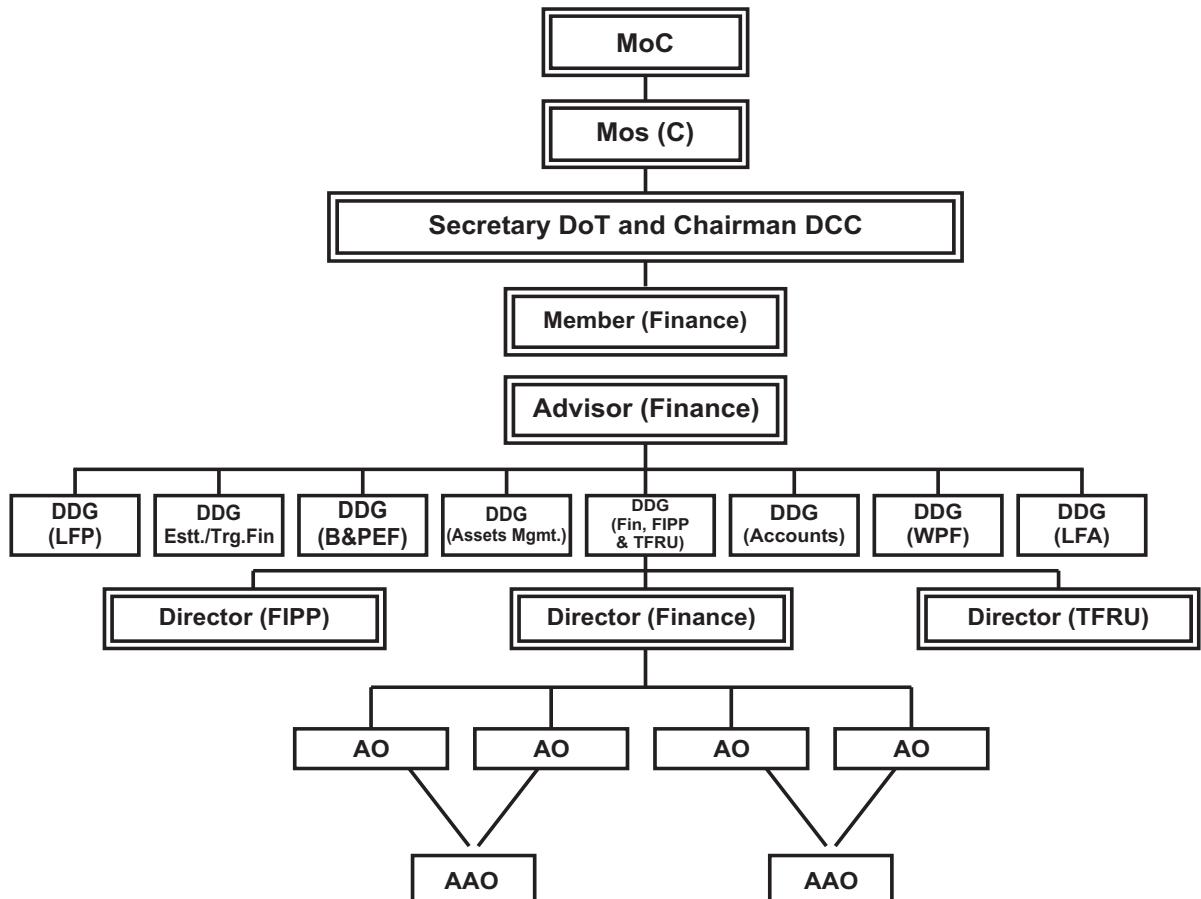
Department of Telecommunications, Ministry of Communications, Government of India, New Delhi

## PART - A CHAPTER - 1

### ORGANIZATION CHART



### Organisational Chart of Finance Wing of DoT, MoC





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Department of Telecommunications, Ministry of Communications, Government of India, New Delhi

## **CHAPTER - 2**

### **DELEGATION OF FINANCIAL POWERS**



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**Schedule of Financial Powers of Telecom Commission & Chairman Telecom Commission**

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

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



3.1.2	Operational vehicles	Full Powers	Full Powers
3.2.0	Purchase	Full Powers	Full Powers
3.3.0	Repairs	Full Powers	Full Powers
3.4.0	Hiring	Full Powers	Full Powers
4.0.0	<b>Purchase</b>		
4.1.0	Stores	Full Powers	Full Powers
4.1.1	Stocked items	Full Powers	Full Powers
4.1.2	Non-Stocked items	Full Powers	Full Powers
4.2.0	<b>Other items</b>		
4.2.1	Office equipment	Full Powers	Full Powers
4.2.2	Computers	Full Powers	Full Powers
4.2.3	Computer Stationery	Full Powers	Full Powers
4.2.4	Other Stationery	Full Powers	Full Powers
4.2.5	Maps, Books and Publications	Full Powers	Full Powers
4.2.6	Furniture and Furnishings	Full Powers	Full Powers
4.2.7	Liveries and uniforms	Full Powers	Full Powers
4.2.8	Medicines for P&T Dispensaries	Full Powers	Full Powers
4.2.9	Purchase of mathematical instruments	Full Powers	Full Powers
5.0.0	<b>Contingent Expenditure</b>		
5.1.0	Recurring	Full Powers	Full Powers
5.2.0	Non -recurring	Full Powers	Full Powers
5.3.0	Hot and Cold weather charges	Full Powers	Full Powers
5.4.0	Printing and binding of forms, Telephone directory	Full Powers	Full Powers
5.5.0	Legal charges	Full Powers	Full Powers
5.6.0	Fright, demurrage and wharfage charges	Full Powers	Full Powers
6.0.0	Renting of buildings		
6.1.0	Administrative Offices	Full Powers	Full Powers



6.2.0	Technical Buildings & Inspection Quarters	Full Powers	Full Powers
6.3.0	Residential Buildings	Full Powers	Full Powers
6.4.0	Office-cum-residence	Full Powers	Full Powers
7.0.0	Payment of advances and securities etc.	Full Powers	Full Powers
7.1.0	Purchase of Stores	Full Powers	Full Powers
7.2.0	Execution of works by other local/public agencies	Full Powers	Full Powers
7.3.0	Security deposits for electricity/water connections	Full Powers	Full Powers
7.4.0	Loans and advances to staff	Full Powers	Full Powers
8.0.0	Rates and Taxes	Full Powers	Full Powers
9.0.0	<b>Honorarium, rewards and awards</b>		
9.1.0	Honorarium	Full Powers	Rs. 5000/- in each case
9.2.0	Rewards/awards	Full Powers	Rs. 5000/- in each case
10.0.0	<b>Refunds, rebates and compensations</b>		
10.1.0	Rebates for excess metering (telephone and telex)	Full Powers	Rs. 5000/- in each case
10.2.0	Refunds	Full Powers	Full Powers
10.3.0	<b>Compensation</b>		
10.3.1	Compensation for death/injury	Full Powers	Full Powers
10.3.2	Compensation for damages to property	Full Powers	Full Powers
11.0.0	<b>Writing off of losses</b>		
11.1.0	Cash	Full Powers	Full Powers
11.2.0	Stores	Full Powers	Full Powers
11.3.0	Irrecoverable Revenue	Full Powers	Full Powers
12.0.0	Scraping of Stores/equipment	Full Powers	Full Powers
13.0.0	Donations, grants-in-aid etc.	Full Powers	Full Powers



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## Department of Telecommunications, Ministry of Communications, Government of India, New Delhi

13.1.0	Canteens/Recreation Clubs	Full Powers	Full Powers
13.2.0	Co-operative Societies	Full Powers	Full Powers
13.3.0	Interest free loans to Co-operative Societies	Full Powers	Full Powers
14.0.0	Deputation of officials for training etc. in India	Full Powers	Full Powers
15.0.0	Re-appropriation of funds	Full Powers	Full Powers
16.0.0	Professional services	Full Powers	Full Powers
16.1.0	Computerization of TR billing through private agencies	Full Powers	Full Powers
16.2.0	Other items of computerization	Full Powers	Full Powers
16.3.0	Other Professional services	Full Powers	Full Powers



**No.7-5/2009-Fin.**  
**Ministry of Communications**  
**Department of Telecommunications**  
**(Integrated Finance Division)**

New Delhi, 30<sup>th</sup> June, 2021

**OFFICE MEMORANDUM**

**Subject:** Delegation of financial powers to Secretary (Telecom)

The undersigned is directed to convey concurrence of Member(F) and approval of Hon'ble MoC to delegate financial power to Secretary (Telecom) in respect of approval of tender discovered cost of USOF schemes as under: -

SI. No.	Approval of Tender Discovered Cost for the projects appraised as per MoF OM No 24(35)/PF-II/2012 dated 5.8.2016.	Channel of Submission	Level of final disposal
1	Above Rs.1000 Crores and upto Rs.2500 crores in each case**	JA(T)/JA(F) Admn. (USOF)/Member(F)	Secretary (T)

\*\*Cases above Rs.2500/-crore shall be submitted to Hon'ble MoC for approval.

The above delegation of financial powers shall be subject to the condition that the power shall be exercised only after original/revised cost estimates are appraised and approved as per MoF OM No.24(35)/PF-II/2012 dated 05.08.2016 as amended from time to time.

**(Shankara Nand Mishra)**  
Director (Finance)

To  
Sr. PPS to Secretary(T)



**No.1-1/2014-15/Fin. (Pt.II)**  
**Ministry of Communications**  
**Department of Telecommunications**  
**(Integrated Finance Division)**

New Delhi, 9<sup>th</sup> May 2022

**OFFICE MEMORANDUM**

**Subject:** Delegation of financial powers to Members, Digital Communication Commission.  
**Reference :** Schedule of Financial Powers of Members, Telecom Commission (DoT No. 5-8/90- EB dated 29-06- 90)

The undersigned is directed to convey the concurrence of Member (Finance)and approval of Secretary (T) to exercise financial powers by Members, DCC with the concurrence of Advisor (Finance)in the under-mentioned items of expenditure:

<b>Item No.</b>	<b>Description of the Item</b>	<b>Extent of Powers</b>
<b>2.0.0</b>	<b>Sanction of schemes/Projects</b>	
2.1.1	New Schemes	Rs.5 Crores
2.1.2	Repetitive Projects	Full Powers
2.3.0	Detailed estimates	Full Powers
<b>2.4.0</b>	<b>Land and Buildings</b>	
2.4.2	New Buildings	Full Powers
2.4.3	Additions and alterations to existing Departmental Buildings	Full Powers
2.4.4	Repairs to Buildings	Full Powers
2.4.5	Dismantlement of Buildings	Full Powers
2.4.6	Repairs and additions to rented buildings both civil and electrical	Full Powers
<b>3.0.0</b>	<b>Vehicle</b>	
3.1.0	Sanction and Replacement	--
3.1.1	Staff Cars	Full Powers
3.1.2	Operational vehicles	Full Powers
3.2.0	Purchase	Full Powers
3.3.0	Repairs	Full Powers
3.4.0	Hiring	Full Powers
<b>4.2.0</b>	<b>Other items</b>	
4.2.1	Office equipment	Full Powers
4.2.2	Computers	Full Powers
4.2.3	Computer Stationery	Full Powers
4.2.4	Other Stationery	Full Powers



Item No.	Description of the Item	Extent of Powers
4.2.5	Map, Books and Publications	Full Powers
4.2.6	Furniture and Furnishings	Full Powers
<b>5.0.0</b>	<b>Contingent Expenditure</b>	
5.1.0	Recurring	Full Powers
5.2.0	Non-recurring	Full Powers
5.4.0	Printing and binding of forms, Telephone directory	Full Powers
5.5.0	Legal charges	Full Powers
<b>6.0.0</b>	<b>Renting of buildings</b>	
6.1.0	Administrative Offices	Full Powers
6.2.0(a)	Technical buildings	Full Powers
7.2.0	Execution of works by other local/public agencies	Full Powers
7.3.0	Security deposits for electricity/water connections	Full Powers
8.0.0	Rates and Taxes	Full Powers
<b>9.0.0</b>	<b>Honorarium, rewards and awards</b>	
9.1.0	Honorarium	Rs.5000/-in each case
9.2.0	Rewards/awards	Rs.5000/-in each case
<b>10.0.0</b>	<b>Refunds, rebates and compensations</b>	
10.2.0	Refunds	Full Powers
<b>10.3.0</b>	<b>Compensation</b>	
10.3.1	Compensation for death/injury	Full Powers
10.3.2	Compensation for damages to property	Full Powers
<b>11.0.0</b>	<b>Writing off of losses</b>	
11.1.0	Cash	Full Powers
11.2.0	Stores	Full Powers
12.0.0	Scrapping of Stores/equipment	Full Powers
13.0.0(a)	Grant-in-aid	Full Powers
13.1.0	Canteens/Recreation Clubs	Full Powers
14.0.0	Deputation of official for training etc.in India	Full Powers
15.0.0	Re-appropriation of funds	Full Powers as per guidelines to be exercised by Member (F) only.
16.0.0	Professional services	Full Powers
16.2.0	Other items of computerization	Full Powers
16.3.0	Other Professional services	Full Powers



2. The exercise of financial powers shall be subject to the following conditions:
- (i) The powers mentioned herein shall be exercised by the Members, Digital Communication Commission with concurrence of Advisor(F), on the condition that the expenditure shall be met from the allocated budget under the relevant head of account.
  - (ii) Members of DCC may not exercise powers delegated to AS (T) only in respect of cases pertaining to DoT HQ. However, all delegated powers will continue to be exercised by Members DCC for field units, attached & subordinate offices under them.
  - (iii) The exercise of financial powers will be subject to relevant Govt. rules, orders, scales, instruction, procedures prescribed by Government from time to time, GFR-2017 and economy measures issued by the Government/Department from time to time, all usual conditions as laid down in the relevant manuals as well as instructions issued from time to time.
  - (iv) "Full Powers" wherever used imply power only to the extent delegated under extant Govt. rules. The Full Powers wherever specified shall be exercised keeping in view conditions and limitations contained in Delegation of Financial Power Rules, General Financial Rules-2017, Financial Hand Book Volume-1, Fundamental & Supplementary Rules, Departmental Code Books, Manuals, powers delegated by DoT HQ from time to time and extant Govt. instructions/rules.
  - (v) No work requiring sanction of higher authorities may be sanctioned in parts as two or more distinct works/proposals, in order to avoid sanction of higher authority.
  - (vi) The financial power cannot be further re-delegated.

**(Amanullah Tak)**  
Director (Finance)

To:  
Member (F), Member (S), Member(T), DCC



**No.1-1/2014-15/Fin (Part-II)**  
**Ministry of Communications**  
**Department of Telecommunications**  
**(Integrated Finance Division)**

Dated: 12<sup>th</sup> June, 2020

**OFFICE MEMORANDUM**

**Subject:** Delegation of Financial Powers-regarding.

The undersigned is directed to convey the concurrence of Member (Finance) and approval of Secretary (T) to delegate financial powers to Member (S) with concurrence of Advisor(F) as detailed below:-

<b>SI. No.</b>	<b>Item of work</b>	<b>Extent of power</b>
(i)	ITEC courses in NTIPRIT in accordance with sanction conveyed by MEA	Full powers to Member (S) with concurrence of Advisor(F) subject to all terms & conditions as per Ministry of External Affairs sanction.

2. The exercise of above financial powers shall be subject to the following conditions:
- a) The powers mentioned herein shall be exercised by the Member(S) with concurrence of Advisor (F) on the condition that the expenditure shall be met from the allocated budget under the relevant Head of Account.
  - b) These powers shall be exercised keeping in view the conditions and limitations contained in General Financial Rules, Financial Hand Book (FHB) Volume-1, Fundamental rules, Supplementary Rules and other Departmental Code Books, Manuals and powers delegated by the DoT HQ from time to time.
  - c) The exercise of these financial powers will be subject to strictly following of all the terms & conditions of Ministry of External Affairs sanction.
  - d) The exercise of these financial powers will be subject to the rules, orders, scales, instructions and economy measures issued by the Government/ Department from time to time.
  - e) The powers delegated to Member(S) shall not be further delegated.
  - f) A register in manuscript as prescribed in rule of FHB Vol-I should be maintained.

(R.C. Kumar)  
Asstt. Director General (Finance)

To:  
Member(S), DoT HQ



**No.1-1/2014-15/Fin.**  
**Ministry of Communications**  
**Department of Telecommunications**  
**(Integrated Finance Division)**

New Delhi, 22<sup>nd</sup> December, 2021

**OFFICE MEMORANDUM**

**Subject:** Delegation of financial powers in DoT HQ.

In supersession of earlier orders issued vide OMs No. 1-1/2014-15/Fin. dated 22.03.2018, 1-1/2014-15(Fin) dated 13.12.2019 and 1-1/2014-15(Fin) Part I dated 20.12.2019, theundersigned is directed to convey the concurrence of Member(Finance) and approvalof Secretary (T) to revise the delegated financial powers of SS (T)/ AS (T), all Sr.DDG/DDG level officers in DoT HQ, DDG(C&A), DS(P&A)/ G.Admin and US(T)in the under-mentioned items of expenditure:

Sl. No.	Nature of expenditure	Extent of Financial Powers			
		SS(T)/AS(T)	DDG(C&A)	DS(P&A)/ G.Admn	US(T)
1.	Procurement of IT Goods & services including Annual maintenance.	Full powers with concurrence of DDG(F) subject to any restriction placed by Ministryof Finance or anynodal ministry.			
2.	Procurement of IT goods		Rs.50,000/-on each occasion subject to limit of Rs.2 lakh p.a. only in case of administrative exigency.		
3.	Repairs/petty works to rented building (non-recurring expenditure only)-estimate approvaland payment sanction	Full Powers with concurrence of DDG(F)	Rs.5 lakh on each occasion	Rs.1.5 lakh p.a	Nil
4.	Maintenance and repairs in departmental buildings -estimate approval and payment sanction	Full Powers with concurrence of DDG(F)	Rs.20 lakh p.a.	Rs.3 lakh p.a.	Rs. 10,000 /p.a.



5.	Special Repair and Petty works in departmental buildings- estimate approval and payment sanction	Full Powers with concurrence of DDG(F)	Rs.4.5 lakh on each occasion	Rs.75,000/- p.a	Rs.10,000 p.a
6.	Electric, Gas, Water Charges, Municipal rates and taxes	Full	Full	Full Power	Rs.10,000/ p.a
7.	Advertisement charges	Full (through DAVP/BoC)	Rs.3 lakh p.a. subject to the Bureau of Outreach & Communications (BOC) guidelines / policy.	Rs.0.75 lakh p.a. subject to the Bureau of Outreach& Communications (BOC) guidelines / policy	
8.	Bicycle, purchase and repairs	Full	Full	Full	Rs.5,000/ in each case
9.	Furniture and fixtures (i) Purchase	Full	Rs.15 lakh p.a	Rs.2 lakh p.a. subject to Rs.50,000/-on each occasion	Rs.1 lakh p.a. subject to Rs.25,000/ on each occasion
	(ii) Repair	Full	Full	Full	Rs.10,000/ on each occasion subject to Rs.50,000/- p.a.
10.	Publications Official and Non-Official	Full	Full	Rs.75,000/- p.a.	Rs.35,000/ p.a.
11.	Hot and Cold weather charges	Full	Full	Rs.5,000/-p.a.	Rs.1,000/ p.a.
12	Water Coolers repair & services		Full	Rs. 1 lakh-p.a	Rs. 20,000/ p.a
13.	Law Charges fees to Barristers, Pleaders, Arbitrators and Umpires subject to fulfillment of conditions		Full		



14	Maintenance of gardens attached to office buildings	Full	Full	Rs.50,000/- p.a.	Rs.10,000/- p.a.
15.	Local purchase of stationery and other articles	Full	Full	Re.1 lakh on each occasion subject to limit of Rs.6lakh p.a.	Rs.15,000/- on each occasion subject to limit of Rs.75,000/- p.a.
16.	Purchase, upkeep, maintenance of Typewriters, duplicators, copying machines, accounts m/cs (accounting machines), etc (i) Purchase	Full	Full	Rs.3 lakh p.a subject to Rs.75,000/- on each occasion	Rs.50,000/- p.a. subject to Rs.10,000/- on each occasion
	(ii) Upkeep and maintenance	Full	Full	Rs.4.5 lakh p.a.	Rs.75,000/- p.a. subject to Rs.7,500/- on each occasion
17.	Rubber stamps/ office seals	Full	Full	Full	Rs.5,000/- p.a.
18.	Liveries and uniforms including water proofs	Full	Full	Full	Rs.5,000/- p.a.
19.	Maintenance/ upkeep of departmental motors/ vehicle staff cars	Full Powers with concurrence of DDG(F)	Full	Rs.15,000/-on each occasion subject to limit of Rs.75,000/- p.a.	Rs.7,500/- on each occasion subject to limit of Rs.35,000/- p.a.
20.	Engagement of Taxis	Full Powers with concurrence of DDG(F)	Rs.20,000/-per day subject to annual limit of Rs.20 lakh per annum	Rs.5000/-per day subject to annual limit of Rs.1 lakh/-	Rs.3000/ per day subject to annual limit of Rs. 40,000/-
21.	Printing and Binding	Full Power	Rs.20 lakh p.a	Rs.1 lakh p.a.	Rs. 50,000/- p.a.



22.	Misc. expenditure (i) Entertainment of guests on official work with the Minister/ Chairman/ Member of Telecom Commission (including gifts) as per the order of GoI	Full Power Subject to relevant Govt. instruction/rules / orders.	Rs. 2 lakh p.a. on each entitled authority	Rs. 10,000/- in each case subject to Rs. 50,000/- p.a. on each entitled authority	Rs. 5,000/- in each case subject to Rs. 25,000/- p.a. on each entitled authority
	(ii) Contingent expenditure (Recurring) on any object for which no scale or limit to power of sanction is prescribed in schedule of financial power	Rs. 7.5 lakh p.a. subject to Rs 1.5 lakh on each occasion	Rs. 4 lakh p.a. subject to Rs. 75000/- on each occasion	Rs. 50,000/- p.a subject to Rs. 5,000/-on each occasion	Rs. 20,000/- p.a. subject to Rs. 2,000/- on each occasion
	(iii) Contingent expenditure for Housekeeping and caretaking functions (recurring)	Full	Rs. 9 lakh p.a. subject to maximum of Rs. 75,000/- per month	Rs. 1 lakh p.a. subject to Rs 20,000/- per month	Nil
	(iv) Contingent expenditure (non- recurring) on any object for which another limit is not specified in schedule of financial powers, provided that there is nothing Novel, doubtful or irregular in the character or the expenditure and subject to provisions of sub rule (5) of Rule 10 of DFP Rule 1978 (excluding the items specified and covered by items 7 and 23)	Rs. 2 lakh on each occasion subject to limit of Rs. 20 lakh p.a. with the financial concurrence of DDG (F)	Rs. 7.5 lakh p.a. subject to Rs. 75,000/- on each occasion	Rs. 15,000/- on each occasion subject to limit of Rs. 1.5 lakh p.a.	Rs. 5,000/- on each occasion subject to limit of Rs. 50,000/- p.a.
23.	Sanction payment against Speed Post bills under BNPL	Full	Full	Full	Full
24.	Uploading of service postage stamps in the Franking machine, DoT HQ	Full	Full	Full	Full
25.	Medical reimbursement (Subject to CGHS instructions)	Full	Full	Rs. 50,000/- on each occasion	Rs. 5,000/- on each occasion



सत्यमेव जयते

## Department of Telecommunications, Ministry of Communications, Government of India, New Delhi

26.	Medical permission (Subject to CGHS instructions)	Full	Full	Rs.50,000/- on each occasion.	Rs.5,000/ on each occasion
27.	Hospitality and entertainment	Full	Full power for up to 100 persons at a time subject to laid down expenditure limits.	Full (i) In respect of such cases where monthly ceiling have been fixed for in-chamber meetings. (ii) For other cases for upto 25 persons at a time,subject to laid down expenditure limits.	Nil
28.	Payment of Sitting fee and the remuneration for non official members of the Search-cum- Selection Committee (SCSC)	Rs.6000/-per sitting			
29.	Engagement of retired Govt. employees on contract basis(including retired staff car drivers)	Full Power with the concurrence of DDG(F), subject to extant Govt. guidelines / rules & DoT's policy and against clear vacant posts			
30.	Outsourcing of manpower (including MTS)	Full Power with the concurrence of DDG (F), Subject to extant Govt. latest guidelines/ rules and against the clear vacant posts.			
31.	Honorarium	Rs.5,000/-in each case with concurrence of DDG(F).Subject to relevant FR/SR rules & Govt. instructions			



32.	Design, creation and dissemination of creatives and text/ audio/audio-visual content including on print and digital media and social media platforms	Full powers with concurrence of DDG(Fin)	Rs 1 lakh on each occasion subject to limit of Rs.10 lakh p.a.		
33.	Hiring of Hindi translators & typist for parliament and other urgent work.		Rs.5 lakh p.a subject to not more than Rs.1.5 lakh per occasion Subject to extant Govt. latest guidelines / rules and against the clear vacant posts.		

**DDG(Accounts),DoT HQ**

SI.No.	Nature of expenditure	Extent of Financial Power
34.	Provision of escorts for conveyance of cash	Full

**DDG(IT),DoT HQ**

SI. No.	Nature of expenditure	Extent of Financial Power
35.	Procurement of (i) Computer and its peripherals (ii) Other IT goods	Rs 50,000/- on each occasion subject to limit of Rs 5 lakh p.a.
	IT Services	Rs 10,000/-on each occasion subject to limit of Rs 1 lakh p.a.

**All Sr.DDsG/DDsG and equivalent officers in DoT HQ**

SI. No.	Nature of expenditure	Extent of Financial Power
36.	Imprest	Rs.20,000/-for the items mentioned below in note 1 below.
37.	Legal charges	Full powers subject to the conditions in note 2 below.
38.	Maps books and publications	Rs.10,000/-p.a subject to Rs.2,000/-per occasion.

**Dir (IT) DoT HQ**

SI.No.	Nature of expenditure	Extent of Financial Power
39.	Procurement of (i) Computer and its peripherals (ii) Other IT goods	Rs 20,000 on each occasion subject to limit of Rs 2 lakh p.a.

**Note 1:**

An Imprest is a standing advance of a fixed sum of money placed at the disposal of an official to meet petty office expenses and emergent charges of small amount which cannot be foreseen. An emergent petty advance may also be made on the responsibility of the Imprest holder, out of the Imprest money placed at his disposal. The Imprest money is to be utilized only for the following purpose:

(i) **Stationery items:** Stationery items, Cartridges, Antivirus Software and small office equipments fall in this category. In case S.O.(G-I)/ADG(IT) certifies the immediate non- availability of these items, such items may be purchased through open market.

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

(iii) **Photocopying:** In cases when photocopying work cannot be done on machines available in Sanchar Bhawan, photocopying may be done, except classified documents, from outside on payment of reasonable charges with the approval of officers of the rank of DDG and above.

(iv) **Lunch/snacks in official meetings:** Lunch or snacks may be served in official meetings where outside organization/ field units are participating up to Rs.500/- (Rupees Five hundred only) per head, subject to the extant government guidelines.

**Note 2:**

(i) Expenditure shall ordinarily be incurred only with previous consent of the Ministry of Law except (a) in respect of fees of Govt. pleaders appointed by the Govt. of India in the Ministry of Law under: Clause(a) of Rule 8(B) of order XXVII of the first schedule to the Code of Civil procedure 1901(5 of 1908) or State Law officers while the fees fixed by the High court or State Govt. or any law for the time being in force or are settled or determined by Ministry of Law, as the case may be.

(ii) In respect of fees of Advocates whose names are borne on a panel approved by the Law Ministry for any court unless special fees exceeding fees admissible under the sanctioned schedule of fees are claimed.



2. The exercise of financial powers shall be subject to the following conditions:
  - (a) The powers mentioned herein shall be exercised by the SS (T)/AS (T), Sr.DDsG/DDG/DDG (C&A)/DDG(Accts)/DS(P&A/G.Admn.) & US(T) of DoT HQ only, on the condition that the expenditure shall be met from the allocated budget under the relevant Head of Account.
  - (b) The power shall be exercised keeping in view the conditions and limitation contained in General Financial Rules, Financial Hand Book, Fundamental Rules, Supplementary Rules and other Departmental Code books, Manuals and powers delegated by the DoT HQ from time to time.
  - (c) The exercise of this financial power will be subject to Rules, orders, scales, instruction and economy measures issued by the Government/ Department from time to time and availability of funds under relevant budget head of account.
  - (d) The powers delegated shall not be further re-delegated.

**(Shankara Nand Mishra)**  
Director(Finance)  
Tel:011-23036231

To:

1. SS(T)/AS(T), DoT HQ
2. DDG(C&A), DoT HQ
3. All Sr.DDsG/ DDsG & equivalent level officers in DoT HQ



**No.1-1/2014-15/Fin. (Pt.II)**  
**Ministry of Communications**  
**Department of Telecommunications**  
**(Integrated Finance Division)**

16<sup>th</sup> November, 2021

**OFFICE MEMORANDUM**

**Subject:** Revision of meal charges for officers/officials of Parliament Unit engaged in Parliamentary work/duties during Parliament Sessions.

The undersigned is directed to convey the concurrence of Member (Finance) and approval of Secretary (T) to delegate financial power to DDG(C&A), DoT HQ in the under-mentioned item of expenditure as under-

<b>Sl.No.</b>	<b>Particular of expenditure head</b>	<b>Extent of power</b>
1.	Meal charges to officers/officials of Parliament unit engaged in Parliamentary work/duties during Parliament Sessions.	Ceiling of Rs.500/-per person per night.

The exercise of financial power shall be subject to the following conditions:

- a) The power mentioned herein shall be exercised by the DDG(C&A) as per delegation of financial powers within DoT HQ issued from time to time and availability of fund under the relevant head of account.
- b) These powers will be subject to relevant Govt. rules, orders, instructions, procedure prescribed by Government from time to time, GFR 2017, Manuals and economy measures issued by the Government/Department
- c) The above delegated financial power cannot be further re-delegated.

**(Shankara Nand Mishra)**  
Director (Finance)

To  
DDG (C&A), DOT HQ



**No.-1-1/2014-15-Fin.  
Government of India  
Ministry of Communications  
Department of Telecommunication  
(Finance Wing)**

Dated 28<sup>th</sup> May, 2018

**OFFICE MEMORANDUM**

**Sub: Delegation of financial power to DDG/Sr. DDG(LFP), DoT HQ.**

The undersigned is directed to convey the concurrence of Member (Finance) and approval of Secretary (T) to delegate the following financial powers to DDG/Sr. DDG(LFP) by invoking the provisions of Rule 13(2) of Delegation of Financial Powers Rules: -

<b>Item of Expenditure</b>	<b>DDG/Sr. DDG/(LFP)</b>
Law Charges-fees to Barristers, Pleaders, arbitrators & umpires subject to fulfillment of conditions.	Full Powers

**Conditions:**

(i) Expenditure shall ordinarily be incurred only with previous consent of the Ministry of Law except (a) in respect of fees of Govt. pleaders appointed by the Govt. of India in the Ministry of Law under: Clause (a) of Rule 8 (B) of order XXVII of the first schedule to the Code of Civil procedure 1901 (5 of 1908) or State Law Officers while the fees fixed by the High Court or State Govt. or any law for the time being inforce or are settled or determined by Ministry of Law, as the case may be.

(ii) In respect of fees of Advocate & whose names are borne on a panel approved by the Law Ministry for any court unless special fees exceeding fees admissible under the sanctioned schedule of fees are claimed.

2. The exercise of financial powers shall be subject to the following conditions:
  - a) The powers mentioned herein shall be exercised by DDG/Sr. DDG (LFP) only, on the condition that the expenditure shall be met from the allocated budget under the relevant Head of Account.



- b) No expenditure requiring sanction of the higher authorities may be sanctioned by the officer in parts as two or more distinct works proposals.
  - c) These power shall be exercised keeping in view the conditions and limitations contained in Delegation of Financial Powers Rules, General Financial Rules; Financial Hand Book Volume-I, Fundamental rules, Supplementary Rules and other Department Code Books, Manuals and power delegated by the DoT HQ from time to time.
  - d) The exercise of these financial power will be subject to the rules, order, scales instructions and economy measures issued by the Government Department from time to time.
  - e) The power delegate to DDG/Sr. DDG (LFP) shall not be further delegated.
  - f) A register in manuscript as prescribed in rule of FHB Vol-I should be maintained.
3. However, JS (A) may continue to exercise the delegation of financial powers under the above-mentioned item of expenditure in r/o other units of DoT, HQ.

**(Manish Kumar Gupta)**  
Director (Finance)

To  
DDG (LFP), DoT HQ



**No.7-4/2012-Finance  
Ministry of Communications  
Department of Telecommunications  
(Integrated Finance Division)**

New Delhi, 30<sup>th</sup> September, 2022

**OFFICE MEMORANDUM**

**Subject:** Delegation of financial powers for CGCA.

In supersession of this division's earlier OM No.7-2/2017-18-CGCA-Finance dated 26.07.2018, the undersigned is directed to convey the concurrence of Member (Finance) and approval of Secretary (T) to revise the delegation of financial powers of CGCA in theunder-mentioned items of expenditure: -

<b>Items No.</b>	<b>Description of the item</b>	<b>Extent of Power</b>
<b>1.0.0</b>	<b>Sanction of Schemes/Projects</b>	
1.1.0	New Schemes	Rs.2.5 Crores
1.2.0	Repetitive Projects	Rs.2.5 Crores
1.3.0	Detailed estimates	Full Power
CGCA may report these cases (under Schemes/Project) on quarterly basis to DoT HQ.		
<b>2.0.0</b>	<b>Land and Buildings</b>	
2.1.0	Additions and alterations to existing Departmental Buildings.	Full Power
2.2.0	Repairs to Buildings	Full Power
2.3.0	Repairs and additions to rented buildings both civil & electrical	Rs.50 lakh per building per annum.
<b>3.0.0</b>	<b>Vehicle</b>	
3.1.0	Hiring	Full Power
<b>4.0.0</b>	<b>Purchase</b>	
4.1.0	Office Equipment	Full Power
4.2.0	Computers	Full Power
4.3.0	Computers Stationary	Full Power
4.4.0	Other Stationary	Full Power
4.5.0	Maps, Books and Publications	Full Power
4.6.0	Furniture Furnishing	Full Power
4.7.0	Liveries and Uniforms	Rs.10 Lakh.
<b>5.0.0</b>	<b>Contingent Expenditure</b>	
5.1.0	Recurring	Rs.1 lakh on each occasion subject to 10 lakh per annum.
5.2.0	Non-Recurring	Rs.10 lakh on each occasion subject to 1 Cr. per annum.
5.3.0	Hot and Cold weather charges	Full Power
5.4.0	Printing and binding of forms, Telephone Directory	Full Power



5.5.0	Legal Charges	Full Power subject to conditions mentioned in sl.9 of Annexure to Schedule V of DFPR, 1978
5.6.0	Freight	Full Power
<b>6.0.0</b>	<b>Payment of advance and securities etc.</b>	Full Power
6.1.0	Execution of works by other Local/public agencies	Full Power
6.2.0	Security deposits for electricity/ water connections	Full Power
6.3.0	Loans and advance to staff	Full Power
<b>7.0.0</b>	<b>Rates and Taxes</b>	Full Power
<b>8.0.0</b>	<b>Honorarium, rewards and awards</b>	
8.1.0	Honorarium	Rs.2,500/-in each case
8.2.0	Reward/awards	Rs.5,000/-in each case
<b>9.0.0</b>	<b>Refunds, rebates and compensations</b>	
9.1.0	Compensation for death/injury	Full power for Group C' subject to extant Govt. guidelines/rules.
<b>10.0.0</b>	<b>Writing off of losses</b>	
10.1.0	Stores	Full Power
10.2.0	Scraping of stores/equipment	Full Power
10.3.0	Canteens/Recreation clubs	Upto Rs.10 lakh on each case subject to Rs.50 lakh per an- num subject to extant Govt./DoPT guidelines.
<b>11.0.0</b>	<b>Deputations of officials for training etc.</b>	
11.1.0	Domestic Training	Full Power
<b>12.0.0</b>	<b>Professional Services</b>	
12.1.0	Computerization/Automation	Rs. 1 crore per annum
12.2.0	Other professional services	Rs.60 lakh per annum subject to extant Govt. guidelines/rules.
12.3.0	Hiring of Data Entry Services	Rs.20 lakh per annum subject to Govt. guideline.
12.4.0	Hiring of House Keeping Services	Full Power subject to extant Govt. guidelines
12.5.0	Hiring of Consultants	Full Power against vacant post subject to extant Govt. guidelines/rules/ procedure.
12.6.0	Hiring of technical support services.	Rs.60 lakh per annum subject to extant Govt. guidelines/rules.



2. The exercise of the proposed financial powers shall be subject to following conditions:

- (i) The powers mentioned herein shall be exercised by the CGCA only on the condition that the expenditure shall be met from the allocated budget under the relevant head of account.
- (ii) The exercise of financial powers will be subject to relevant Govt. rules, orders, scales, instruction, procedures prescribed by Government from time to time, GFR-2017 and economy measures issued by the Government/ Department from time to time, all usual conditions as laid down in the relevant manuals as well as instructions issued from time to time.
- (iii) CGCA shall ensure compliance of Internal Audit/ P&T Audit.
- (iv) In respect of procurement of Goods & Services, CGCA shall ensure compliance of GFR-149 which states that procurement by Ministries or Departments is mandatory for Goods or Services which are available on GeM.
- (v) Full Powers wherever specified mean powers to the extent delegated under extant rules/guidelines. They shall be exercised keeping in view conditions and limitations contained in Delegation of Financial Power Rules, General Financial Rules, Financial Hand Book Volume-I, Fundamental & Supplementary Rules, Departmental Code Books, Manuals, powers delegated by DoT HQ from time to time and extant Govt. instructions/rules.
- (vi) No work requiring sanction of higher authorities may be sanctioned in parts as two or more distinct works/proposals, in order to avoid sanction of higher authority.
- (vii) The financial power cannot be further re-delegated.

To:

CGCA

**(Amanullah Tak)**  
Director (Finance)  
Tel: 011-23036037



**No.7-4/2012-Finance  
Ministry of Communications  
Department of Telecommunications  
(Integrated Finance Division)**

New Delhi, 30<sup>th</sup> September,2022

**OFFICE MEMORANDUM**

**Subject:** Delegation of financial powers for Pr.CCsA/CCsA/Jt.CCsA (only in offices headed by the Jt.CCsA).

With reference to the above subject, the undersigned is directed to refer following earlier OMs of this division: -

- (i) 7-2/2010-FIN dated 20.12.2010,7-4/2012-FIN dated 29.10.2012,
- (ii) 7-4/2012-FIN(Vol.1) dated 12.01.2015, 7-4/2012-FIN.dated 11.08.2015
- (iii) 7-4/2012-FIN dated 28.06.2017, 7-4/2012-FIN dated 22.08.2017,
- (iv) 7-4/2012-FIN dated 01.05.2018, 7-4/2012-FIN dated 03.08.2018,
- (v) 7-4/2012-Finance dated 20.12.2019.

2. In supersession of IFD's above OMs, the undersigned is directed to convey the concurrence of Member (Finance) and approval of Secretary(T) to revise the delegation of financial powers in respect of Heads of Pr.CCA/CCA/Jt.CCA in the under-mentioned items of expenditure: -

SI. No.	Nature of Expenditure	Extent of Power		
		HAG Level Officers	SAG Level Officers	JAG (only in offices headed by the Jt.CCA)
1.	Contingent Expenditure: (a)Recurring	Rs.30,000/-in each case	Rs.15,000/-in each case	Rs.10,000/-in each case
	(b) Non-recurring	Rs.2,00,000/- in each case	Rs.1,00,000/- in each case	Rs.75,000/- in each case
2.	Electricity, Gas and water charges	Full Power	Full Power	Full Power
3.	Printing & Binding Forms	Full Power	Full Power	Full Power



4.	Legal Charges	Full Power subject to conditions mentioned in sl.9 of Annexure to Schedule V of DFPR 1978	Full Power subject to conditions mentioned in sl.9 of Annexure to Schedule V of DFPR 1978.	Full Power subject to conditions mentioned in sl.9 of Annexure to Schedule V of DFPR 1978
5.	Office Equipment	Full Power	Rs.1 lakh on each occasion subject to Rs.10 lakh per annum.	Rs. 1 lakh on each occasion subject to Rs.5 lakh per annum
6.	Purchase of computer (including Hardware, Software, peripherals and UPS)	Rs.20 lakh at a time subject to Rs.50 lakh per annum	Rs. 10 lakh at a time subject to Rs.20 lakh per annum	Rs.10 lakh at a time subject to Rs.15 lakh per annum
7.	Computer Stationery	Full Power	Full Power	Full Power
8.	Office Stationery	Full Power	Full Power	Full Power
9.	Maps, Books & Publications	Full Power	Full Power	Full Power
10.	Furniture & Furnishings	Full Power	Rs.1 lakh on each occasion subject to Rs.10 lakh p.a.	Rs. 1 lakh on each occasion subject to Rs.5 lakh p.a.
11.	Loans & Advances to Staff	Full Power	Full Power	Full Power



12.	Honorarium	Rs.2,500/- per person per annum subject to FR/ SR & other extant Govt. rule/ guidelines.	Rs.2,500/- per person per annum subject to FR/SR & other extant Govt. rule/ guidelines.	Rs.2,500/- per person per annum subject to FR/SR & other extant Govt. rule/ guidelines.
13.	Hiring of Vehicles	Rs.4 lakh per month	Rs.2.5 lakh per month	Rs.1 lakh per month
14.	Computer Training for officers/officials of DoT	Rs.20,000/-in each case	Rs.20,000/-in each case	Rs.20,000/-in each case
15.	Working Lunch/Light Refreshment (On holding of meetings with other organization/operators in connections with inter-organizational transaction)	(i) Tea + Snacks: Rs.200/-per head (ii)High Tea/ Lunch/Dinner: Rs.500/-per head	(i) Tea + Snacks: Rs.200/-per head (ii)High Tea/ Lunch/Dinner: Rs.500/- per Head	(i) Tea + Snacks: Rs.200/-per head (ii) High Tea/ lunch / Dinner: Rs.500/- per head
16.	Housekeeping Charges	Rs.5 lakh per month	Rs.3 lakh per Month	Rs.1 lakh per month
17.	Security Charges	Rs.5 lakh per month	Rs.2 lakh per Month	Rs.1.5 lakh per month
18.	Outsourcing of Data Entry Operators	Rs.4 lakh per month	Rs.2 lakh per Month	Rs.1 lakh per month
19.	Postage Charges	Full Power	Full Power	Full Power
20.	Municipal Rates & Taxes	Full Power	Full Power	Full Power



21.	Payment of Commission charges for payment of Telecom Pension to PDAs	Full Power	Full Power	Full Power
22.	Advertisement Charges	Full Power	Full Power	Full Power
23.	AMC for office Equipment including computer, laptop and other IT equipment.	Full Power	Full Power	Full Power
24.	AMC for Electrical Equipment:	Full Power	Full Power	Full Power
25.	Lump-sum Advance to provide for immediate financial relief	This power shall be exercised in accordance with Rule 79 & other rules mentioned in Compendium of Rules on Advances& extant Govt. guidelines/rules.		
26.	Honorarium for Guest Faculty (for Group'C' trg. matters)	Full Power subject to extant Govt. rules/ ceiling & DoT instructions.		
27.	(i) Addition & alteration including replacement of installation to non-residential Govt. buildings	Rs.10 lakh per case subject to Rs.30 lakh per annum. (These cases shall also be reported to CGCA).	Rs.10 lakh per case subject to Rs.30 lakh per annum. (These cases shall also be reported to CGCA).	Rs.2 lakh per case subject to Rs.5 lakh per annum. (These cases shall also be reported to CGCA).
	(ii) Ordinary repairs and maintenance of Govt. Non-Residential Buildings.	Rs.5 lakh per occasion subject to Rs.20 lakh per annum (These cases shall also be reported to CGCA).	Rs.5 lakh per occasion subject to Rs.20 lakh per annum (These cases shall also be reported to CGCA).	Rs.3 lakh per occasion subject to Rs.10 lakh per annum. (These cases shall also be reported to CGCA).



	(iii)Repairs and maintenance of hired/requisitioned buildings.	This power shall be exercised in accordance with conditions & limit specified in sl.12 of Annexure to Schedule V of DFPR 1978 except BSNL/MTNL hired buildings as per MoU with DoT.		
	(iv)Construction of Boundary wall	Full Power	Full Power	
28.	Settlement of leased amount as per MoU for BSNL/MTNL Staff quarters	Full Power	Full Power	Full Power
29.	Telephone (Internet facility and Broadband facility for office telephone)	Full Powers subject to DoT/ Govt. guide-lines.	Full Powers subject to DoT/ Govt. guide-lines.	Full Powers subject to DoT/ Govt. guidelines.

3. The exercise of the proposed financial powers shall be subject to following conditions:

- (i) The powers mentioned herein shall be exercised by the Pr.CCsA/CCsA/ Jt.CCsA (only in offices headed by the Jt.CCA) only on the condition that the expenditure shall be met from the allocated budget under the relevant head of account.
- (ii) The exercise of financial powers will be subject to relevant Govt. rules, orders, scales, instruction, procedures prescribed by Government from time to time, GFR-2017 and economy measures issued by the Government/Department from time to time all usual conditions as laid down in the relevant manuals as well as instructions issued from time to time.
- (iii) Pr.CCA/CCA/Jt.CCA shall ensure compliance of Internal Audit/ P&T Audit.
- (iv) In respect of procurement of Goods &Services, Pr.CCA/CCA/Jt.CCA shall ensure compliance of GFR-149 which states that procurement by Ministries or Departments is mandatory for Goods or Services which are available on GeM.



- (v) Full Powers wherever specified mean powers to the extent delegated under extant rules/guidelines. They shall be exercised keeping in view conditions and limitations contained in Delegation of Financial Power Rules, General Financial Rules, Financial Hand Book Volume-I, Fundamental & Supplementary Rules, Departmental Code Books, Manuals, powers delegated by DoT HQ from time to time and extant Govt. instructions/rules.
- (vi) The exercise of financial powers by the Pr.CCsA/CCsA/Jt.CCsA would altogether be restricted to the limits delegated to the Pr.CCA in terms of total expenditure.
- (vii) No work requiring sanction of higher authorities may be sanctioned in parts as two or more distinct works/proposals, in order to avoid sanction of higher authority.
- (viii) The financial power cannot be further re-delegated.
- (ix) Pr.CCsA shall exercise these powers individually for each CCA under his control/ zone. For example, in case of Hiring of Vehicles, Pr.CCA can exercise powers of Rs.4 Lakh per month for each CCA under his control/zone.

**(Amanullah Tak)**  
Director (Finance)  
Tel: 011-23036037

To:

1. All Pr.CCsA/CCsA/Jt.CCsA



**No.7-7/2012-Fin. (Pt.)**  
**Ministry of Communications**  
**Department of Telecommunications**  
**(Integrated Finance Division)**

New Delhi, 18<sup>th</sup> April, 2022

**OFFICE MEMORANDUM**

**Subject:** Delegation of financial powers for NICF.

With reference to the above subject, reference is invited to the following earlierOMs of this division: -

- (i) 7-2/2010-Fin.dated 22.09.2016,7-5/2001-F&A Vol I. dated 23.10.2018 and
- (ii) NICF fin. powers vide OM No. 7-4/2012-Fin. dated 29.10.2012 & 7-2/2010-FIN dated 20.12.2010, 7-4/2012-FIN dated 22.08.2017.

2. In supersession of NICF financial powers vide earlier OMAs mentioned in sl.(i) & (ii) of para I above, the undersigned is directed to convey the concurrence of Member (Finance) and approval of Secretary (T) to revise the delegated financial powers of DG(NICF), DDG/Dir level officers in NICF in the under-mentioned items of expenditure:-

SI.No.	Nature of expenditure	Extent of Financial Powers (NICF)		
		DG	DDG	Dir
1.	Contingent Expenditure			
	(a) Recurring	(a) Rs.1 lakh in each case subject to Rs.12 lakh per annum.	Rs.15,000/- in each case	Rs.3,000/- in each case
	(b) Non-recurring	(b) Rs.2.5 lakh in each case subject to Rs.10 lakh p.a.	Rs.1,00,000/- in each case	Rs.15,000/- in each case.
2.	Electricity, Gas and Water charges	Full Power		--
3.	Printing & binding of forms	Full Power	--	--
4.	Legal Charges	Full Power	--	--
5.	Office Equipment	Full Power	--	--
6.	Purchase of Computers (including Hardware, Software, Peripherals and UPS)	Rs.20 lakh at a time subject to Rs.50 lakh p.a. subject to relevant Govt. instructions/ GFR.	Rs.5 lakh at a time subject to Rs.20 lakh p.a. subject to relevant Govt. instructions/GFR.	Rs.1 lakh at a time subject to Rs.3 lakh p.a. subject to relevant Govt. instructions/GFR.
7.	Office Stationery (incl computer stationery)	Full Power	--	--
8.	Maps, Books & publications	Full Power	--	-
9.	Furniture & Furnishings	Full Power	--	-



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10.	Liveries & Uniforms	Rs.1 lakh per annum	--	--
11.	Loans & Advances to staff	Full Power	--	--
12	Honorarium (a)For Guest Faculty (b)For other cases	(a)Full Power (b) Rs.2500/- in each case (a)&(b) shall be subject to relevant Govt. instructions and FR/SR rule.	--	--
13(a)	Hiring of vehicles (For training)	Full Powers subject to entitlement and eligibility of trainee/ faculty	--	--
13(b)	Hiring of vehicles (other than training)	Upto six vehicles subject to monthly ceiling of Rs.2,40,000/-	--	--
14.	Computer training for officers/ officials on DoT strength and faculty of NICF	Full Power	--	--
15	Refreshment/working lunch	Full Power subject to limit specified in DoE OM No.7(3)/E-Coord/2013 dt 6.5.15 or latest Govt. instructions/ rules from time to time.	--	--
16.	Housekeeping charges (Including hostel)	Rs.5 lakh per month subject to relevant latest Govt. instructions, minimum wages.	Rs.2 lakh per month subject to relevant latest Govt. instructions, minimum wages.	
17.	Hiring of Security guards	Rs.10 lakh p.m. subject to extant Govt. instructions, minimum wages.	--	--
18.	Postage Charges	Full Power	--	--
19.	Municipal Rates & Taxes	Full Power	--	--
20.	Payment of commission charges for payment of Telecom Pension to PDAs	Full Power	--	--
21.	Advertisement charges	Full Power through BoC/DAVP	--	--
22.	AMC for office equipment	Full Power	--	--
23.	AMC for electrical equipments	Full Power	--	--



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24.	(i)Addition, alteration & repair including replacement of installations to non-residential Govt. buildings and subject to CPWD ceiling of rates.	Rs.30 lakh per case subject to Rs.1.5 Cr p.a.	--	--
	(ii)Additions and alterations (incl. repair) including replacement of installations to residential Govt. buildings	Rs.1 lakh per case including overhead charges subject to Rs.5 lakh per annum and further subject to CPWD ceiling of rates.	--	--
25.	Outsourcing of Data Entry Operators & Office Assistant	Rs.5 lakh per month subject to extant Govt. instructions & minimum wages.	--	--
26.	Outsourcing of Technical support staff	Rs.50,000/- per month subject to extant Govt. instructions & minimum wages.	--	--
27.	Outsourcing of manpower towards MTS	Rs.2.5 lakh per month subject to extant Govt. instruction & minimum wages.	--	--
28.	Telephone (Internet facility and Broadband facility for Office Telephones)	Full Power subject to extant DoT/Govt. guidelines.	--	--
29.	Settlement of claims/bills of other institutions/ bodies for probationary officers attached to the academy	Full Power	--	--
30	Organizing mid-career training/MDP courses	Full powers after obtaining approval from DoT.	--	--
31.	Organizing Training activities by signing MoUs with other institutions/ Professional bodies in India (Govt./ PSUs/ Autonomous bodies wholly/ partially conducted by Govt.)	Full Powers after obtaining approval from DoT. (For domestic trainings only)	--	--
32.	Horticulture	Rs.7.5 lakh per month.	Rs.10,000/- in each case subject to the annual limit of Rs.1 lakh.	--
33.	Procurement of equipment for hostel	Full Power subject to relevant Govt. rule and GFR 2017	--	--



34.	Outsourcing of catering services	Full Powers subject to relevant Govt. rule/GFR 2017.	--	--
35.	Procurement of sports equipments	Rs.5 lakh in each case subject to a maximum of Rs.25 lakh per annum	--	--
36.	Engagement of manpower for mess for cooking and care taking for probationers and other in-house trainees.	Rs.1 lakh per month subject to extant Govt. instruction.	--	--
37.	Tools & Gadgets for training purpose	Full Powers subject to annual ceiling of Rs.25 lakh	--	--
38.	Repairs & maintenance of computers and peripherals	Full Powers	-	--
39.	Scraping (expired stores, computers etc.) except vehicles	Full Powers subject to provisions & procedure defined in extant Govt. rules/ instruction and GFR 2017.	--	--
40.	Funeral expenses	Full Power subject to prevalent MoF/DoE guidelines.	--	
41.	Subscription of national and international journals including online journals	Full Power	--	--
42.	Construction of boundary wall on land retained	Full Power	--	--
43.	Hot & Cold weather charges	Full Power	--	-
44.	Security deposit for electricity & water connections	Full Power	-	-
45.	Rewards/Awards	Rs.5,000/- in each case.	--	--
46.	Permanent Advance (to be regulated in accordance with Rule 322 of GFR).	Rs.5,000/-	-	-
47.	Hiring of Premises for workshop/seminar/Dept. Exams	Full Powers subject to extant Govt. instruction/rule.	--	-



2. The exercise of financial powers shall be subject to the following conditions:
  - (i) Only one DDG/Dir level officer in the NICF shall exercise these powers, dealing with administrative matters of the institute.
  - (ii) The powers mentioned herein shall be exercised by the DG, DDG, Dir of NICF only, on the condition that the expenditure shall be met from the allocated budget under the relevant head of account.
  - (iii) It is to submit that while exercising financial powers by DDG/Dir level officers, Head of the institution shall continue to be responsible for the correctness, regularities and propriety of the decisions.
  - (iv) The exercise of financial powers will be subject to relevant Govt. rules, orders, scales, instruction, procedures prescribed by Government from time to time, GFR-2017 and economy measures issued by the Government/Department from time to time, all usual conditions as laid down in the relevant manuals as well as instructions issued from time to time.
  - (v) The Full Powers wherever specified shall be exercised keeping in view conditions and limitations contained in Delegation of Financial Power Rules, General Financial Rules-2017, Financial Hand Book Volume-I, Fundamental & Supplementary Rules, Departmental Code Books, Manuals, powers delegated by DoT HQ from time to time and extant Govt. instructions/rules.
  - (vi) The exercise of financial powers by the DG, DDG & Dir would altogether be restricted to the limits delegated to the DG, NICF in terms of total expenditure.
  - (vii) No work requiring sanction of higher authorities may be sanctioned in parts as two or more distinct works/proposals, in order to avoid sanction of higher authority.
  - (viii) The financial power cannot be further re-delegated.

To:

DG, NICF

**(Amanullah Tak)**  
Director (Finance)  
Tel: 011-23036037



**No.7-1/2017-18-LSA-Finance  
Ministry of Communications  
Department of Telecommunications  
(Integrated Finance Division)**

New Delhi, 30<sup>th</sup> September, 2022

**OFFICE MEMORANDUM**

**Subject:** Delegation of financial powers for DG (T).

In supersession of all earlier financial power of DG(T), the undersigned is directed to convey the concurrence of Member (Finance) and approval of Secretary (T) to revise financial powers of DG(T) in the under-mentioned items of expenditure: -

<b>Items No.</b>	<b>Description of the items</b>	<b>Extent of Power</b>
1.0.0	Sanction of Schemes/Projects	
1.1.0	New Schemes	Rs.2.5 Crores
1.2.0	Repetitive Projects	Rs.2.5 Crores
1.3.0	Detailed estimates	Full Power
DG(T) may report these cases (under Schemes/Project) on quarterly basis to DoT HQ (Budget division).		
<b>2.0.0</b>	<b>Land and Buildings</b>	
2.1.0	Additions and alterations to existing Departmental Buildings	Full Power
2.2.0	Repairs to Buildings	Full Power
2.3.0	Repairs and additions to rented buildings both civil and electrical	Rs.50 lakh per building per annum
<b>3.0.0</b>	<b>Vehicle</b>	
3.1.0	Hiring	Full Power
<b>4.0.0</b>	<b>Purchase</b>	
4.1.0	Office Equipment	Full Power
4.2.0	Computers	Full Power
4.3.0	Computers Stationary	Full Power
4.4.0	Other Stationary	Full Power
4.5.0	Maps, Books and Publications	Full Power
4.6.0	Furniture Furnishing	Full Power
4.7.0	Liveries and Uniforms	Rs.10 Lakh.
<b>5.0.0</b>	<b>Contingent Expenditure</b>	
5.1.0	Recurring	Rs.1 lakh on each occasion subject to 10 lakh per annum.
5.2.0	Non-Recurring	Rs.10 lakh on each occasion subject to 1 Cr. per annum.



5.3.0	Hot and Cold weather charges	Full Power
5.4.0	Printing and binding of forms, Telephone Directory	Full Power
5.5.0	Legal Charges	Full Power subject to conditions mentioned in sl.9of Annexure to Schedule V of DFPR,1978
5.6.0	Freight	Full Power
<b>6.0.0</b>	<b>Payment of advance and securities etc.</b>	Full Power
6.1.0	Execution of works by local/public agencies	Full Power
6.2.0	Security deposits for electricity/water Connections	Full Power
6.3.0	Loans and advance to staff	Full Power
<b>7.0.0</b>	<b>Rates and Taxes</b>	Full Power
<b>8.0.0</b>	<b>Honorarium, rewards and awards</b>	
8.1.0	Honorarium	Rs.2,500/-in each case
8.2.0	Reward/awards	Rs.5,000/-in each case
<b>9.0.0</b>	<b>Refunds, rebates and compensations</b>	
9.1.0	Compensation for death/injury	Full power for Group C' subject to extant Govt. guidelines/rules.
<b>10.0.0</b>	<b>Writing off of losses</b>	
10.1.0	Stores	Full Power
10.2.0	Scraping of stores/equipment	Full Power
10.3.0	Canteens/Recreation clubs	Upto Rs.10 lakh on each case subject toRs.50 lakh per annum subject to extant Govt./DoPT guidelines.
<b>11.0.0</b>	<b>Deputations of officials for training etc.</b>	
11.1.0	Domestic Training	Full Power
<b>12.0.0</b>	<b>Professional Services</b>	
12.1.0	Computerization/Automation	Rs.1 crore per annum
12.2.0	Other professional services	Rs.60 lakh per annum subject to extant Govt. guidelines/rules.
12.3.0	Hiring of Data Entry Services	Rs.20 lakh per annum subject to Govt. guideline.



12.4.0	Hiring of House Keeping Services	Full Power subject to extant Govt. guidelines
12.5.0	Hiring of Consultants	Full Power against vacant post subject to extant Govt. guidelines/rules/ procedure.
12.6.0	Hiring of technical support services.	Rs.60 lakh per annum subject to extant Govt. guidelines/rules.

2. The exercise of the proposed financial powers shall be subject to following conditions:

- (i) The powers mentioned herein shall be exercised by the DG(Telecom)only on the condition that the expenditure shall be met from the allocated budget under the relevant head of account.
- (ii) The exercise of financial powers will be subject to relevant Govt. rules, orders, scales, instruction, procedures prescribed by Government from time to time, GFR-2017 and economy measures issued by the Government/Department from time to time, all usual conditions as laid down in the relevant manuals as well as instructions issued from time to time.
- (iii) DG(T)shall ensure compliance of Internal Audit/P&T Audit.
- (iv) In respect of procurement of Goods & Services, DG(T) shall ensure compliance of GFR-149 which states that procurement by Ministries or Departments is mandatory for Goods or Services which are available on GeM.
- (v) Full Powers wherever specified mean powers to the extent delegated under extant rules/guidelines. They shall be exercised keeping in view conditions and limitations contained in Delegation of Financial Power Rules, General Financial Rules, Financial Hand Book Volume-I, Fundamental & Supplementary Rules, Departmental Code Books, Manuals, powers delegated by DoT HQ from time to time and extant Govt. instructions/rules.
- (vi) No work requiring sanction of higher authorities may be sanctioned in parts as two or more distinct works/proposals, in order to avoid sanction of higher authority.
- (vii)The financial power cannot be further re-delegated.

To:

DG(T)

**(Amanullah Tak)**  
Director (Finance)  
Tel: 011-23036037



**No.7-1/2017-18-LSA-Finance  
Ministry of Communications  
Department of Telecommunications  
(Integrated Finance Division)**

New Delhi, 30<sup>th</sup> September, 2022

**OFFICE MEMORANDUM**

**Subject:** Delegation of financial powers for LSAs & NCCS

In supersession of all earlier financial power to LSAs and NCCS, the undersigned is directed to convey the concurrence of Member (Finance) and approval of Secretary (T) to revise financial powers of Heads of LSA and NCCS in the under-mentioned items of expenditure: -

SI. No.	Nature of Expenditure	Extent of Power	
		HAG+/HAG level Officers	SAG Level Officers
1.	Contingent Expenditure: (a)Recurring	Rs.30,000/-in each case	Rs.15,000/- in each case
	(b)non-recurring	Rs.2,00,000/- in each case.	Rs.1,00,000/- in each case.
2.	Electricity, Gas and Water charges	Full Power	Full Power
3.	Printing & Binding Forms	Full Power	Full Power
4.	Legal Charges	Full Power subject to conditions mentioned in sl.9 of Annexure to Schedule V of DFPR, 1978.	Full Power subject to conditions mentioned in sl.9 of Annexure to Schedule V of DFPR, 1978.
5.	Office Equipment	Full Power	Rs.1 lakh on each occasion subject to Rs.10 lakh per annum.



6.	Purchase of computer (including Hardware, software, peripherals and UPS)	Rs.20 lakh at a time subject to Rs.50 lakh per annum	Rs.10 lakh at a time subject to Rs.20 lakh per annum
7.	Computer Stationery	Full Power	Full Power
8.	Office Stationery	Full Power	Full Power
9.	Maps, Books & Publications	Full Power	Full Power
10.	Furniture & Furnishings	Full Power	Rs.1 lakh on each occasion subject to Rs.10 lakh p.a.
11.	Loans & Advances to Staff	Full Power	Full Power
12.	Honorarium	Rs.2,500/-per person per annum subject to FR/SR & other extant Govt. rule/ guidelines.	Rs.2,500/-per person per annum subject to FR/SR& other extant Govt. rule/ guidelines.
13.	Hiring of Vehicles	Rs.4 lakh per month	Rs.2.5 lakh per month
14.	Computer Training for officers/officials of DoT	Rs.20,000/-in each case	Rs.20,000/-in each case
15.	Working Lunch/Light Refreshment (On holding of meetings with other organization/operators in connection with inter-organizational transaction)	(i)Tea + Snacks: Rs.200/-per head (ii)High Tea/ Lunch/Dinner: Rs.500/-per head	(i)Tea + Snacks: Rs.200/-per head (ii)High Tea/ Lunch/Dinner: Rs.500/-per head
16.	Housekeeping Charges	Rs.5 lakh per month	Rs.3 lakh per month
17.	Security Charges	Rs.5 lakh per month	Rs.2 lakh per month



18.	Outsourcing of Data Entry Operators	Rs.4 lakh per month	Rs.2 lakh per month
19.	Postage Charges	Full Power	Full Power
20.	Municipal Rates & Taxes	Full Power	Full Power
21.	Advertisement Charges	Full Power	Full Power
22.	AMC for office Equipments including computer, laptop and other IT equipment.	Full Power	Full Power
23.	AMC for Electrical Equipments:	Full Power	Full Power
24.	Lump-sum Advance to provide for immediate financial relief	This power shall be exercised in accordance with Rule 79 & other rules mentioned in Compendium of Rules on Advances & extant Govt. guidelines/rules.	
25.	Honorarium for Guest Faculty (for Group 'C' trg matters)	Full Power subject to extant Govt. rules/ ceiling & DoT instructions.	



26.	(i) Addition & alteration including replacement of installation to non-residential Govt. buildings	Rs.10 lakh per case subject to Rs.30 lakh per annum. <b>[These cases shall also be reported to DG (T)].</b>	Rs.10 lakh per case subject to Rs.30 lakh per annum. <b>[These cases shall also be reported to DG(T)].</b>
	(ii) Ordinary repairs and maintenance of Govt. Non Residential Buildings.	Rs.5 lakh per occasion subject to Rs.20 lakh per annum. <b>[These cases shall also be reported to DG(T)].</b>	Rs.5 lakh per occasion subject to Rs.20 lakh per annum. <b>[These cases shall also be reported to DG(T)].</b>
	(iii) Repairs and maintenance of hired/requisitioned buildings.	This power shall be exercised in accordance with conditions & limit specified in sl.12 of Annexure to Schedule V of DFPR 1978.	
	(iv) Construction of Boundary wall	Full Power	Full Power
27.	Telephone (Internet facility and Broadband facility for office telephone)	Full Powers subject to DoT/Govt. guidelines.	Full Powers subject to DoT/Govt. guidelines.

2. The exercise of the proposed financial powers shall be subject to following conditions:

- (i) The powers mentioned herein shall be exercised by the LSAs and NCCS only on the condition that the expenditure shall be met from the allocated budget under the relevant head of account.
- (ii) The exercise of financial powers will be subject to relevant Govt. rules, orders, scales, instruction, procedures prescribed by Government from time to time, GFR-2017 and economy measures issued by the Government/Department from time to time. All usual conditions as laid down in the relevant manuals as well as instructions issued from time to time.
- (iii) LSAs/NCCS shall ensure compliance of Internal Audit/ P&T Audit.
- (iv) In respect of procurement of Goods & Services, LSAs/NCCS shall ensure compliance of GFR-149 which states that procurement by Ministries or Departments is mandatory for Goods or Services which are available on GeM.
- (v) Full Powers wherever specified mean powers to the extent delegated under extant rules/guidelines. They shall be exercised keeping in view conditions and limitations contained in Delegation of Financial Power Rules, General Financial Rules, Financial Hand Book Volume-I, Fundamental & Supplementary Rules, Departmental Code Books, Manuals, powers delegated by DoT HQ from time to time and extant Govt. instructions/rules.



- (vi) The exercise of financial powers by the HAG+/HAG &SAG level officers would altogether be restricted to the limits delegated to the HAG+/HAG level officer in terms of total expenditure.
- (vii) No work requiring sanction of higher authorities may be sanctioned in parts as two or more distinct works/proposals, in order to avoid sanction of higher authority.
- (viii) The financial power cannot be further re-delegated.

**(Amanullah Tak)**  
Director (Finance)  
Tel:011-23036037

To:

1.All Heads of LSAs and NCCS



**No.7-7/2012-Fin. (Pt.)**  
**Ministry of Communications**  
**Department of Telecommunications**  
**(Integrated Finance Division)**

New Delhi, 18<sup>th</sup> April, 2022

**OFFICE MEMORANDUM**

**Subject:** Delegation of financial powers for NTIPRIT.

With reference to the above subject, reference is invited to the following earlier OMs of this division: - 7-7/2012-Fin. dated 20.02.2013, 7-7/2012-Fin. dated 23.07.2015, 7-7/2012-Finance (Pt). dated 10.08.2018, 7-7/2012-Finance (Pt). dated 10.06.2019, 7-7/2012-Finance (Pt). dated 31.07.2019, 7-7/2012-Finance (Pt). dated 05.02.2020 & 7-7/2012/Finance (Pt). dated 10.06.2021.

2. In supersession of NTIPRIT financial powers vide earlier OMs as mentioned in sl.(i) above, the undersigned is directed to convey the concurrence of Member (Finance) and approval of Secretary(T) to revise the delegated financial powers of DG (NTIPRIT), DDG/Dir level officers in NTIPRIT in the under-mentioned items of expenditure: -

Sl. No.	Nature of expenditure	Extent of Financial Powers (NTIPRIT)		
		DG	DDG	Dir
1.	Contingent Expenditure			
	(a) Recurring	(a) Rs. 1 lakh in each case subject to 12 lakh per annum.(b)Full Power as per formula/limit approved by DoT under 'Contingent recurring for Payment of OPEX charges to ALTTC'	Rs.15,000/- in each case	Rs.3,000/- in each case
	(b) Non-recurring	Rs.2.5 lakh in each case subject to 10 lakh per annum.	Rs.1,00,000/-in each case	Rs.15,000/-in each case.
2.	Electricity, Gas and Water charges	Full Power	--	--
3.	Printing & binding of forms	Full Power	--	--
4.	Legal Charges	Full Power	--	--
5.	Office Equipment	Full Power	--	--
6.	Purchase of Computers (including Hardware, Software, Peripherals and UPS)	Rs.20 lakh at a time subject to Rs.50 lakh p.a. subject to relevant Govt. instruction/GFR rules.	Rs.5 lakh at a time subject to Rs.20 lakh p.a. subject to relevant Govt. instruction/GFR.	Rs.1 lakh at a time subject to Rs.3 lakh p.a. subject to relevant Govt. instruction/GFR.



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7.	Office Stationery (incl computer stationery)	Full Power	--	
8.	Maps, Books & Publication	Full Power	--	
9.	Furniture & Furnishings	Full Power	--	--
10	Liveries & Uniforms	Rs.1 lakh per annum	--	--
11	Loans & Advances to staff	Full Power	--	--
12	Honorarium (a) For Guest Faculty (b)For other cases	(a)Full Power (b)Rs.2500/- in each case. (a)&(b)shall be subject to relevant Govt. instructions and FR/SR rule.		
13(a)	Hiring of vehicles (For training)	Full Powers subject to entitlement and eligibility of trainee/ faculty		
13(b)	Hiring of vehicles (other than training)	Upto six vehicles subject to monthly ceiling of Rs.2,40,000/-		
14	Computer training for officers/officials on DoT strength and faculty of NTIPRIT.	Full Power	--	
15	Refreshment/ working lunch	Full Power subject to limit specified in DoE OM No.7(3)/E-Coord./2013 dt 6.5.2015 or latest Govt. instruction/ rules from time to time.		
16	Housekeeping charges (including hostel)	Rs.5 lakh per month subject to relevant latest Govt. instruction, minimum wages.	Rs.2 lakh per month subject to relevant latest Govt. instruction, minimum wages.	
17	Hiring of Security guards	Rs.10 lakh p.m. subject to extant Govt. instructions, minimum wages.	--	--
18	Postage Charges	Full Power	--	--
19	Municipal Rates & Taxes	Full Power	--	--



20	Payment of commission charges for payment of Telecom Pension to PDAs	Full Power	--	--
21	Advertisement charges	Full Power through BoC/ DAVP	--	--
22	AMC for office equipments	Full Power	--	--
23	AMC for electrical equipments	Full Power	--	--
24	(i)Addition, alteration & repair including replacement of installation to non- residential Govt. buildings and subject to CPWD ceiling of rates.	Rs.30 lakh per case subject to Rs.1.5 Cr p.a. --		
	(ii)Additions and Alterations (incl. repair) including replacement of installations to residential Govt. buildings	Rs.1 lakh per case including overhead charges subject to Rs.5 lakh per annum and further subject to CPWD ceiling of rates.		
25	Outsourcing of Data Entry Operators& Office Assistant'	Rs.5 lakh per month subject to extant Govt. instruction & minimum wages. --		--
26	Outsourcing of Technical support staff	Rs.50,000/-per month subject to extant Govt. instruction & minimum wages. --		--
27	Outsourcing of manpower towards MTS	Rs.2.5 lakh per month subject to extant Govt. instruction & minimum wages. --		--
28	Telephone (Internet facility and Broadband facility for Office Telephones)	Full Power subject to extant DoT/Govt. guidelines. --		--
29	Settlement of claims/bills of other institutions /bodies for probationary officers attached to the academy	Full Power --		--
30	Organizing mid-career training/MDP courses	Full Powers after obtaining approval from DoT --		--



31.	Organizing Training Activities by signing MoUs with other institutions/Professional Bodies in India (Govt./PSUs/ Autonomous Bodies wholly/partially conducted by Govt.)	Full Powers after obtaining approval from DoT. (For domestic trainings only)	--	--
32.	Horticulture	Rs.7.5 lakh per month.	Rs.10,000/-in each case subjectto the annual limit of Rs.1 lakh.	-
33.	Procurement of equipment for hostel	Full Power subject to relevant Govt. rule and GFR 2017	-	-
34.	Outsourcing of catering services	Full Powers subject to relevant Govt. rule/GFR 2017.	-	-
35.	Procurement of sports equipments	Rs.5 lakh in each case subject to a maximum of Rs.25 lakh per annum	-	-
36.	Engagement of manpower for mess for cooking and care taking for probationers and other in-house trainees.	Rs.1 lakh per month subject to extant Govt. instruction.	--	-
37.	Tools & Gadgets for training purpose	Full Powers subject to annual ceiling of Rs.25 lakh	--	
38.	Repairs & maintenance of computers and peripherals	Full Powers	--	-
39.	Scraping (expired stores, computers etc.) except vehicles	Full Powers subject to provisions & procedure defined in extant Govt. rules/instruction and GFR 2017.	-	
40.	Funeral expenses	Full Power subject to prevalent MoF/DoE guidelines.	--	--



41.	Subscription of national and international journals including online journals	Full Power	--	-
42.	Construction of boundary wall on land retained	Full Power	--	--
43.	Hot & Cold weather charges	Full Power	--	--
44.	Security deposit for electricity & water connections	Full Power	--	-
45.	Rewards/Awards	Rs.5,000/-in each case.	--	--
46.	Permanent Advance (to be regulated in accordance with Rule 322 of GFR).	Rs.5,000/-	--	--
47.	Hiring of Premises for Workshop /seminar/ Deptt. Exams	Full Powers subject to extant Govt. instruction/rule.	-	-

3. The exercise of financial powers shall be subject to the following conditions:

- (i) Only one DDG/Dir level officer in the NTIPRIT shall exercise these powers, dealing with administrative matters of the institute.
- (ii) The powers mentioned herein shall be exercised by the DG, DDG, Dir of NTIPRIT only, on the condition that the expenditure shall be met from the allocated budget under the relevant head of account.
- (iii) It is to submit that while exercising financial powers by DDG/Dir level officers, Head of the institutions shall continue to be responsible for the correctness, regularities and propriety of the decisions.
- (iv) The exercise of financial powers will be subject to relevant Govt. rules, orders, scales, instruction, procedures prescribed by Government from time to time, GFR-2017 and economy measures issued by the Government/ Department from time to time, all usual conditions as laid down in the relevant manuals as well as instructions issued from time to time.



- (v) The Full Powers wherever specified shall be exercised keeping in view conditions and limitations contained in Delegation of Financial Power Rules, General Financial Rules- 2017, Financial Hand Book Volume-1, Fundamental & Supplementary Rules, Departmental Code Books, Manuals, powers delegated by DoT HQ from time to time and extant Govt. instructions/rules.
- (vi) The exercise of financial powers by the DG, DDG & Dir would altogether be restricted to the limits delegated to the DG, NTIPRIT in terms of total expenditure.
- (vii) No work requiring sanction of higher authorities may be sanctioned in parts as two or more distinct works/ proposals, in order to avoid sanction of higher authority.
- (viii) The financial power cannot be further re-delegated.

**(Amanullah Tak)**  
Director (Finance)  
Tel:011-23036037

To:

DG, NTIPRIT



**No.7-8/2013-14/Fin.**  
**Ministry of Communications**  
**Department of Telecommunications**  
**(Integrated Finance Division)**

New Delhi, 24<sup>th</sup> January, 2023

**OFFICE MEMORANDUM**

**Subject:** Delegation of financial powers for Wireless Advisor, DoT HQ & JWA (HQ).

The undersigned is directed to convey the concurrence of Member (Finance) and approval of Secretary (T) for the delegation of financial powers to Wireless Advisor, DoT HQ & JWA (HQ) in the under-mentioned items of expenditure: -

<b>SI No.</b>	<b>Item of Expenditure</b>	<b>Extent of Power</b>
1.0.0	Refund cases under Bharatkosh/ NTRP	<b>WA:</b> Upto Rs.2 lakh with concurrence of DDG(WPF). <b>JWA (HQ):</b> Upto Rs.50,000/- with concurrence of Dir (Satellite Finance).

2. The exercise of the proposed financial powers shall be subject to following conditions:
  - (i) The powers mentioned herein shall be exercised by the Wireless Advisor, DoT HQ and JWA (HQ) only on the condition that the expenditure shall be met from the allocated budget under the relevant head of account. The powers shall be exercised with the concurrence of IFA as noted against each.
  - (ii) The exercise of financial powers will be subject to relevant Govt. rules, orders, scales, instruction, procedures prescribed by Government from time to time, GFR-2017 and economy measures issued by the Government/Department from time to time. All usual conditions as laid down in the relevant manuals as well as instructions issued from time to time.
  - (iii) The financial power cannot be further re-delegated.

Amanullah Tak)  
Director (Finance)  
Tel: 011-23036037

**To**

Wireless Advisor, DoT HQ



**No.7-8/2013-14-Fin.**  
**Ministry of Communications**  
**Department of Telecommunications**  
**(Integrated Finance Division)**

New Delhi, 3<sup>rd</sup> February, 2023

**OFFICE MEMORANDUM**

**Subject:** Delegation of financial powers for Director, Wireless Monitoring Organization (SAG Level).

In supersession of earlier financial powers to Director, WMO, the undersigned is directed to convey the concurrence of Member (Finance) and approval of Secretary (T) for the delegation of financial powers to Director WMO (SAG level) in the under-mentioned items of expenditure: -

<b>SI No.</b>	<b>Item of Expenditure</b>	<b>Extent of Power</b>
1.0.0	<b>Land &amp; Buildings</b>	
1.1.1	Additions and alterations to existing Departmental Office Buildings	Rs. 50 lakhs per annum with concurrence of Dir WF
1.1.2	Repairs to Buildings	Full Power with concurrence of IFA.
<b>2.0.0</b>	<b>Vehicles</b>	
2.1.1	Repairs	Rs.50,000/- per case subject to Rs.1 lakh per annum per vehicle without FA concurrence and 'Full power' with the FA concurrence.
2.1.2	Hiring	An annual limit of Rs 20 lakh per annum is imposed in both the below cases: <b>With FA concurrence:</b> Rs. 4 lakh per month for Monitoring/ Seminars/ Workshops subject to Monitoring Assignment requirements/ entitlement and eligibility of officers/ faculty participating in the Seminars/ Workshops. <b>Without FA concurrence:</b> Expenditure up to Rs.50,000/- per case and Rs.20,000/- per day.
3.0.0	<b>Purchase of Stores</b>	
3.1.1	<b>Stores</b>	
3.1.2	Stocked items/equipment	Full powers for purchase through GeM with concurrence of FA.



SI No.	Item of Expenditure	Extent of Power
3.1.3	Non-stocked items	(i) Purchase against items from GeM- Rs.50 lakh per annum with concurrence of FA. (ii) Without FA concurrence for expenditure only up to Rs. 5 lakh per annum. subject to fulfillment of relevant Govt. rules/instruction.
3.1.4	Procurement of spares (Hardware/ software) and repair of electrical, electronics & other Monitoring equipment.	Full Power
3.1.5	Purchase without quotation	As per extant GFR rules.
3.1.6	Purchase through Procurement Committee	Purchase through Procurement Committee as per extant GFR rules only.
3.1.7	Purchase with quotation	Concurrence of FA require.
<b>4.0.0</b>	<b>Other items</b>	
4.1.1	Office equipment	Rs. 10 lakhs at a time; subject to Rs. 50 lakhs per annum with concurrence of FA. Without FA concurrence for expenditure only up to Rs. <b>2.5</b> lakhs at one time, subject to an annual limit of Rs. <b>10</b> lakhs.
4.1.2	Computers	Rs 10 lakh at a time, subject to Rs.20 lakh per annum with concurrence of FA.
4.1.3	Computer Stationery	Rs.10,000/- per case subject to Rs.5 lakh per annum.
4.1.4	Other Stationary	An Annual limit of Rs.20 lakh is imposed as under:- (i) Full Powers with FA concurrence subject to ceiling prescribed above. (ii) Upto Rs.50,000/- per case without FA concurrence.
4.1.5	Maps, Books and Publications (official)	Full powers with concurrence of FA. Without FA concurrence for expenditure up to Rs.50,000/- per case.
4.1.6	Furniture and Furnishings	i. For HQ: Rs.15 lakhs per annum. ii. For Regional HQ/ other Stations: Rs.5 lakhs per office per annum Concurrence of FA is required.
4.1.7	Liveries & uniform	Full Power
4.1.8	Purchase of Monitoring/ Mathematical Instruments	Rs. 2 lakh on each occasion subject to maximum of Rs.10 lakh per annum with the concurrence of FA.
4.1.9	Repair/ Maintenance/ AMC of	Full powers with concurrence of FA.



SI No.	Item of Expenditure	Extent of Power
	office/ Electrical equipments, computers and Mathematical instruments	
<b>5.0.0</b>	<b>Contingent Expenditure</b>	
5.1.1	Recurring	Rs.20,000/- in each case subject to Rs.2 lakhs per annum.
5.1.2	Non-recurring	Rs.7.5 lakh p.a. subject to Rs.75,000/- on each occasion.
5.2.0	Advertisement	Upto a limit of Rs.2,00,000/- in each case (through DAVP only).
5.3.0	Hot & cold weather charges	Full Power
5.4.0	Electricity Gas and Water Charges	Full powers
5.5.0	Printing and Binding	Rs 10 Lakh per annum.
5.6.0	Legal Charges	Full powers
5.7.0	Light Refreshment	Rs.500/- per head for lunch/snacks in official meeting subject to extant Govt. guidelines.
6.0.0	Loans and advances to staff	Full Power subject to extant Govt rules.
7.0.0	Rates and Taxes	Full Power
<b>8.0.0</b>	<b>Honorarium, rewards and awards</b>	
8.1.1	Honorarium	Rs.2500/- in each case.
<b>9.0.0</b>	<b>Refunds and Compensations</b>	
9.1.1	Refunds	Full Powers subject to compliance of all extant rules. Concurrence of FA is required.
<b>10.0.0</b>	<b>Computerization</b>	
10.1.1	Other items of computerization	Rs.2 lakh in each case subject to a maximum of Rs 10 lakh per annum subject to compliance of all extant rules. Concurrence of FA is required.
<b>11.0.0</b>	<b>Professional Services</b>	
11.1.1	Other professional services	Rs.50,000/- in each case subject to a maximum of Rs.20 lakh per annum and compliance of all extant rules. Concurrence of FA is required
<b>12.0.0</b>	<b>Outsourcing of Services/ Manpower</b>	
12.1.1	Outsourcing of Housekeeping and care taking functions	Rs.9 lakh per annum per field office/unit subject to maximum of Rs.75,000/- per month per field office/unit. Concurrence of FA is required.
12.1.2	Hiring of security service	Rs 1.25 lakh per month per field office/unit and



SI No.	Item of Expenditure	Extent of Power
		15 lakh per annum per field office/unit. Concurrence of FA is required.
12.1.3	Outsourcing of data entry operator, office assistant, Multi-tasking staff	Rs 1.5 lakh per month per field office/unit or 18 lakh per annum per field office/unit subject compliance of all extant rules. Concurrence of FA is required.
13.0.0	'Scrapping of Stores/ equipment'	Full Power

2. The exercise of the proposed financial powers shall be subject to following conditions:

- (i) The powers mentioned herein shall be exercised by the Director WMO (headed by SAG level officers only) on the condition that the expenditure shall be met from the allocated budget under the relevant head of account. The powers shall be exercised with the concurrence of Director, WF (wherever specified).
- (ii) The exercise of financial powers will be subject to relevant Govt. rules, orders, scales, instruction, procedures prescribed by Government from time to time, GFR-2017 and economy measures issued by the Government/Department from time to time. All usual conditions as laid down in the relevant manuals as well as instructions issued from time to time.
- (iii) Full Powers wherever specified mean powers to the extent delegated under extant rules/guidelines. They shall be exercised keeping in view conditions and limitations contained in Delegation of Financial Power Rules, General Financial Rules, Financial Hand Book, Fundamental & Supplementary Rules, Departmental Code Books, Manuals, powers delegated by DoT HQ from time to time and extant Govt. instructions/rules.
- (iv) No work requiring sanction of higher authorities may be sanctioned in parts as two or more distinct works/proposals, in order to avoid sanction of higher authority.
- (v) The financial power cannot be further re-delegated.

(Amanullah Tak)  
Director (Finance)  
Tel: 011-23036037

**To:**

1. Director WMO



**No.7-8/2013-14-Fin.**  
**Ministry of Communications**  
**Department of Telecommunications**  
**(Integrated Finance Division)**

New Delhi, 24<sup>th</sup> January, 2023

**OFFICE MEMORANDUM**

**Subject:** Delegation of financial powers for JWA, RLO (SAG Level).

In supersession of earlier financial powers of Regional Licencing Offices (RLOs), the undersigned is directed to convey the concurrence of Member (Finance) and approval of Secretary (T) for the delegation of financial powers to JWA, RLO in the under-mentioned items of expenditure: -

<b>Sl. No.</b>	<b>Item of Expenditure</b>	<b>Extent of Power</b>
1.	Contingent Expenditure: (a) Recurring (b) Non-Recurring	Rs.10,000/- in each case Rs. 1,00,000/- in each case
2.	Electricity, Gas and Water charges	Full Powers
3.	Printing & Binding forms	Rs.20 lakh per annum
4.	Legal charges	'Full Power' subject to conditions mentioned in sl.9 of Annexure to Schedule-V of DFPR, 1978.
5.	Office Equipment	Rs.1 lakh on each occasion subject to Rs.10 lakh p.a.
6.	Purchase of Computers (including hardware, software, peripherals and UPS)	Rs.10 lakh in each case subject to Rs.20 lakh p.a. subject to GFR-2017 and relevant Govt. instructions/rules. The procurement shall be done through GeM only.
7.	Computer stationery	'Rs.5 lakh per annum' through GeM only
8.	Office stationery	Rs.5 lakh per annum through GeM only
9.	Maps, Books & publications	Rs. 10,000/- per annum and subject to Rs. 2,000/- per occasion
10.	Furniture & furnishing	Rs.1 lakh on each occasion subject to Rs.10 lakh p.a. Concurrence of IFA is required.
11.	Liveries & Uniforms	Rs. 1 Lakh per office per annum. Concurrence of IFA is required.
12.	Loans & advances to staff	Full powers
13.	Honorarium	Rs. 2500/- in each case, subject to relevant FR/SR rules & Govt. instructions.



14.	Hiring of vehicles	Rs.1.8 lakh per month with the financial concurrence of IFA.
15.	Computer training for Officers/Officials of DOT	Rs. 10,000 in each case. Concurrence of IFA is not required.
16.	Working Lunch/Light Refreshment (on holding of meetings with other organizations/operators in connection with. Inter organizational transaction)	(i) Tea + Snacks: Rs.200/- per head. (ii) High Tea/Lunch/Dinner: Rs.500/- per head
17.	Outsourcing of Housekeeping and care taking functions	Rs.1 lakh per month with the concurrence of Dir WF subject to compliance of extant Govt. guidelines.
18.	Security charges	Rs.75,000/- per month subject to extant Govt. guidelines with concurrence of Dir WF.
19.	Postage charges	'Full Power'
20.	Municipal rates & taxes	Full powers
21.	Advertisement charges	'Full Power' through DAVP/BoC
22.	AMC for office equipment	'Full Power' with concurrence of IFA
23.	AMC for electrical equipment	
24.	Lump-sum advance to provide to immediate financial relief	This shall be exercised in accordance with Rule 79 & other rules mentioned in Compendium of Rules on Advances to Government Servants and extant Govt. guidelines/rules.
25.	(i) Addition & alteration including replacement of installation to Non-residential Govt. buildings	Rs. 3 Lakhs per case subject to Rs. 10 Lakhs per annum with the financial concurrence of IFA. The powers shall be subject to prevalent Govt. guidelines/ instructions & GFR. These cases shall also be reported to Wireless Adviser, DoT HQ.



	(ii) Ordinary repairs & maintenance of Non-residential Govt. buildings	Rs. 50,000/- per occasion subject to Rs. 5 Lakhs per annum. These cases shall also be reported to Wireless Adviser, DoT HQ.
	(iii) Repairs & alteration of hired and requisitioned buildings.	This power shall be exercised in accordance with conditions & limit specified in sl.12 of Annexure to Schedule V of DFPR 1978 except BSNL/MTNL hired building as per MoU with DoT.
26.	Outsourcing of data entry work, office assistant, Multi-tasking staff	Rs. 50,000/- per month with the concurrence of IFA. The engagement shall be done through GeM, GFR & extant Govt. instructions and against the clear vacant posts only.

2. The exercise of the proposed financial powers shall be subject to following conditions:

- (i) The powers mentioned herein shall be exercised by the JWA, RLO (headed by SAG level officers only) on the condition that the expenditure shall be met from the allocated budget under the relevant head of account. The powers shall be exercised with the concurrence of IFA i.e. Dir, WF (wherever specified).
- (ii) The exercise of financial powers will be subject to relevant Govt. rules, orders, scales, instruction, procedures prescribed by Government from time to time, GFR-2017 and economy measures issued by the Government/Department from time to time. All usual conditions as laid down in the relevant manuals as well as instructions issued from time to time.
- (iii) Full Powers wherever specified mean powers to the extent delegated under extant rules/guidelines. They shall be exercised keeping in view conditions and limitations contained in Delegation of Financial Power Rules, General Financial Rules, Financial Hand Book, Fundamental & Supplementary Rules, Departmental Code Books, Manuals, powers delegated by DoT HQ from time to time and extant Govt. instructions/rules.
- (iv) No work requiring sanction of higher authorities may be sanctioned in parts as two or more distinct works/proposals, in order to avoid sanction of higher authority.
- (v) The financial power cannot be further re-delegated.

**(Amanullah Tak)**  
**Director (Finance)**  
**Tel: 011-23036037**

**To:**

JWA, RLO

List of various Financial Powers delegated to the Administrator (USOF)

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



5.	Printing and Binding	One Lakh per annum	These powers will be exercised only in respect of cases in which the lowest rate on open tender basis is approved. For other cases, prior concurrence of Finance will be necessary.	7-5/2009 Fin Dated 16-06-2009
6.	Contingent Expenditure ( <b>Recurring</b> ): On any subject for which no scale of limit to power of sanction is prescribed in Schedule of Financial Powers	Rs.50,000/- per annum subject to Rs.10,000/- on each occasion		7-5/2009 Fin Dated 16-06-2009
7.	Contingent Expenditure ( <b>Non-Recurring</b> ): On any subject for which another limit is not specified in Schedule of Financial Powers, provided there is nothing novel, doubtful or irregular in the Character or the expenditure and subject to provision of sub rule (5) of Rule 10 of DFP Rules 1978 including the items specified and covered by Item 1 above (Furniture and Fixtures).	Rs. One lakh on each occasion subject to Rs.5 lakh per annum		7-5/2009 Fin Dated 16-06-2009
8.	Advertisement Charges	Full powers (through DAVP only)		7-5/2009-Fin. Dated 30-03-2011
9.	Professional Charges (a) Computerization  (b) Other professional services	(a) Rs.20 lakh on each occasion with annual ceiling of Rs.50 lakh per annum  (b) Rs.10 Crore per annum		7-5/2009-Fin. Dated 29-08-2019  7-5/2009-Fin. Dated 22.12.22
10.	Imprest	Rs. 20,000/- for the items mentioned below in Note 1		For Sr.DDsG/ DDsG of USOF (Tech & Fin) 7-5/2009-Fin dated 11.05.2020
11.	Legal Charges	Full power Subject to conditions in Note 2 below		



12.	Maps, books and Publications	Rs.10,000/- p.a. subject to Rs.2000/- per occasion		-DO-
13.	Office expenses	Rs.20,000/- as imprest subject to the conditions in IFDs OM No. 1-1/2014-15 (Fin) dated 13-12-2019		For Administrator/ Additional Administrator(F)/ Joint Administrator (F), USOF 7-5/2009-FIN dated 02-01-2020

**Note 1:**

The imprest money is to be utilized only for the following purpose:

**(i) Stationery items**

Stationery items, Computer Stationery, Anti-virus Software and small office equipment fall in this category. In case SO G.I certifies the immediate non-availability of these items such items may be purchased through open market.

**(ii) Incurring of expenditure for dispatch of dak by courier/Speed Post****(iii) Photocopying**

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

**(iv) Lunch/snacks in official meetings**

Lunch or snacks may be served in official meetings where outside organisations/ field units are participating upto Rs.300/- (Rupees Three hundred only) per head.

**Note 2:**

- (i) Expenditure shall ordinarily be incurred only with previous consent of the Ministry of Law except (a) in respect of fees of Govt. pleaders appointed by the Govt. of India in the Ministry of Law under: Clause (a) of Rule 8(B) of order XXVII of the first schedule to the Code of Civil procedure 1901 (5 of 1908) or State Law officers while the fees fixed by the High Court or State Govt. or any law for the time being in force or are settled or determined by Ministry of Law, as the case may be.  
In respect of fees of Advocates whose name are borne on a panel approved by the law ministry for any court unless special fees exceeding fees admissible under the sanctioned schedule of fees are claimed.
- 2 The exercise of financial powers shall be subject to the following conditions:
- a) The powers mentioned herein shall be exercised by the Sr.DDsG/DDsG of USOF(Technical and Finance) DoT HQ on the condition that the expenditure shall be met from the allocated budget under the relevant Head of Account.
  - b) Wherever full powers have not been given, no expenditure, requiring sanction of the higher authorities, may be sanctioned by the officer in parts as two or more distinct works/proposals.
  - c) These powers shall be exercised keeping in view the conditions and limitations contained in General Financial Rules, Financial Hand Book (FHB) Volume-I, Fundamental rules, Supplementary Rules and other Departmental Code Books, Manuals and powers delegated by the DoT HQ from time to time.
  - d) The exercise of these financial powers will be subject to the rules, orders, scales, instructions and economy measures issued by the Government/ Department from time to time.
  - e) The powers delegated to the Sr.DDsG/DDsG of USOF(Technical and Finance) DoT HQ shall not be further delegated.
  - f) A register in manuscript as prescribed in rule of FHB Vol-I should be maintained.
  - g) Each sanction memo should contain a certificate to the effect that the total expenditure sanctioned does not exceed the annual limit.

**List of various Financial Powers delegated to the Sr.DDG (TEC)**

S.No.	Nature of Expenditure	Extent of Powers	Authority /Order No.
<b>1.0.0</b>	<b>Sanction of Schemes/Projects</b>		
1.1.0	New Schemes	Rs. 5 crores for new & existing schemes	7-1/2011-Fin. Dated 22.03.2016
1.2.0	Detailed Estimates	Full powers to the extent of Powers delegated for in respect of Project/ Scheme	7-1/2011-Fin. Dated 13.04.2011
<b>1.3.0</b>	<b>Land &amp; Buildings</b>		
1.3.1	Additions and alterations to existing Departmental Office buildings	Rs.75 lakh per annum	7-1/2011/Fin. Dated 25.11.2019
1.3.2	Repairs to Buildings	Full Powers	7-1/2011-Fin. Dated 13.04.2011
<b>2.0.0</b>	<b>Vehicles</b>		
2.1.0	Repairs	Full Powers	7-1/2011-Fin. Dated 13.04.2011
2.2.0	Hiring	Rs.8 lakh per month	7-1/2011-Fin. Dated 25-11-2019
<b>3.0.0</b>	<b>Purchase of Stores</b>		
3.1.0	Stores		
3.1.1	Stocked items	Full Powers for purchase against rate contracts finalized by DGS&D/ DoT. Rs.3 lakhs at one time subject to Rs.25 lakhs p.a.	7-1/2011-Fin. Dated 13.04.2011



3.1.2	Non Stocked items.	(i) Purchase against rate contract / prices finalized by DGS&D/ DOT - Full powers. In other cases : Upto Rs. 5 lakh only per annum.	7-1/2011 - Fin Dated 13-04-2011
<b>3.2.0 Other items</b>			
3.2.1	Office equipment	Full Powers	7-1/2011 - Fin Dated 13-04-2011
3.2.2	Computers	Rs. 10 lakhs at a time Rs. 50 lakhs per annum	7-1/2011 - Fin Dated 13-04-2011
3.2.3	Computers Stationery	Full Powers	7-1/2011 - Fin. Dated 13-04-2011
3.2.4	Office Stationery	Full Powers	7-1/2011 - Fin Dated 13-04-2011
3.2.5	Maps, Books & Publications	Full Powers	7-1/2011 - Fin Dated 13-04-2011
3.2.6	Furniture & Furnishings	Rs. 30 lakh per annum	7-1/2011/Fin Dated 25-11-2019
3.2.7	Purchase of Mathematical Instruments	Rs. 1 lakh on each occasion subject to maximum of Rs. 10 Lakh per annum	7-1/2011 - Fin Dated 13-04-2011
<b>4.0.0 Contingent Expenditure</b>			
4.1.0	Recurring	Rs. 25,000/- per month in each case	7-1/2011 / Fin Dated 25-11-2019
4.2.0	Non Recurring	Rs. 2,00,000/- in each case	7-1/2011 / Fin Dated 25-11-2019
4.3.0	Electricity, Gas and Water Charges	Full Powers	7-1/2011 / Fin Dated 13-04-2011
4.4.0	Printing & Binding Forms	Full Powers	7-1/2011 - Fin Dated 13-04-2011
4.5.0	Legal charges	Full Powers	7-1/2011 - Fin Dated 13-04-2011
4.6.0	Advertisement Charges	Up to a limit of Rs. 2,00,000/- in each case (through DAVP only)	7-1/2011 - Fin Dated 13-04-2011



4.7.0	Refreshment	Refer O.M. No. 7(3)/E.Cood / 2013 Dated 06-05-2015	7-1/2011 - Fin Dated 23-03-2016.
5.0.0	<b>Loans and advances to staff</b>	Full Powers	7-1/2011-Fin Dated 13-04-2011
6.0.0	<b>Rates and Taxes</b>	Full Powers	7-1/2011-Fin Dated 13-04-2011
<b>7.0.0 Honorarium, rewards and Awards</b>			
7.1.0	Honorarium	Rs. 2,500/- in each case	7-1/2011-Fin Dated 13-04-2011
7.2.0	Rewards / awards	Rs. 2,000/- in case of Government servants Rs. 1,000/- in case of others	7-1/2011-Fin Dated 13-04-2011
<b>8.0.0 Refunds and compensations</b>			
8.1.0	Refunds	Full Powers	7-1/2011-Fin Dated 13-04-2011
<b>8.2.0 Compensation</b>			
8.2.1	Compensation for death / injury	(a) Full powers as per any court awards or any statutory legislation (b) Up to Rs. 5,000/- for outside court settlements.	7-1/2011-Fin Dated 13-04-2011
8.2.2	Compensation for damages to property	May sanction the waiving of compensation up to Rs.25,000/- in each case for damage to departmental property under Para 499 of the P&T Vol. X(P.I) which becomes irrecoverable	7-1/2011-Fin Dated 13-04-2011
9.0.0	Deputation of officials for Short term training etc. in India	Full Power	7-1/2011 - Fin. Dated 13-04-2011



<b>10.0.0 Computerization</b>			
10.1.0	Computerization	Rs.1 lakh in each case subject to maximum of Rs.20 lakh p.a.	7-1/2011/Fin Dated 22.03.2016
<b>11.0.0 Professional Services</b>			
11.1.0	Other professional services	Rs. 1.25 cr. per annum	7-1/2011/Fin Dated 29-10-2021
<b>12.0.0 Outsourcing of services</b>			
12.1.1	Housekeeping	Rs. 50 lakhs per annum	7-1/2011-Fin dated 28-06-2017
12.1.2	Hiring of security service for RTEC's	Rs. 10 lakhs per annum	7-1/2011-Fin Dated 13-04-2011
13.0.0	Membership in International Standard Bodies / New Casesand renewals  (i) For renewal of existing Membership. (ii) For new membership	Full powers for renewals upto the level of existing membership charges. Such powers may be exercised after analysis of the benefits drawn from such membership in previous years with the concurrence of IFA of TEC.  The cases should be submitted to DOT Hq. for Specific approval of Secretary (T ) subject to this administrative approval Sr.DDG (TEC) may subscribe to such membership with an annual Ceiling of Rs. 2 Crores.	7-1/2011-Fin Dated 02-04-2014
14.0.0	Replacement of life expiredVehicles	Full Powers against Condemned vehicles by following all the norms guidelines prescribed on the subject from time to time.	7-1/2011-Fin Dated 02-04-2014



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

New Delhi 1<sup>st</sup> Feb., 2005

**OFFICE MEMORANDUM**

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

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

This issues with the approval of Secretary (Exp.)

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

To

**All Ministries / Departments**



No. 1/7/E.II(A)/2008  
Government of India  
Ministry of Finance  
Department of Expenditure  
E.II (A) Branch

New Delhi, 30<sup>th</sup> May, 2008

**OFFICE MEMORANDUM**

**Subject:** Exercise of financial power by Heads of Departments (HoDs) under Delegation of Financial Power Rules (DFPRs), 1978.

1. The undersigned is directed to refer to this Ministry's Notification dated 16.09.2003, wherein this Ministry had, inter-alia, authorized Departments of the Central Govt. in consultation with their Financial Adviser, to decide the financial limits up to which they wish to delegate power to their Heads of Departments for incurring Contingent and Miscellaneous Expenditure as given under Schedule V and VI of DFPRs. Thereafter, this Department vide its OM No. 1/11/E.II (A) 2003 dated 1.2.2005, conveyed to all Departments that HoD would be required to consult the Financial Adviser of the Department concerned for exercising enhanced power delegated to them by their Departments in Pursuance of this Ministry's Notification dated 16.09.2003.
2. Subsequent to the Issuance of above order dated 1.2.2005, references have been received from the Departments regarding the difficulties being faced in implementation of the above directions. The matter has been considered in this Department and in partial modification of the order dated 1.2.2005, it has been decided that Secretaries of Ministries/Departments may, in consultation with their Financial Advisor decide the extent to which enhanced power may be delegated to the Head of Departments, under Schedule V and VI of DFPRs, clearly laying down the financial limits where consultation with the Financial Adviser would not be required by Head of Departments for exercising these powers.
3. This issues with the approval of Secretary (Exp.).

**(Rubina Ali)**  
Under Secretary to the Govt. of India)



{To be published in the Gazette of India, Part II, section (3), sub-section (ii)}

Government of India  
Ministry of Finance  
(Department of Expenditure)}

New Delhi 16<sup>th</sup> Sept, 2003

### NOTIFICATION

S.O. In pursuance of clause (3) of Article 77 of the Constitution of India, the President hereby makes the following rules further to amend the Delegation of Financial Powers Rules, 1978, namely: -

1. (i) These rules may be called the Delegation of Financial Powers (Amendment) Rules, 2003.  
(ii) They shall come into force on the date of their publication in the Official Gazette.
2. In the Delegation of Financial Powers Rules, 1978, hereinafter referred to as the Principal Rules, for Rule 21, the following rule shall be substituted, namely

#### **"21. Indents, Contract and Purchases**

- (a) Subject to the provisions of these rules and the provisions of the General Financial Rules, 1963, governing the purchase of stores for the public service, a Department of the Central Government shall have full powers to sanction expenditure for purchase and for execution of contracts, including agreements or contracts for technical collaboration or consultancy services.
- (b) The powers under this rule shall be exercised up to Rupees Twenty Crore for open or limited tender contracts, up to Rupees Five Crore for negotiated or single tender or proprietary contracts and up to Rupees Two Crore for agreements or contracts for technical collaboration and Consultancy services by the Secretary of the Department concerned and contracts or purchases, amount of which exceeds these values in the categories stated, shall require the approval of the Minister in-charge of the Department.



Notwithstanding anything contained in sub-rule (a) and (b), in cases where the award of contract or purchase or consultancy is inseparably linked with the project or scheme and forms a part of the proposals for Standing Finance Committee (SFC) or Committee on Non-Plan.

**Expenditure (CNE)** or Expenditure Finance Committee (EFC) or Cabinet, the same will be processed as per the financial limits laid down for sanction of such schemes or projects by the Competent Authority.

**Explanation** In the rule, the word "contract" includes miscellaneous contracts, such as handling contracts and leases. Leases for hiring accommodation for office, residential and other purpose shall, however, be regulated under item 16 of the Annexure to Schedule V. If a contract extent over a period of time, the total value over the entire period of currency shall be taken for the purpose of applying the limit. Further a limited or open tender which results in only one effective offer shall also be treated as a single tender contract."

3. For Schedule V to the Principal Rules, the following Schedule shall be substituted, namely:-

**"SCHEDULE V**  
**POWERS OF INCURRING CONTINGENT EXPENDITURE**  
**(See Rule 13)**

**Note 1.- Subject** to the provision of sub - rule (3) of Rule 13 and also subject to availability of funds, the departments of the Central Government and the Administrators specified in the Column (1) of the Table below shall, in the matter of incurring contingent expenditure, have the powers specified in the corresponding entry in the column (2) of the Table:

<b>Authority (1)</b>	<b>Extent of Power (2)</b>	
	<b>Recurring</b>	<b>Non-recurring</b>
<i>Departments of the Central Government:</i> (i) Vice - President's Secretariat. (ii) Other Departments Administrators	<i>Full powers</i>	<i>Full powers</i>
<i>Heads of Offices other than Under Secretaries in the Departments of Central Government.</i>	<i>Full powers</i> <i>Rs. 1000/- per month in each case</i>	<i>Full powers</i> <i>Rs. 5000/- per month in each case</i>
<i>Under Secretaries in the Departments of the Central Government declared as Heads of Offices.</i>	<i>Rs. 2000/- per month in each case</i>	<i>Rs. 5000/- per month in each case</i>



**Explanation -** The powers delegated to the Department of the Central Government are to be exercised by the issue of formal sanction in the name of the President, such sanctions being authenticated by the officers authorized to do so under Article 77 of the Constitution.

The Under Secretaries in the Department of the Central Government who are declared as Head of Offices under Rule 14 of these rules may sanction contingent expenditure up to the extent indicated in the Table above without issuing formal sanctions in the name of the President.

**Note 2-** Subject to the rules, orders restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the Annexure to this Schedule, and also subject to the financial limit being in accordance with provisions of General Financial Rules, economy instructions issued by the Finance Ministry, Fiscal Codes and procedures and the limit being within the budgetary allocation for the year, the Departments of the Central Government in the matter of contingent expenditure, shall, in consultation with the Financial Adviser of the Department concerned, have full powers for deciding the financial limit up to which they can delegate powers to Head of Departments. "

4. In the Annexure to Schedule V of the Principal Rules, Column (3) and the entries relating thereto shall be omitted and Column (4) shall be renumbered as Column (3).
5. For Schedule VI to the Principal Rules, the following Schedule shall be substituted, namely.



**"SCHEDULE VI**  
**POWERS TO INCUR MISCELLANEOUS EXPENDITURE**  
**(See Rule 13)**

**Note 1.-** The Departments of the Central Government will have full powers for incurring of miscellaneous expenditure including expenditure on light refreshments during formal inter-departmental and other meetings or conferences, expenditure in connection with foundation stone laying ceremonies and other such hospitalities subject to general instructions issued by the Finance Ministry from time to time.

**Note 2. -** The Departments of the Central Government shall in consultation with their Financial Adviser, have full powers for deciding the financial limits up to which they can delegate powers to Heads of Departments for incurring miscellaneous expenditure subject to fiscal codes, procedures and availability of funds.

**TABLE**

<b>Authority</b>	<b>Maximum limit up to which the expenditure may be sanctioned on each individual item</b>	
	<b>Recurring</b>	<b>Non-recurring</b>
<b>Department of Central Government:</b> (i) Ministry of Parliamentary Affairs, President' Secretariat and Vice-President's Secretariat (ii) Other Departments.	Full Powers Full Powers	Full Powers Full Powers
<b>Administrators:</b> (i) Administrators of all the Union territories except Lakshadweep. (ii) Administrator, Lakshadweep.	Full Powers Rs.10,000 a year	Full Powers Rs.40,000"



No.1 -1/2014-15-Fin.  
Government of India  
Ministry of Communications  
Department of Telecommunications

Dated: 04.07.2016

**CORRIGENDUM**

This is in-continuation of OM No. 1-1/2014-15-Fin dated 17.05.2016 the para one may be read as:-

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

Therefore, approvals which do not require concurrence of finance wing as per earlier delegations will continue to be exercised without financial concurrence.

(R.C. Kumar)  
ADG (Finance)



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 29<sup>th</sup> Aug, 2014 regarding the guidelines for formulation, appraisal and approval of Public Funded PlanSchemes 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 plannon-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 andprojects, except matters required to be placed before the Cabinet Committee on Security.

**2 Schemes:** are program based cost centres through which the Ministries and Departmentsspend 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 inter-governmental 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 one time 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 realize 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-113 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-II. Depending on the level of delegation, the Schemes will be appraised by the Expenditure Finance Committee (EFC) or the Standing Finance Committee (SFC), 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 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 include 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 (Rs. Cr.)	Appraisal by	Cost (Rs. Cr.)	Approval by
Up to 100	The Financial Adviser	Upto to 100	Secretary of Administrative Department
> 100 & Upto 500	SFC/DIB Chaired by Secretary of the Admn. Dept.	> 100 & Up 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, under-estimation, 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 afforestation, payment of conversion of forest land to non-forest purposes, etc.

Pre-investment activities up to Rs. 100 crores (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 crores, 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-110 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 (FFC) 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 FFC 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.II/2015 dated 18<sup>th</sup> 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 OM's of Department of Expenditure, and linked circular of other Departments, including the erstwhile Planning Commission, are hereby superseded:

- OM No. 24(35)/PF-II/2012 Dated 29<sup>th</sup> August, 2014
- OM No. 1(1)/PF-II/2011 Dated 31<sup>st</sup> March, 2014
- OM No. 1(3)/PF-II/2001 Dated 1<sup>st</sup> April, 2010
- OM No. 1(3)/PF-II/2001 Dated 15<sup>th</sup> November, 2007
- OM No. 1(2)/PF-II/2003 Dated 7<sup>th</sup> May, 2003
- OM No. 1(3)/PF-II/2001 Dated 18<sup>th</sup> February, 2002
- OM No. 1(8)/PF-II/1998 Dated 30<sup>th</sup> October, 1998
- OM No. 1(6)/PF-II/1991 Dated 24<sup>th</sup> August, 1992
- OM No. 1(4)/PF-II/1984 Dated 25<sup>th</sup> 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 Advisor to Ministries / Department Cabinet Secretariat

Prime Minister's Office NITI Aayog

Railway Board



## **GENERIC STRUCTURE OF A DETAILED PAPER/DETAILED PROJECT REPORT**

- (i) Context/ Background:** This section should provide a brief description of the sector/ sub-sector 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.
- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) 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.
- (vii) 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.
- (viii) 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.



**(ix) 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.

**(x) 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.

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

**(xii) 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.

**(xiii) 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.

**(xiv) 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.

**(xv) 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

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

**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	2 weeks
(v)	Fixing the date of EFC/PIB meeting after receiving the final EFC/PIB Memo.	1 weeks
(vi)	Issue of minutes of EFC/PIB after the meeting has been held.	1 weeks
(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 crore)	2 weeks

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

**Annexure-IVA****FORMAT FOR EFC/SFC MEMORANDUM FOR APPRAISAL OF SCHEMES****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 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?
- 3.4 Please bring out special interventions, if any, in North East, Himalayan, LWE, Island territories and other backward areas.
- 3.5 In case of beneficiary oriented schemes, indicate the mechanism for identification of target beneficiaries and the linkage with Aadhaar/UID numbers.
- 3.6 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.
- 4.3 In case the land is to be acquired, the details of cost of land and cost of rehabilitation/resettlement, if any.
- 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.
- 4.6. 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.)

Sl.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.**

Annexure-IVBFORMAT 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 under-taken 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.
- 2.3 Indicate final outcomes for the project in the form of measurable indicators

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



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/DIB 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?

## 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.

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



**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: Department/Item-rate/Turnkey EPC/Public-Private Partnership, etc.
- 8.3 Please indicate timelines of activities of PERT/Bar Chart along with critical milestones.
- 8.4 Please indicate the monitoring framework, including MIS, and the arrangement 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.**



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## Chapter - 3

# EFC / SFC / PIB MEMO / APPRAISAL / APPROVAL OF PROJECTS / SCHEMES



No. 66 (13)/ PFC-II/2020  
Government of India  
Ministry of Finance  
Department of Expenditure  
Public Finance Central-II

\*\*\*\*\*

North Block, New Delhi  
9<sup>th</sup> September, 2022

**OFFICE MEMORANDUM**

**Subject: Appraisal and approval of Public Funded Scheme and Projects (except matters required to be placed before the Cabinet Committee on Security)-In principle-regarding.**

Kind reference is invited to this Department's OM No. 24(35)/PF-II/2012 dated 05.08.2016 vide which detailed guidelines for formulation, appraisal and approval of public funded scheme and projects, except matters required to be placed before the Cabinet Committee on Security were issued to all the Ministries/Departments of Government of India.

2. In the para 4(i) of the ibid OM it has been clearly stated that "no new Scheme or sub-scheme will be initiated without prior 'in-principle' approval of the DoE. This will, however, not apply to the announcements made in the Budget Speech for any given year". However, it has been lately observed that certain Ministries/ Departments have appraised/initiated schemes without obtaining prior 'in-principle' approval of DoE. As a result, this Department does not have the relevant information about such schemes run by the Ministries/Departments and cumulative impact of all such proposals cleared by SFC is known to this Ministry only at the RE stage.

3. It is therefore reiterated that Para 4(i) of DoE's OM dated 05.08.2016 may be strictly adhered to while initiating any new scheme/sub-scheme. This Ministry may, in such cases, reduce/stop budgetary support.

4. This issues with the approval of Finance Secretary & Secretary (Expenditure).

(Hema Jaiswal)  
Director, Policy & PFC-II

To,

1. All Secretaries to the Government of India
2. All Financial Advisers to Ministries/Departments of India with a request to ensure that financial outlays for schemes/sub-schemes which have not followed the extant procedure may be stopped and intimation to DoE/Budget Division (DEA) be sent.
3. JS(Budget), D/o Economic Affairs, North Block, New Delhi



No.8-02/2022-23/Finance  
Government of India  
Ministry of Communications  
Department of Telecommunications

Room No.717, Sanchar Bhawan,  
20,Ashoka Road, New Delhi-110001  
Dated:14/11/2022.

**Sub: Appraisal and Approval of Public Funded Scheme and Projects (except matters required to be placed before the Cabinet Committee on Security-In principle-reg.**

I am directed to refer the OM No.01(01)/PFC-II/2022, dated 21.10.2022 issued from Ministry of Finance, Deptt. of Expenditure reg. the aforementioned subject.

In this regard, your kind attention is drawn towards para no.3 of the ibid OM dated 21.10.2022 wherein it has been inter-alia stated that,

*"While sending proposals for in-principle approval of DoE for initiating any new scheme/sub-scheme or projects a list of schemes & projects approved by the concerned Ministry/Department, as per the delegation of financial powers, in the last two years as well as current FY (base taken as date on which the proposal is sent to DoE) having outlay below Rs.500 crores is to be enclosed (as per the format attached) along with the Concept Note of the scheme/projects."*

This is for information and taking necessary action.

Encl: As above.

(Amanullah Tak)  
Director (Finance)  
Tel: 011-23036037

To:

All Units and DDGs of DoT.



**No.01(01)/PFC-II/2022  
Government of India  
Ministry of Finance  
Department of Expenditure  
Public Finance Central-II Division**

North Block, New Delhi  
Dated, 21<sup>st</sup> October, 2022

**Office Memorandum**

**Subject:** Appraisal and Approval of Public Funded Scheme and Projects (except matters required to be placed before the Cabinet Committee on Security-In principle-reg.

Kind attention is drawn to Department of Expenditure's OM No.24(25)/PFC-II/2012 dated 05.08.2016 detailing guidelines on appraisal and approval of public-funded schemes and projects. Vide the above referred OM. Ministries/Departments were advised against operating small and multiple schemes which spread resources too thinly to realize any outcomes. Similarly, as regards projects, the conceptualization of a project through stakeholder consultations leading to preparation of a Concept Paper considering the feasibility of the project on techno-economic ground and the availability of finances were emphasized. These are captured in Annex-I to the ibid OM where it was also clearly stated that no new scheme sub-scheme or a project must be initiated without the prior "in principle" approval of Department of Expenditure (DoE) except those announced as part of the Budget Speech. In continuation of the ibid OM, DoE had reiterated the position vide its OM.No.66(13)/PFC-II/2020 dated 09.09.2022 (copy enclosed).

2 For proper expenditure control and budgetary discipline, it is not only important that a scheme/sub-scheme or a project should be initiated only after obtaining prior "in principle" approval of the DoE but also that the accumulative fiscal impact of all such proposals cleared by the SFC/DIB is available with DoE and Budget Division of Department of Economic Affairs.

3. In view of the above, the undersigned is directed to state that while sending proposals for in-principle approval of DoE for initiating any new scheme/sub-scheme or projects a list of schemes & projects approved by the concerned Ministry/Department, as per the delegation of financial powers, in the last two years as well as current FY (base taken as date on which the proposal is sent to DoE) having outlay below Rs 500 crore is to be enclosed (as per theformat attached) along with the Concept Note of the scheme/projects.

4 This issues with the approval of the Finance Secretary and Secretary (Expenditure)

**(Hema Jaiswal)  
Director (PFC-II)**

To

1. All Secretaries to the Government of India.
2. All Financial Advisers to the Ministries/Departments of Govt. of India
3. JS(Budget), Department of Economic Affairs, North Block, Ne Delhi.



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

Dated:  
21.03.2012

**OFFICE MEMORANDUM**

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

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

(a) Payment of Departmental/ Service/ Admn./ Establishment charges

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

(b) Advance payment

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



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## Department of Telecommunications, Ministry of Communications, Government of India, New Delhi

2. However, all rules, orders, scales, instruction, procedures in CPWD Manual and economy instructions and orders issued by the Government/Department from time to time may be followed.
3. These orders are effective from the date of issue.
4. This issues with the concurrence of Member (F) vide Dy. No. 307/M(F)/12 dated 2.4.2012.

**(Arvind Chaudhary)**

ADG (Electrical)

Ph. No. 011-23036395



F. No. 24(35)/PF-II/2012  
Government of India  
Ministry of Finance  
Department of Expenditure  
Public Finance (Central-I) Division

North Block, New Delhi  
Dated: 11<sup>th</sup> July, 2017

**OFFICE MEMORANDUM**

**Subject:** Appraisal and Approval of Public Funded Schemes/ Projects Dropping/ Merging/  
Rationalizing of schemes.

This is in continuation of DoE instructions on appraisal and approval of public funded schemes and projects circulated vide DoE O.M. of even number dated 05.08.2016 (<http://doe.gov.in/sites/default/files/GuidelinesAppraisalApprovalSchemesProjects.pdf>).

2. It has been noted that in several cases, EFC/SFC notes do not specifically list such schemes or sub-schemes that are being dropped, merged or rationalized, though item 1.10 of Annexure-IVA of the above-said O.M. specifically requires that EFC/SFC notes shall describe these in specific.

3. In this regard, I am directed to request the **FAs to ensure that EFC/ SFC notes circulated in future may contain details of such dropped, merged or rationalized schemes with reasons for doing so.** This may be kindly insisted when IFD examines EFC/ SFC proposals.

4. This issues with the approval of the competent authority.

(Chittaranjan Dash)  
Director (PFC-I)  
Tel. No. 011-23093109  
[Email: [Chittaranjan.dash@nic.in](mailto:Chittaranjan.dash@nic.in)]

**All Financial Advisors to Ministries/ Departments of Government of India**



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D.O. No. 1/60/2/2018-Cab.

27th February, 2016

Dear Secretary,

As you are aware, proposals relating to Revised Cost Estimates (RCEs) due to time and cost overrun or extension in time frame of implementation of various projects/ schemes are placed for consideration of Cabinet/Cabinet Committees. The Department of Expenditure have laid down detailed guidelines for appraisal of RCE proposals and specified the appraisal and approval for a based on the financial threshold of such proposals.

2. After approval of projects/schemes by the competent authority, it is expected that the Ministries/Departments closely monitor their implementation to ensure that cost and time overruns are avoided and remedial steps taken, whenever required.

3. It has been observed that many proposals involving time and cost overrun or extension in time frame of implementation of projects/schemes are being referred to the Cabinet/Cabinet Committees for their consideration and approval. In this context, it has now been decided that all such proposals must necessarily incorporate in the Note for Cabinet/Cabinet Committees, specific physical and financial milestones with corresponding half yearly targets for their implementation. In the event of any slippage from adherence to these specified targets at the end of every six months, the Cabinet/ Cabinet committees would need to be apprised of the reasons for such slippage along with the strategy to achieve the targets.

4. For proposals where Cabinet/Cabinet Committee is not the approving authority, the same procedure may be adopted and the matter be placed before the appropriate approval authority.

5. I would request you to personally ensure strict compliance of these instructions.

With regards

Your's Sincerely

(P.K. Sinha)

Ms. Aruna Sundarajan  
Secretary,  
Dept. of Telecommunications  
New Delhi

Cabinet Secretariat, Rastrapati Bhawan, New Delhi:- 110004

**MOST IMMEDIATE**

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

North Block, New Delhi  
Dated: 28<sup>th</sup> May 2018.

**OFFICE MEMORANDUM**

**Subject:** Monitoring of Central Sector Projects (CSPs): Updating of details on Online Computerized Monitoring System (OCMs)

Reference is invited to the subject mentioned above. It may be noted that the details of all Central Sector Projects exceeding Rs.150 crore are uploaded by the concerned Ministry/Department in the Online Computerized Monitoring System (OCMs) portal of MoSPI. It is desirable that the same is updated on a monthly basis to keep an effective track on the implementation of these projects in accordance with their completion time schedule as well as to have a check on the incidence of time and cost overrun. In this regard to further streamline the process, the following directions are issued:

- I. All Ministries/ Departments to update of their respective CSPs of more than Rs. 150 crore in the Online Computerized Monitoring System (OCMS) portal of MoSPI by 30.05.2018 and also to ensure that their EFC/PIB/SFC/DIB memos should reflect whether the details have been uploaded on the portal or not for previously sanctioned projects.
  - II. All new approval for CSPs of more than Rs. 150 crore will be marked by the Competent Authority to the concerned Ministry/Departments with directions for uploading the details on OCMS immediately.
  - III. The Financial Advisors (FAs) while reporting the monthly figures to Secretary, DoE will also report on the compliance of decisions at (I) & (II) above by the Ministry/Departments.
2. This issues with the approval of the Secretary (Expenditure)

**(Anu Kukreja)**  
Deputy Director (PFC-I)  
Tele No. 23095664.

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

Copy to:

1. JS (Pers.) DoE, MoF, North Block, New Delhi.
2. JS (PFC-II), DoE, MoF, North Block, New Delhi.
3. JS (PF-States), MoF, North Block, New Delhi.
4. Adviser (PAMD), NITI Aayog.
5. DS (Ms. Aishvarya Singh) PMO, South Block, New Delhi w.r.t PMO IN Note dated 8.5.2018.



अजय नारायण झा

सचिव (व्यय)

AJAY NARAYAN JHA

Secretary (Expenditure)

D.O.No. 74(05)/PF-II/2018

भारत सरकार

वित्त मंत्रालय

व्यय विभाग

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE

November 12, 2018

Dear Secretary,

It has been noticed that the process of appraisal of public funded schemes through Standing Finance Committees/Delegated Investment Boards is of late being carried out in a manner, not keeping in view the spirit of this Department's O.M dated 5.8.2016 on the subject. It has been observed that inadequate time is given for appraisal of the SFC proposals and often Ministries do not complete inter-ministerial consultations fully. Comments/suggestions received have been found to be ignored in the final SFC Memorandum. Further, SFC/DIB meetings are being fixed at extremely short notice, sometimes even before comments have been received.

2. It is reiterated that the entire system of delegation of powers has been designed to conduct SFC/DIB and take informed decisions at the Ministry's level and thereby improve administrative efficiency. It is expected that adequate diligence will be done by both programme divisions of Ministries and the IFD. You will appreciate that overlooking the procedures has a direct impact on the quality of the schemes financed from public funds.

3. You may therefore ensure that the process laid down for conduct of SFCs is followed in full and sufficient time of at least 2 weeks is set aside for the meeting after notice is issued.

With best regards,

Yours sincerely,  
(A.N. Jha)

Secretaries of all Ministries/Departments (As per list enclosed)

North Block, New Delhi- 110001

Tel. : 230392929, 230392663, Fax : 23092546

E-mail : [secyexp@nic.in](mailto:secyexp@nic.in) website : [www.finmin.nic.in](http://www.finmin.nic.in)



**File No. 24 (35) PF-II/2012 (Pt.)  
Government of India  
Ministry of Finance  
Department of Expenditure  
Public Finance Central-II Division**

North Block, New Delhi  
Dated: 15<sup>th</sup> May 2019.

**OFFICE MEMORANDUM**

**Subject :** Monitoring of Central Projects (CSPs) : Updating of details on Online Computerized Monitoring System (OCMS) of Infrastructure and Project Monitoring System (IPMD) of the Ministry of Statistics and Programme Implementation (MoSPI).

**Reference:** OM No. 24(35)/PF-II/2012 (Part) dated 28.05.2018.

Kind attention is invited to this Department's OM (copy enclosed) referred to above vide which all Ministries/Department were directed to upload the details of the sanctioned CSP's of more than Rs. 150 crore on the OCMS portal of MoSPI by 30.05.2018 and also to ensure that subsequent EFC/PIB/SFC/DIB memos reflected a status report in this regard. It was further directed that henceforth details of all sanctioned CSPs above Rs. 150 crore would be immediately uploaded on the OCMS, IPMD of MoSPI and updated on a monthly basis.

2. The status report regarding sanctioned CSPs above Rs. 150 crore has been examined in this Department. It is noted that several Ministries/Department have either not uploaded the data on OCMS, IPMD of MoSPI or the data uploaded is incomplete and not updated. In such a scenario the CSPs are either not being monitored or the status report of these CSPs published in the Flash Report of MoSPI does not capture their actual progress. It is noted that several of them are running behind schedule leading to cost overruns.

3. Proper monitoring of CSPs is essential to ensure their timely completion. It also aids public expenditure management and budget making exercise. Therefore, in partial modification of the OM No. 24 (35)/ PF-II/2012 dated 05.08.2016 on 'Appraisal and Approval of Public Funded Schemes and Projects and creation of new bodies (except matters required to be placed before the Cabinet Committee on Security)', it is hereby directed that:

(a) Henceforth, while submitting a proposal for appraisal and approval before the PIB/DIB in terms of the above referred OM, Ministries/Department shall have to provide an undertaking that the latest data in respect of such sanctioned projects which are required for monitoring by IPMD through OCMS, have been shared with MoSPI. Accordingly, the following clause is inserted below 8.5 or Annex-IV B of the OM dated 05.08.2016 to read as under:

*"8.6 Please indicate whether the latest data in respect of all sanctioned projects which are above Rs. 150 crore, required for monitoring by IPMD through OCMS have been shared with MoSPI/"*  
*[Format containing data to be captured and forwarded to MoSPI is attached as Annex-VI]*

(b) All such project (CSPs) of more than Rs. 150 crore, on receiving sanction of the competent authority, shall be uploaded on OCMS of IPMD, MoSPI immediately under intimation to the Department of Expenditure. Data regarding these CSPs would be updated on a monthly basis.



4. This issues with the approval of the Competent Authority with immediate effect.

(**Harsha Dass**)  
Director (PFC-II)  
Tel. No. 23092578

**All Secretaries to the Government of India**

**All Financial Advisers to Ministries/Departments w.r.t point no. (iii) of DoE's OM dated 28.05.2018.**

**Copy to:**

1. AS (E), DoE, MoF, North Block, New Delhi.
2. AS (PFS), DoE, MoF, North Block, New Delhi.
3. AS (Pers), DoE, MoF, North Block, New Delhi.
4. JS (PFC-II), DoE, MoF, North Block, New Delhi.
5. JS (Budget), DoE, MoF, North Block, New Delhi.
6. DS (Ms. Aishvarya Singh), PMO, South Block, New Delhi w.r.t PMO ID Note dated 13.05.2019.
7. Cabinet Secretariat
8. Adviser (PAMD), Niti Aayog
9. Chairman, Railway Board
10. Internal Circulation
11. Guard File

Annexure VI**IPMD/M/O Statistics and Programme Implementation**

Ministry of Statistics and Programme Implementation monitors on-going Central Sector Infrastructure Projects costing Rs. 150 Crore and above on time and cost overrun on the basis of information uploaded on its OCMS by projects implementation Agencies.

All Infrastructure Ministries and Project Implementing Agencies are to ensure online submission, timeliness and completeness of the information furnished on its OCMS for approved infrastructure Project Information which is being captured are as under:

- (a) Date of approval;
- (b) Date of commissioning original/ anticipated/ revised;
- (c) Cost original/ anticipated/ revised;
- (d) Up-to-date physical progress;
- (e) Up-to-date financial expenditure;
- (f) Budget provision in the current year;
- (g) Identification of milestones;
- (h) Achievement of milestones;
- (i) Problem areas;
- (j) Reason for time/ cost overrun

In addition, the following information may also be capture:

- (a) Geo-tagging of project
- (b) Photo image of progress of construction work
- (c) Employment generation (direct and indirect) including employment potential





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## Chapter - 4

# PROCUREMENT OF GOODS AND SERVICES



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

Satarkta Bhawan, Block 'A'  
GPO Complex, INA,  
New Delhi-110 023

Dated the 5<sup>th</sup> July 2007

**OFFICE ORDER NO. 23/7/07**

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

1. Reference is invited to the Commission's circular No. 15/5/06 (issued vide letter No. 005/CRD/19 dated 9.5.2006), wherein the need for award of contracts in a transparent and open manner has been emphasized.
2. A Perusal of the queries and references pertaining to this circular, received from various organizations, indicated that several of them believe that more post-facto approval of the Board is sufficient to award contracts on nomination basis rather than the inevitability of the situation, as emphasized in the circular.
3. It is needless to state that **tendering process or public auction** is a basic requirements for the award of contract by any Government agency as any other method, especially award of contract on nomination basis, would amount to a breach of Article 14 of the Constitution guaranteeing right to equality, which implies right to equality to all interested parties.
4. A relevant extract from the recent Supreme Court of India judgement in the case of Nagar Nigam, Meerut Vs A1 Faheem Meat Export Pvt. Ltd. [arising out of SLP (civil) No.10174 of 2006] is reproduced below to reinforce this point.

“ The law is well-settled that contracts by the State, its corporations, Instrumentalities and agencies must be normally granted through public auction/public tender by inviting tenders from eligible persons and the notifications of the public-auction or inviting tenders should be advertised in well known dailies having wide circulation in the locality with all relevant details such as date, time and place of auction, subject matter of auction, technical specifications, estimated cost, earnest money deposit, etc. The award of Government contracts through public-auction/public tender is to ensure transparency in the public procurement, to maximize economy and efficiency in Government procurement, to promote healthy competition among the tenderers, to provide for fair and equitable treatment of all tenderers, and to eliminate irregularities, interference and corrupt practices by the authorities concerned. This is required by Article 14 of the Constitution. However, in rare and exceptional cases, for instance, during natural calamities and emergencies declared by the Government; where the procurement is possible from a single source only; where the supplier or contractor has exclusive rights in respect of the goods or services and no reasonable alternative or substitute exists; where the auction was held on several dates but there were no bidders or the bids offered were too low, etc. this normal rule may be departed from and such contracts may be awarded through 'private negotiations'.”



(Copy of the full Judgement is available on the web-site of the Hon'ble Supreme Court of India, i.e., [www.supremecourtofindia.nic.in](http://www.supremecourtofindia.nic.in))

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

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

**(Rajiv Verma)**  
Under Secretary

To  
All Chief Vigilance Officers.



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

516, Lok Nayak Bhawan, New Delhi  
Dated the, 26<sup>th</sup> May, 2016.

**OFFICE MEMORANDUM**

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

In Pursuance 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 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 for payment related processes:

- 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 FD 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 position to place the Order online. The GeM portal will generate a Sanction Order followed by the Contract Agreement/Supply Order/Purchase Order and these will be digitally signed by the Buyer. These documents duly signed digitally by the Buyer will be made available online to the concerned DDO, PAO and Seller/Supplier. The DDO and PAO 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/ corresponding Payment system of Ministries of Railways or Defence or Department of Post (Payment System of Railways/Defence/Post).

5. On placing the Contract/Supply Order/Purchase Order, the amount required from the relevant Budget Head gets blocked in the PFMS/ Payment System of Railways/Defence/Post.



6. Should it be necessary to amend the Contract, the amended 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 on the GeM portal.
7. Similarly, in the event of cancellation of the Contract/ Supply Order/ Purchase Order the information would be made available to the Seller/ Supplier, DDO and PAO on the GeM portal. In that event, funds so blocked earlier, would be released.
8. The Programme Division/ Administrative Unit in the Ministry/ Departments shall periodically review the blocked budget to ensure that funds are utilized within the same financial year.
9. The performance security would be obtained from the Seller/ Supplier as per Contract/ Supply Order/ Purchase Order, and their details reflected on the GeM portal by the Buyer.
10. On dispatch/ delivery of Goods and/ or Services, the Seller/ Supplier shall prepare an electronic Invoice cum Bill, digitally signed, on GeM portal and shall submit on-line to the Buyer and DDO/PAO. Then 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 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 on-line 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 PRC, the period of 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 signed Consignee's Receipt & Acceptance Certificate (CRAC) for that stage within 10 days of date of issue of 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. 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 CRAC for the full quantity indicated in the PRC as deemed accepted for payments. This will be made available on GeM to Buyer/Seller and also the concerned DDO and PAO. The GeM portal would generate a unique serial number for CRAC relating to concerned DDO & PAO, so that the payments are made seriatim.
13. Base on Contract/ Supply Order/ Purchase Order including amendments (if any) and CRAC for the accepted quantity and the revised Invoice cum bills for accepted quantity digitally signed on GeM, System/ Portal would compute the net amount payable duly deducting the TDS (if any) and Liquidated Damage (LD) amount, if any (to be computed if actual date of delivery mentioned in the PRC is beyond the last date of delivery Period given in the Contract) for payment.
14. GeM System/ Portal will generate seriatim on-line bills having details of Gross amount, deductions and net payable amount based on details provided by Buyer. After verification of the correctness of the amount and signing the bills digitally, DDO shall submit the same to PAO for e-payment on PFMS/ Payment Systems of Railways/ Defence/ Post. These internal processes shall be visible to the seller/ supplier on the portal.
15. After pre-check, PAO shall, debit the Government account, releasing the corresponding payment through PFMS/ Payment System Railways/ Defence/ Post 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). SMS



alerts shall be sent to the Seller and Buyer after the payment is authorized by PAO 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/ Post on the GeM portal. The PAO and DDO shall comply with the provisions of GFR for budget implementation.

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 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 for triggering payment through PFMS/ Government Financial System/ Banks for crediting to the supplier's account. Any matter needing a resolution will be escalated to the next higher level in each agency (Buyer, DDO and PAO) where the matter should be resolved within 24 hours. In the entire process, payment should not exceed 10 days including holidays.

17. GeM System/ Portal would also have on-line provisions for generating supplementary Invoice cum Bills 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.

18. The multi-year liabilities so created as referred to in Para 1 (h) above shall be reviewed 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 preparation of Budget Estimate for the relevant financial year and in the Medium-Term Expenditure Frame work (MTEF).

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

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

**(Vinayak T. Likhari)**  
Under Secretary (PPD)  
Tel/Fax-011-24621305  
E-mail-vinayak.likhari@nic.in

**CENTRAL VIGILANCE COMMISSION**

Telegraphic Address

"SATARKTA: New Delhi

E-Mail Address::

[cenvigil@nic.in](mailto:cenvigil@nic.in)

Website: [www.cvc.nic.in](http://www.cvc.nic.in)

Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-110023  
No. 011/VGL/063-334701

Dated: 23<sup>rd</sup> January, 2017

EPABX

24600200

Fax: 24651186

**Circular No. 01/01/17**

**Subject:** Systemic Improvement Guidelines - Engagement of Consultants-regarding.

Attention is invited to Commission's Circular No. 08/06/11 dated 24<sup>th</sup> June, 2011 (**copy enclosed**) regarding selection and employment of consultants. The Commission, taking into account the practices and procedures, being followed by various organizations, would advise following measures while finalising the contracts for engaging consultants.

**(a) Framework of Instructions of GOI/ Guidelines of CVC/ others:** Departments/ Organisations (employer/ client), engaging a consultant, should draw attention of the consultant to the relevant and extant instructions of Government of India, GFR issued by Ministry of Finance, guidelines of CVC and provisions of the Procurement Manual/ relevant instructions of the respective organization, as applicable to the subject matter of the advice/ service to be rendered by the consultants and required to be complied with.

**(b) Accountability of the employer / client and the consultant:** A consultant engaged by the employer has to have a certain degree of accountability, on its part, for any advice and/or for any service rendered to the employer, keeping in view norms of ethical business, professionalism and the fact that such advice/ service is being rendered for a consideration, as per the terms of the contract. At the same time, the employer also has to have its share of accountability, for accepting the advice and services, provided by the consultant.

To ensure adequate accountability, suitable tender terms and conditions for apportioning accountability, between the employer and the consultant, need to be incorporated. Also, there should be suitable provisions to enforce such accountability, in case of improper discharge of contractual obligations/deviant conduct by/ of any of the parties to the contract.

**(c) Conflict of Interest:** The consultant shall avoid any conflict of interest while discharging contractual obligations and bring, before-hand, any possible instance of conflict of interest to the knowledge of the employer/client, while rendering any advice or service.

The consultant must act, at all times, in the interest of the employer/client and render any advice/service with professional integrity. A consultant is expected to undertake an assignment/project, only in areas of its expertise and where it has capability to deliver efficient and effective advice/services to the employer.



**(d) Maximum Possible Use of In-house Expertise:** Before arriving at a decision to engage consultant and in matters of accepting advice / service rendered by the consultant, all organizations should, in the first instance, explore the possibility of using in-house expertise. Proof checking / peer review, in case of advice rendered by a consultant, especially in high value projects, may be advantageous.

2. Apart from above, following few measures may be considered for better and efficient execution of consultancy contracts:

- (a) Suitably incorporating Integrity Pact in the consultancy contracts.
- (b) An advisory to the consultant, in suitable format, to keep in view transparency, competitiveness, economy, efficiency and equal opportunity to all prospective tenderers/bidders, while rendering any advice/service to the employer/client, in regard with matters related to selection of technology and determination of design and specification of the subject matter, bid eligibility criteria and bid evaluation criteria, mode of tendering, tender notification, etc.
- (c) Normally, pre-bid conference and timely addressing of objections / queries, in appropriate manner, from prospective tenderers/bidders should be in place.
- (d) Suitably incorporating a provision making the consultant to cooperate fully with any legitimately provided / constituted investigative body, conducting inquiry into processing or execution of the consultancy contract / any other matter related with discharge of contractual obligations by the consultant.

3. The Commission desires that the above guidelines be brought into the notice of all concerned.

**(J. Vinod Kumar)**  
Director



No. F. 18/3/2017-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure

Room No. 516, Lok Nayak Bhawan, New Delhi  
Dated 04<sup>th</sup> July, 2017.

**OFFICE MEMORANDUM**

**Subject:** Public Procurement (Preference to Make in India), Order 2017.

Attention is invited to para 9 of Public Procurement (Preference to Make in India), Order 2017 issued by Department of Industrial Policy & Promotion (DIPP) vide Order No. P-45021/2/2017-B. E. -II dated 15.06.2017 (copy enclosed) wherein provisions for debarment of bidders due to false declaration are stipulated. In this regard, following process may be adopted by all procuring entities:

- (i) All procuring entities will upload the name of debarred bidder/supplier along with duration and reasons of debarment on their own website. Apart from this, they will also send this information to Member-Convenor of the Standing Committee in DIPP and Government e-Marketplace (GeM) & Central Public Procurement Portal (CPPP) for uploading such information for their portals. GeM/CPPP will create one separate page on their portal for displaying this information.
- (ii) In respect of procuring entities other than the one which has carried out the debarment, the debarment takes effect prospectively from the date of uploading on CPPP so as ongoing procurement are not disrupted.

**(Vinayak T Likhari)**  
Under Secretary to the Govt. of India  
Tel. No. 24621305  
E-mail:- [vinayak.likhar@nic.in](mailto:vinayak.likhar@nic.in)



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No.08(18)/2021/E.II.A  
Government of India  
Ministry of Finance  
Department of expenditure

North Block, New Delhi  
Dated: 01-08-2022

**OFFICE MEMORANDUM**

**Subject:** - Compilation of amendments to GFRs,2017-reg.

The undersigned is directed to state that the General Financial Rules,2017(GFRs 2017) were formulated and issued in March, 2017 and the same were placed on this Ministry's website "www.finmin.nic.in. The amendments made to certain rules of GFR,2017 over a period of time have been incorporated and an updated version of GFR,2017 (upto 31.07.2022) is issued which is placed on the said website.

**(Avinash K.Nilankar)**  
Deputy Secretary to the Government of India

To,

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



**No.9-08/2019-20/Fin. (e-File 95333)  
Government of India  
Ministry of Communications  
Department of Telecommunications  
(Integrated Finance Division)**

New Delhi, 7<sup>th</sup> July, 2022

**OFFICE MEMORANDUM**

**Subject: Guidelines on Public Procurement.**

I am directed to refer Central Vigilance Commission (CVC) Circular on 'Guideline on Public Procurement' wherein updated version of

- (i) Manual of Procurement Goods,
- (ii) Manual of Procurement of Works and
- (iii) Manual of Procurement of Consultancy & Other Services are released by Ministry of Finance, Department of Expenditure.

2. The above-mentioned manuals may be downloaded through <https://cvc.gov.in/?q=guidelines/tender-guidelines>.
3. All units of DoT are advised that the procurement procedures may be updated/aligned as per aforesaid updated manuals.

**(Amanullah Tak)**  
Director (Finance)  
Tel:011-23036037

To,

1. All Sr.DDsG/JS/DDsG of DOT HQ (through e-office)
2. O/o CGCA for all CCA units.
3. O/o DG(T) for LSAs units & NCCS.
4. WA for WMOS.
5. Heads of USOF/TEC/NTIPRIT/NICF.
6. C-DoT/All PSUs of DoT.



**No.F.1/5/2022-PPD**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**  
**Procurement Policy Division**

264-C, North Block, New Delhi,  
28th September,2022.

**Office Memorandum**

**Subject: Manuals for Procurement of Works (updated 2022).**

Manual for Procurement of Works were updated by this Department and issued in the month of July 2022. It has been decided to amend para 7.6.3 of updated Manual for Procurement of Works as under:

<b>Existing Para</b>	<b>Amended Para</b>
<p><b>7.6.3 Project Staff certification:</b> Project Management Institute (PMI-USA) has developed certification standards for project managers and executives in a variety of areas such as general project management, risk management, scheduling etc. The PMI Project Management Book of Knowledge (PMBOK) describes processes, inputs, outputs and associated tools and techniques. Both organizations use the concept of process as an integral part of project management. A large number of project firms have adopted this standard for improving competence of their manpower. ISO and PMI segregate project processes into five process groups with some minor variances in labelling. The differences between the two standards are minimal with respect to process groups and subjects/ knowledge areas. The substantive difference in the two standards is with the detail and description of tools and techniques, because ISO 21500:2012 do not provide it. The 47 project management processes identified in the PMBOK® Guide are further grouped into ten separate Knowledge Areas. Knowledge Area represents a complete set of concepts, terms, and activities that make up a professional field, project management field. or area of specialization. These ten Knowledge Areas are used on most projects</p>	<p><b>7.6.3 Project Staff certification:</b> There are many institutes like 1) Axelos of UK, 2) i2P2M of India, 3) IPMA of Europe, and 4) PMI of USA, working in the area of Project Management for improving competence of manpower engaged in this area.</p>



Existing Para	Amended Para
<p>most of the time. Project teams should utilize these ten Knowledge Areas and other Knowledge Areas, as appropriate, for their specific project. The Knowledge Areas are:</p> <ul style="list-style-type: none"><li>i) Project Integration Management</li><li>ii) Project Scope Management</li><li>iii) Project Time Management</li><li>iv) Project Cost Management</li><li>v) Project Quality Management</li><li>vi) Project Human Resource Management</li><li>vii) Project Communications Management</li><li>viii) Project Risk Management</li><li>ix) Project Procurement Management</li><li>x) Project Stakeholder Management</li></ul> <p>Table at page 125 of the existing Manual.</p>	

2. This OM is also available on website of Department of Expenditure; [www.doe.gov.in->](http://www.doe.gov.in->)Notification-->Circular--->Procurement Policy OM.
3. Hindi version of this OM will follow.

**Kanwalpreet**  
Director (Procurement Policy)  
Tel.:23093811  
[email: kanwal.irss@gov.in](mailto:kanwal.irss@gov.in)

To

Secretaries of all Central Government Ministries/ Departments.  
Financial Advisers of Central Government Ministries/ Departments.



No.F.12/17/2019-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

Room No.512, Lok Nayak Bhavan,  
New Delhi dated the 6<sup>th</sup> February, 2020.

**OFFICE MEMORANDUM**

**Subject: Predatory Pricing/Abnormally Low Bids-Reg.**

It has come to the notice of this Department that procurement entities are facing difficulties in finalization of tenders, in cases of predatory pricing/ abnormally low bids. In this connection, para 7.5.7 of the Manual for Procurement of Goods, 2017 issued by Department of Expenditure is being reiterated for information:

*An Abnormally Low Bid is one in which the bid price, in combination with other elements of the Bid, appears so low that it raises material concerns as to the capability of the bidder to perform the contract at the offered price. Procuring Entity may in such cases seek written clarifications from the bidder, including detailed price analyses of its bid price in relation to scope, schedule, allocation of risks and responsibilities, and any other requirements of the bids document. If, after evaluating the price analyses, Procuring Entity determines that the bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, the Procuring Entity may reject the bid/proposal. However it would not be advisable to fix a normative percentage below the estimated cost, which would be automatically be considered as an abnormally low bid. Due care should be taken while formulating the specifications at the time of preparation of bid document so as to have a safeguard against the submission of abnormally low bid from the bidder.*

**(Kotluru Narayana Reddy)**  
Deputy Secretary to the Govt.of India  
Tel.No.24621305  
Email:kn.reddy@gov.in

To,

Secretaries of all Central Government Ministries/ Departments



**8-04/2019-20-Fin.  
Government of India  
Ministry of Communications  
Department of Telecommunications  
(Integrated Finance Division)**

New Delhi, 25<sup>th</sup> August, 2022

**OFFICE MEMORANDUM**

**Subject:** Amendment in General Financial Rules (GFR), 2017-Acceptance of electronic BankGuarantee (e-BG).

The undersigned is directed to forward MoF, DoE OM No.F.1/4/2022-PPD dated 05.08.2022on the above subject for further necessary action and compliance.

This issues with the approval of Competent Authority

**(Amanullah Tak)**  
Director (Finance)  
Tel:011-23036037

To,

1. All Sr.DDsG/DDsG/CVO/JWO in DoT HQ
2. DDsG(C&A)/IT/LFP/LFA/WPF
3. CGCA for CCA
4. DG(T)for LSA & NCCS
5. Heads of TEC/USOF/NICF/NTIPRIT.
6. CMD BSNL/MTNL/TCIL/BBNL/C-DOT/ITI
7. Office copy

Copy to:  
Sr.PPS to Member(F)/Me. (S)/Member(T)DoT HQ



**No. F 1/4/2022-PPD**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**  
**Procurement Policy Division**

264-C, North Block, New Delhi.  
05.08.2022

**OFFICE MEMORANDUM**

**Subject:** Amendment in General Financial Rules (GFR),2017-Acceptance of electronic Bank Guarantee (e-BG).

It has been decided to partially amend Rule 170(1) and Rule 171(1) of General Financial Rules (GFR)-2017 regarding 'Bid Security and Performance Security respectively as under

<b>Rule/ Para</b>	<b>Existing provision</b>	<b>Amended Rule</b>
170(i)	The bid security may be accepted in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects.	The bid security may be accepted in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (including e-Bank Guarantee) from any of the Commercial Banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects.
171(i)	Performance Security may be furnished in the form of insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects.	Performance Security may be furnished in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee (including e-Bank Guarantee) from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects.

2. This OM is also available on website of Department of Expenditure [www.doe.gov.in->Notification->Circular-->Procurement Policy](http://www.doe.gov.in->Notification->Circular-->Procurement Policy).

3. OM Hindi version of this OM will follow.

Kanwalpreet  
Director (Procurement Policy)  
Tel..23093811  
Email.kanwal.irss@gov.in

To  
Secretaries of All Central Government Ministries/Departments



No.F.6/7/2022-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

264-C, North Block, New Delhi.

6th September, 2022.

**OFFICE MEMORANDUM**

**Subject: Push Button Procurement.**

As per Rule 144(vii) of General Financial Rules (GFRs), the procuring entity should satisfy itself that the price of selected offer is reasonable. Even in case of procurement through Government e-Marketplace (GeM), Rule 149 of GFRs stipulates that the procuring authority will certify the reasonability of rates. Guidance to ascertain reasonability of rates has been provided in the Manuals for Procurement issued by this Department.

2. It has come to notice to this Department that sometimes especially infrequent Government buyers find it difficult to certify reasonability of rates. Such users normally do not possess requisite skills in making procurement decisions. It delays the procurement process. At the same time, for usually low value procurements, efforts expended in assessing reasonability of rates may be disproportionate. Additionally, with developments in technology and e-procurement becoming the norm, availability of market data and capability to analyze it artificially, has provided an opportunity to automate decision making activities, like assessment of reasonability of rates in such cases.

3. In view of above, it has been decided to start “Push Button Procurement (PBP)” for small value procurements purely on experimental basis, for one year from date of launch by GeM, with the following conditions:

- (a) PBP will be made only on GeM through bidding (PBP through Direct Purchase, L-1, Custom-bid etc. are not permitted).
- (b) The total procurement value of the specific case is not to exceed Rupees One lakh, inclusive of all taxes.
- (c) This will be additional method of procurement and procuring entities are free to use



or not to use this additional method of procurement.

- (d) This method can be used only in case of at least five bids are received. In case of less than five bids are received, the procurement is to restart using usual procurement methods.
  - (e) No splitting of requirement is to be done so as to bring procurement under this method.
  - (f) Once bid is invited on GeM, contract will be placed directly by GeM without any human intervention. (Provided condition 3 (d) above is complied.)
  - (g) This method will be permitted by GeM only for such categories, where at least ten sources are listed.
4. Detailed Guidelines will be uploaded by GeM on its portal.
5. This issues with the approval of Finance Secretary.

(Kanwalpreet)  
Director (PPD)  
Tel.No.23093811

To

Secretaries of all Central Govt. Ministries/Departments.  
Financial Advisers of Central Government Ministries/Departments



**No.08(34)/2017-E.II(A)**  
**Ministry of Finance**  
**Department of Expenditure**  
**E.II(A)Branch**

New Delhi, 20<sup>th</sup> February,2018

**OFFICE MEMORANDUM**

**Subject:** Instructions for the purchase of laptops/notebooks and similar devices for eligible officers-revised guidelines.

In supersession to this Ministry's Office Memorandum bearing No.08(64)/2017-E.II(A)dated 27<sup>th</sup> September 2016 regarding purchase of Note Book/Lap-Top computers by Ministries/ Departments & delegation of powers thereof, it has been decided that lap-top: tablet notepad, ultra-book notebook, net-book or devices of similar categories may be issued to officers of the rank of Deputy Secretary and above for discharge of official work. These powers shall continue to be exercised in consultation with the Financial Adviser by the Secretary of the Ministry/ Department or any other authority who are specifically delegated these powers by this Ministry from time to time duly taking into consideration the functional requirements and budgetary provisions.

2. This would, however be subject to the following conditions.

- (i) Cost of device: The Cost of device including Standard software' shall not exceed Rs. 80,000/-  
Standard Software: Any software (Operating System, Antivirus software or MS-Office etc.) that is essential for the running of device towards discharge of official functions/duties.
- (ii) Purchase Procedures: As prescribed under GFRs/CVC guidelines may be followed.
- (iii) Safety, Security & Maintenance of Device: The officer who is given the device, shall be personally responsible for its safety and security as well as security of data/information, though the device shall continue to remain Government property. The officer concerned will be at liberty to get the device insured at his personal cost.
- (iv) Retention/Replacement of device:



- a) No new device may be sanctioned to an officer who has already been allotted a device, in a Ministry /Department, up-to five years. Any further issue of laptop in case of loss/damage beyond repairs within the prescribed period, should be considered only after the cost is recovered from the officer based on the book value after deducting the depreciation.
  - b) For the purpose of calculation of the book value, a depreciation of 25% per year on straight line method be adopted.
  - c) Post the completion of five years of usage, the officer shall retain the issued device
  - (v) Conditions at the time of transfer, Superannuation etc.:
- 
- a) In case where, at the time of purchase of device if the residual service of the officer is less than 5 years or in case the officer is transferred/deputed to State Govt but with residual service of less than 5 years or the officer leaves the Government Service within 5 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the amount after deducting the depreciation.
  - b) Up on transfer/deputation of the officer to other Ministry/ Department/Attached/Sub-ordinate offices of the Government of India or to the State Government in case of Officers of the All India Services, the officer will have the option of retaining the existing device and in case of such retention, this fact should be specifically mentioned in the Last Pay Certificate (LPC).
3. Instructions for Ministries/Departments:
- (i) For the officials who are currently holding laptops, notebooks or similar devices in accordance with the provisions of O.M. dt.27/09/2016, the terms & conditions for retention/disposal of the device shall continue to be governed under the existing instructions of the said O.M.
  - (ii) The applicability of the provisions of this order to the officers of Armed Forces/ Para-Military Forces, officers of MoD & other similar establishments would be subject to restrictions imposed by the concerned departments/organizations duly taking into consideration the security of information. In all such cases the security of the information shall be the responsibility of the concerned department.
4. This is issued with the approval of Secretary (Expenditure).

(Dr. Bhartendu Kumar Singh)  
Director (E.IIA)

To

- 1) All Ministries/Departments of Government of India
- 2) All Financial Advisers
- 3) NIC, D/o Expenditure



**No.3(6)/2020-EII(A)**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**

New Delhi, 27th March 2020

**Office Memorandum**

**Subject:** Instruction for purchase of laptops/note books and similar devices for eligible officers-revised guidelines.

In partial modification of this Ministry's OM bearing No. 08(64)/2017-EII(A) dated 20.02.2018 and 22.10.2018 on the above subject, it has been decided that laptop, note pad and similar devices may also be issued, on the grounds of functional necessity, to officers of the rank of Under Secretary/ Section Officers and equivalent rank subject to the condition that this shall be restricted to 25% of the sanctioned strength of these posts.

2. These powers shall be exercised by Secretaries of the Ministries/Department and any other authorities who have been specifically delegated these powers by this Ministry from time to time, in consultation with FA of the Department. Other terms and conditions as detailed in this Ministry's OM dated 20.02.2018 shall remain the same. Although this Ministry's OM dated 20.02.2018 prescribes a maximum limit of Rs.80,000/-[excluding taxes] towards cost of the device including standard software, cost of the device may be kept to the minimum within the prescribed limit duly taking into consideration minimum technical requirements.

3. Requests have been received for issuance of laptop/note book or similar devices to consultants engaged by Ministries/Departments. In this connection it is stated that Secretaries of the Ministries/Departments may take a decision in this regard purely on the basis of functional necessity, in consultation with FA, on case to case basis separately. The terms and conditions as given in this Ministry's OM dated 20.02.2018 relating to retention, return and re-issue will, however, not apply in this case. Ministries/Departments may accordingly decide the duration of issue, upkeep and return of these devices separately.

4. It is also stated that expenditure may be incurred for these purposes within the existing budget provisions and no additional budget allocation will be made on this ground.

5. This issues with the approval of the Competent Authority

(S. Naganthan)  
Deputy Secretary to Government of India

To

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



No.03(13)/2018-E.II (A)  
Government of India  
Ministry of Finance  
Department of Expenditure

\*\*\*\*\*

North Block, New Delhi  
Dated: 22<sup>nd</sup> October,2018

**OFFICE MEMORANDUM**

**Subject:** Instructions for the purchase of laptops/notebooks and similar devices for eligible officers-Clarification regarding admissibility of Taxes/GST on the price ceiling.

The undersigned is directed to inform that references have been received in this Department seeking clarification regarding admissibility of Taxes/GST on the prescribed price ceiling of Rs. 80,000 as mentioned in Para 2(i) this Department's O.M. No 08(34)/2017-E.II(A) dated 20 February,2018 on the above subject.

2. The matter has been considered in this Department. Since taxes are statutory in nature and are bound to change from time to time, it is clarified that the price ceiling of Rs. 80,000/-for the purchase of laptops/ notebooks and similar devices for eligible officers under the provisions of this Ministry's OM dtd. 20 February 2018 is exclusive of taxes.

3. This is issued with the approval of Secretary (Expenditure).

(H Atheli)  
Director

To:

- (i) All Ministries and Departments of the Govt. of India as per standard distribution list.
- (ii) All Financial Advisors
- (iii) Nic for uploading on Ministry's website,



**No:13-9/2021-22/IT-III  
Government of India  
Ministry of Communications  
Department of Telecommunications  
(IT Division)**

Dated:27.04.2022

**Subject:** Standard Operating Procedure (SoP) to issue Laptop/Notebook and similar devices to officers of the rank of Under Secretary/Section Officers and equivalent rank inDoT-reg.

Ministry of Finance, Department of Expenditure OM No. 3(6)/2020-EII(A) dated 27.03.2020 provides for purchase of Laptop/Notebook and similar devices to officers of the rank of Under Secretary/Section Officers and equivalent rank subject to the condition that this shall be restricted to 25% of the sanctioned strength of these posts, on the grounds of functional necessity.

Secretary(T) has approved Standard Operating Procedure (SoP) to implement the said OM in Department of Telecommunications, copy of the same is hereby attached for kind reference and necessary action.

**(Naveen Kumar)  
ADG(IT-IV)**

Enclosure: As above.

Copy to: - All Divisions/Wings/Field Units of DoT through DoT website and eoffice notice board.



**No:13-9/2021-22/IT-III**  
**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**(IT Division)**

Dated:27.04.2022

**Subject:** Standard Operating Procedure (SoP) to issue Laptop/Notebook and similar devices to officers of the rank of Under Secretary/Section Officers and equivalent rank in DoT-reg.

Ministry of Finance, Department of Expenditure OM No. 3(6)/2020-EII(A) dated 27.03.2020 provides for purchase of Laptop/Notebook and similar devices to officers of the rank of Under Secretary/Section Officers and equivalent rank subject to the condition that this shall be restricted to 25% of the sanctioned strength of these posts, on the grounds of functional necessity.

2. Standard Operating Procedure (SoP) as follows have been prepared for implementation of the above said instruction in DoT: -

- a. Sr.DDGs/JSS/DDGs of Functional Divisions/Field units will justify the functional necessity of the particular officer(s) of the rank of Under Secretary/Section Officers and equivalent rank subject to the condition that this shall be restricted to 25% of the sanctioned strength of these posts under their control.
- b. The requirement along with the justification/recommendation may be sent to IT Div, DoT HQ on case-to-case basis for approval of the Competent Authority and accordingly, procurement will be made as per the prevailing practice.
- c. Sr DDGs/JSS/DDGs of the Functional Divisions/Field units may re-allot/transfer the laptop issued within the same category as per the functional necessity, if the work profile changes due to Transfer/Deputation/Superannuation, etc, the same may be communicated to IT-Div for updating the records.
- d. Indicative scenarios of work profile for Functional Necessity: EMR Testing, Standardization, Audit, Inspections, Procurement, IT functions, Training, Monitoring, Finance/DDO Functions, etc.
- e. Concerned wing head may process the requisition of the eligible officers on the quarterly basis, along with review of the functional requirement of the already allotted devices (to consider the cases of transfer, retirement, redistribution, surrender based on the change of the functional requirement).
- f. Retention/Replacement of laptop may be allowed on completion of 5 years as per Department of Expenditure OM No.08(34)/2017-EII(A) dated 20th February 2018.
- g. Proforma for recommendation of Laptop is attached as Annexure-A.
3. This is issued with the approval of Competent Authority.

Copy to:-All Divisions/Wings/Field Units of DoT.

(Naveen Kumar)  
ADG(IT-IV)



(Office Address)  
(To be filled by the concerned Unit)

1. Name of the officer (To whom laptop to be issued):
2. Designation
3. Equivalent level in US/SO
4. Unit
5. Division
6. (i) Whether officer has already been issued any laptop for functional duties beyond this category, if any?  
(ii) Entry in stock Register/Asset Register
7. Justification

Total No. of sanctioned Strength of the rank of Under Secretary/Section Officers and equivalent rank in the Unit	25% of the sanctioned strength of Under Secretary/Section Officers and equivalent rank in the Unit	Total No. of Laptops issued in the Unit	Justification for functional necessity for the above said officer

Name:  
(Administrative officer of the Unit)  
Designation:  
Signed and Stamped:

8. Recommendations of Functional Units(Head):

Name:  
Designation:  
Signed and Stamped:

Signed by Naveen Kumar  
Date:27-04-2022 17:32:10  
Reason: Approved





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Department of Telecommunications, Ministry of Communications, Government of India, New Delhi

## Chapter - 5

### Government e-Market (GeM)



No. 8-1/2019-20 Fin.  
Government of India  
Ministry of Communication  
Department of Telecommunications

Dated: 16-04-2018

**Subject: Committee of Secretaries (CoS) Recommendations on Government e-Market (Gem)**

Kindly find enclosed copy of O.M. No. F.1/6/2019-PPD dated 02.04.2019 of Ministry of Finance Department of Expenditure on the above-mentioned subject. As desire the requisite information may be furnished in the enclosed proforma to ADG(F), Dot Sanchar Bhawan, New Delhi on e-mail id [finwing.dot@gmail.com](mailto:finwing.dot@gmail.com) by 5th of every month positively for onward submission to Department of Expenditure.

It is further requested that desired information may be compiled in respect of all subordinate offices/field units and a consolidated information may be submitted in the prescribed proforma.

This issues with the approval of Member (F).

**(Amanullah Tak)**  
Director (Finance)

To,

1. The CGCA for all units of Pr. CCA/CCA of all over India.
2. The DG(T) for all units of LSAs.
3. The administrator, USOF
4. The AS(T) for General Section /IT Cell/BW Wing
5. The Wireless Advisor for WPC/WMO.
6. The Sr. DDG, TEC.
7. The DG, NICF.
8. The Advisor, NITPRIT
9. The Chairman, TRAI/TDSAT.
10. The CMD, BSNL/MTNL/TCIL/BBNL/ITI.
11. The ED, C-DoT.



**No. F.1/6/2019-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division (PPD)**

512, Lok Nayak Bhawan  
Khan Market, New Delhi  
Dated: 2<sup>nd</sup> April 2019

**OFFICE MEMORANDUM**

**Subject: Committee of Secretaries (CoS) Recommendations on Government Marketplace(Gem).**

The undersigned is directed to refer meeting of committee of Secretary (CoS) held on 25.02.2019 under the chairmanship of Cabinet Secretary on the above-mentioned subject and to say that Financial Advisors (FAs) of the Ministries Departments should stop offline negotiations and procurement outside GeM for the items available on GeM. Further, Reverse Auction process may be encouraged avoid offline negotiations and procurement outside GeM for the items available GeM.

(Kotluru Narayana Reddy)  
**Deputy Secretary to the Government of India**

To

Financial Advisors of All advisors of All Central Government Ministries Departments.



## PROFORMA

Signature of the Head of Unit

TCo,  
**ADG (Finance)**  
Room No. 710A  
Dot HQ, Sanchay Bhawan  
New Delhi-110001



**No.F.6/16/2021-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division**

**OFFICE MEMORANDUM**

264-C,North Block, New Delhi

Dated: 4<sup>th</sup> October, 2021

**Subject: Non-updated payments on Government e-Marketplace (GeM).**

The undersigned is directed to say that it has been brought to the notice of this Department by GeM that while the payments made to sellers by buyers online are being updated on a real-time basis, the offline payments are not being updated on the GeM platform automatically. The buyers making offline payments are required to update the payment on the platform through an offline updation form. However, GeM has experienced that a significant proportion of such offline payments have not been updated through these form by buyers.

2. All buyer organizations are requested to update all their pending payments on GeM through the offline bulk payment updation facility available on GeM portal. To start with, all buyer organizations may ensure that all transactions wherein orders were placed on or before March,2021 may be updated on the GeM portal by 15.10.2021.

**Kanwalpreet**  
Director (Procurement Policy)  
Tel.:23093811  
Email:kanwal.irss@gov.in

To

Secretaries of all Ministries/ Departments, Government of India.



**No.9-19/2016-17/Fin.  
Government of India  
Ministry of Communications  
Department of Telecommunications  
(Integrated Finance Division)**

New Delhi, 17<sup>th</sup> December ,2020

**OFFICE MEMORANDUM**

**Subject:** Selection of successful bidder amongst multiple L1 bidders in HR service through GeM-Reg.

The undersigned is directed to convey that with respect to above subject, the clarification received through GeM is appended below for necessary action: -

- (i) Due to adequate competition in GeM, large number of L1 bids are received against commission based HR Service bids. The buyer has the option to choose a service provider of his choice among the L1 bidders on the basis of his past experience or he can let the system to choose one successful bidder on the basis of an algorithm which is confidential. It may also be informed that the buyer can use following Additional Terms & condition (ATC) in the bid: The service provider is required to have at least (Percentage=10/20/30/40%) of the required manpower on service providers payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the service provider in case he gets the contract against this bid.
- (ii) In addition to above, it is further informed that GeM has hired external consultant to revamp the existing services for better satisfaction of the buyers. These revamped services will not only provide more options to the buyers but will also ensure strict compliance with the prevalent regulations. In the revamped Human Resource Service, the buyer will have to provide the details of the minimum wages like EPF, PF, ESI, ELDI and other remuneration parameter based on rules and regulations applicable to the buyer organization. This revamped service will be made live within a month.

This issues with the approval of competent authority.

**(Amanullah Tak)**  
Director (Finance)  
Tel:011-23036307

To,

1. All sections of DoT HQ
2. CGCA for CCAs
- 3.DG(T)for LSAs
- 4.Heads of NTIPRIT, NICF, TEC, C-DoT



**No.F.6/14/2020-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division**

264-C,North Block,New Delhi.

Dated the 11" June,2021

**OFFICE MEMORANDUM**

**Subject: Procurement of Goods/Services through Government e-Market place (GeM). Reference: (1) Department of Expenditure (DoE) OM No.F.6/14/2020-PPD dated 27.08.2020 and 23.10.2020**

Attention is invited to this Department OM No.F.6/18/2019-PPD dated 23.01.2020 stipulating that all buyers will be required to generate a "GeM Availability Report and Past Transaction Summary" (GeMAR&PTS) on GeM portal using their login credentials of GeM for all procurements being made outside GeM. It was also stipulated that in case it is not possible to extract GeMAR&PTS report due to (a) urgency (b)non-functioning of GeM at that time and (c) due to non-availability of internet connection, screenshots in such cases shall be placed in procurement files, along with details of reasons/ circumstances. Further, in these circumstances, furnishing of unique ID on publishing portal will not be insisted.

2. Later on reasons "(b) non-functioning of GeM and (c) non-availability of internet connection" were removed from the exceptions.

3. On the request of GeM, it has now been decided that buyers will be required to generate GeMAR&PTS ID in all cases of procurement outside GeM.

**Kanwalpreet**  
Director (Procurement Policy)  
Tel.:23093811  
[Email: kanwal.irss@gov.in](mailto:kanwal.irss@gov.in)

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

Copy to:  
Secretary, Department of Public Enterprises with a request to issue appropriate instructions to Public Sector Undertakings in this regard.



**No. F .6/18/2019-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division**

New Delhi, Dated 3rd July, 2020

**OFFICE MEMORANDUM**

**Subject : Prompt payment to suppliers including MSMEs: Charging of interest on delayed payments in Government e-Marketplace(GeM)**

**Reference: This Department O.M.No.F.6/18/2019-PPD dated 23.01.2020 .**

Government has been repeatedly emphasizing the need for prompt payment to vendors specially the MSME vendors. The intent of the Government in this regard has been articulated under the Aatmanirbhar Bharat pronouncements. For procurements made under rule 149 of GFRs 2017, buyers are mandated to make payments within 10 calendar days after generation (including auto generation) of Consignee Receipt and Acceptance Certificate (CRAC) in the GeM.

2 In order to promote greater discipline and timeliness in payment to vendors, it is decided that whenever a CRAC is auto generated or issued by a buyer and payment is not made 10 days thereafter, the buyer organization will be required to pay penal interest@1% per month for the delayed payment beyond the prescribed timeline till the date of such payment. The charge of interest shall be prorated for the period of delay.[For example, if CRAC is generated on the 1 day of a month and payment is made by the buyer organization on the 20 day of the month, interest for 10 days will be charged. The penal interest will be 10/30 multiplied by 1% i.e. 0.33%] Month may be taken as 30 days in all cases.

3 The amount collected in this regard shall be deposited in an account maintained by GeM. This interest will not be paid to the vendor and will be kept by GeM in a separate account which will be used only for the education of sellers/ buyers etc. or other purposes related to GeM or public procurement with the prior approval of Department of Expenditure. This shall not cover any other interest payable to vendors under any law or contractual obligations, which will be over and above the interest as charged above.

4. The above conditions will be applicable for all procurements made from 1<sup>st</sup> October.2020.

5. This issues with the approval of Finance Minister

(Kotluru Narayana Reddy)  
Deputy Secretary to the Govt of India  
Tel.No.24621305.Email:kn.reddy@gov.in

To.

All the Secretaries and Financial Advisers to Government of India



**No.F.6/15/2018-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division**

512,Lok Nayak Bhavan,  
New Delhi, Dated 5th February,2020

**OFFICE MEMORANDUM**

**Subject : Clarification regarding function of Standing Committee on Government e-Marketplace (ScoGeM) vis-a-vis Rule 149 of General Financial Rules (GFR),2017.**

The undersigned is directed to refer Ministry of Electronics & Information Technology (MeitY) OM No.G-35033/3/2017-Fin.II dated 21.01.2020 on the subject cited above and to say that approval of SCoGeM and Secretary is required only in those cases, where item is available on GeM and Ministry/ Department/ Organization wants to buy outside the GeM in view of any compelling circumstances.

(K Narayana Reddy)  
Deputy Secretary to the Govt. of India  
Telfax:-24621305  
Email:-kn.reddy@nic.in

To

Ministry of Electronics & Information Technology  
{Kind Attn.: Ms. Jyoti Arora, AS&FA},  
Room No.4069, Electronics Niketan,  
6, CGO Complex, Lodhi Road,  
New Delhi.





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## Chapter - 6

### **CREATION / REVIVAL / ABOLITION OF POSTS**



**No. 7 (2) E. Coord-I 2017  
Government of India  
Ministry of Finance  
Department of Expenditure.**

North Block, New Delhi  
Dated the 12th April, 2018

**OFFICE MEMORANDUM**

**Subject: Preparation of database of posts in Govt of India offices.**

The undersigned as directed to refer to this Department's OM of even no, dated 28.08 2017 and subsequent reminders dated 31.07.2017, 07.09.2017 and 16.01.2018, Ministries/ Department were requested to provide information of posts existing in Ministries/ Departments including Attached/Subordinate/Statutory bodies under their control with regard to number of posts/employees. The format for providing information was also enclosed.

2. Even after nine months from issuance of first OM in this regard many Ministries/ Departments have not provided the data yet.
3. Therefore, it is requested to expedite the process and information of existing OM as Ministry/Department and their respective Attached/Subordinated/Statutory bodies may be prepared in a consolidated manner in the MS-Excel sheet and emailed to this Department by 30.04.2018 on ds ecoord1@gov.in.
4. No further extension would be granted after said time period and data would be accepted by hand Ministries/Departments will be called for meeting in batches and the meeting will be intimated in due course.
5. This issues with the approval of Joint Secretary (Pers.)

**(Sobeer Singh)**  
Under Secretary (E.Cood-I)  
Tel# 2309 5686

To,

Department as per standard list Department

Minis -try	Dept.	Name of Body Organi - sation	(Stand- ard attache d Subor- dinate etc.)					Desig - natio n	Grou p A/B/C	Scale of Pay	Cadre	Sancti oned Strengt h	Filled	Vacant	Vacant for more than 2 years
				Sanc- tione d	Filled	Vac- cant	Vacant for more than 2 years								



- d) The supernumerary post is personal to the officer for whom it is created a other officer can be appointed against such a post. It stands abolished as the officer for whom it was created vacates it on account of retirement accommodated in another regular post. In other words, no office arrangements can be made against such a post.
- d) Department of Telecommunications, Ministry of Communications, Government of India, New Administrative authorities should maintain a record of the supernumerary the particulars of the individuals who hold liens against them and the program abolition of such posts as and when the holder of the posts retire or are abo in regular permanent posts, for the purpose of verification of service for person.

### **5.1 Deemed Abolition & Revival of posts:**

- a) All Posts, except newly created posts, kept in abeyance or remaining vacant for period of more than 2 years in any Ministry/Department/Attached office/ Subordinate office/Statutory body, would be considered as 'deemed abolish' unless an exemption has been given at the time of sanctioning the post.
- b) A post falling into the category of 'deemed abolished' cannot be filled up prior obtaining its 'revival' from Department of Expenditure.
- c) Statutory posts, the name and level/pay scale of which is specifically provided for in an Act of Parliament, are exempted from falling in the category of 'deemed abolished' on remaining vacant for a period of more than 2 years. Only the posts mentioned in Statute may be considered Statutory, not their support staff.
- d) Newly created posts (posts which have been sanctioned recently by Department of Expenditure/Cabinet), which do not have RRS would fall under the category of 'deemed abolished' after a period of 3 years from the date of creation unless clarified that this relaxation would not be applicable to those newly created posts which have existing RRs.
- e) Revival of posts would be considered in rare and unavoidable circumstances only.
- f) Proposals for revival of posts may be referred to this Department on file, along with the prescribed checklist issued by this Department (Annexure-II). Separate checklist may be prepared for each post Proposals received without proper check list would not be considered.

**5.2** All Ministries/Departments may submit to this Department, within 3 months, an Action Taken Report regarding abolition of posts which are vacant for more than 5 years in the Ministry/Department and organizations under their administrative control. Further, while referring any proposal for creation/revival of posts to this Department, Ministries/Departments may enclose a Certificate that all posts under their administrative control, vacant for more than 5 years on the date of referring the proposal have been abolished.



The conditions for deemed abolition are provided in the following table:

S. No.	Type of Post	Post Live for
1	Exiting Post (held in abeyance / vacant for more than 2 years)	Post the deemed abolished
2	Newly created Post-RRs Exist	2 years
3	Newly created Post-RRs do not Exist	3 years
4	Existing Post vacant for 5 years	Post may be abolished immediately
5	Statutory Posts	Do not fall under deemed abolition

#### 6.1 Continuation of Posts:

Continuation of Posts would be considered subject to continuation of the scheme/project for which the posts were initially sanctioned. For above JS level posts, Department of Expenditure would examine and put up the proposal for approval of Secretary (Exp.), Secretary (DoPT) and Cabinet Secretary, In the case of continuation of Secretary level post, approval of Prime Minister may be obtained by the concerned Ministry/Department after the approval of cabinet Secretary. Competent Authority for continuation of posts is as follows:

#### 6.2 Competent Authority for continuation of Posts is as follows:

S. No.	Type of Post	Post Live for
1	JS and below level	DoE
2	Above JS Level	CoS [Secretary (DoE), Secretary (DoPT) and cabinet Secretary]
3	Secretary Level	CoS as above. Thereafter, Ministry to obtain approval of PM

#### 7. Transfer of Posts:

A post sanctioned for a specific purpose in an organization may not be diverted for another purpose at the same or different station. Cases of transfer/diversion/adjustment of posts would amount to creation of new post with simultaneous abolition of existing post and prior approval of Department of Expenditure is required for the same.

8. This issues with the approval of Finance Minister.

**(Renu Sarin)**  
Deputy Secretary (E.C.I)  
Tel# 2309 2761

To,

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



## ANNEXURE-I

## Checklist for Creation Posts

S. No.	Particular	
<b>Details of Post</b>		
1	Name / Designation of the Post	
2	Pay Scale of the post	
3	Nature of Post (Scientific/Technical/Admn./ Faculty/other)	
4	Duties and responsibilities of the post	
5	Functional justification for Creation	
6	Does this post exists with same scale of pay and grade Pay	
7	How is being managed in the absence of the post	
8	Mode of recruitment of post (enclose copy of RRs)	DR/Deputation/Promotion
9	Essential and minimum qualification of the post	
10	No. of existing posts in the grade of the post	(a) Sanctioned (b) Vacant (with date)
11	Immediate higher (promotional) post in the hierarchy	(a) Sanctioned (b) Vacant (with date)
12	Immediate higher (promotional) post in the hierarchy	(a) Sanctioned (b) Vacant (with date)
13	Workload of the post (Extract of SIU study if any)	
14	Possibility of outsourcing/ contract/redeployment	
15	Financial implication (both recurring and non-recurring)	
16	Matching Savings (Specific posts with pay scales) ( <i>FA may certify that posts are live and not surrendered earlier or recommended by SIU for abolition</i> )	
17	Whether any Norms exist for the proposed posts. A copy of the norms may provided	
<b>Organization Details</b>		
1	Name of the Organization	
2	Status of organization (Ministry/Department./ Autonomous/Attached/Subordinate)	
3	Detailed sanctioned strength (category wise) with pay scale and Vacancy position (with date of vacancy)	
4	Whether the organization has been studied by SIU/IWSU. If so, details	
5	Any other relevant information	

**Certificate: it is certified that all such posts under the administrative control of this Ministry /Department which are vacant for more than 5 years, have been abolished**

Concurrence of Financial Advisor

Concurrence of Secretary



## ANNEXURE-II

## Checklist for Creation Posts

S. No.	Particular	
1	Name of the Organization	
2	Name of the post	
3	Pay Scale of the post	
4	Date of Vacancy	
5	Mode of recruitment of the post (enclose copy of RRs)	DR/Deputation/Promotion
6	No. of post in the grade of post proposed to be revived	(a) Sanctioned (b) Vacant (with date)
7	Duties and responsibilities of the post	
8	Functional Justification for revival of the post	
9	Efforts made to fill up the post, since date of vacancy (in chronological order with relevant documents)	
10	How the work is being managed in the absence of the Post and why this arrangement cannot continue	
11	Possibility of outsourcing/contract	
12	Financial implication of revival of post	
13	Matching Saving (Specific posts with pay scales) (FA may certify that these posts are live and not Surrendered earlier or recommended by SIU for abolition)	
14	No. of Posts in immediate lower (feeder) grade	(a) Sanctioned (b) Vacant (with date)
15	No. of Posts in immediate lower (promotional) grade	(a) Sanctioned (b) Vacant (with date)
16	Detailed sanctioned strength and vacancy position of the organization (grade-wise)	
17	Whether the post has been offered as matching savings for creation/revival of any other post.	
18	Whether the post has been recommended for abolition by SIU/IWSU/ERC	
19	Any other relevant information	

**Certificate: it is certified that all such posts under the administrative control of this Ministry /Department which are vacant for more than 5 years, have been abolished**

Concurrence of Financial Advisor

Concurrence of Secretary



No. 752985/2018/E.Coord.I  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi Dated,  
13th, April, 2018

**OFFICE MEMORANDUM**

In continuation to this Department's O.M. dated 12.04.2017 whereby guidelines regarding Creation, Revival/Continuation and Transfer of posts were issued, it has been decided that "A Ministry or Department Competent to make appointment to post in any cadre may make appointments in a lower post in the cadre to the extent of vacancies left unfilled in the higher post. "The following guidelines must be followed in this regard: -

- I. The dispensation for down-gradation of posts may be exercised when candidates are not eligible in the feeder grade for promotion against the available post(s) in normal course due to reasons of not completing the required minimum qualifying service as prescribed in Recruitment Rules.
  - II. The dispensation for down-gradation of posts may also be exercised when it is not possible to obtain relaxation in qualifying service due to the fact that relaxation required from DoP&T is for a period of more than one year. The higher-level posts, to be operated on lower level, should be directly in the hierarchy of the lower post;
  - III. Total number of sanction posts in the feeder grade and in the higher grade in a cadre should not exceed the combined sanctioned strength of two grades where such operation of posts at lower level is considered.
  - IV. This may be done in consultation with Financial Adviser of concerned Ministry/Department.
2. This issues with the approval of Finance Minister.

(Renu Sarin)  
Deputy Secretary to Govt. of India  
Tel. No. 23092761





## Chapter -7

# **DEPUTATION / DELEGATION ABROAD INTERNATIONAL / DOMESTIC CONFERENCES**



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

New Delhi, the 5<sup>th</sup> January, 2016

**OFFICE MEMORANDUM**

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

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

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



administrative Secretary shall ensure in every case, that officers of appropriate functional level dealing with the subject are sponsored/deputed instead of those at higher levels.

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



- (11) The Minister and the Secretary shall not, normally, be away from the headquarters at the same time. If, however, both are required to be deputed abroad, the necessity for deputing the Secretary at the same time as the Minister may be brought out clearly for consideration of Prime Minister through SCoS.
- (12) Proposals relating to foreign visits/deputation abroad of officers of the rank of Secretary and Additional Secretary shall continue to be sent to SCoS except visit to SAARC countries (including Myanmar).
- (13) The proposals for the visit to SAARC countries (including Myanmar) will be decided by the Ministries concerned in consultation with their Financial Advisers (FAs). However, proposals of foreign tour of Secretary accompanying the Minister to SAARC countries will require to be submitted to the SCoS for approval.
- (14) In respect of foreign visits of officers, all cases which require approval of the SCoS shall be submitted to Department of Expenditure after obtaining the approval of competent authority viz. Minister-in-Charge with the concurrence of FA.
- (15) Composite delegation led by Secretary/Additional Secretary comprising officers of the level of Joint Secretary and below including non-officials (visiting at Government cost), is to be submitted for SCoS approval. The proposal shall not be split and details of the entire delegation shall be sent to the SCoS.
- (16) Visits of officers of Public Sector Undertakings (PSUs)/Autonomous Bodies (ABs) are exempted from SCoS procedure unless they form part of a composite delegation from the administrative Ministry.
- (17) Expenditure on the foreign visit of officers of Ministries/Departments shall be borne by Government only, even if the visit of the officer(s) is in his capacity as ex-officio member of PSUs/ABs or otherwise, and in connection with affairs of PSUs/ABs. Any proposal for relaxation in this regard shall be referred to Secretary (Expenditure).
- (18) Visit of non-officials at Government cost will require approval of PM. Their visits are to be routed through SCoS only if they form a part of a composite delegation. In other cases, the PM is to be approached (through PMO) by the administrative Ministry directly.
- (19) There shall be no objection in accepting international air travel costs and hospitality from an international body of which India is a member or the visit abroad is covered under bilateral/multilateral agreement or under a regular exchange programme. The terms and conditions on deputation shall not be



supplemented with the terms and conditions on deputation offered by the Government of India viz. the mode and class of travel. Payment of cash allowance and other allowances including local travel and stay in hotel would be as per the terms offered by the foreign Government/ sponsors.

- (20) Invitations received directly by the officers by virtue of expertise in a particular field and where no particular Government of India business is to be transacted will be treated as personal visits. Such visits in respect of Additional Secretary and above level officers require SCoS approval. The officer would have to take leave for the period of such visits and such visits are not to be undertaken at Government costs.
- (21) Proposals shall be submitted along with deputation proforma containing all relevant details (including political clearance from MEA and FCRA clearance from MHA, if required). Only those proposals are to be referred to SCoS where funds are available to bear the expenditure on the foreign visit.
- (22) Proposals, completed in all respects, seeking approval of SCoS shall be submitted to Department of Expenditure 15 days prior to departure date of delegation.
- (23) Deputation abroad of officers of the level above Director upto Joint Secretary will be decided by Ministries/Departments, under delegated powers, in consultation with their FA and with the approval of the Minister-in-charge. Foreign visits of officers upto the level of Director and equivalent will be decided by the administrative Secretaries in consultation with the concerned FA.
- (24) Deputations of officers upto the level of Joint Secretaries in Ministries/Departments and officials from PSUs/ Autonomous Bodies, etc. shall also be regulated in accordance with the spirit of these guidelines.
- (25) The leader of the delegation shall upload the tour report in the requisite format on FVMS and also submit the same to the Minister containing, interalia, the major achievements from the tour and post-visit outcomes. A copy of the report shall also be marked to DOE and MEA.
- (26) These instructions are in supersession of all earlier instructions on the subject.
- (27) This issues with the approval of Finance Minister.

(Annie G. Mathew)  
Joint Secretary to the Government of India

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

**Copy for information to :**

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



**NO. 19036/2/2016-E.IV  
Government of India  
Ministry of Finance  
E.IV Section**

North Block, New Delhi

Dated: 26<sup>th</sup> October, 2016

**OFFICE MEMORANDUM**

**Subject: Deputation/ Delegations abroad of Officials and/ or non-Official sponsored by Government of India - ex-India leave - regarding.**

The undersigned is directed to refer to this Department's O.M. No. 19036/7/75-E-IV (B) dated 05.08.1976 on the subject mentioned above. As Para 11 of the said O.M. "An officer may, subject to the exigencies of public service, be granted leave while abroad for the period not exceeding 50% of the actual period of the duty abroad (excluding the transit time from India to the country of deputation and back and enforced halt) or a fortnight, whichever is less, for personal reasons". Subsequently, it was clarified vide this Department's O.M. No. 19036/2/2008-E-IV dated 04.07.2008 that "during such ex- India leave the closed holidays "Saturday and Sunday" etc. may be allowed to be pre-fixed/ suffixed as the case may be, subject to the condition that no extra financial implications like payment of hotel charges/per diem allowance etc. are involved".

2. References are being received in this Department seeking clarification on applicability of Department of Personnel & Training instructions issued vide letter No. 11019/06/2001-AIS-III dated 05.12.2007 regarding "Delegation of Powers to the State Government and Ministries/Departments of the Government of India in cases of Members of All India Services proceeding abroad on ex-India leave (excluding Study Leave)" wherein it is provided that 'in case of official visits of a duration less than 8 days, the limit of 50% may be relaxed and ex-India leave up to a maximum 4 days may be granted'.

3. The matter has been considered in the Department of Expenditure and it has been decided that in case of official visit/tour abroad (including training and excluding Study Leave) where the period of deputation is less than eight (08) days, the Government Official may be granted ex-India leave for a maximum period of four (04days). In respect of official visit/tour abroad including training for more than eight days, the limit of 50% ex-India leave will continue. During ex-India leave, the closed holidays "Saturday and



Sunday" etc. may be allowed to be pre-fixed / suffixed as the case maybe, subject to the condition that no extra financial implications like payment of hotelcharges / per-diem allowance etc. are involved.

4. Para 11 of this Department's O.M. No. 19036/7/75-E-IV (B) dated 05.08.1976 and O.M. No. 19036/2/2008-E-IV dated 04.07.2008 will stand modified to the extent as mentioned in Para 3 above.

**(Nirmala Dev)**

Deputy Secretary to the Government of India

Telefax: 23093276

All Ministries/Department of Government of India

**Copy to:**

Nic for uploading on the official website of the Department of Expenditure.



**No.19 (36)- E. Coord/2018  
Government of India  
Ministry of Finance  
Department of Expenditure  
E. Coord Branch**

**New Delhi, the 30<sup>th</sup> May, 2018**

**OFFICE MEMORANDUM**

**Subject: Guidelines to be followed for holding of Conferences/ Workshops/  
Seminars,etc. (Domestic & International)**

Ministry of Finance, Department of Expenditure has been issuing guidelines for holding of Conferences/ Workshops/ Seminars etc. (Domestic & International) from time to time with the objective that Ministries/Departments undertake such events keeping in mind the absolute necessity of it and adhering to utmost economy. The extant guidelines have been reviewed and stand revised.

**2.** It has been decided that henceforth only proposals involving expenditure above Rs. 40 lakhs for international as well as domestic Conferences / Seminars / Workshops etc. will need to be referred to the Department of Expenditure.

**3. International conferences/ workshops / seminars / meetings etc.:**

i) All proposals involving expenditure of Rs. 40 Lakh or less for holding conferences / workshops/ seminars / meetings etc. involving participation of foreign delegates may be decided by the Ministry / Department in consultation with their Financial Advisor. The approval of the Ministry in charge, political clearance from Minister of External Affairs and clearance of Ministry of Home Affairs from security angle (wherever required) shall be obtained.

ii) All Proposals involving expenditure above Rs. 40 (Forty) lakh for incurring expenditure on holding conferences/workshops/seminars/meetings etc. with international participation should be referred to the Department of Expenditure (DoE) with the approval of the Minister in Charge, political clearance from Ministry of External Affairs and clearance of Ministry of Home Affairs from Security angle (wherever required) for obtaining approval of the Cabinet Secretary through Secretary (Expenditure)

iii) Commitment for bearing travel / accommodation cost on participants from foreign countries should be kept to the barest minimum. Ministries/Departments shall exercise utmost economy and austerity in this regard.



- iv) "In-principle" approval of the Minister-in-charge should be taken sufficiently in advance before the event.
- v) Priority will be given to those conference that arise out of international agreements/obligations. Other conference etc. should be planned only if there is residual provision in the Budget.
- vi) All preparations for holding the conference and other formalities should be completed sufficiently in advance to avoid any last minute whitch and embarrassment.
- vii) All administrative arrangements including issuance of invitations should bedone after receiving Cabinet Secretary's approval or as per the powers delegated under this OM

**4.****Domestic conferences/workshops/seminars/meetings etc.:**

Proposals involving Rs. 40 (Forty) lakh or less may be decided by the Ministry / Department in consultation with their Financial Adviser. Proposals involving expenditure above Rs. 40 (Forty) lakh for incurring expenditure on holding conferences/workshops/ seminars / meetings etc. with participation limited to Indian delegates only may be referred to Department of Expenditure for approval for Secretary (Expenditure). Approval of Secretary of the Ministry/ Department may be obtained prior to the file being referred to Department of Expenditure.

**5.****Autonomous Bodies:**

- i) Conferences held by Autonomous Bodies generally generate revenue from sponsorships and registrations and most of the time either they do not require government support or require in small portions. Administrative Ministries are competent to grant approval for holding the conferences (whether domestic or international) where no funds are required from Government.
- ii) However, if Government funds are required and the financial assistance required is more than Rs. 40 Lakhs for international as well as Domestic conferences / workshops / seminars / meetings etc. such cases shall be referred to Department of Expenditure.

**6.****General Instructions:**

While referring the cases of Conferences etc., whether domestic or international, to Department of Expenditure, following may be strictly adhered to :

- (i) Holding of Exhibitions/fairs / seminars / conferences / workshops etc. abroad should be discouraged except for promotion of trade and business and for projection of 'Brand India'. For this purpose, depending on the nature of event, if more than one Ministry / Department is involved, a Nodal Ministry /Department should be identified to take the lead for coordinating and organizing the event.
- (ii) All proposals referred to Department of Expenditure on the subject should be sent at least one month in advance of commencement of the



event and only through the Financial Advisor concerned. While referring the proposals to the Department of Expenditure, it may be ensured that necessary clearances viz. from Ministry of External Affairs, Ministry of Home Affairs etc. and approval of competent authority in the Ministry/ Department have been obtained and placed in the file. In the absence of these, the proposals will be returned without processing in the Department of Expenditure.

- (iii) Sufficient provision in the relevant Budget should be ensured before such proposals are processed in the Ministry / Department and before referring proposals to Department of Expenditure. The proposal should clearly indicate the budget provision.
  - (iv) Stipulated timeline for submission of proposals may be adhered to strictly. It may be noted that henceforth, delayed proposals will not be processed unless accompanied by a Delay Report containing reasons for delay, duly approved by the Administrative Secretary.
  - (v) Holding of conferences/workshops/seminars/meetings etc. in Five Star/Hotels is banned except in case of bilateral/multilateral official engagements held at the level of Minister-in-Charge or Administrative Secretary with foreign Government or international bodies of which India is a Member. Any deviation in this regard should be referred to the Department of Expenditure with adequate justification.
  - (vi) Ministries/Department shall not resort to seeking ex post - facto approval on the proposals since they are liable to be rejected. Hence, adequate advance planning and obtention of all requisite approval/clearances is emphasized.
7. Notwithstanding the enhancement in the prescribed expenditure ceiling, all Ministries/ Departments shall ensure utmost economy in public expenditure.
8. This is in supersession of Department of Expenditure's earlier instructions on the subject cited above issued vide following O. Ms. No. :
- i) 19 (9) / E.Coord/2011 dated 5<sup>th</sup> March, 2015
  - ii) 19 (9) /E.Coord/2012 dated 12<sup>th</sup> July, 2012
  - iii) 19 (9) /E.Coord/2012 dated 13<sup>th</sup> September 2011.
  - iv) 7 (1) /E.Coord/2010 dated 13<sup>th</sup> September 2010
  - v) 7 (1)/ E.Coord/2010 dated 31<sup>st</sup> May 2010
  - vi) 7 (5) /E.Coord/2002 dated 28<sup>th</sup> May, 2003

9. These instructions will come into operation with immediate effect.

**(H. Atheli)**  
Director  
Tel.: 23092604



K.M.CHANDRASEKHAR

CABINET SECRETARY  
NEW DELHI

D.O.No.1/19/1/2010-Cab.

October 19,2010

Dear Minister,

In terms of existing instructions, Secretaries to the Government of India should travel abroad only in the most essential circumstances. Secretaries should travel only for such international conference/meetings where their presence is required for the purpose of enunciating the policies or stand point of Government. Further, participation of Secretaries in meetings should be commensurate with the level of participation of other countries. Absence of Secretaries from headquarters should also be restricted to the minimum and in any case for not more than one week at a time.

2. Instances have come to notice where foreign tours have been proposed by Ministries/Departments for officers of the rank of Secretaries which could as well be undertaken by junior officers.

3. Against this background, it is reiterated that visits abroad of Secretaries may be recommended only in such circumstances, in which representation at a lower level is not advisable or where no one else can substitute them for the purpose of enunciating the policies or stand point of Government. It is also requested that, while approving visits abroad of Secretaries, the enclosed guidelines (Annex) may kindly be kept in view.

4. This issues with the approval of the Prime Minister.

With regards.

Yours sincerely.  
Sd/-  
(K.M.Chandrasekhar)

Copy to: All Secretaries to the Government of India (as per list attached)



**Annex to D.O.No.1/19/1/2010-Cab.dated 19.10.2010.**

1. Proposals for foreign travel should not be based on direct interaction by Ministries/ Departments with either the foreign government concerned or its representations in India or elsewhere, with International Organizations or their representations in India or elsewhere, without the prior clearance of the Ministry of External Affairs, if such travel is to enter into or discuss, explore, examine a bilateral or multilateral agreement, protocol, MoU or any such mechanism.
2. In cases where proposals for Secretary level foreign travel are already covered under an existing bilateral or multilateral mechanism, discussions to plan such foreign travel with concerned Foreign Governments or their representations in India or International Organizations or their representations in India may be undertaken. However, in all cases, political clearance of Ministry of External Affairs would be required.
3. In case of international conferences abroad, Secretary level visits should be recommended only if it has been certified by the Ministry of External Affairs that the participation of the Secretary or attendance at the conference is going to be at the level of Secretaries or where participation at Secretary level is essential.
4. Secretary level visits can be undertaken for meetings of bilateral Joint Commissions/ Joint Working Groups/Joint Task Forces where the Secretary concerned from the Indian side happens to be the Co-chairperson.
5. Secretary level visits in response to invitations from various non-governmental bodies would not be advisable unless specifically recommended by the Ministry of External Affairs and our Embassy/High Commission concerned.
6. No foreign visit should be undertaken by Secretaries when Parliament is in Session.
7. Secretaries and Ministers should not be away from headquarters at the same time on foreign tour. If the Minister and the Secretary are required to be away at the same time, the circumstances necessitating this should be brought out clearly for consideration of the Prime Minister.
8. Proposals or Secretary level visits for reasons other than those mentioned above may not be recommended, unless there are compelling circumstances which warrant a visit at the Secretary level, for which full justification may be given.

\*\*\*\*\*



CABINET SECRETARIAT  
RASHTRAPATI BHAWAN  
NEW DELHI-110004

D.O No 1/19/2/2014-Cab

June 12,2014

Dear Secretary,

It has been observed that the proposals for tours abroad are not submitted for approval before the competent authority, in time. Permissions are sought to be obtained in the nick of the time as a result of which the proposals cannot be always scrutinized properly. The Prime Minister has expressed concern at this practice, and has directed that the proposals for visits abroad should reach the competent authority at least 10 days before the date of the proposed visit. The proposal should contain details of the tasks to be accomplished during that visit on return from the visit. a post-visit report should be submitted to the authorities concerned on the immediate outcome of the visit.

2 The Prime Minister has further directed that for submitting the proposal for any subsequent visit abroad, the efforts made to realize the intended outcome of the earlier visit and the results thereof should also be mentioned.

3. You are requested to bring this to the notice of all concerned for strict compliance in all cases emanating from your Ministry/Department. In this connection, OM No.1/19/2/2014-Cab dated 11.6.2014 also refers.

4. Receipt of this communication may please be acknowledged.

With regards,

Yours sincerely,  
(Ajit Seth)

All Secretaries to Government of India



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

New Delhi, 9<sup>th</sup> May, 2019

**OFFICE MEMORANDUM**

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

Reference is invited to this Department's OM of even number dated 5<sup>th</sup> January, 2016 and 27<sup>th</sup> November, 2017 on the subject mentioned above.

2. Ministries/Departments are again directed to ensure that the timeline stipulated for submitting the proposal for foreign visits requiring SCoS and Hon'ble Prime Minister's approval are received 15 days prior to departure date of the delegation but not later than 05 days before date of departure of the delegation. Proposals not adhering to the time frame are hereafter liable to be rejected.

(H.Atheli)  
Director

**To,**

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

**Copy for information to:**

- i) Deputy Secretary, PMO
- ii) Staff Officer to the Cabinet Secretary
- iii) Sr.PPS to Finance Secretary & Secretary (DEA)
- iv) PPS to AS(Pers), DoE



**No.1/19/1/2015-Cab.**  
**GOVERNMENT OF INDIA/ BHARAT SARKAR**  
**CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA**  
**RASHTRAPATI BHAWAN**

New Delhi, 6<sup>th</sup> May, 2015

**OFFICE MEMORANDUM**

**Subject: Instructions regarding foreign travel by Ministers in the Union Government and Chief Ministers/Ministers in the States Governments/Union Territories.**

The undersigned is directed to refer to the Cabinet Secretariat O.M. No. 1/19/2/2014-Cab. dated 29.09.2014 wherein paragraph IV of Cabinet Secretariat O.M. No. 1/19/1/2010-Cab. dated 26.08.2010 had been revised and circulated to State Governments as under:

- “(IV) Foreign Travel by Chief Ministers and Ministers of the State Government:
- (a) The Cabinet Secretariat and the Ministry of External Affairs should be kept informed of the proposed foreign visit, either official or private, of Chief Ministers and Ministers in the State Government/Union Territories. However, prior political and FCRA clearances are mandatory.
  - (b) Further, while granting political clearance, Ministry of External Affairs will also stipulate that they would be kept informed of the visit(s) when the same is actually made.”
2. However, it has come to notice that despite these instructions, communications are still being sent by the State Governments to Prime Minister's Office for seeking permission or providing intimation regarding the foreign visits being/to be undertaken by the Chief Ministers or the Ministers of the State Government.
3. In view of the above it is once again reiterated that instead of PMO, the Cabinet Secretariat and the Ministry of External Affairs should be kept informed of the proposed foreign visit, either official or private, of Chief Ministers and Ministers in the State Governments/Union Territories.
4. The above instructions may be brought to the notice of all concerned for strict compliance.

**(Sanjukta Ray)**  
Director  
Tel: 2379 2204

- 1. The Chief Secretaries to the State Governments/Union Territories.
- 2. Secretary, Ministry of External Affairs.
- 3. Secretary, Ministry of Home Affairs.
- 4. Secretary, Department of Economic Affairs.





## Chapter - 8

# Contractual Appointment of Retired Central Government & PSUs Employee



**F.No.3-25/2020-E.IIIA**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**

Dated the 9<sup>th</sup> December, 2020

**Office Memorandum**

**Subject: Regulation of Remuneration in case of Contract Appointment of Retired Central Government Employees.**

The undersigned is directed to say that Ministries/Departments appoint retired Central Government employees on contract basis, including as consultants on contract basis. However, at present there are no uniform guidelines for regulation of remuneration in such cases.

2. The existing instructions of Department of Personnel and Training, as contained in their Central Civil Services (Fixation of Pay of Re-employed Pensioners) Orders, 1986, as amended from time to time, provide for regulation of pay in case of re-employment. However, the instructions of Department of Personnel & Training as contained in their OM No.26012/6/2002-Estt (A) dated 9.12.2002 provides that re-employment beyond the age of superannuation of 60 years shall not be permissible. Also, as per their OM No. 3(3)/2016-Estt (Pay II) dated 1.5.2017, the pay plus gross pension on re-employment is not to exceed Rs.2,25,000/-, i.e. Pay Level 17 as applicable to an officer of the level of Secretary to the Government of India.

3. Aforementioned instructions of Department of Personnel & Training on pay fixation in case of re-employment apply only to persons appointed on re-employment. These are not applicable to persons employed on contract basis except where the contract provides otherwise. Accordingly, in cases of appointment of retired Central Government employees on contract basis after the age of superannuation at 60 years, the instructions on pay fixation on re-employment will not directly apply.

4. Department of Personnel & Training has also informed that they are in the process of drafting a Note for Committee of Secretaries (CoS) regarding guidelines for engagement of retired Government servants as Consultant in Government Ministries and Department. In view of this, till Department of Personnel and Training finalizes their guidelines, there is a need to regulate remuneration in such cases of contract appointment of retired Central Government employees on a uniform basis. The matter has, therefore, been considered and it has been decided that regulation of remuneration in case of appointment of retired Central Government employees on contract basis, including as consultants, shall be regulated as provided hereinafter.



5. At the outset, such appointments shall not be made as a matter of practice and must be kept at a bare minimum. Such appointments may be made only in the justified exigencies of the official work where public interest is served by appointment of the retired employee. While making such appointments, adequate functional necessity with clear grounds must be placed before the appointing authority.

## **6. Remuneration**

6.1 A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/ percentage increase during the contract period.

### **Example**

An employee retired in the Pay Level 13 and the pay at the time of retirement was Rs. 1,55,900. Thus, the basic pension will be Rs.77,950. If the employee is appointed on contract basis, including as consultant, the remuneration shall be fixed at Rs.77,950(1,55,900- 77950).

6.2 The basic pension to be deducted from the last pay drawn shall be the pension as fixed at the time of retirement and as such, if the employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted. Thus, in the above example, if 40% of pension was commuted, the commuted portion shall be Rs. 31,180(40% of 77,950) and the pension actually drawn shall be Rs.46,770. However, the amount of pension to be deducted from the last salary shall be Rs 77,950.

6.3 No Increment and Dearness Allowance shall be allowed during the term of the contract.

## **7. Allowances**

### **7.1 House Rent Allowances**

No HRA shall be admissible.

### **7.2 Transport Allowance**

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

### **7.3 Leave of absence**

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.



## **8. Term of Appointment**

8.1 The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a view of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.

8.2 The consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.

## **9. Exemptions**

**The terms of appointment provided for in these orders shall not apply to cases and to the extent where the Appointments Committee of Cabinet has allowed special terms OR where special provisions have been allowed with the approval of the Department of Personnel & Training OR Department of Expenditure.**

10. These orders shall apply to appointments made in the Central Government and shall be effective from the date of issue of the orders, until further orders or until instructions are issued by DoPT regulating remuneration of retired Government employees on their engagement as consultants. The past cases shall not be reopened in the light of these orders until the normal term of those past cases. Any relaxation of the above will be required to be referred to Department of Expenditure.

(B.K.Manthan)  
Deputy Secretary

To

All the Ministries and Departments of the Government of India as per the standard list.



**No.3-10/2014-SEA-I/Fin.  
Government of India  
Ministry of Communications  
Department of Telecommunications  
(Integrated Finance Division)**

New Delhi, dated 29 March, 2022

**Subject: Engagement of retired PSU's employees on contract basis in DoT- Fixation of remuneration thereof.**

Reference is invited to this division letter of even number dated 22.12.2021 on the subject matter. The matter of fixation of remuneration in respect of PSUs retirees engaged on contract basis in DoT has been consulted with Ministry of Finance, Department of Expenditure who have now provided the following clarification-

(a) To arrive at the remuneration, concerned division office may ascertain equivalent level of post in the Central Government at which the retired PSU employee is proposed to be appointed on contract basis. Then the notional pay of such post in Central Government may be arrived at by taking the mean of Cell-1 and Cell-10 of the corresponding Pay level of such post. The sum so arrived may be treated as last basic pay and 50% of such basic pay may be allowed as remuneration. The other terms & conditions and allowances shall be decided as per DoE's instructions vide OM No. 3-25/2020-E.IIIA dated 09.12.2020.

(b) No increment and Dearness Allowance (DA) shall be allowed during the term of the contract. Transport Allowance and leave may be in accordance with DoE OM No.3-25/2020-E.IIIA dated 09.12.2020.

2. The concerned head of office shall be responsible for ascertaining equivalent level of post in the Central Government at which the retired PSU employee is proposed to be appointed on contract basis.

3. It is clarified that these guidelines shall be applicable only for fixing remuneration of PSU retirees (Direct Recruits, Combined service optees and Pro-rata retirees) and not for Central Government retirees. The engagement of retired Central Govt. employees in the department will continue to be done as per provisions contained in the DoE order No.3-25/2020-E.IIIA dated 09.12.2020. Further, these instructions shall also not be applicable to BSNL/MTNL VRS 2019 retirees.



4. These instructions are issued with concurrence of Member(F) and approval of Secretary (T) and take immediate effect.

(Amanullah Tak)  
Director (Finance)

To,

1. All Sr.DDsG/DDsG/JWA in DoT HQ.
2. DDG(E&AM) for CGCA & all CCAs.
3. DDG(Estt.) for DG (T) & all LSAs.
4. Heads of TEC, NICF, NTIPRIT



Telegraphic Address :

“SATARKTA : New Delhi

E-mail : address”

cenvigil@nic.in

Website

www.cvc.nic.in

EPABX

24600200

Fax : 24651186

## CENTRAL VIGILANCE COMMISSION

Satarkta Bhawan, G.P.O. Complex

Block A, INA, New Delhi-110023

/No. 21-VGL-024

/Dated : 03.06.2021

### Circular No. 07/05/21

**Subject:- Procedure for offering/accepting post retirement contractual employments/ assignment or consultancy etc.-reg.**

It has been observed that sometimes, government organizations, in order to meet their functional requirement, use the expertise of retired government officials by hiring them on contractual basis, in the capacity of advisor/consultant etc. There is no defined procedure for seeking vigilance inputs before engaging retired government officials from the organizations where such retired officials were employed on full time basis, prior to their retirement.

2. Central Vigilance Commission has observed that the absence of a uniform defined procedure for obtaining vigilance clearance, before engaging retired officials by government organizations, sometimes lead to a situation where officials with tainted past or having casespending against them are engaged by the government organizations. Such a situation not only leads to unnecessary complaints/allegations of favoritism, but is also against the tenets of fairness and probity which is the basic principle governing the functioning of government organizations.

3. The Commission has therefore decided to formulate a defined procedure before engaging a retired government official on contractual/consultancy basis by government organizations. The procedure to be adopted would include the following steps: -

- (i) In respect of retired officers belonging to All India Services, Group 'A' officers of Central Govt. or their equivalent in other organizations owned or controlled by Central Govt., before offering employment to them on contractual/consultancy basis, vigilance clearance from the employer organization, from which the Govt. Officer had retired, should be necessarily obtained.
- (ii) In case a retired officer had served in more than one organization, vigilance clearance should be obtained from all organizations where the retired officer had served during a period of 10 years prior to his retirement.
- (iii) A communication seeking vigilance clearance may also be sent to Central Vigilance Commission, simultaneously.



- (iv) In case, no reply is received from the erstwhile employer(s) within 15 days of sending communication by Speed Post to them, a reminder may be sent to them for expediting vigilance clearance. However, in case no reply is received from the erstwhile employer within 21 days of sending initial communication to them, it may be considered as 'deemed' vigilance clearance for the person concerned. Later on, if it is found that the ex-employee was involved in any vigilance related matter or was not clear from vigilance point of view, the erstwhile employer organization would be responsible for all consequential actions.
- (v) The retired Govt. officer is to be considered for post-retirement engagement only on receipt of vigilance clearance/vigilance inputs, subject to the conditions as given in sub para (i) to (iv) above.
- (vi) All communications regarding vigilance clearance should be sent by Registered/Post/Speed Post, followed by emails on official mail ID of the organization concerned.
- (vii) The procedure for engaging retired government officers should be transparent with equal opportunity to all those, who are willing to offer their services. The post to be filled up on contractual/consultancy basis should at least be advertised on the website of the organization concerned at appropriate place and should be available in public domain.

4. Further, it has been observed that on some occasions, immediately after their retirement from government organizations, retired officials are taking up full time job/ contractual assignments in private sector organizations. Quite often, cooling off period, as prescribed under the rules of organizations concerned, is not observed before taking up such offers. Post retirement acceptance of offer by retired government officials without observing cooling off period, constitutes a serious misconduct on their part.

5. All government organizations may, therefore, formulate appropriate rules/guidelines for its employees to ensure that post retirement, cooling off period is mandatorily observed by them before accepting any offer from private sector entities. The rules/guidelines should incorporate procedure for seeking/obtaining permission before accepting offer from private sector entities during cooling off period if not in existence. The applicable service/conduct rules should also be revised/modified to ensure that, if required, appropriate action can also be initiated in case of violation of such rules by retired employees.

6. The above instructions may be noted for strict compliance.

To

**(Rajiv Verma)**  
Officer on Special Duty

- (i) The Secretaries of all Ministries/Departments of GoI
- (ii) All Chief Executives of CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies etc.
- (iii) All CVOs of Ministries/Departments of GoI/CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies etc.
- (iv) Website of CVC



**8-15/2013-14.Fin**  
**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**(Integrated Finance Division)**

**Dated:01<sup>st</sup> October,2021**

**CIRCULAR**

In supersession of earlier circular No. 8-15/2013-14.Fin dated 24.12.2013 (copy enclosed), the undersigned is directed to convey that nomination of officer from Finance wing as Finance Member of committees shall be made with the prior approval of Advisor(F). Only in high level committees where Sr.DDG/DDG level officer is to be nominated, the nomination will be made by Member(F) This issues with the approval of Member(F).

**(Shankara Nand Mishra)**  
Director (Finance)  
Tel:011-23036231

To:

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





सत्यमेव जयते

## Chapter-9

### **INSTRUCTIONS ISSUED BY DOT, M/o FINANCE & OTHER MINISTRIES/ DEPARTMENTS**



No.7-1/2017-18-LSA-Finance  
Government of India  
Ministry of Communications  
Department of Telecommunications.  
(Integrated Finance Division)

Dated: 31 August, 2021

To,  
**Sr.DDG, Haryana LSA,**  
**3<sup>rd</sup> floor, CGMT BSNL office building**  
**107, The Mall, Ambala Cantt (Haryana)**

**Subject: Seeking Clarification as to whether delegated financial powers are inclusive of GST or exclusive.**

With the reference to your email dated 16.08.2021(copy enclosed) on the above subject matter which seeks clarification as to whether delegation of financial power made to LSA's HAG/SAG level officers, vide letter No 7-1/2017-18-LSA-Finance dated 18.01.2019 is inclusive or exclusive of GST and other taxes. In this reference, it is to mention that all the delegated financial powers are inclusive of GST & other applicable taxes unless explicitly mentioned.  
This issues with the approval of Competent Authority.

**Encl: As above**

(Anita Verma)  
ADG (Finance)  
Tel: 011-23036777

**Copy to:**

CCA Haryana for information.  
CTO Compound, Lawrence Road  
Ambala Cantt (Haryana)-133001



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

Dated: 04 May, 2016

To

The Cadre Controlling Authorities (As per list enclosed)

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

Madam/Sir,

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

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

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

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

Yours faithfully,  
**(O.P. Chawla)**

Under Secretary to the Government of India

Tel: 011-26166856

Email: op.chawla @nic.in



## List of Cadre Controlling authorities

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

### **Copy for information to:**

Cabinet Secretary, Cabinet Secretariat, New Delhi.



P. P. Prabhu,  
Additional Secretary  
(Tel.: 3012697)  
D.O. No. 6/1/1/94-Cab.

IMMEDIATE

ADDITIONAL SECRETARY  
CABINET SECRETARY  
RASHTRAPATI BHAVAN  
NEW DELHI  
25<sup>th</sup> February, 1994

Dear Shri,

The business of the Government of India is transacted in the Ministries and Departments in accordance with the Allocation of Business Rules, 1961. In other words, Ministries and Departments conduct the 'allocated' business on behalf of the Government of India. It was in this spirit that the Ministry of Finance, Department of Expenditure issued instructions vide their O.M. No. 7(32)-E.III/92 dated 24<sup>th</sup> May, 1993 (copy enclosed) that (i) a unified stand should be taken before Courts of Law rather than bringing out each concerned Ministry's/Department's point of view in the counter-affidavit; and (ii) a common counter-reply should be filed on behalf of the Government by the concerned Ministry/Department instead of separate affidavits by each Ministry/Department named as Respondents.

2. It has come to notice that these instructions are not being followed by a number of Ministries/Departments. There have been instances where statements/submissions made before Court/CAT indicated that the matter has been recommended to the Ministry of Finance or the Department of Personnel & Training or that while the Administrative Ministry/ Department recommended the proposal, Ministry of Finance had not approved. In one case where certain employees had filed an application before the CAT for revision of scales of pay, the administrative Ministry made a submission that the cadre review proposals had been submitted for approval of the Ministry of Finance. Ministry of Finance could not, however, agree to the recommendations of the administrative Ministry in this case and the Secretary of that Department was put in an embarrassing position. In another case, a submission was made before the CAT that they had found the Applicant suitable and had recommended to the Ministry of Finance to extend the Flexible Complementing Scheme to the Applicant. The above affirmation led the Tribunal to decide the matter



in favour of the Applicant even though the Ministry of Finance held a view to the contrary. Such situations could have been avoided had the administrative Ministry/Department given the final view of the Government of India rather than their individual position.

3. It is, therefore, desirable that counter-replies filed before Courts/CAT are carefully dealt with at appropriate level, strictly in accordance with the Ministry of Finance, Department of Expenditure O.M. No.7(32) -E.III/92 dated 24<sup>th</sup> May, 1993 referred to above.

This issues with the approval of Cabinet Secretary.  
With regards,

Yours sincerely  
**(P.P. Prabhu)**

All Secretaries to GOI.



**No 26012/6/2002-Estt. (A)**  
**Government of India**  
**Ministry of Personnel, P.G. & Pensions**  
**(Department of Personnel & Training)**

New Delhi, dated 9<sup>th</sup> December, 2002

**OFFICE MEMORANDUM**

**Subject:** Grant of extension/re-employment to Central Government servants beyond the age of superannuation - issue of instructions regarding.

The undersigned is directed to say that the criteria for grant of extension/re-employment to Central Government employees beyond the age of superannuation are laid down in the DoPT O.M. No. 26011/1/77-Estt. (B) dated the 18th May, 1977. After May, 1998 and when the age of retirement of the Central Government employees increased from 58 to 60 years, some of the instructions contained in the O.M. dated 18th May, 1977 referred to above have lost their relevance. Accordingly, it has been decided to revise the instructions relating to extension/re-employment to Central Government employees

2. In the absence of specific order to the contrary by the competent authority, a Government servant must retire on the due date. The date of superannuation of a Government servant is known in advance and ordinarily there should not be a question of failure to make arrangement for his release sufficiently in advance. It is the responsibility of the administrative authority concerned to ensure that the Government servants under their control retire on the due date.

3. **Extension:** F.R. 56(d) states that no Government servant shall be granted extension of service beyond the age of 60 years. However, provisions exist in the rules to grant extension of service to certain category of Government servants only. Therefore, it must be ensured that no Ministry/Department should propose to grant extension in service unless the case is covered by the Rules.

4. The proposal for grant of extension in service to the categories of personnel referred to in the first, second and third provision to F.R. 56(d) shall be referred to the Estt. Division of Department of Personnel and Training two months prior to the date on which the individual concerned is due for superannuation. The procedure for grant of extension to the Scientists is laid down in DoPT D.O. letter No. 28/19/2000-EO(SM-II) dated the 10th July, 2000.



## 5. Procedure for consideration of cases for extension of specialists in the medical and scientific fields:

It should be appreciated that even in the case of extension to specialist in the medical or scientific fields, it is not only the next man who misses promotion but often several people miss consequential promotions all along the hierarchy. Thus, too many cases of extension in service or re-employment are likely to cause frustration and affect the morale of the upcoming scientists who have exposure to latest technological developments in connecting fields. Keeping in view these circumstances, the following criteria and procedure has been evolved with a view to ensure that extension in service to the superannuating scientists are resorted to only in really exceptional circumstances. The overriding consideration for the grant of extension is that it must be in the public interest and in addition satisfy one of the following two conditions: -

- i) that the retiring specialist is not just one of the outstanding officers but is really head and shoulders above the rest; or
- ii) that other specialists are not ripe enough to take over the job.

Test (ii) would be satisfied only if there is shortage in particular specialization, or if it is not possible to find a suitable successor or if the specialist is engaged on a work or project of vital importance, which is likely to produce results in a year or two. If specialists in the next lower post are not eligible for promotion on the ground that they have not put in the minimum service in the lower grade prescribed under the rules, no promotions can be made to the higher grade, unless such specialists put in the requisite length of service. But specialist who are eligible for promotion to the post against which extension is recommended, should not be rejected solely on the ground that they do not have as much experience as the retiring specialist. They should be considered for promotion according the recruitment rules and if they are found suitable they should be promoted to the posts being vacated by the retiring specialists.

## 6. Whenever any specialist is considered for grant of extension, his character roll and personal file should be carefully scrutinized and all other relevant information that may be available should be taken into account to judge whether the specialist had good reputation for integrity and honesty. In cases where the specialist is not considered to have good reputation for integrity and honesty, he should not be considered for grant for extension in service. The appropriate authority in the Administrative Ministry should furnish a certificate of Integrity along with the Annexure - I as follows where it proposes to grant extension of service.

"Having scrutinized in character roll and personal file of Shri/Smt. Kum \_\_\_\_\_ and having taken into account all other relevant available



information, I certify that he/she has a good reputation for integrity and honesty."

7. While making proposals for extension of service in higher posts, it is all the more necessary to apply higher standard of efficiency to persons whose appointments to the higher posts are recommended for approval of the Appointments Committee of the Cabinet. The number of top posts is bound to be very limited and a few persons should not have them for too long. No Government servant who is on extension of service after the prescribed date of retirement should be promoted to another post during the period of extension of service.

8. No extension of service should be considered on the ground that a suitable successor is not available unless it is established that action to select a successor had been taken well in advance but the selection could not be finalized in time for justifiable reasons. A proposal for the grant of extension of service based merely on the consideration that the specialist's predecessor had been given extension should obviously not be accepted.

9. **Re-employment:** No proposal for employing a government servant beyond the age of superannuation of 60 years shall be considered. It is also clarified that no person can be appointed/re-appointed to Central Government service after the age of superannuation of 60 years through contract.

10. Re-employment of military pensioners who have not reached the age of superannuation for Central Government employees will not be governed by these instructions.

#### **11. Appointment of Consultant:-**

Detailed instructions have been issued for appointment of consultant vide DoP&T's Office Memorandum No. 16012/7/97-Estt (Allowance) dated 13th February, 1998.

Hindi version will follow.

Sd/-

**Mrs. Pratibha Mohan  
Director (E-II)**

To,

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



## Annexure - I

### **Proforma for sending proposals for approval of Department of Personnel & Training for grant of extension to Government servants beyond the age of superannuation.**

1. Designation of the post:
2. Duration of the post:
3. Scale and terms of the post and perquisite attached, if any:
4. Whether financial sanction for the creation of the post/continuance of post for the duration shown at (2) has been obtained:
5. Method of recruitment:
6. Name and the terminal date of appointment of the outgoing incumbent of the post:
7. Name of the specialist proposed for appointment and the service to which he belongs:
8. Full service particulars of the Officer with date of birth and pay drawn:
9. Names of other Officers considered:
10. If promotion post, whether copies of proceedings of a D.P.C. are being enclosed? If not, why not?
11. Whether character roll of the specialist proposed and those considered are being sent. If not, why not?
12. Please indicate:
  - (i) (a) Whether the post is scientific or medical specialist.  
(b) Period of extension granted earlier to the officer, if any  
(c) Date from which extension is to be granted.  
(d) Period of extension of service.
  - (ii) Justification for grant of extension:
    - (a) The date from which it was known that vacancy would occur.
    - (b) Action taken to select a successor with chronological details.
    - (c) If selection is being made, reasons why this could not be finalized in good time.
    - (d) Can some officiating or ad-hoc arrangements be made, pending fresh appointment by proper selection? If not, why not?
  - (iii) Whether orders of the Minister-In charge have been obtained?
13. Whether the prescribed Integrity Certificate, from the appropriate authority, is enclosed.



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

North Block, New Delhi

Dated 2<sup>nd</sup> May, 2011

**OFFICE MEMORANDUM**

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

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

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

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

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

(R. Prem Anand)  
Under Secretary to Govt. of India

To

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

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



V.VIDYAVATHI  
JOINT SECRETARY  
Tel.: 011-23094276

GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL  
PUBLIC GRIEVANCES AND PENSIONS  
NORTH BLOCK NEW DELHI-110 001  
D.O. No. 5/2/2016-Estt. (Pay.II)

New Delhi, Dated 15<sup>th</sup> February, 2016

Dear Sir/Madam,

1. A large number of court cases are filed by Government servants and various employees associations pressing for demands which are generally administrative in nature and could be decided by the administrative Ministries/Departments concerned, in accordance with policy/instructions issued by DOP&T. However, in a majority of such cases, DOP&T is made a proforma party despite the fact that primary action is required to be taken by the administrative Ministry/Department where the petitioner/employee is working or has last worked.
2. Instructions have been issued that in all such cases a unified stand on behalf of Government of India is required to be taken by the concerned administrative Ministry/ Department vide DOP&T's OM No.20036/23/88-Estt.(D) dated 6<sup>th</sup> January, 1989, Cabinet Secretariat's DO letter No. 6/1/94-Cab dated 25.02.1994 and Department of Expenditure's OM No.7(8)/2012-E.III(A) dated 16.5.2012. The administrative Ministries/Departments are further required to take action to get the name of this Department deleted from the list of Respondents.
3. Inspite of the above position, it is observed that in many cases, DOPT is being made the Contemner where such cases end as Contempt Cases and/or DOPT is not informed about any developments in the cases.
4. This letter is to request the Ministries/Departments to comply with the instructions as detailed in Para 2 above. It is also requested that the status of all such cases, wherein DOP&T has initially been made one of the Respondents, is sent to this Department by 29<sup>th</sup> February, 2016.

Yours sincerely,  
**(V. Vidyavathi)**

To,  
Secretaries/Heads of all Ministries/ Departments (as per standard list).



List of Court Cases

Name of the Administrative Ministry / Department

Soft copy in Word Document format may also be e-mailed to:

- ashok.jain62@gov.in  
uscoord-dopt@nic.in



**F.No.18/03/2015-Estt. (Pay-I)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

New Delhi, the 2<sup>nd</sup> March, 2016

**OFFICE MEMORANDUM**

**Sub: Recovery of wrongful/excess payments made to Government servants.**

The undersigned is directed to refer to this Department's OM No.18/26/2011-Estt. (Pay-I) dated 6<sup>th</sup> February, 2014 wherein certain instructions have been issued to deal with the issue of recovery of wrongful/excess payments made to Government servants in view of the law declared by Courts, particularly, in the case of *Chandi Prasad Uniyal And Ors. Vs. State of Uttarakhand and Ors.*, 2012 AIR SCW 4742, (2012) 8 SCC 417. Para 3 (iv) of the OM *inter-alia* provides that recovery should be made in all cases of overpayment barring few exceptions of extreme hardships.

2. The issue has subsequently come up for consideration before the Hon'ble Supreme Court in the case of ***State of Punjab & Ors vs Rafiq Masih (White Washer) etc in CA No.11527 of 2014 (Arising out of SPL(C) No.11684 of 2012)*** wherein Hon'ble Courton 18.12.2014 decided a bunch of cases in which monetary benefits were given to employees in excess of their entitlement due to unintentional mistakes committed by the concerned competent authorities, in determining the emoluments payable to them, and the employees were not guilty of furnishing any incorrect information/misrepresentation /fraud, which had led the concerned competent authorities to commit the mistakes of making the higher payment to the employees. The employees were as innocent as their employers in the wrongful determination of their inflated emoluments. The Hon'ble Supreme Court in its judgment dated 18<sup>th</sup> December, 2014 *ibid* has, *inter-alia*, observed as under:

*"7. Having examined a number of judgments rendered by this Court, we are of the view, that orders passed by the employer by seeking recovery of monetary benefits wrongly extended to employees, can only be interfered with, in cases where such recovery would result in a hardship of a nature, which would far outweigh, the equitable balance of the employer's right to recover. In other words, interference would be called for, only in such cases where, It would be iniquitous to recover the payment made. In order to ascertain the parameters of the above consideration, and the test to be applied, reference needs to be made to situations when this Court exempted employees from such recovery, even in exercise of its jurisdiction under Article 142 of the Constitution of India. Repeated exercise of such power, "for doing complete justice in any cause" would establish that the recovery being effected was iniquitous, and therefore, arbitrary. And*



accordingly, the interference at the hands of this Court.”

“10. In view of the afore-stated constitutional mandate, equity and good conscience, in the matter of livelihood of the people of this country, has to be the basis of all government actions. An action of the State, ordering a recovery from an employee, would be in order, so long as it is not rendered iniquitous to the extent, that the action of recovery would be more unfair, more wrongful, more improper, and more unwarranted, than the corresponding right of the employer, to recover the amount. Or in other words, till such time as the recovery would have a harsh and arbitrary effect on the employee, it would be permissible in law. Orders passed in given situations repeatedly, even in exercise of the power vested in this Court under Article 142 of the Constitution of India, will disclose the parameters of the realm of an action of recovery (of an excess amount paid to an employee) which would breach the obligations of the State, to citizens of this country, and render the action arbitrary, and therefore, violative of the mandate contained in Article 14 of the Constitution of India.”

3 The issue that was required to be adjudicated by the Hon'ble Supreme Court was whether all the private respondents, against whom an order of recovery (of the excess amount) has been made, should be exempted in law, from the reimbursement of the same to the employer. For the applicability of the instant order, and the conclusions recorded by them thereafter, the ingredients depicted in paras 2 & 3 of the judgment are essentially indispensable.

4. The Hon'ble Supreme Court while observing that it is not possible to postulate all situations of hardship which would govern employees on the issue of recovery, where payments have mistakenly been made by the employer, in excess of their entitlement has summarized the following few situations, wherein recoveries by the employers would be impermissible in law:

- (i) Recovery from employees belonging to Class-III and Class-IV service (or Group 'C' and Group 'D' service).
- (ii) Recovery from retired employees, or employees who are due to retire within one year, of the order of recovery.



(iii) Recovery from employees, when the excess payment has been made for a period in excess of five years, before the order of recovery is issued.

(iv) Recovery in cases where an employee has wrongfully been required to discharge duties of a higher post, and has been paid accordingly, even though he should have rightfully been required to work against an inferior post.

(v) In any other case, where the Court arrives at the conclusion, that recovery if made from the employee, would be iniquitous or harsh or arbitrary to such an extent, as would outweigh the equitable balance of the employer's right to recover.

5. The matter has, consequently, been examined in consultation with the Department of Expenditure and the Department of Legal Affairs. The Ministries/Departments are advised to deal with the issue of wrongful/excess payments made to Government servants in accordance with above decision of the Hon'ble Supreme Court in C.A.No. 11527 of 2014 (arising out of SLP (C) (No. 11684 of 2012) in State of Punjab and others etc vs Rafiq Masih (White Washer) etc. However, wherever the waiver of recovery in the above-mentioned situations is considered, the same may be allowed with the express approval of Department of Expenditure in terms of this Department's OM No. 18/26/2011-Estt (Pay-I) dated 6th February, 2014.

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

7. Hindi version will follow.

(A.K.Jain)

**Deputy Secretary to the Government of India**

1. All Ministries/Departments of Government of India
2. NIC, DOP & T-with a request to upload this OM on the Department's website under OMs and Orders (Establishment → Pay Rules) and also under "What is New".

**Pradeep K. Sinha****CABINET SECRETARY  
GOVERNMENT OF INDIA**

D.O. No.1/50/3/2016-Cab.

16<sup>th</sup> June, 2016

Dear Secretary

I would like to draw your attention to this Secretariat's D.O. letter No. 6/1/1/94-Cab. dated 25.02.1994 (copy enclosed) wherein it was mentioned that the business of the Government of India is transacted in the Ministries and Departments in accordance with the Allocation of Business Rules, 1961. As the Ministries and Departments conduct the 'allocated' business on behalf of the Government of India, all Ministries/Departments were requested to ensure that (i) a unified stand is taken before Courts of Law rather than bringing out the point of view of each Ministry/Department in the counter-affidavit/reply; and (ii) a common counter-reply is filed on behalf of the Union of India by the Ministry/Department concerned instead of separate affidavits being filed by each Ministry/Department named as Respondents.

2. It has, however, been observed that at times different Departments take up divergent positions/individual interpretations in court cases thereby causing avoidable confusion in the submissions finally deliberated upon before the Courts. It may be noted that it is primarily the responsibility of the Administrative Ministry/Department to take timely action at each stage including filing of a counter affidavit during a Court case after completing necessary consultations with the other Ministries/Departments concerned.

3. If in any case, separate counter-affidavits are required to be filed by orders of the Court, it should be ensured that this is done in consultation with the Ministries/Department concerned for a coordinated approach. In such cases, a short affidavit endorsing the views of the Administrative Ministry/Department can also be filed.



4. In this regard, attention is also drawn to instructions issued by Ministry of Law, Department of Legal Affairs from time to time where it has been stipulated that the Ministry/ Department is required to get the counter affidavit vetted form the Department of Legal Affairs before filing.

5. I would therefore request you to ensure that differences, if any, in the stand of Ministries/Departments in any particular court matter are resolved through mutual consultation, as brought out above. It may also be ensured that the counter affidavits are filed only after appropriate vetting by the Department of Legal Affairs.

Please ensure that these instructions are noted and disseminated to all concerned for strict compliance

With regards,

Yours sincerely  
**(Pradeep K. Sinha)**

**Encl: - As above**

To

All Secretaries to the Government of India.



**No.1/50/1/2016-Cab  
GOVERNMENT OF INDIA/BHARAT SARKAR  
CABINET SECRETARIAT/MANTRIMANDAL  
SACHIVALAYARASHTRAPATI BHAWAN**

New Delhi, the 10<sup>th</sup> November, 2016

**OFFICE MEMORANDUM**

**Subject: Seeking timely *ex-post-facto* approval of the Cabinet / Cabinet Committees.**

The undersigned is directed to refer to this Secretariat's O.M. No. 1/3/3/2011-Cab dated 29.06.2011 which stipulates that in cases where approval of the Prime Minister has been obtained under Rule 12 of the Government of India (Transaction of Business) Rules, 1961, "*the note for seeking ex-post facto approval of the Cabinet or concerned Cabinet Committee should be forwarded to Cabinet Secretariat latest within one month of the approval under Rule 12*". Attention is also drawn to Cabinet Secretary's D.O. letter No. 1/48/6/2015-Cab. dated 14.08.2015 which conveyed the directions of the Prime Minister that "all MoUs that are signed by the Departments and are required to be brought before the Cabinet for post facto approval or information, under extant provisions, must be submitted within one month of the signing of the MoU. In case of any delay, the Note should detail the specific reason(s) and Justification(s) in submitting the Note before the Cabinet after the prescribed time period".

2. In spite of the clear instructions on the subject, instances of delayed submission of notes by Ministries/Departments have been observed. In many cases, the Ministry/ Department has not detailed reason(s) and justification(s) for the delay in submitting the note beyond the prescribed time period. This has been viewed seriously.
3. The undersigned has been directed to reiterate the above instructions and request the Ministries/Department to forward notes seeking *ex-post-facto* approval of Cabinet/ Cabinet Committee or for information, well within the stipulated period of one month so as to enable this Secretariat to place the note for consideration of Cabinet/Cabinet Committees.
4. It is requested that the above instructions may please be disseminated to all concerned for strict compliance.

**(S.G.P. Verghese)  
Director**

All Secretaries to the Government of India



**F. No. 19047/1/2016-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure**

Dated: 14.09.2017

**OFFICE MEMORANDUM**

**Subject: TA/DA entitlements of Non-officials of Committees/ Boards/ Panels etc.**

The undersigned is directed to state that the issues related to payment of TA/DA to Non-officials of Committees/Boards Panels etc. have been examined in D/o Expenditure. It has been decided that TA/DA entitlement of Non-officials may be regulated by the Administrative Ministries/ Departments in the following manner:-

**(i) Retired Govt. officials nominated as Non-officials in the Committees/ Boards/ Panels etc.**

TA/DA entitlement of these Non-officials will be same as per their entitlement at the time of retirement as per revised rates mentioned in this Department's O.M. No. 19030/01/2017-E.IV dated 13-07-2017.

**(ii) Persons from various fields nominated as Non-officials in Committees/ Boards/ Panels etc.**

TA/DA entitlement of these Non-officials will be same as admissible to officers in pay level-11 (Pre-revised Grade pay of Rs. 6600/-) in the Pay Matrix. TA/DA Entitlements will be as under:-

- i) Travel entitlement within the country-Economy class by Air or AC-II by Train.
- ii) Reimbursement for hotel accommodation/guest house of up to Rs.2250/- per day.
- iii) Reimbursement of non-AC taxi charges of up to Rs. 338/- per day for travel within the city.
- iv) Reimbursement of food bills not exceeding Rs. 900/- per day.

**(iii) Eminent personalities nominated as Non-officials in the Committees/ Boards/Panels:**

TA/DA entitlement of these Non-officials will be same as admissible to officers in Pay level-14 (Pre-revised Grade pay of Rs.10, 000/-) in the Pay Matrix. TA/DA Entitlements will be as under:-



- i) Regarding travel entitlement of these Non-officials, Secretary in the Administrative Ministry, in consultation with the FA, may allow eminent personalities who are Non-officials in the Committees/Boards/Panels etc., to travel in Executive class in the Domestic airlines within the country subject to the following conditions:-
    - a) Where a Non-official is or was entitled to travel by air by Executive class under the rules of the organization to which he belongs or might have belonged before retirement.
    - b) Where the Administrative Ministry is satisfies that the travel by Executive class by air is the customary mode of travel by the Non-official concerned in respect of journeys unconnected with the performances of Govt. duty.
  - ii) Reimbursement for hotel accommodation/guest house up to Rs. 7500/- per day.
  - iii) Reimbursement of AC taxi charges as per actual for travel within the city.
  - iv) Reimbursement of food bills not exceeding Rs. 1200/- per day.
2. In respect of Non-officials who are local, Mileage Allowance at the following rates will be admissible:-
    - i) **For retired Government officers-** TA/DA as per their entitlement at the time of retirement as per revised rates mentioned in this Department's O.M. No. 19030/ 01/2017-E.IV dated 13-07-2017.
    - ii) **Other Non-officials nominated from various fields-** Reimbursement of non-AC taxi charges of up to Rs. 338/- per day for travel within the city.
    - iv) **For eminent personalities nominated as Non-officials-** Reimbursement of AC taxi charges as per actual for travel within the city.
  3. The TA/DA entitlements mentioned in Para I above will be subject to the following conditions:-
    - i) These TA/DA entitlements will be applicable in case of Non-officials coming from outside. Local Non-officials will not be entitled for TA/DA.
    - ii) Local Non-officials will be entitled for Mileage Allowance only.
    - iii) Cases seeking deviation from the above entitlements may be referred to M/o Finance giving full justification for seeking deviation.
  4. These instructions will be effective from the date of issue of the O.M.
  5. This is issued with the approval of Finance Minister.

(Nirmala Dev)  
Deputy Secretary (EG)

1. Secretaries of all Ministries/ Departments (as per standard list)
2. Financial Advisors of all Ministries / Department as per standard list.



No. 25(12) / E.Cood-2018  
Government of India  
Ministry of Finance  
Department of Expenditure (E-Coord Branch)

North Block, New Delhi  
**Dated:** 3<sup>rd</sup> April 2018

**OFFICE MEMORANDUM**

**Subject: Reimbursement in respect of Newspapers purchased/supplied to officers at theirresidence - guidelines regarding.**

Department of Expenditure, Ministry of Finance, vide Order No. 1(24)/E.IIA/96 dated 13th September, 1996 had issued guidelines on the subject cited above. It has been felt that these guidelines are dated and need to be updated. It has therefore, been decided that in place of the existing practice of getting monthly reimbursement of newspaper on production of newspaper bills, reimbursement for newspaper may be made at the rates mentioned below based on the certification given by the entitled officer.

SI.N O.	Level of Officers	Reimbursement to be made per month (in Rs.)
1	Secretary / Secretary equivalent	As per actuals
2	Additional Secretary/Additional Secretary equivalent	Rs. 1100/-
3	Joint Secretary/Joint Secretary equivalent	Rs. 850/-
4	Director/Deputy Secretary/Under Secretary/Section Officer or equivalent	Rs. 500/-

2. A Certificate as per the Annexure, to the effect that expenditure has been incurred on newspaper shall be provided by the officers on half yearly basis to the office for reimbursement.
3. This issues in supersession to all earlier guidelines of Department of Expenditure on the subject.
4. The orders will be effective with immediate effect.

(H.Atheli)  
Director

**To:**

1. All Ministries/Departments of the Government of India.
2. All Financial Advisors of Ministries/Department of the Government of India
3. Office of Comptroller & Auditor General of India.



## Annexure

### **Government of India**

Ministry of \_\_\_\_\_

Department of \_\_\_\_\_

*[Statement to be furnished on half-yearly basis by the Government Officer to Administration]*

Name of the Applicant \_\_\_\_\_

Designation\_\_\_\_\_

Department\_\_\_\_\_

Pay Level & Basic Pay (Rs.) \_\_\_\_\_

I Certify that I have spent Rs.\_\_\_\_\_ towards purchase of Newspaper(s) forthe months of :

- (i) Jan -June, 20\_\_  
Or  
(ii) July-December, 20 \_\_

*[Only one option is to be ticked]*

I further declare that : i) The Newspaper (s) in respect of which reimbursement is claimed, is/are purchased by me. ii) The amount for which reimbursement is being claimed has actually been paid by me and has not/will not be claimed by any other source.

Date: \_\_\_\_\_

Signature:

Name :



**F.No. 10/1/2018-M&G  
Government of India  
Ministry of Home Affairs  
(M&G Section)**

CS division, M&G Section, 2nd Floor,  
Major Dhyan Chand National Stadium,  
India Gate, New Delhi-110002  
Dated 19 April 2018

**OFFICE MEMORANDUM**

Salary and Allowances of the Minister is Governed by the "The Salaries and Allowances of Ministers Act, 1952" Section 3 (1) and 3 (2) of the Act is reproduced as below :

\*\* 3 (1) Each Minister shall be entitled to receive a salary per mensem, and an allowance for each day during the whole of his term as such Minister at the same rates as are specified in Section 3 of the Salaries, Allowances and Pension of Member of Parliament Act, 1954 with respect to Member of Parliament.

\*\*\* 3(2) Each Minister shall be entitled to receive a Constituency Allowance at the same rate as is specified under Section 8 of the said Act with respect to Member of Parliament.

1\*\* Substituted by Act 76 of 1985.

2.\*\* Substituted by Act 76 of 1985.

2. Legislative Department M/o Law and Justice vide Notification 17 of 2018 notified the Finance Act, 2018 wherein in Part V at Sl. No. 141 to 145 (page no. 48) carried out amendments to the Salary, Allowances and Pension of Members of Parliament act, 1954.

3. Accordingly, the salary and Allowances of the Ministers stands increased also. A copy of the above said notification is enclosed herewith for information and necessary action for revision of salary and allowances of Ministers.

**(A. K. Manish)**  
Under Secretary to the Government of India  
Tele fax 23075995

**F.No. 23(5) / E. Coord / 2018 (Pt.)**

**Government of India  
Ministry of Communications  
Department of Expenditure**

Dated 30th August 2018

**Subject: Timely clearance of cases referred to Integrated Finance Division (IFD) of Ministries/Departments**

1. The existing system of IFD in Ministries / Department has been in place for considerable time to assist the administrative Ministries to freely exercise their delegated powers with the guidance of IFA. The Charter of IFAs lays down the guidelines for the Ministries/Department towards achievements of their objectives facilitate implementation of approved programme with due financial prudence and ensure that monies allocated are spent in time, in the prescribed manner to achieve the intended outcomes.

2. However, instance of delays due to protracted correspondence between the Programme Division of the Ministry /Department and the concerned IFD resulting in non-implementation of the programme in a timely manner as well as cost and time overruns have been brought to notice. In this connection. It is stated the IFDs of Ministries / Department should ensure that piecemeal observations / queries are avoided while examining the proposals Queries / observations ought to be raised in a comprehensive manner by IFDs of the Ministries / Department and adequately addressed by the Programme Divisions to obviate interactions and frequent file movement.

3. In order to streamline the procedure for examination / scrutiny of projects by IFD of Ministries / Departments, the following measures are suggested: -

- a) The Programme Division is to submit proposals complete in all respects to IFD with the approval at appropriate level. For this purpose, Ministries/ Departments should develop a checklist in consultation with IFD.



- b) The concerned IFD is to examine / scrutinize the proposals and process with in a mutually agreed timeframe to be worked within the Ministry /Department. Queries / observations, if any, are to be conveyed in a consolidated manner duly addressing all issues.
  - c) The concerned Programme Division is to expeditiously answer to the queries / observations raised by IFD in a comprehensive manner.
  - d) In case of any further difference, FAs of the Ministries / Departments are advised to resolve any such issues in a meeting with the Head of the concerned Programme Division and process the proposal accordingly.
  - e) It may be ensured that no proposal remains unresolved for more than one month and any difficulty in processing any case despite the above measures, are to be brought to the notice of Secretary of the Department.
4. The FAs of the Ministries / Department are requested to follow the above instructions.

**(Annie G. Mathew)**  
Joint Secretary (Pers)

To  
All FAs of Ministries/Departments



No. 1/50/1/2018-Cab  
Government of India (Bharat Sarkar)  
Cabinet Secretariat (Mantrimandal Sachivalaya)  
Rashtrapati Bhavan

New Delhi, the 1<sup>st</sup> October, 2018

**OFFICE MEMORANDUM**

**Sub : Reflection of Financial implications in Indian Rupees in all Notes / Presentations, including the Notes for Cabinet and Cabinet Committees.**

The undersigned is directed to say that the financial implications in respect of any matter or proposal/project may, invariably, be reflected only in Indian Rupees in all Notes / Presentations of various Ministries / Department including in the proposals for consideration of Cabinet and its committees. In cases where there is necessity of reflecting the foreign currencies also, the same may be shown in brackets following the figure in Indian Rupees. Wherever necessary, the date adopted for conversion from / to foreign currency may also be indicated.

2. The above instructions may please be circulated to all concerned for ***strict compliance***.

**(Rajesh Bhushan)**  
Additional Secretary  
Tel. No. 23012697

To,  
All Secretaries to the Government of India

Copy to: -  
The Principal Secretary to the Prime Minister.



**No. 1/4/2017-Estt. (Pay-I)**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

North Block, New Delhi  
Dated the 28 the February, 2019

**OFFICE MEMORANDUM**

**Subject: - Restriction of officiating pay under FR 35 in the context of CCS (Revised Pay) Rules, 2016 - Regarding**

The undersigned is directed to state that in terms of the provisions contained in Fundamental Rule 35 (FR 35), the Central Government may fix the pay of an officiating Government servant at an amount less than admissible under the Fundamental Rules. Accordingly, orders have been issued from time to time indicating the circumstances and the extent to which provisions of FR 35 would apply. In this row, this Department vide OM No. 1/4/2009-Estt (Pay-I) dated 08.03.2010 laid down the ceilings for restriction of basic pay under FR 35 in running pay bands and grade pay system in the 6th CPC scenario.

2. The questions of revising these ceilings after implementation of CCS (RP) Rules, 2016 has been considered by the Government and the President is pleased to decide that the pay under FR 35 shall be restricted in a manner so that the increase in the basic pay of the post held by Government Servant prior to the officiating appointment shall not exceed 12.5% subject to a maximum of Rs. 6700 per month. Any increase in excess of 12.5% of the basic pay with a further ceiling of Rs. 6700 per month shall be treated as substantial increase for the purpose of FR 35.

3. In case of appointment on promotion in the normal line within the cadre but which are not on regular basis, initially the pay may also be fixed under relevant rules. After such fixation of pay, if it is found that there is no substantial increase in the pay so fixed as defined in para 2 above, the restriction under FR 35 will not be applied as shown in ***Illustration 1***. However, after such fixation of pay, if it is found that there is substantial increase in the pay so fixed, the restriction as mentioned in para 2 above will be applied. In that case after the restriction of basic pay if there is no such Cell equal to the amount so arrived after restriction is available in the Level of Pay Matrix of the officiating post, the officer shall be placed at the next higher Cell in that Level even if the limit for restriction mentioned in para 2 above is breached, as shown in ***Illustration 2***. The Government servant will earn his annual



increment on the basic pay so fixed after imposition of restrictions under FR 35.

4. However, in the cases where the pay of the officer after imposition of the restrictions in the manner indicated above is fixed at less than the value of the first Cell of the Level of officiating post, in that case, his pay will be fixed in the Level of post held by him before such officiating appointment. If no such Cell equal to the amount so arrived after restriction is available in the Level of post held by him before such officiating appointment, the officer shall be placed at the next higher Cell in that Level even if the limit for restriction mentioned in para 2 above is breached and he will draw his annual increment(s) in the Level of the lower post till he reaches the minimum of the Level of the officiating post. After one year of reaching / surpassing the minimum of the Level of officiating post, the officer will become entitled to increment in the Level of the officiating post and his pay will be fixed in Cell 2 of the Level of the pay matrix of the officiating post as shown in **Illustration 3**.

5. In cases of appointments on promotion in the normal line within the cadre but which are not on regular basis, the pay shall be restricted under FR 35 in the manner given above. However, restriction of officiating pay under FR 35 will not be invoked in respect of regular cadre promotion where the employee who becomes due for promotion falls within the zone of consideration and fulfils all the conditions of eligibility prescribed in the Recruitment Rules for promotion

6. The new rates will be applicable with effect from the date an employee draws pay in the revised scale of pay applicable in accordance with Central Civil Services (Revised Pay) Rules, 2016.

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

8. Hindi version will follow.

(Rajeev Bahree)  
Under Secretary (Pay)  
Tele : 23040489

To,

All Ministries / Departments of Government of India.

**Annexure to No. 1/4/2017-Estt. (Pay-I) dated the 28th February, 2019****Illustration 1**

An officer was drawing pay of Rs. 78500/- in Cell 6 of Level 11 before his appointment to officiate in Level 12 carrying duties and responsibilities of greater importance than those attaching to the post held by him before such appointment.

On the date of his officiating appointment, he may be granted one increment (Cell 7 in Level 11-Rs. 80900/-) and thereafter, he is to be placed at a cell equal to the figure so arrived (Rs. 80900/-) in the Level 12. Since no such cell equal to Rs. 80900/- is available in Level 12, he shall be placed at the next higher cell in that Level (Cell 2 of Level 12 - Rs. 81200/-)

After such fixation since there is only an increase of amount of Rs.2700 (Rs. 81200-78500) which is less than 12.5% of the basic pay (Rs. 78500/-) of the post held earlier by the officer before such officiating appointment and further limit of Rs. 6700/-, there is no substantial increase in the pay so fixed. The restrictions under FR 35 will, therefore, not apply in this case and his pay will be fixed at Rs. 81200/- (Cell 2 in Level 12).

**Illustration 2**

An officer was drawing pay of Rs.175500 in Cell 13 of Level 13 before his appointment to officiate in Level 14 carrying duties and responsibilities of greater importance than those attaching to the post held by him before such appointment. In this case, his pay is to be fixed in the following manner under FR 35:-

On the date of his officiating appointment, he may be granted one increment (Cell 14 of Level 13- Rs. 180800) in the Level (Level 13) of the post held by him before officiating appointment. Since no cell equal to 180800 is available in Level 14 he shall be placed at the next higher cell in that level (Rs.182700-Cell 9 of Level 14). By such fixation of pay, the increase in pay come to Rs. 7200/- (Rs. 182700-175500). Amount of / Increase of Rs. 7200/- is more than increase of Rs. 6700/- permissible under FR 35 and as such this increase shall be treated as substantial increase for the purpose of restriction under FR 35. Thus, his pay is to be fixed at Rs. 182200 (175500+6700). However, as no such cell equivalent to the value of Rs. 182200 is available in Level 14, his pay is to be fixed at next Cell in Level 14, i.e. Rs. 182700 (Cell 9 in Level 14) breaching the limit of Rs. 6700.

**Illustration 3**

An officer was drawing pay of Rs. 36500/- in Cell 2 of Level 6 before his



appointment to officiate in Level 7 carrying duties and responsibilities of greater importance than those attaching to the post held by him before such appointment. In this case, his basic pay is to be fixed in the following manner under FR 35:-

On the date of his officiating appointment, he may be granted one increment (Cell 3 of Level 6 Rs. 37600/-) in the Level (Level 6) of the post held by him before officiating appointment. However, no cell equal to amount of Rs. 37600/- is available in Level 7 as minimum Cell value in Level 7 is Rs. 44900/- (Cell 1 of Level 7). If his pay is fixed at Rs. 44900/- (Cell 1 of Level 7), the increase in pay comes to Rs. 8400 (Rs. 44900-36500) which is more than increase of Rs. 4562.5/- (12.5% of 36500/-) limit prescribed under this OM. As such this increase shall be treated as substantial increase for the purpose of restriction under FR 35. His basic pay is thus to be fixed at Rs. 41062.5 (36500+4562.5) in the level of the post held by him before such officiating appointment i.e. Level 6. Since no such cell equal to the amount of Rs. 41062.5 is available in Level 6, his pay is to be fixed at next Cell in that Level, i.e. Rs. 41100 (Cell 6 in Level 6) breaching the limit of 12.5%.



No.-28/91/2022-P&PW(B)/8331

Government of India

**Ministry of Personnel, Public Grievances and Pensions  
Department of Pension and Pensioners 'Welfare**

\*\*\*

3<sup>rd</sup> Floor, Lok Nayak Bhavan, Khan Market,  
New Delhi, Dated the 11<sup>th</sup> October,2022

**OFFICE MEMORANDUM**

**Subject: Payment of Gratuity on death of a Government servant under Central Civil Services (Pension) Rules,2021-reg.**

The undersigned is directed to say that Department of Pension and Pensioners' Welfare has notified the Central Civil Services (Pension) Rules, 2021 in supersession of the Central Civil Service (Pension) Rules,1972. Rule 65 of the Central Civil Services (Pension)Rules, 2021 deals with payment of interest on delayed payment of gratuity, pension and family pension.

2. As per Rule 65 of the Central Civil Services(Pension)Rules,2021,in all cases where provisional pension or provisional family pension or provisional gratuity has not been sanctioned in accordance with those rules or where authorization of payment of pension or family pension or gratuity has been delayed, and is clearly established that the delay in payment was attributable to administrative reasons or lapses, interest small be paid on arrears of pension or family pension or gratuity at the rate and in the manner as applicable to General Provident Fund amount. However, if the delay in payment was caused on account of failure on the part of the Government servant or the pensioner or the member of the family of the Government servant to comply with the procedure laid down by the Government for processing the pension or family pension case, no interest shall be payable.

3.All cases of delayed payment of pension or family pension or gratuity (including provisional pension or family pension or gratuity) in respect of employees of a Ministry or Department and the employees of its attached and subordinate offices shall be considered by the Secretary of the Ministry or Department or any other officer, not below the level of Joint Secretary to the Government of India, authorized by him for this purpose, and where the Secretary or the officer authorized by him is satisfied that the delay in the payment of pension or family pension or gratuity was caused on account of administrative reasons or lapse, payment of interest shall be authorized by him.

4.The Department or Office shall also fix the responsibility and take disciplinary action against the Government servant(s)who are found responsible for the delay on account of administrative lapses. Interest shall be paid within two months from the date on which it has been sanctioned by Secretary or the officer authorized by him without waiting for the outcome of the disciplinary proceedings, if any.



5. The period for which interest shall be payable for the delay in payment of pension or gratuity shall be determined in the following manner, namely: -

- (a) In the case of a Government servant who retires on superannuation, interest shall be payable from the date following the date of expiry of a period of three months from the date of retirement, up to the date of payment of arrears of pension or gratuity or both:
- (b) In the case of a Government servant who retires or is retired otherwise than on superannuation or is absorbed in a public sector undertaking or an autonomous body or dies during service or after retirement, interest shall be payable from the date following the date of expiry of a period of three months from the date of retirement or absorption or death, as the case may be up to the date of payment of arrears of pension or gratuity.
- (c) In the case of a Government servant to whom provisional pension was paid and retirement gratuity was not paid on retirement on account of departmental or judicial proceedings pending against him on the date of retirement and who is exonerated of all charges on conclusion of such departmental or judicial proceedings, interest shall be payable on retirement gratuity and arrears of pension, if any, from the date following the date of expiry of a period of three months from the date of retirement up to the date of payment of arrears in pension and gratuity.
- (d) In the case of a Government servant to whom provisional pension was paid and retirement gratuity was not paid on retirement on account of departmental or judicial proceedings pending against him on the date of retirement and despite him not having been fully exonerated of all charges on conclusion of such departmental or judicial proceedings, the competent authority decides to allow payment of pension and retirement gratuity either in full or in part, interest shall be payable on retirement gratuity and arrears of pension, if any from the date of expiry of a period of three months from the date on which the order for payment of pension and gratuity is issued by the competent authority up to the date of payment of pension and gratuity.
- (e) In the case of a Government servant to whom provisional pension was paid and gratuity was not paid on retirement on account of departmental or judicial proceedings pending against him on the date of retirement and such departmental or judicial proceedings are dropped consequent on his death, Interest shall be payable on arrears of pension, family pension and gratuity from the date of expiry of a period of three months from the date of death up to the date of payment of such arrears of pension, family pension and gratuity.
- (f) Where arrears of pension or gratuity become payable to a Government servant on account of enhancement of the amount of pension authorized or the amount of gratuity paid on retirement consequent on retrospective revision of emoluments or liberalization in the provisions relating to grant of pension or gratuity, interest shall be payable on arrears of pension or gratuity to the Government servant from the date of expiry of a period of three months from the date of issue of the order revising the emoluments or liberalizing the provisions relating to grant of pension or gratuity, as the case may be, up to the date of payment of 'arrears of pension or gratuity.'



सत्यमेव जयते

- 6 All Ministries/Departments are requested that the above provisions regarding payment of interest on delayed payment of gratuity, pension and family pension under Central Civil Services (Pension) Rules, 2021 may be brought in the notice of the personnel dealing with the pensionary benefits in the Ministry/Department and attached/subordinate offices thereunder, for strict implementation.

(S. Chakrabarti)  
Under Secretary to the Govt. of India

To  
All Ministries/Departments/Organizations,  
(As per standard list)



**No.18/03/2015-Estt (Pay-I)**

**Government of India**

**Ministry of Personnel, Public Grievances and Pensions**

**Department of Personnel & Training**

**North Block, New Delhi**

Dated 3<sup>rd</sup> October,2022

**OFFICE MEMORANDUM**

**Subject: Recovery of wrongful/excess payments made to Government Servants.**

The undersigned is directed to invite attention to the D/o Personnel & Training (DoPT)'s OM No 18/03/2015-Estt (Pay-I) dated 02.03.2016 on the subject mentioned above (**copy enclosed**).

2. Recently, the Hon'ble Central Administrative Tribunal (CAT), Lucknow Bench, while hearing the OA No.302/2022 (Atul Chandra Srivastava Vs UoI & Ors.) and OA No. 303/2022 (Mohammad Irshad Vs UoI & Ors.) has passed an interim Order dated 20.07.2022 expressing concern over the mistakes/clerical faults on the part of Ministries Departments/Offices leading to incorrect fixation of pay etc., which result in excess payments being made to the Government Servants.

3. The Hon'ble Tribunal in its Order dated 20.07.2022 referred to the judgment dated 18.12.2014 of the Hon'ble Supreme Court in CA No.11527 of 2017 (arising out of SLPC No.11684 of 2012) State of Punjab & Ors Vs Rafiq Masih (White Washer) etc. and instructions issued vide DoPT's OM no 18/03/2015-Estt. (Pay-I) dated 02.03.2016 in light thereof. In its judgment, the Hon'ble Supreme Court identified five situations wherein recovery of excess payment made would be impermissible in Law. One of the situations where recovery of excess payment has been decided to be impermissible relates to the employees belonging to Class-III and Class-IV Service (or Group 'C' and Group 'D' Services). The Hon'ble Tribunal has noted that the applicants in both the cases under consideration are Group 'C' employees and the law in this regard has already been laid down in the judgement dated 18.12.2014 of the Hon'ble Supreme Court and subsequent instructions issued vide DoPT's OM dated 02.03.2016.

4. In this context, it is observed that the time taken by the Ministries/Departments/ Offices to discover mistakes/clerical faults in pay fixation of their employees is highly avoidable. The situation of overpayments occurs on account of erroneous calculation of payments due to an employee. If not detected in time, amount becoming due for recovery due to these excess payments keep accruing. In many cases, these overpayments come to notice of the administrative authority at a very late stage resulting in substantial amounts becoming due for recovery. However, in the wake of the Order dated 18.12.2014 of the Hon'ble Supreme Court referred above, these recoveries are to be considered for waiver in the types of cases identified therein. As a result, the administrative authorities concerned are compelled to explore other alternatives available to recover the amount involved or seek approval of the D/o Expenditure to waive off the same in accordance



with the procedure prescribed in this Department's OM dated 02.03.2016 read with the instructions contained in DoPT's OM No 18/26/2011-Estt (Pay-I) dated 06.02.2014.

5. The matter has been examined in consultation with the D/o Expenditure. It is advised that-
  - i. Ministries/Departments/Offices may exercise extreme caution and take suitable measures while handling pay fixation of their employees as also in other cases involving payments so as to ensure that such lapses/mistakes do not occur;
  - ii. Pay fixation orders issued due to grant of MACP/ACP/financial upgradation/increment/promotion etc. may necessarily be audited by the internal audit and/or the Pay & Accounts Office concerned within 3 months of issuing such orders; and
  - iii. In cases where the employee is due to retire within next 4 years, audit of previous pay fixation orders shall be done on priority.
6. Hindi Version will follow.

Sd/-

(Shukdeo Sah)

Under Secretary to the Government of India

Tel.No.011-23090489

To

All Ministries/Departments of Government of India.

Copy also forwarded to:

1. The Comptroller & Auditor General of India.
2. Secretary General, Supreme Court of India.
3. Controller General of Accounts/Controller of Accounts, Ministry of Finance.
4. Union Public Service Commission/Lok Sabha Sectt./ Rajya Sabha Sectt./ Cabinet Sectt./Central Vigilance Commission/ President's Sectt./ Vice-President's Sectt/ Prime Minister Office/ Niti Aayog.
5. Government of all States and Union Territories
6. Department of Personnel and Training (AIS Division)/JCA/Admn.Section
7. Secretary, National Council of JCM (Staff Side),13-C, Feroz shah Road, New Delhi.
8. All Members of Staff Side of the National Council of JCM/Department Council.
9. All Officers/Sections of Department of Personnel and Training/ Department of Administrative Reforms& Public Grievances/Department of Pensions& Pensioners' Welfare/PESB.
10. Joint Secretary (Pers.), Department of Expenditure, Ministry of Finance
11. Additional Secretary (Union Territories), Ministry of Home Affairs.
12. NIC, DOPT-with request to upload this O.M. on the Department's website underOMs & Orders (Establishment-Pay Rules) and also under "What is New".
13. Hindi Section, DoPT for Hindi Translation.



**F.No.7(1)/E.Cood/2019  
Ministry of Finance  
Department of Expenditure  
E.Cood.**

North Block, New Delhi  
September 17<sup>th</sup>, 2019

**OFFICE MEMORANDUM**

**Subject: Lifting of the ban on purchase of new vehicles by Ministries/ Departments**

Reference is invited to Para 2.3 of this Department's OM No.7(1)/E.Cood./2014 dated 29.10.2014 pertaining to economy measures and rationalization of expenditure wherein it stated that "*Purchase of new vehicles to meet the operational requirement of Defence Forces, Central Paramilitary Forces & security related organizations are permitted. Ban on purchase of other vehicles (including staff cars) will continue except against condemnation*" Consequent to the aforesaid condition, all proposals relating to purchase of vehicles by Ministries/Departments other than those against condemnation were being made with the concurrence of the Department of Expenditure.

(2) The matter regarding ban on purchase of vehicles (including staff cars) except against condemnation has been reassessed and examined by this Department.

(3) I am directed to state that the ban on purchase of other vehicles (including staff cars) except against condemnation stands withdrawn with immediate effect. The purchase of new staff cars on requirement basis including against condemnation will continue to be regulated within the ceiling fixed by the Department of Expenditure from time to time. Purchase of vehicles other than staff cars for operational need is also allowed. Ministries/ Departments in consultation with their Financial Advisers shall ensure that all purchases of vehicles are made judiciously keeping in mind the principle of 'need' and 'want' and GFR 2017 provisions on procurement are adhered to strictly.

Sd/-  
(Thanglemlian)  
Director (E.Cood)  
Tele: 23093290

To

All Ministries/Departments of Government of India

Copy to:

1. Cabinet Secretary
2. Principal Secretary to the Prime Minister
3. Vice Chairman, NITI Aayog
4. Financial Advisors of All Ministries/Departments



**No.AB.14017/24/2022-Estt. (RR)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions,**  
**Department of Personnel and Training**

Dated the 31<sup>st</sup> August, 2022

**OFFICE MEMORANDUM**

**Subject: Setting up of Search Committees/Search-cum-Selection Committees-regarding**

The undersigned is directed to say that this Department's OM NO. AB-14017/11/2004- Estt.(RR) dated 30.7.2007, containing consolidated instructions on constitution of Search-cum-Selection Committees containing the circumstances under which such Committees are to be constituted and the guidelines to be adopted while constituting these Committees and subsequent OMs issued on the said subject, details of which are given in Appendix to this O.M., have been reviewed and it has been decided to issue a comprehensive Office Memorandum containing the principles and guidelines to be followed by all concerned while setting up Search Committees and Search-cum-Selection Committees (for posts in autonomous organizations).

2. Accordingly, in supersession of all the OMs mentioned in the Appendix, consolidated and revised instructions on constitution of Search Committees and Search-cum-Selection Committees is attached as **Annexure** to this Office Memorandum.
3. All Ministries/ Departments are requested to bring the above guidelines to the notice of all concerned.
4. Hindi version will follow.

(A Bhattacharya)  
Deputy Secretary to Govt. of India  
Tel: 23094072

To

All Ministries and Departments of the Government of India (as per standard list)

Copy to:-

1. President's Secretariat, New Delhi
2. Vice-President Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. Cabinet Secretariat, New Delhi
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
6. The Registrar General, Supreme Court of India, New Delhi
7. The Comptroller and Auditor General of India, New Delhi
8. The Secretary, Union Public Service Commission, New Delhi
9. The Secretary, Staff Selection Commission, New Delhi
10. All the attached offices under the Ministry of Personnel, Public Grievances&Pension
11. National Commission for Scheduled Castes, New Delhi
12. National Commission for Scheduled Tribes, New Delhi
13. National Commission for OBCs, New Delhi
14. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi
15. Establishment Officer and AS.
16. NIC(DoP&T) for placing this Office Memorandum on the Website of DoP&T.

**Annexure to No.AB-14017/24/2022-Estt.(RR)dated 31.8.2022****Constitution of Search Committees and Search-cum-Selection Committees in respect of posts, other than those which are governed by separate instructions issued by Office of Establishment Officer, Department of Personnel and Training.**

The following instructions contain the principles to be kept in view, while setting up Search Committees/Search-cum-Selection Committees, including posts in autonomous and statutory bodies, other than those which are under the purview of Appointments Committee of the Cabinet (ACC) and for which separate instructions have been issued by the Office of Establishment Officer, Department of Personnel and Training.

**2. Search Committees for posts in Central Government**

In accordance with the guidelines of this Department, immediately after a post is created, the Recruitment Rules for the same should be framed, if the post is likely to continue for one year or more. Action to fill up the post, as per the provisions in the Recruitment Rules, has to be initiated as the procedure of Search Committee cannot be a substitute for the normal recruitment process.

**2.1 Situations in which Search Committees may be constituted for posts under the Central Government and their composition.**

- i. The post involved should not fall under the purview of the UPSC.
- ii. Since, as a rule, appointments in the Central Government are to be made on the basis of open advertisement, this requirement has to be followed without fail, and it is only in situations where advertisement may not result in adequate response, that a Search Committee should normally be appointed.
- iii. Constitution of Search Committees cannot be a substitute for advertisement of posts and their role is only to supplement the recruitment effort through advertisements.
- iv. Search Committees should be constituted only for sufficiently senior posts i.e. posts in Level-13 and above, which require specialized scientific/technical knowledge and experience.
- V. The composition of the Search Committee needs to be approved by the Department of Personnel and Training in each case, if the post proposed to be filled by this procedure is in Pay Level-14 and above.
- vi. The Committee should be chaired by the Secretary of the Ministry/Department concerned. Where it is constituted for a Secretary-level post, a senior and distinguished academician may be invited to chair the Committee. However, wherever retired Secretaries to Govt. of India are eligible to apply for the post, Cabinet Secretary shall be the Chairperson of Search Committee/Search-cum Selection Committee.
- vii. The Committee should normally consist of not more than 5 members including the Chairman.
- viii. Where serving officers of Government, Autonomous Bodies, PSEs etc. are nominated as Members, they should be at least one level above the post to which appointment is being made.



- ix. No person who is a recipient of grants/funding from the Ministry concerned or who is closely related to a recipient should be proposed as a Member of the Committee.
- x. The composition of the Committee should be well-balanced. At least one Expert Member should be nominated having acknowledged expertise in the field of specialization relevant to the post for which the Committee is being constituted.
- xi. At least half the number of Members should be from outside the Ministry/ Department, which administers the post.
- xii. The tendency, repeatedly to rely on the same experts for several recruitments over long periods of time, is to be avoided. It is necessary to infuse fresh blood in such Committees in order to ensure that they identify the right candidate for the post.
- xiii. In some cases, the Recruitment or Statutory Rules themselves prescribe composition of Search Committee/Search-cum Selection Committee. It should be ensured that each time the Committee is to be constituted, it should strictly comply with the composition provided in the Rules. Wherever it is necessary, amendments to the Rules may be carried out to ensure that the composition of the Committee is in conformity with these instructions.

## **2.2 Other Conditions**

- i. A minimum period of at least four weeks may be given to the candidates to apply in response to the circular/advertisement for appointment to such posts.
- ii. The Search Committees/Search-cum-Selection Committees should preferably recommend a panel of names, in the order of merit, unless only a single candidate has been found suitable for the post.
- iii. The panel recommended by the Committee will remain valid for one year. The panel recommended by the Committee will have to be accepted in toto by the Ministry/Department. Any deviation in such matters will require the prior approval of ACC.
- iv. If no selection is made from the panel within the period of one year, the Committee shall be constituted afresh to recommend a fresh panel. Such a Committee may also consider the names of persons recommended in the earlier panel.
- V. Where the post falls under the purview of ACC, scrapping of the panel would require prior approval of ACC.
- vi. Where the composition of the Search Committee is to be approved by the Department of Personnel and Training, Ministries/Departments are to submit their proposal for constitution of the Committee through an e-mail to the Director/Deputy Secretary/Under Secretary, Department of Personnel and Training dealing with the subject of Search Committee/Search-cum-Selection Committee.
- vii. The proposal should be accompanied by a duly filled in Check-list (as per format in para 6), copy of the Statutory/Recruitment Rules containing composition of the Committee or mode of appointment, brief Profile of the Expert Member(s), previous approval of Department of Personnel and Training to the Committee for the said post etc.

**3. Search-cum-Selection Committees for posts in autonomous/statutory bodies etc.****3.1 Situations in which Search-cum-Selection Committees may be constituted for posts under statutory/autonomous bodies and their composition.**

- i. Each Ministry/Department shall constitute a Search-cum-Selection Committee, with the concurrence of the Department of Personnel and Training, for (a) post of Chief Executive irrespective of the Pay Level and (b) posts below Chief Executive in PayLevel-14 and above.
- ii. The post involved should not fall under the purview of the UPSC.
- iii. Constitution of the Committee cannot be a substitute for advertisement of posts and therefore such posts have to be advertised and the Committee would only supplement the recruitment effort through advertisements.
- iv. The Committee should preferably be chaired by the Secretary of the administrative Ministry/Department concerned. In case, it is not found feasible, Chairperson of the Committee should be a distinguished person of sufficiently high standing commensurate with the level of the post for which selection is to be recommended by the Committee. For posts in Level-14, the Chairperson of the Committee should preferably, be an officer from the administrative Ministry/Department in Pay Level-15 or above (eg. Additional Secretary/Special Secretary).
- v. Wherever retired Secretaries to Govt. of India are eligible to apply for the post, CabinetSecretary shall be the Chairperson of Search-cum Selection Committee.
- vi. The Committee should normally consist of not more than five members including the Chairman.
- vii. The composition of the Committee should be well-balanced. At least one Expert Member, preferably two Expert Members, should be nominated having acknowledged expertise in the field of specialization relevant to the post for which the Committee is being constituted.
- viii. At least half the number of Members should be from outside the Ministry/ Department, which administers the post, including organizations under the administrative control of the Ministry/ Department.
- ix. Where serving officers of Central Government, PSEs, Statutory/Autonomous Bodies, Research Institution, University etc. are nominated as Members, they should be at least one level above the post to which appointment is being made.
- x. Where an officer retired from the Central Government, PSE, Statutory/Autonomous Body, Research Institution, University etc. is nominated as a Member, the Pay Level from which retired would not be relevant. However, such a retired official may be included only as an Expert Member, provided he/she has acknowledged expertise in the field of specialization relevant to the post for which selection is to be made.
- xi. No person who is a recipient of grants/funding from the Ministry/Department concerned or who is closely related to a recipient should be proposed as a Member of the Committee.



- xii. The tendency, repeatedly to rely on the same experts for several recruitments over long periods of time, is to be avoided. It is necessary to infuse fresh blood in such Committees in order to ensure that they identify the right candidate for the post.
- xiii. In some cases, the Recruitment or Statutory Rules themselves prescribe composition of Search Committee/Search-cum Selection Committee. It should be ensured that each time the Committee is to be constituted, it should strictly comply with the composition provided in the Rules. Where the composition is not provided in the Statutory Rules or Recruitment Rules/Regulations for the post involved, amendments to the Rules may be carried out by the administrative Ministry/Department to ensure that the composition of the Committee is provided in the Rules itself.
- xiv. All appointments, which are covered by specific statutes, are to be carried out on the basis of the statutory provisions. Wherever the statutes provide for appointment to a post with the approval of the Central Government, the appointment to the post of Chief Executives in Pay Level-14 and above, will be within the purview of ACC and the Search-cum-Selection Committee mechanism envisaged in these instructions will apply
- xv. Extension in tenure of persons other than the Chief Executives shall also be considered by the Search-cum-Selection Committee and its recommendations shall be accepted by the Ministry/Department. Any proposal to reject the recommendations will require the approval of the ACC. Authority for approval of extension in tenure of Chief Executives will rest with the ACC.

### **3.2 Other Conditions**

- i. A minimum period of at least four weeks may be given to the candidates to apply in response to the circular/advertisement for appointment to such posts. The vacancy shall be given wide publicity through open advertisement, publication in leading newspapers/ periodicals, circulation among various Ministries/ Departments/ State Governments/Autonomous Bodies/Research Institutes etc., as also made available on the website of the Ministry/Department.
- ii. The Search-cum-Selection Committee should preferably recommend a panel of names, in the order of merit, unless only a single candidate has been found suitable for the post.
- iii. The panel recommended by the Committee will remain valid for one year. The panel recommended by the Committee will have to be accepted in toto by the Ministry/ Department. Any deviation in such matters will require the prior approval of ACC.
- iv. If no selection is made from the panel within the period of one year, the Committee shall be constituted afresh to recommend a fresh panel. Such a Committee may also consider the names of persons recommended in the earlier panel.
- v. Where the post falls under the purview of ACC, scrapping of the panel would require prior approval of ACC.



- vi. Where the composition of the Search-cum-Selection Committee is to be approved by the Department of Personnel and Training, Ministries/Departments are to submit their proposal for constitution of the Committee through an e-mail to the Director/ Deputy Secretary/Under Secretary, Department of Personnel and Training dealing with the subject of Search Committee/Search-cum-Selection Committee.
- vii. The proposal should be accompanied by a duly filled in Check-list (as per format in para 6), copy of the Statutory/Recruitment Rules containing composition of the Committee or mode of appointment, brief Profile of the Expert Member(s), previous approval of Department of Personnel and Training to the Committee for the said post etc.
4. All autonomous institutions, which are not set up under their own statutes, shall modify their Memoranda and Articles of Association, Bye-laws etc. in order to incorporate fully these guidelines. The institutions shall report compliance to the Department of Personnel and Training through the administrative Ministry/Department along with copies of their revised Memoranda/Articles of Association, Bye-laws etc. These institutions, thereafter, shall not be required to take approval of Department of Personnel and Training each time for the Search-cum-Selection Committee constituted by them. The institutions shall, however, send a copy of the Search-cum-Selection Committees constituted by them to the Department of Personnel and Training.
5. Vide GSR 109(E) dated 12.2.2020, Department of Revenue has notified the Tribunal, Appellate Tribunal and other Authorities [Qualifications, Experience and other Conditions of Service of Members] Rules, 2020. Schedule to these Rules contain the specific composition of Search-cum-Selection Committee for posts of Chairman, President, Presiding Officer, Vice-Chairperson, Vice-President, and Members (eg. Judicial, Administrative etc.) of 19 Tribunals mentioned therein. Prior approval of Department of Personnel and Training would not be required to be obtained for constitution of Search-cum-Selection Committee, for the posts in these 19 Tribunals mentioned in the Schedule to the aforesaid Rules.

6. Format of Check-list to accompany the proposal for constitution of ScSC:

1.	Whether the post for which the Search-cum-Selection Committee is being constituted is outside of the purview of UPSC.	Yes/No
2.	Whether the post is in Pay Level-14 [Pay Band- 4, Rs.37400-67000/-with Grade Pay of Rs. 10000/-] and above.	Yes/No [indicate the Pay Level of the Post]
3.	Whether the Committee consists of not more than 5 members including the Chairperson.	Yes/No
4.	Whether the Composition has the approval of Minister-in-Charge of the Administrative Ministry/Department	Yes/No
5.	Whether at least half the number of Members are from outside the Ministry/ Department, including organizations under the administrative control of the Ministry/Department	Yes/No [If no, give reasons]



6.	The Members nominated to the Search-cum-Selection Committee, who are serving in Central Government, PSEs, Statutory/ Autonomous Bodies, Research Institution, University etc. are at least one level above the post for which the Committee is being constituted	Yes/No [indicate the Pay Level of Chairperson/ Members]
7.	The Member(s) included as Expert Member has acknowledged expertise in the field of specialization relevant to the post for which Committee is being constituted	Yes/No
8.	Brief Profile of the Expert Member(s) who is/are being nominated to the Committee	[to be enclosed]
9.	Statutory/Recruitment Rules governing appointment to the post	[copy to be enclosed]

**APPENDIX TO O.M.NO.AB-14017/24/2022-Estt.(RR)DATED 31.8.2022**

Sl. No.	Office Memorandum No. and date	Brief Subject
1.	AB.14017/11/2004-Estt. (RR) dated 30.7.2007	Setting up of Search Committees/Search-cum-Selection Committees
2.	AB.14017/11/2004-Estt. (RR) dated 25.5.2009	Setting up of Search Committees/Search-cum-Selection Committees
3.	AB.14017/11/2004-Estt. (RR) dated 17.7.2012	Setting up of Search Committees/Search-cum-Selection Committees
4.	AB.14017/11/2004-Estt. (RR) dated 21.10.2015	Setting up of Search Committees/Search-cum-Selection Committees
5.	AB.14017/11/2004-Estt. (RR) dated 6.4.2016	Setting up of Search Committees/Search-cum-Selection Committees
6.	AB.14017/5/2020-Estt. (RR) dated 15.5.2020	Setting up of Search Committees/Search-cum-Selection Committees



No.19047/10/2016-E-IV  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi.  
Dated: 12.04.2017

**OFFICE MEMORANDUM**

**Subject: Delegation of powers to Ministries/ Departments for payment of Sitting fee in respect of Non-officials of Committees/ Panels/ Boards etc.**

The undersigned is directed to state that the issues related to payment of Sitting Fee to Non-officials of Committees/Panels/Boards etc. have been examined in D/o Expenditure. It has been decided that Administrative Secretaries of the Ministries/ Departments may decide the Sitting Fee in respect of Non-officials of Committees/Panels/Boards etc. in consultation with their Financial Advisors and with the approval of their Ministers.

2. While considering the proposals for payment of Sitting Fee to Non-officials, the Ministries/Departments are directed to keep in view the following instructions/guidelines: -

2.1. **Categorization of Committees:** For the purpose of payment of Sitting Fee, Committees/Boards/panels are categorized into following three categories: -

- (i) **High Level Committee:** In terms of Cabinet Secretariat Circular No. 1/16/1/2000- Cab. dated 15.04.2002, a High-Level Committee is a committee set up with the approval of Hon'ble Prime Minister through the Cabinet Secretary and presided over by a high-ranking dignitary e.g., a Minister, a Judge of the Supreme Court of India, a Vice-Chancellor etc. including prominent persons in public life as Members.
- (ii) **Technical or Expert Committee:** A Technical or Expert Committee is a committee constituted to discharge functions as prescribed under Acts/Rules/Subordinate legislation on the subject. Such Committee is to be set up with the approval of the Minister of the concerned Ministry. In case any Member of Parliament is included in the Committee, the prior approval of Prime Minister to their inclusion is to be obtained in terms of Cabinet Secretariat Circular No.1/16/1/2000-Cab.dated 15.04.2002.
- (iii) **Other Committees:** All other Committees will be covered under this category. These Committees will be constituted with the approval of the Administrative Secretary or Minister.

2.2 **Definition of a Non-official:** For the purpose of grant of Sitting Fee only such persons are to be considered as non-officials who are not employed in any institution/ organization/body funded by the Central Government.

3. **Rates of Sitting Fee:** On the basis of categorization of Committees viz. High Level Committee, Technical or Expert Committee and Other Committees, the Ministries/ Departments shall ensure that the maximum rates of Sitting Fee to be paid to Non-official Chairman/ Members will not be more than the following: -



- (i) **High Level Committee** : Not more than Rs.10,000/- per day of Sitting.
- (ii) **Technical or Expert Committee** : Not more than Rs.6000/-per day of Sitting.
- (iii) **Other Committees** : Not more than Rs.4000/- per day of Sitting.

4. For arriving at the rates of the Sitting Fee to Non-official Chairman and Members of the Committees/Boards/Panels, the Ministries/Department shall observe the following conditions:

- i. While considering the amount of Sitting Fee, the Ministries/Departments have to keep in view facts such as nature and scope of the Committee, importance of the subject assigned to the Committee, category of the Committee (i.e. High level Committee, Technical or Expert Committee or other Committee), level/ status of Chairperson/ Members, duration of the Committee, frequency of meetings, Terms of Reference of the Committee etc.
- ii. In no case, the ceiling should exceed 10 meetings in a month in respect of all categories of Committees viz. High Level, Technical or Expert Committees and Other Committee. It is presumed that such committees are constituted for a limited duration specified in the order.
- iii. It is clarified that the Govt. employees nominated to such Committees/ Boards/ Panels etc. will not be entitled to Sitting Fee.
- iv. Cases seeking deviation from the above norms may be referred to M/o Finance giving full justification for seeking deviation.

3. These instructions will be effective from the date of issue of this O.M.

4. This is issued with the approval of Finance Minister.

Sd/-  
(Nirmala Dev)  
Deputy Secretary to the Government of India  
Telefax.23093276

- 1. Secretaries of all Ministries/ Department (as per standard list).
- 2. Financial Advisers of all Ministries/ Departments (as per standard list).
- 3. Cabinet Secretariat-For information.



**F.No.7(8)/2012-E-III(A)**  
**M/o Finance**  
**D/o Expenditure**  
**(E-III A Branch)**

North Block, New Delhi  
Dated the 16th May,2012

**Office Memorandum**

**Subject: Submissions before Courts/ Central Administrative Tribunals and handling of Court cases on pay and allowances and service conditions etc.**

The Allocation of Business Rules,1961 forms the basis for transacting business of the Government of India by the different Departments/Ministries. Individual Departments/ Ministries are responsible for discharging the business "allocated" to them on behalf of the Government of India and to handle the administrative issues relating to service conditions of the employees under its administrative control. In the context of CAT/Court cases related to pay scales, allowances and other service conditions of Government employees/ employees of autonomous bodies, etc., attention is invited to M/o Finance, D/oExpenditure OM No. 7(32)/E-III/92 dated 24h May,1993(copy enclosed) stipulating that (i)a common counter reply should be filed before a Court of Law on behalf of the Union of India by the concerned administrative Department/Ministry where the petitioner is serving or has last served and (ii) a unified stand should be adopted instead of bringing out each Department's/Ministry's point of view in the said reply.

2. Of late it has been observed that Ministries/Departments are not following these instructions as a result of which either the Government's stand is weakened in the case or sometimes the Government is put in an embarrassing position. All Ministries/ Departments are therefore, requested to comply with the following while handling cases filed by Government servants or their Associations/Unions on matters related to pay and allowances and other service conditions:

- (i) Court/CAT cases should be handled expeditiously and within the required time frame. Sometimes, references are made to the nodal ministries/departments dealing with policy matters at the eleventh hour, i.e. a few days before the last date fixed by the Court/ Tribunal. This does not give sufficient time to these Ministries/ Departments to carefully examine the issues involved. It is, therefore, stressed that on receipt of the Notice along with the original Application/Petition, the Administrative Department/ Authority should immediately prepare para-wise comments /counter- affidavit. Wherever necessary, the specific points on which comments of other nodal Departments like Department of Expenditure, Department of Personnel & Training, Department of Pensions and Pensioners' Welfare, etc. are required may be brought out clearly. There upon, reference should be made to the concerned nodal Ministry/Department on priority basis. matters may there after be referred to the Ministry of Law/ Standing Government Counsel engaged in the matter for vetting and filing the same before the Tribunal/Court.
- (ii) It has also been observed that at times the Standing Counsels appointed do not



attend the Court hearings. In such an event, the matter must be taken up with the Department of Legal Affairs, Ministry of Law for taking action against Counsels who absent themselves from hearings without valid reasons. Further, the Ministry should ensure arrangements for appearance before the Court/Tribunal as and when the matter comes for hearing and for this purpose proper liaison with the Government counsel should always be maintained. In addition, the Counsels must necessarily be briefed thoroughly before they attend Court proceedings.

- (iii) All cases filed in CATs or Courts have to be defended by the Admn. Ministry/ Department/Organization where the Government servant is serving or has last served. In case other Ministries/Departments have been arrayed as respondents, they are to be treated merely as pro-forma parties and the matter has to be dealt with by the Admn. Ministry itself on behalf of the Government of India i.e. on behalf of all the other Ministries/Departments involved. In other words, there has to be only one counter affidavit submitted before the Court on behalf of the Government and it has to be prepared by the Ministry/Department where the applicant is serving/has last served. However, since other Ministries/Departments are also involved, they have to necessarily be consulted at the stage of formulating the draft counter reply.
- (iv) It has further been observed that while handling service matters/cases of the Government servants, the administrative Ministries Departments in their communications to the Government servants/Associations etc. or even in the affidavits filed/submissions made before the Supreme Court/Tribunal etc. make specific references to a Ministry/Department under whose advice/directives a particular decision has been taken. This gives an impression that the decision is that of the Ministry/ Department which has been consulted and not that of the Government. Such allusions place the Government in an embarrassing position. It is, therefore, stressed that while communicating decision(s) on the representation(s)/complaint(s) etc. submitted by the Government servants or their Associations, etc. the final decision should be in the name of the appropriate authority and in no circumstances, the communication should convey or give an impression that the decision was based on the advice of a particular Ministry/ Department which accepted/ rejected the demand(s). Exceptions may be made in respect of the sanctions etc. where according to financial regulations under rules or other mandatory provisions, it may be obligatory to mention the name of the specific authority with whose concurrence, or in consultation with whom the sanction has been issued.
- (v) Similarly, in case of affidavits filed or oral submissions made before the Courts/CAT, a unified stand should be adopted instead of bringing out each Department's/Ministry's point of view in the said reply. Even in cases where the matter is pending before a Ministry/Department the submissions made should be that the matter is under consideration of the Government and not that of any particular Admn. Ministry/



Department. In one such instance, the Admn. Ministry has in its submissions before the Court stated that while it agrees “in principle” to concede to the demands of the petitioners/applicants, it is D/o Expenditure which is not agreeing to the proposal. This position was adopted even as consultations between the two Departments were still underway and the issue at hand was yet to be resolved. A. situation like this must be avoided.

- (vi) In cases where the Court takes a decision against the Government, the Admn. Ministry/Department should take immediate steps to analyze the judgement and arrive at a view in consultation with the nodal Ministry/s concerned as to whether the same should be implemented or filing of an appeal or SLP is called for. The reference to nodal Ministry/s for their advice needs to be made well before the last date for filing Review Application before the CAT itself/an appeal before the High Court/SLP in the Supreme Court. The grounds on which the same are being filed have to necessarily be spelt out in the event of deciding that filing of such a Review application/SLP is necessary.
- (vii) In case a delay in filing the reply is apprehended, necessary steps to seek extension in time or stay orders should be taken on an urgent basis with the assistance of Standing Counsels.
- (viii) In certain cases, the Tribunal/Courts may not deliver substantive judgements in the matter and may direct the Government to consider/take a final view in the matter based on certain guidelines etc. The Tribunal/Court may desire final decision by a specific date. In all such cases, it is essential to ensure compliance of the orders within the specified time. In case any delay is expected on this score, extension of time from Tribunal/Court should always be sought. In such cases also, it has to be ensured that the matter is referred to different nodal agencies/Departments well before the last date of taking a final decision
3. In a nutshell, it is primarily the responsibility of the Administrative Ministry to ensure that timely action is taken at each stage a Court case goes through and that a unified stand is adopted on behalf of Government of India at every such stage. In no case should the litigation be allowed to prolong to the extent that it results in contempt proceedings. For this purpose, a proper mechanism for monitoring of court cases must be put in place by each Ministry/Department. Financial Advisers may ensure that cases requiring a reference to Department of Expenditure are invariably processed in a timely manner and the timelines monitored so that any contempt proceedings do not arise.
4. This issues with approval of Secretary (Expenditure).

Sd/-

(Madhulika P.Sukul)  
Joint Secretary (Pers.)

1. Secretaries of all Ministries/Deptts.
2. Chief Administrators of all UTs
3. All Financial Advisers



**File No. T-16017/57/2020-iGOT-1(Part 1)**

**Government of India**

**Ministry of Personnel, Public Grievances and Pensions**

**Department of Personnel and Training**

**(Training Division)**

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Block-IV, 3rd Floor, Old JNU Campus,  
New Delhi-110067

Dated:15th November,2022

**OFFICE MEMORANDUM**

**Subject: Onboarding of all Training Institutions under the Ministries/Departments, involved in civil service capacity building, on to the NSCSTI Web portal created by CBC for accreditation of training institutions.**

The undersigned is directed to say that the Capacity Building Commission (CBC) has been mandated to evolve a de-siloed approach and build shared resources for capacity enhancement of Civil Services, facilitate preparation of Annual Capacity Building Plans of Departments/Ministries, coordinate with Training Institutes to carry out research on pedagogy, competency framework etc, and exercise functional supervision over all Institutions engaged in imparting training to civil servants, for purposes of adherence to and achievements of Annual Capacity Building Plans and to create an eco-system of shared learning resources, including shared internal and external faculty.

2. In pursuance of its mandate, CBC has developed and rolled out the National Standards for Civil Service Training Institution (NSCSTI), an accreditation framework for training institutions involved in civil service capacity building including Central Training Institutions (CTIs), State level administrative training institutions and other institutions attached to and funded by various Ministries/Departments of Government of India. The NSCSTI portal is accessible through the CBC web-site-cbc.gov.in or at the web-link- <https://www.nscsti.org/>.

3. The registration and review of all Central Training Institutes engaged in imparting training to civil servants through this portal would facilitate the identification of different strength areas at various training institutions and help fulfil the mandate of CBC and ultimately facilitate the achievement of the goal envisaged under the National Civil Services Capacity Building Programme (NCSCBP)-Mission Karmayogi.

4. In view of the above, the undersigned is directed to request all the Ministries and Departments to take the following action-

(a) appropriate steps may be taken by each Ministry/Department to urgently on board the training institutions under their administrative control, on to the NSCSTI portal available on CBC'S website ([cbc.gov.in](http://cbc.gov.in)), to facilitate their assessment and accreditation.

(b) no new training institution may be formed in any Ministry/Department without first engaging with the CBC and obtaining its inputs.



(c) Every training institute engaged in imparting training to civil servants may also be directed to go through and sign up for the accreditation at the NSCSTI portal, as a condition for any increase in their funding.

5. The Ministries/Departments may contact the Capacity Building Commission for any clarification and support on the above issues.

**(Jayanthi Angayarkanni G.d.)**  
**Director(iGOT)**  
**Email:g.d.jayanthi@nic.in**

**To**  
**The Secretaries of all Ministries/Departments**  
**(Through DoPT Web-site)**

**Copy to:**

**Shri S. P. Roy, Director, Capacity Building Commission, 21<sup>st</sup> & 22<sup>nd</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001.**



**No.7(1)/E. Coord-I/2017  
Government of India  
Ministry of Finance  
Department of Expenditure**

North Block, New Delhi  
Dated, 12<sup>th</sup> April, 2017

**OFFICE MEMORANDUM**

**Subject: Compendium of instructions for Creation, Revival, Continuation and Transfer of posts.**

This Department has issued instructions related to creation, deemed abolition, revival and continuation of posts from time to time. Therefore, in supersession of all previous instructions/orders regarding creation, continuation, transfer and revival of posts, it has been decided, with the approval of Competent Authority, to issue a compendium of instructions covering all the aspects relating to these issues.

- 2.1 These instructions shall apply to creation/continuation/revival of posts in all Ministries/Departments, their Attached offices, Subordinate offices, Statutory bodies etc.
- 2.2 Proposal for creation/revival/continuation/supernumerary posts should be routed through IFD of concerned Ministry.
- 2.3 These instructions are not applicable to CPSEs, which may follow the instructions issued by Department of Public Enterprises in this regard.
- 2.4 Instructions in respect of Autonomous Bodies will be issued separately.

**3.1 Creation of Posts:**

- a. All powers with respect to creation of posts delegated under DFPRs stands withdrawn and only Finance Minister (for below JS level posts) and Cabinet (for JS and above level posts) would be the Competent Authority for creation of posts.
- b. For creation of posts at JS and above levels, only 'Cabinet' and no other 'Standing Committee' is competent, except in respect of requirements relating to national security.
- c. Approval of this Department is not required for creation of Statutory posts. Only those posts may be considered as Statutory, whose name and level/ pay scale have been specifically provided in an Act of Parliament (only post mentioned in Statute, not support staff).
- d. Proposals for creation of posts may be referred to Department of Expenditure through respective IFD with the approval of Secretary and Minister in-charge of the concerned administrative Ministry.
- e. The proposals for creation of posts may be submitted on file, along with the prescribed checklist issued by this Department (Annexure -I). Separate checklist may be prepared for each category of post. Proposals received without proper checklist would not be considered and returned.
- f. Specific exemptions for creation of posts granted to any Ministry/Department by this Department will however continue.

- 3.2 The level of approval for creation of posts is summarized in the following tables:  
For Ministries/ Departments, Attached offices, Subordinate offices, Statutory bodies etc.



S.No	Level of Post	Competent Authority
1	JS and above	Cabinet
2	Below JS level	Finance Minister

#### **4.1 Supernumerary Posts:**

The following principles should be observed while creating supernumerary posts:

- a. The supernumerary posts are created for the purpose of accommodating the lien of a Government servant who, though entitled to hold a lien against the regular post, cannot be so accommodated because of non-availability of such a post.
- b. The supernumerary post is a shadow post, i.e. no duties are attached to such a post. The supernumerary post is created for a definite and fixed period. Since, a supernumerary post is created for accommodating an officer till he is absorbed in a regular post, it should not be created for an indefinite period.
- c. The supernumerary post is personal to the officer for whom it is created and no other officer can be appointed against such a post. It stands abolished as soon as the officer for whom it was created vacates it on account of retirement or is accommodated in another regular post. In other words, no officiating arrangements can be made against such a post.
- d. Administrative authorities should maintain a record of the supernumerary posts, the particulars of the individuals who hold liens against them and the progressive abolition of such posts as and when the holder of the posts retire or are absorbed in regular permanent posts, for the purpose of verification of service for pension.

#### **5.1 Deemed Abolition & Revival of posts:**

- a. All posts, except newly created posts, kept in abeyance or remaining vacant for a period of more than 2 years in any Ministry/ Department/ Attached office/ Subordinate office/Statutory body, would be considered as 'deemed abolished' unless an exemption has been given at the time of sanctioning the post.
- b. A post falling into the category of 'deemed abolished' cannot be filled up prior to obtaining its 'revival' from Department of Expenditure.
- c. Statutory posts, the name and level/ pay scale of which is specifically provided for in an Act of Parliament, are exempted from falling in the category of 'deemed abolished' on remaining vacant for a period of more than 2 years. Only the posts mentioned in Statute may be considered Statutory, not their support staff.
- d. Newly created posts (posts which have been sanctioned recently by Department of Expenditure/ Cabinet), which do not have RRs would fall under the category of 'deemed abolished' after a period of 3 years from the date of creation unless it is clarified that this relaxation would not be applicable to those newly created posts which have existing RRs.
- e. Revival of posts would be considered in rare and unavoidable circumstances only.
- f. Proposals for revival of posts may be referred to this Department on file, along with the prescribed checklist issued by this Department (Annexure-II). Separate



checklist may be prepared for each post. Proposals received without proper checklist would not be considered.

**5.2** All Ministries/ Departments may submit to this Department, within 3 months, an Action Taken Report regarding abolition of posts which are vacant for more than 5 years in the Ministry/Department and organizations under their administrative control. Further, while referring any proposal for creation/ revival of posts to this Department, Ministries/ Departments may enclose a Certificate that all posts under their administrative control, vacant for more than 5 years on the date of referring the proposal, have been abolished.

The conditions for deemed abolition are provided in the following table:

S. No	Type of Post	Post Live for
1	Existing Post (held in abeyance/ vacant for more than 2 years)	Post is deemed abolished
2	Newly created Post-RRs Exist	2 years
3	Newly created Post-RRs do not Exist	3 years
4	Existing Post vacant for 5 years	Post may be abolished Immediately
5	Statutory Posts	Do not fall under deemed abolition

#### **6.1 Continuation of Posts:**

Continuation of posts would be considered subject to continuation of the scheme/project for which the posts were initially sanctioned. For above JS level posts. Department of Expenditure would examine and put up the proposal for approval of Secretary(Exp.), Secretary (DoPT) and Cabinet Secretary. In the case of continuation of Secretary level post, approval of Prime Minister may be obtained by the concerned Ministry/ Department after the approval of Cabinet Secretary.

**6.2 Competent Authority for continuation of posts is as follows:**

Sl.No	Level of Post	Competent Authority
1	JS and below level	DoE
2	Above JS level	CoS [Secretary (DoE), Secretary (DoPT) and Cabinet Secretary]
3	Secretary level	CoS as above. Thereafter, Ministry to obtain approval of PM

#### **7. Transfer of Posts:**

A post sanctioned for a specific purpose in an organization may not be diverted for another purpose at the same or different station. Cases of transfer/diversion/ adjustment of posts would amount to creation of new post with simultaneous abolition of existing post and prior approval of Department of Expenditure is required for the same.

**8. This issues with the approval of Finance Minister.**

Sd/-  
(Renu Sarin)  
Deputy Secretary (E.C.I)  
Tel # 2309 2761

To,

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

**Checklist for Creation of Posts**

Sl.No.	Particulars	
<b>Details of Post</b>		
1	Name/Designation of the post	
2	Pay Scale of the post	
3	Nature of Post (Scientific/Technical/Admin/Faculty/other)	
4	Duties and responsibilities of the post	
5	Functional justification for creation	
6	Does this post exists with same scale of pay and grade pay	
7	How work is being managed in the absence of the post	
8	Mode of recruitment of post (enclose copy of RRs)	DR/Deputation/Promotion
9	Essential and minimum qualification of the post	
10	No. of existing posts in the grade of the post	(a) Sanctioned (b) Vacant (with date)
11	Immediate lower (feeder) post in the hierarchy	(a) Sanctioned (b) Vacant (with date)
12	Immediate higher (promotional) post in the hierarchy	(a) Sanctioned (b) Vacant (with date)
13	Workload of the post (Extract of SIU study, if any)	
14	Possibility of outsourcing/contract/redeployment	
15	Financial implication (both recurring and non-recurring)	
16	Matching Savings (Specific posts with pay scales) <i>(FA may certify that posts are live and not surrendered earlier or recommended by SIU for abolition)</i>	
17	Whether any Norms exist for the proposed posts. A copy of the Norms may be provided.	
<b>Organization Details</b>		
1	Name of the organization	
2	Status of Organization (Ministry/Department/ Autonomous/Attached/ Subordinate)	
3	Detailed sanctioned strength (category wise) with pay scale and vacancy position (with date of vacancy)	
4	Whether the organization has been studied by SIU/ IWSU. If so, details	
5	Any other relevant information	
Certificate: It is certified that all such posts under the administrative control of this Ministry/Department which are vacant for more than 5 years, have been abolished		

Concurrence of Financial Advisor

Concurrence of Secretary



## ANNEXURE-II

Checklist for Revival of Posts

Sl.No	Particulars	
1	Name of the organization	
2	Name of the post	
3	Pay Scale of the post	
4	Date of Vacancy	
5	Mode of recruitment of the post (enclose copy of RRs)	DR/Deputation/Promotion
6	No. of posts in the grade of post proposed to be revived	(a) Sanctioned (b) Vacant (with date)
7	Duties and responsibilities of the post	
8	Functional justification for revival of the post	
9	Efforts made to fill up the post, since date of vacancy <i>(in chronological order with relevant documents)</i>	
10	How the work is being managed in the absence of the post and why this arrangement cannot continue	
11	Possibility of outsourcing/contract	
12	Financial implication of the revival of post	
13	Matching Savings (Specific posts with pay scales) <i>(FA may certify that these posts are live and not surrendered earlier or recommended by SIU for abolition)</i>	
14	No. of Posts in immediate lower (feeder) grade	(a) Sanctioned (b) Vacant (with date)
15	No. of Posts in immediate higher (promotional) grade	(a) Sanctioned (b) Vacant (with date)
16	Detailed sanctioned strength and vacancy position of the organization (grade-wise)	
17	Whether the post has been offered as matching savings for creation/ revival of any other post	
18	Whether the post has been recommended for abolition by SIU/ IWSU/ ERC	
19	Any other relevant information	

Certificate: It is certified that all such posts under the administrative control of this Ministry/Department which are vacant for more than 5 years, have been abolished

Concurrence of JS/Director (Admin)

Concurrence of Financial Advisor



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

North Block, New Delhi  
Dated the 6<sup>th</sup> May, 2015

**OFFICE MEMORANDUM**

**Subject: Economy in expenditure-serving of refreshments during meetings etc.**

The undersigned is directed to refer to the Department of Expenditure O.M. No. 7(2)E-Coord/03 dated 25.3.2004 on the subject mentioned above whereby the ceiling of Rs. 150/- per head was fixed for serving refreshment/working lunch during meetings/seminars/conferences.

2. A number of proposals have been received from various Ministries/Departments seeking relaxation of the above ceiling.

3. The matter has been re-examined and it has been decided to revise the ceiling of Rs. 150/-per head for serving refreshments/working lunch during meetings/seminars/conferences etc. in the following manner-

S. No.	Item	Ceiling (Rs.)
1.	Tea + Snacks	Rs.200/-
2.	High Tea	Rs.500/-
3.	Lunch/ Dinner	Rs.750/-

4. The Administrative Secretary in consultation with the Financial Advisor would need to exercise utmost discretion while deciding expenditure on above account keeping in mind economy in expenditure and adherence of financial rules/norms/proprietor.

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

Sd/-  
[N.Radhakrishnan]  
Director

Secretaries of all Ministries/Departments  
All Financial Advisors



**F.No.1/50/1/2021-Cab.**

**Cabinet Secretariat**

**Rashtrapati Bhawan**

New Delhi, the 16<sup>th</sup> September,2021

**Subject: Timely submission of Cabinet/Cabinet Committee notes seeking ex-post facto approval or for information.**

The undersigned is directed to refer to instructions issued by the Cabinet Secretariat from time to time which stipulate a period of one month for submission of notes seeking *ex-post facto* approval of the Cabinet/ Cabinet Committee or for its information. The relevant communications are available on the Cabinet Secretariat website for reference.

2. In this regard, Ministries/Departments have been advised that as procedural requirements have been complied with at the stage of seeking approval under Rule 12 of the Government of India (Transaction of Business) Rules,1961 (ToB Rules), there should ordinarily be no delay in finalizing the notes seeking *ex-post facto* approval. Further, while conveying approval under Rule 12 a specific time-line is also stipulated for seeking approval of the Cabinet/Cabinet Committee.

3. However, it is observed that in some cases the Ministries/ Departments have not adhered to the stipulated time-lines and have delayed submitting the notes for seeking *ex-post facto* approval. This has been viewed seriously.

4. Ministries/ Departments are also required to invariably and without fail inform the Cabinet Secretariat as soon as Memoranda of Understanding (MoUs)/ Agreements are signed in exercise of powers delegated under the ToB Rules, and forward notes for information of Cabinet/ Cabinet Committee within a period of one month from the date of signing.

5. The undersigned has been directed to request Ministries/ Departments to forward the requisite notes at the earliest but not later than the prescribed time-line in order to meet with the expectation that such notes are placed before the Cabinet/ Cabinet Committee within a period of one month from the date of Rule 12 approval or from the date of signing of MoUs/ Agreements.

6. The above instructions may be disseminated to all concerned for strict complianceso as to ensure that delays in this regard do not recur.

(Pankaj Agarwal)  
Additional SecretaryTele  
No.2301 2749

**All Secretaries to the Government of India**



**No.1/50/1/2016-Cab**  
**Government of India (Bharat Sarkar)**  
**Cabinet Secretariat (Mantrिमान्दल सचिवालया)**  
**Rashtrapati Bhavan**

New Delhi, the 11<sup>th</sup> May,2016

**OFFICE MEMORANDUM**

**Subject: Preparation/submission of notes for consideration of the Cabinet and Cabinet Committees.**

It has been observed that sponsoring Ministries/Departments are, in some cases, circulating draft Cabinet/Cabinet Committee notes to many Ministries/Departments for inter-ministerial consultations, including to those not related to the subject matter(s). It may be appreciated that this delays the finalization of Cabinet Notes.

2. In this connection, attention is drawn to Para 37 of the Handbook on writing Cabinet notes which states that the sponsoring Ministry/Department should consult Ministries/Departments concerned with the subject matter and the draft note(s) should be sent to the Ministries/Departments concerned, whose business is likely to be impacted by the proposal. Sponsoring Departments/Ministries are accordingly requested to undertake due diligence and circulate the draft note(s) only to the Ministries/Departments whose business is likely to be impacted by the proposal.
3. Ministries/Departments are requested to comply with these instructions.

(Deepti Umashankar)  
Joint Secretary  
Tel:2301 5802

**To**  
**All Secretaries to the Government of India.**



MOST IMMEDIATE  
**No.1/50/1/2020-Cab.**  
**GOVERNMENT OF INDIA (BHARAT SARKAR)**  
**CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)**  
**RASHTRAPATI BHAWAN**

New Delhi, the 19<sup>th</sup> November,2020

**OFFICE MEMORANDUM**

**Subject: Adherence to the time frame for furnishing comments to sponsoring Ministries/ Departments on Notes for Cabinet/ Cabinet Committees.**

The undersigned is directed to refer to instructions issued by this Secretariat from time to time stipulating the period of two weeks for the Ministries/ Departments to furnish their comments to the sponsoring Ministry/ Department on Notes for the Cabinet/ Cabinet Committees. According to these instructions, in cases where the stipulated period is not adhered to, the sponsoring Ministry/ Department will clearly indicate in the body of the Note the date on which comments were sought from Ministries/Departments concerned, and the fact that their comments have not been received till finalization of the Note for Cabinet/ Cabinet Committee.

2. In spite of these clear instructions for time bound completion of inter-ministerial consultations, it has been observed that in many cases, Ministries/ Departments are not furnishing their comments within the stipulated time-frame. This results in delay in finalization of the Note by sponsoring Ministry/ Department and timely consideration by Cabinet/ Cabinet Committees. Cabinet Secretariat's instructions dated 06.02.2017; 30.09.2015 and 20.06.2014 are enclosed for reference.

3. Ministries/Departments are, therefore, requested to strictly adhere to the time-lines prescribed in the aforementioned instructions.

Encl: a/a.

(Ashutosh Jindal)  
Joint Secretary  
Tel:2301 2697

To  
**All Secretaries to the Government of India.**



No.1/50/1/2021-Cab.  
**GOVERNMENT OF INDIA/BHARAT SARKAR  
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA  
RASHTRAPATI BHAWAN**

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New Delhi, the 22<sup>nd</sup> September,2021

**OFFICE MEMORANDUM**

**Subject: Preparation/submission of notes for consideration of the Cabinet and Cabinet Committees-Background of the proposal -reg.**

The undersigned is directed to refer to the guidelines contained in the Handbook on Writing Cabinet Notes and instructions issued by the Cabinet Secretariat from time to time regarding preparation of notes for consideration of the Cabinet/Cabinet Committees.

2. The Handbook outlines the general structure of a Cabinet/Cabinet Committee note and *inter-alia* prescribes that the note should include an introduction that succinctly brings out the essence of the proposal in three-four sentences, followed by a brief background. It has been observed that the contents of the Background paragraph do not fully capture relevant details such as genesis of the proposal, earlier decisions of the Cabinet/Cabinet Committees on the subject and subsequent developments leading to evolution of the proposal in its present form. As a result, contextual perspective of the proposal is often missing.

3. Ministries/Departments may, therefore, ensure that while drafting the notes for consideration of the Cabinet/Cabinet Committees, care is taken to ensure that the "background" brings out the evolution of the proposal to its present form providing complete contextual perspective. If required, relevant details could be annexed to the note.

4. The Handbook on Writing Cabinet Notes stands modified accordingly. The aforesaid instructions may be disseminated to all concerned for information and strict compliance.

Sd/-  
**(Ashutosh Jindal)**  
Joint Secretary  
Tele No.23012697

To  
All Secretaries to the Government of India.



**No.1/5/2017-Estt (Pay-I)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

North Block, New Delhi  
Dated the 15<sup>th</sup> March, 2019

**OFFICE MEMORANDUM**

**Subject: Incentive for acquiring fresh higher qualifications in the 7th CPC Scenario-reg.**

Central Government Servants acquiring fresh higher qualifications after coming into service are granted incentive in the form of one-time lump-sum amount ranging from 2000/- to 10,000/-, as provided in this Department's OM No. 1/2/89-Estt.(Pay-I) dated 09.04.1999 and other related OM's.

2. The 7<sup>th</sup> CPC has reviewed the rates of incentive presently available to employees on this account in addition to pay, and have suggested their rationalization and simplification in Para 8.9.11 to 8.9.14 of their report.

3. Ministry of Finance, Department of Expenditure (DOE) Resolution No.1-2/2016-IC dated 25.07.2016 vide Para 7 provided that the matter regarding allowances (except Dearness Allowance) based on the recommendations of the 7<sup>th</sup> CPC shall be referred to a Committee under the Chairmanship of Finance Secretary, and until a final decision thereon, all allowances including this incentive were required to be paid at the existing rates in the existing pay structure (the pay structure based on 6th CPC) as if the pay has not been revised w.e.f.1<sup>st</sup> January,2016.

4. The decision of the Government on various allowances based on the recommendations of the 7<sup>th</sup> CPC and in the light of the recommendations of the Committee under the Chairmanship of Finance Secretary has been issued as per the Resolution No.11-1/2016-IC dated 06.07.2017 of DOE.

5. The President is pleased to decide that in supersession of all the existing orders/OMs/instructions/guidelines on the subject of granting incentive for acquiring fresh higher qualifications, the following one-time lump-sum rates as incentive for acquiring fresh higher qualification by a Government employee shall be permissible for courses in fields that are directly relevant to the employee's job:

<b>Sl.No.</b>	<b>Qualification</b>	<b>Amount ₹</b>
1.	Ph.D or equivalent.	30,000
2.	PG Degree/Diploma of duration more than one year, or equivalent.	25,000
3.	PG Degree/Diploma of duration one year or less, or equivalent.	20,000
4.	Degree/Diploma of duration more than three years, or equivalent.	15,000
5.	Degree/Diploma of duration three years or less, or equivalent.	10,000



6. Professional courses directly relevant to the functional requirement of the Organization/Ministry/Department but not covered by any one of the categories mentioned in para 5 above, shall be notified specifically under Sl. No. 4 or 5 of para 5 above, by the concerned Ministry/Department in consultation with their respective IFD.

7. Ministries/Departments are free to choose courses on their own. However, the grant of incentive in respect of above qualifications will be subject to the fulfillment of the criterial aid down in para 8 below. The grant of incentive for the qualifications listed above shall be considered by the administrative authorities in consultation with their IFD and necessary orders shall be issued after ensuring that the criteria laid down in para 8 below are fulfilled.

**8. Criteria/guidelines for granting incentive for acquiring fresh higher qualifications, in the 7<sup>th</sup> CPC Scenario, are as under:**

- 8.1. The incentive will not be available for the qualifications which are laid down as essential or desirable qualifications in the recruitment rules for the post.
- 8.2. No incentive shall be allowed for acquiring higher qualification purely on academic or literary subjects. The acquisition of the qualification should be directly related to the functions of the post held by him/her, or to the functions to be performed in the next higher post. There should be direct nexus between the functions of the post and the qualification acquired and that it should contribute to the efficiency of the government servant.
- 8.3. The quantum of incentive will be uniform for all posts, irrespective of their classification or grade or the department.
- 8.4. The incentive shall not be admissible where the government servant is sponsored by the government or he/she avails study leave for acquiring the qualification.
- 8.5. The incentive would be given only for higher qualification acquired after induction into service.
- 8.6. No incentive would be admissible if an appointment is made in relaxation of the educational qualification. No incentive would be admissible if employee acquires the requisite qualification for such appointment at a later date.
- 8.7. The qualifications meriting grant of incentive should be recognized by University Grants Commission, respective regulatory bodies like AICTE, Medical Council of India, etc. set up by Central/State Government or recognized by the Government.
- 8.8. The incentive shall be limited to maximum two times in an employee's career, with a minimum gap of two years between successive grants.
- 8.9. The Government servant should prefer the claim within six months from the date of acquisition of the higher qualification.

9. The incentive as per this OM will be admissible for above qualifications acquired on or after 01.07.2017.

10. Government Servants, who have acquired the fresh higher qualification on or after 01.07.2017 till the date of issuance of this OM, may also claim these incentives within six months from the date of issuance of this OM.



11. Insofar as the persons working in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.

12. Hindi Version will follow.

**(Rajeev Bahree)**  
Under Secretary to the Government of India

To

All Ministries/Departments of Government of India



**No.4/3/2017-Estt(Pay-I)**  
**Government of India**

**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**

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**List of earlier OMs on the subject**

DOE's OM No. F.2(78)-E.III(A) 63 dated

02.02.1966 DOP&T'S OM No.4/7/92-Estt(Pay-I)

dated 04.11.93

North Block, New Delhi,

Dated the 26th October, 2018

**OFFICE MEMORANDUM**

**Subject:- Stepping up of pay-Consolidated guidelines-reg.**

The undersigned is directed to say that the issue of anomaly relating to senior Government employees drawing less pay than their juniors due to application of provisions of FR 22(I)(a)(i) is considered on merits for allowing stepping up pay of the seniors so as to bring it at par with that of the junior in accordance with the guidelines scattered in various OMs noted in the margin. A need has been felt to consolidate guidelines on stepping up of pay at one place keeping in view the provisions of the Central Civil Services (Revised Pay) Rules,2016, [in short CCS(RP)Rules,2016] as the frequent references on such issues continue to be received in this Department.

2. Consequent upon implementation of CCS(RP)Rules, 2016, the President is pleased to decide the following:

(i) In order to remove the anomaly of a Government servant promoted or appointed to a higher post on or after 1-1-2016 drawing lower pay in that post than another Government servant junior to him in the lower grade and promoted or appointed subsequently to another identical post, the pay of the senior Government servant in the higher post should be stepped up to a figure equal to the pay as fixed for the junior Government servant in that higher post. The stepping up should be done with effect from the date of promotion or appointment of the junior Government servant and will be subject to the following conditions, namely:

- (a) both the junior and the senior Government servants should belong to the same cadre and the posts in which they have been promoted are identical in the same cadre;
- (b) the Level in the Pay Matrix of the lower and higher posts in which they are entitled to draw pay should be identical;
- (c) the anomaly is directly as a result of the application of the provisions of Fundamental Rule 22(1)(a)(1) read with Rule 13 of CCS(RP)Rules,2016. For example, if the junior officer was drawing more pay in the existing pay structure than the senior by virtue of any advance increments granted to him, the provisions of this sub-rule should not be invoked to step up the pay of the senior officer.



(ii) The order relating to re-fixation of the pay of the senior officer in accordance with clause (i) shall be issued under Fundamental Rule 27 and the senior officer shall be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

3. The following instances/events wherein juniors draw more pay than seniors, do not constitute anomaly and, therefore, stepping up of pay will not be admissible in such events:

- (a) Where senior proceeds on Extra Ordinary Leave which results in postponement of his Date of Next Increment in the lower post and consequently, he starts drawing less pay than his junior in the lower grade itself. He, therefore, cannot claim pay parity on promotion even though he may be promoted earlier to the higher grade than his junior(s);
- (b) If a senior forgoes/refuses promotion leading to his junior being promoted/appointed to the higher post earlier and the junior draws higher pay than the senior.
- (c) If the senior is on deputation while junior avails of the ad-hoc promotion in the cadre, the increased pay drawn by the junior due to ad-hoc/officiating and/or regular promotion following such ad-hoc promotion in the higher posts vis-à-vis senior, is not an anomaly in strict sense of the term;
- (d) If a senior joins the higher post later than the junior, for whatsoever reasons, whereby he starts drawing less pay than the junior. In such cases, senior cannot claim stepping up of pay at par with that of his junior.
- (e) If a senior is appointed later than the junior in the lower post itself whereby, he is in receipt of lesser pay than the junior, in such cases also the senior cannot claim pay parity in the higher post if he draws less pay than his junior though he may have been promoted earlier to the higher post.
- (f) Where an employee is promoted from lower post to a higher post, his pay is fixed with reference to the pay drawn by him in the lower post under FR22(1)(a)(1) read with Rule 13 of CCS(RP)Rules,2016 and due to his longer length of service in the lower grade, his pay may get fixed at a higher stage than that of a senior direct recruit appointed to the same higher grade and whose pay is fixed under different set of rules. For example, a Senior Secretariat Assistant (SSA)on promotion to the post of Assistant Section Officer (ASO) gets his pay fixed under FR 22(I)(a)(1) with reference to the pay drawn in the post of SSA, whereas the pay of ASO(DR) is fixed under Rule 8 of CCS(RP)Rules,2016 at the minimum pay or the first Cell in the Level, applicable to ASO to which he is appointed. In such a case, the senior ASO (DR) cannot claim pay parity with that of the promotee junior ASO.



- (g) Where a senior is appointed in higher post on ad-hoc basis and is drawing less pay than his junior who is appointed in the same cadre and in same post on ad-hoc basis subsequently, the senior cannot claim pay parity with reference to the pay of that junior since the ad-hoc officiating service in higher post is reversible and also since full benefits of FR22(I) (a)(I) are not available on ad-hoc promotion but only on regular promotion following such ad-hoc promotion without break.
- (h) Where a junior gets more pay due to additional increments earned on acquiring higher qualifications.

*Note: The above instances/events are only illustrative and not exhaustive.*

4. These orders shall be in supersession of D/o Expenditure's OM No.F.2(78)-E. III(A)63 dated 2nd February, 1966 and DOP&T's OM No.4/7/92-Estt(Pay-I) dated 4th November, 1993.

5. This OM is effective from 01.01.2016.

6. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders have been issued after consultation with the Comptroller and Auditor General of India.

7. Hindi version will follow.

Sd/-

(Rajeev Bahree)

Under Secretary to the Government of India.

To

1. All Ministries/ Departments of Government of India.
2. NIC, DO&PT-with a request to upload this OM on the Department's website under OMs & Orders (Establishment→Pay Rules) and also under "What is New".



**F.No.12/2/2017-Estt (Pay-1)**

**Government of India**

**Ministry of Personnel, Public Grievances and Pensions**

**Department of Personnel and Training**

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North Block, New Delhi

Dated: 5<sup>th</sup> August, 2020

**OFFICE MEMORANDUM**

**Subject: Protection of pay to the Central Government Servant consequent to appointment to a new post in different service or cadre in Central Government, through direct recruitment where either higher duties and responsibilities are involved or not, as the case may be, under FR 22-B (1), in the 7th CPC Scenario-regarding.**

The undersigned is directed to say that consequent to various references received from Ministries/Departments on protection of pay under FR 22-B(1), a need has been felt to issue guidelines on the manner of fixation of pay in respect of the Central Government Servant who after technical resignation, is appointed to new post in the different service or cadre in Central Government through direct recruitment where either higher responsibilities are involved or not, as the case may be, in 7<sup>th</sup> Central Pay Commission scenario.

2. Provisions of FR 22-B (1) inter-alia provide as under :-

**"F.R. 22-B (1)"** Notwithstanding anything contained in these Rules, the following provisions shall govern the pay of a Government servant who is appointed as a probationer in another service or cadre, and subsequently confirmed in that service or cadre-

(a) during the period of probation, he shall draw pay at the minimum of the time scale or at the probationary stages of the time scale of the service or post, as the case may be:

Provided that if the presumptive pay of the permanent post on which he holds a lien or would hold a lien had his lien not been suspended, should at any time be greater than the pay fixed under the clause, he shall draw the presumptive pay of the permanent post;

(b) on confirmation in the service or post after the expiry of the period of probation, the pay of the Government servant shall be fixed in the time-scale of the service or post in accordance with the provisions of Rule22 or Rule 22-C, as the case may be:....."

3. Consequent upon the implementation of 7<sup>th</sup> CPC Report and CCS(RP) Rules, 2016, the President is pleased to allow protection of pay in the light of the provisions laid down under FR 22-B(1) to Central Government employee who is appointed as probationer in another service or cadre either carrying higher responsibilities or not, as the case may be and subsequently confirmed in that service or cadre, in the manner as illustrated below:

**(A) MANNER OF FIXATION OF PAY OF GOVERNMENT SERVANT UNDER FR 22- B(1) CONSEQUENT TO HIS APPOINTMENT IN LOWER POST THROUGH DIRECT**



## RECRUITMENT, WHERE HIGHER DUTIES AND RESPONSIBILITIES ARE NOT INVOLVED

A Central Government Employee on his appointment to a post in lower Level in different service or cadre in Central Government which does not carry duties and responsibilities of greater importance than those attached to the post held earlier by him on regular basis before such appointment and having a provision of probation period in new post, may during probation draw the presumptive pay of the post held earlier by him on regular basis, if it is higher than the minimum of the Time Scale of the new post. He would also draw annual increments on such presumptive pay. However, it is to be ensured that during probation, presumptive pay should always be greater than the pay of the new post after drawl of increment(s). Subsequently, on successful completion of his probation, his pay will be fixed under FR 22(1)(a)(2).

Protection of Pay in the above manner should not, at any of these stages, exceed the maximum of the Level of the new post in Pay Matrix.

### Illustration

**An officer was drawing pay of Rs.78,500 in Cell 6 in Level 11(with DNI 01.07.2018) before his appointment to a post in Level 10 on 01.04.2018 which does not carry duties and responsibilities of greater importance than those attached to the post held earlier by him before such appointment. There is a provision of 2 years' probation period in new post.**

Since the first Cell Value in Level 10 (Rs.56,100) is less than the Last Basic Pay i.e. Rs.78,500/-in Level 11. Hence during probation, he will draw the presumptive pay i.e. Rs.78,500/-in Level 11 and would also draw annual increments according to the pay drawn in his previous post in Level 11.

On 01.04.2018-	Rs.78,500(Level 11)
On 01.07.2018-	Rs.80,900(Level 11)
On 01.07.2019-	Rs.83,300(Level 11)

On successful completion of his probation period and on confirmation w.e.f.01.04.2020, the pay of the officer would be fixed under FR 22(1)(a)(2). Since no such Cell of Rs. 83,300/-is available in Level 10, his pay would be fixed at next higher cell i.e.Cell 15 in Level 10 at Rs.84,900 with next date of increment 01.01.2021.

## (B) MANNER OF FIXATION OF PAY OF CENTRAL GOVERNMENT EMPLOYEE UNDER FR 22-B(1)CONSEQUENT TO HIS APPOINTMENT TO A POST IN HIGHER LEVEL THROUGH DIRECT RECRUITMENT, WHERE HIGHER DUTIES AND RESPONSIBILITIES ARE INVOLVED

A Central Government Employee on his appointment to a post in higher level in different service or cadre in Central Government carrying duties and responsibilities of greater importance than those attached to the post held earlier by him on regular basis before such appointment and having a provision of probation period in new post, may during probation draw the presumptive pay of the post held earlier by him on regular basis if it is higher than the minimum of the Time Scale of the new post. He would also



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draw annual increments on such presumptive pay. However, it is to be ensured that during probation presumptive pay should always be greater than the pay of the new post after drawl of increment(s). Subsequently, on successful completion of his probation, his pay will be fixed under FR 22(1)(a)(1).

Protection of Pay in the above manner should not, at any of these stages, exceed the maximum of the Level of the new post in Pay Matrix.

#### **Illustration**

**An officer was drawing pay of Rs.58,600 in Cell 10 of Level 7 before his appointment on 01.04.2018 in Level 10(with DNI 01.07.2018) which carries duties and responsibilities of greater importance than those attached to the post held earlier by him on regular basis before such appointment. There is a provision of 2 years' probation period in new post.**

Since the first Cell Value of Level 10 (Rs. 56,100) is less than the Last Basic Pay drawn in Cell 10 of Level 7 i.e.Rs.58,600/-, hence during probation, he will draw the presumptive pay of the post held earlier by him on regular basis and would also draw annual increments in the Level 7 of his previous post as shown below:-

On 01.04.2018-           Rs.58,600(Level 7)

On 01.07.2018-           Rs.60,400(Level 7)

On 01.07.2019-           Rs.62,200(Level 7)

On successful completion of his probation period and on confirmation w.e.f. 01.04.2020, the pay of the officer would be fixed under FR 22(1)(a)(1) read with Rule 13 of CCS(RP) Rules,2016. Accordingly, an increment will be added in his pay in Level 7 and his pay will reach at Rs.64,100/. Since, there is no cell value equal to Rs.64,100 available in Level 10, his pay will be fixed in Level 10 in Cell 6 at Rs. 65,000/-with next date of increment 01.01.2021.

#### **(C) MANNER OF FIXATION OF PAY OF CENTRAL GOVERNMENT EMPLOYEE UNDER FR 22-B(1)CONSEQUENT TO HIS APPOINTMENT TO A POST IN EQUIVALENT LEVEL POST THROUGH DIRECT RECRUITMENT, WHERE HIGHER DUTIES AND RESPONSIBILITIES ARE NOT INVOLVED**

A Central Government Employee on his appointment to a post in Equivalent Level in different service or cadre in Central Government through direct recruitment where higher duties and responsibilities are not involved and having a provision of probation period in new post, may during probation draw the presumptive pay of the post held earlier by him on regular basis. He would also get his increments on such presumptive pay. On successful completion of his probation, his pay will be fixed under FR 22(1)(a)(2). However, Protection of Pay in the above manner should not, at any of these stages, exceed the maximum of the Level of the new post in Pay Matrix.

#### **Illustration**

**An officer was drawing pay of Rs.58,600 in Cell 10 of Level 7 before his appointment on 01.04.2018 in the same Level 7 (with DNI 01.07.2018). There is a provision of 2 years' probation period in new post.**

Since the first Cell Value of Level 7 (Rs. 44,900) is less than the Last Basic Pay i.e. Rs.58,600/-in Level 7 drawn by Government Servant, hence during probation, he will draw the presumptive pay and also get his increments in the same Level of his previous post as shown below:-



On 01.04.2018- Rs.58,600(Level 7)  
On 01.07.2018- Rs.60,400(Level 7)  
On 01.07.2019- Rs.62,200(Level 7)

On successful completion of his probation period and on confirmation w.e.f.01.04.2020, the pay of the officer would be fixed under FR 22(1)(a)(2). Since no increment would be admissible under FR 22(1)(a)(2), there will be no change in his pay on the date of confirmation i.e. 01.04.2020. Accordingly, his pay in Level 7 on 01.04.2020 would be Rs.62,200(Level 7) with next date of increment on 01.07.2020, as Level remains same.

4. The above mentioned pay protection under FR 22-B(1) will be available to the Government servant if he holds a lien on his previous permanent post.

5. No stepping up of pay of senior Government servant shall be allowed on the basis of the pay protection granted under FR 22-B(1) to junior Government servants of that particular service/cadre.

6. This order takes effect from 01.01.2016.

7. In their application to the employees of Indian Audit and Accounts Department, the seorders are issued after consultation with the Comptroller & Auditor General of India, as mandated under Article 148(5) of the Constitution.

8. Hindi version will follow.

Sd/-

(Rajeev Bahree)

Under Secretary to the Government of India

To

All Ministries/Departments of Government of India.

Copy also forwarded to:

1. The Comptroller & Auditor General of India.
2. Secretary General, Supreme Court of India.
3. Controller General of Accounts/Controller of Accounts, Ministry of Finance.
4. Union Public Service Commission/Lok Sabha Sectt./Rajya Sabha Sectt./ Cabinet Sectt./Central Vigilance Commission/President's Sectt./ Vice-President's Sectt./ Prime Minister's Office/Niti Aayog.
5. Governments of all States and Union Territories.
6. Department of Personnel and Training (AIS Division)/JCA/Admn.Section.
7. Secretary, National Council of JCM (Staff Side),13-C, Feroz Shah Road, New Delhi.
8. All Members of Staff Side of the National Council of JCM/Departmental Council.
9. All Officers/Sections of Department of Personnel and Training / Department of Administrative Reforms & Public Grievances/Department of Pensions & Pensioners' Welfare/PESB.
10. Joint Secretary(Pers), Department of Expenditure, Ministry of Finance.
11. Additional Secretary(Union Territories),Ministry of Home Affairs.
12. JD(OL), DoPT, North Block, New Delhi-for Hindi version of this OM.

Sd/-

(Rajeev Bahree)

Under Secretary to the Government of India



**F.No.5/2/2012-Estt (Pay-I) (Vol.II)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

North Block, New Delhi  
Dated the 13<sup>th</sup>August,2020

**OFFICE MEMORANDUM**

**Subject: Protection of pay in respect of candidates from PSUs, Universities, autonomous bodies, etc. on their appointment to Central Government posts on Direct Recruitment basis-reg.**

The undersigned is directed to refer to this Department's OM No.12/1/88-Estt. (Pay-I) dated 07.08.1989,OM No.12/1/88-Estt.(Pay-I) dated 28.02.1992,OM No. 12/1/88- Estt.(Pay-I) dated 08.06.1993, OM No.12/1/96-Estt.(Pay-1) dated 10.07.1998,OM No.12/3/2009-Pay-I dated 30.03.2010 and OM No.12/03/2017-Estt.(Pay-1) dated 28.07.2017 on the subject cited above, whereby guidelines for fixation of pay of candidates working in Public Sector Undertakings etc. including Central Public Undertakings, State Government Undertakings, Universities, Semi-Government Institutions, Autonomous Bodies and Nationalized Banks including State Bank of India and Reserve Bank of India, on their appointment as Direct Recruits, on selection, through a properly constituted agency including Departmental authorities were issued.

2. On receipt of certain cases seeking clarification as to the exact scope of this Department's OM dated 07.08.1989 and the conditions under which the benefit under that OM is admissible, this Department vide OM No 12/1/96-Estt.(Pay-I) dated10.07.1998 clarified that the pay protection under the above orders is available, only if, the selection is through interview and not through an open competitive examination.

3. However, in the light of various court judgements and references received from various quarters, the above-mentioned policy of pay fixation of the candidates coming from field sources (PSUs, Universities etc.) referred to in para 1, has been reviewed.

4. The President is pleased to decide that notwithstanding the mode of selection, henceforth, the benefit of pay protection will be available to Direct Recruits appointed in Central Government to those posts for which the relevant Recruitment Rules pre scribe a requirement of minimum number of years of experience in a specified area from the field sources (autonomous bodies, PSUs etc.) for appointment under the method of direct recruitment. The benefit will be allowed irrespective of whether the post is filled by the recruiting agency on the basis of interview or open competitive exam or combination of both.



5. This OM will be effective from the date of its issuance.
6. In their application to the employees of Indian Audit and Accounts Department, these orders are issued after consultation with the Comptroller & Auditor General of India, as mandated under Article 148(5) of the Constitution.
7. Hindi version will follow.

(A.K. Jain)

Deputy Secretary to the Government of India

To  
All Ministries/Departments of Government of India.



**No.19030/1/2017-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure**

North Block, New Delhi  
Dated: 15<sup>th</sup> June, 2021.

**OFFICE MEMORANDUM**

**Subject: Time-limit for submission of claims for Travelling Allowance (TA) on Retirement regarding.**

The undersigned is directed to refer to this Department's OM No. 19030/1/2017-E.IV dated 13.03.2018 where in the time limit for submission of claims for TA on Tour/Transfer/Training/Journey on Retirement was changed from one year to sixty days, succeeding the date of completion of the journey.

2 Several references have been received in this Department regarding extension of time-limit for submission of TA claims in r/o journeys performed by retired employees and their families for going to Home town/place of settlement after retirement as difficulties are being faced by the retired Govt. officials while claiming reimbursement of TA on retirement within a period of sixty days of completion of their journey.

3 The matter has been considered in this Department and in partial modification of this Department's OM of even number dated 13.03.2018, it has been decided that the time-limit for submission of claims for TA on Retirement is modified from 60 days to 180 days (six months), succeeding the date of completion of the journey.

4 The time limit for submission of TA claim on tour, transfer and training will remain 60 days.

5 These orders will be effective from the date of issue of the order. However, the claims not settled due to time limit of 60 days in terms of the O.M. dated 13.03.2018 on the subject, may be re-considered by the concerned Ministry/Department.

6. In their application to the persons belonging to Indian Audit and Accounts Department, these orders are issued under Article 148(5) of the Constitution and after consultation with the Comptroller & Auditor General of India.

7 This is issued with the approval of Finance Secretary& Secretary(Expenditure). Hindi version is attached.

Sd/-  
**(Nirmala Dev)**  
**Director**

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.**



No.19024/03/2021-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated the 16<sup>th</sup> February,2022

**OFFICE MEMORANDUM**

**Subject: Modification of instructions regarding Air Travel on Government account.**

The undersigned is directed to refer to this Department's O.M. dated 31.12.2021 regarding booking of air tickets on Government account after disinvestment of Air India through three authorized agencies viz, Balmer & Lawrie, IRCTC and Ashok Travels. Several references have been received in this Department seeking clarification regarding booking of air tickets for Domestic and International travel by private airlines in view of the disinvestment of Air India.

2. It is clarified that the air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines. Tickets shall be purchased only through the above three authorized agents.

3 This is issued with the approval of the Finance Secretary& Secretary (Expenditure).

Sd/-  
(Nirmala Dev)  
Director

To,

All Ministries/Departments of the Government of India as per standard distribution list.  
Copy: O/o C&AG, UPSC etc.as per standard endorsement list.



No.19030/1/2017-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi,  
Dated the 6<sup>th</sup> January,2022

**OFFICE MEMORANDUM**

**Subject: Admissibility of Composite Transfer Grant (CTG) on Retirement.**

References have been received in Department of Expenditure seeking clarification on admissibility of Composite Transfer Grant (CTG) in r/o Central Government employees on settlement after Retirement at the last station of duty or other than last station of duty. As per existing rules in this regard, one third of CTG is admissible at present for settling down at last station of duty or at a station not more than 20 km. from the last station of duty.

2. The matter has been considered in this Department. In partial modification of Para 4(ii) (a) and(b) of the O.M of even No. dated 13 07 2017, it has been decided that for the purpose of Composite Transfer Grant in r/o Central Government employee who wishes to settle down at the last station of duty or other than last station of duty after retirement, the condition of 20 km from the last station of duty, is done away with subject to the condition that change of residence is actually involved. To settle down at the last station of duty or other than last station of duty after retirement, full CTG would be admissible i.e. at the rate of 80% of the last month's basic pay. The employee has to submit a Self-declaration Certificate regarding change of residence in prescribed format enclosed with this O.M. as Annexure-1.

3. In case of settlement to and from the Island territories of Andaman & Nicobar and Lakshadweep, CTG shall be paid at the rate of 100% of last month's Basic Pay in terms of Para 4 (ii) (a) of this Department's O.M. No.19030/1/2017-E.IV dated 13.07.2017

4. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders are issued in consultation with the Comptroller and Auditor General of India, as mandated under Article 148(5) of the Constitution of India.

5. These orders will be effective from the date of issue of the O.M.

6. This is issued with the approval of the Finance Secretary and Secretary (Expenditure)  
Hindi version is attached

Sd/-  
(Nirmala Dev)  
Director

To,

All Ministries /Departments of GOI as per standard list.



(Annexure-I)

**Self-declaration Certificate for Change of Residence for claiming Composite Transfer Grant (CTG) on Retirement**

(Annexure to OM No 19030/1/2017-E.IV dated 06.01.2022 issued by D/o Expenditure. M/o Finance Government of India)

I..... (Name of the employee) hereby declare and certify that:

1. I have changed my residence from.....

To.....for settlement on my retirement.

2. In case the above declaration given by me is not found true at any stage. I shall be liable to disciplinary action under Central Civil Services (Pension) Rules, 1976 as amended from time to time and to refund the sum along with penal interest thereon to the Government.

(Signature/Thumb impression)

Name of the retired Government servant/Pensioner.....

Name of the Ministry/Department.....

Address and Phone Number.....

To

Admin/Establishment Section

Ministry/Department.....



No.19030/1/2017-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated the 12<sup>th</sup> September, 2022

**OFFICE MEMORANDUM**

**Subject: Admissibility to travel by Tejas Express Trains on Official Tour.**

The undersigned is directed to refer to this Department's OM No.19030/1/2017-E.IV dated 13.07.2017 wherein travel entitlements for journey on Tour/Training/Transfer/Retirement have been prescribed.

2. The matter regarding admissibility of travel by Tejas Express Trains on official Tour has been considered in this Department. It has been decided to allow Central Govt. employees to travel by Tejas Express Trains for journey on tour Training/ Transfer/ Retirement, in addition to the Trains as mentioned in para 2 A(ii) of this Department's OM of even number dated 13.07.2017. Travel entitlement in Tejas Express Trains would be same as that of Shatabdi Trains as mentioned in para 2 A(ii) of this Department's OM of even number dated 13.07.2017.
3. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders are issued in consultation with the Comptroller and Auditor General of India, as mandated under Article 148(5) of the Constitution of India.
4. This is issued with the approval of Finance Secretary & Secretary (Expenditure).

(Nirmala Dev)  
Director

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.**



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

\*\*\*\*

North Block, New Delhi,  
Dated the 23<sup>rd</sup> June,2020.

**OFFICE MEMORANDUM**

**Subject: Travelling Allowance Rules-Submission of Boarding Pass along with TA Bill.**

The undersigned is directed to refer to this Department's O.M.No.19030/3/2014-E.IV dated 08.10.2014 regarding submission of Boarding Pass as a proof that the journey was actually performed by the official.

2. Several references are being received in this Department to do away with the condition of submission of Boarding Pass with the TA claims. The matter has been considered in this Department and it has been decided that in case, a Government servant is unable to submit the Boarding Pass along with TA Bill, he can submit a self-declaration certificate in lieu of Boarding Pass along with TA Bill. The proforma for self-certification is enclosed as Annexure. The proforma needs to be countersigned by the Controlling Officer in case of officials below the Under Secretary level (i.e. from Pay level 10 and below).

3. These instructions will be applicable in respect of journey on tour performed by employees of Central Government. Ministries/Departments are advised that these instructions may be brought to the notice of all concerned for compliance.

Sd/-  
(Nirmala Dev)  
Deputy Secretary to the Government of India

All Ministries/Departments of the Government of India as per standard distribution list.  
Copy to: C&AG, UPSC etc as per standard endorsement list.



(Annexure)

**Self-declaration Certificate in lieu of Boarding Pass**

(In terms of **OM No.19030/3/2014-E.IV dated 23.06.2020** issued by D/o Expenditure, M/o Finance, Government of India)

I (Name of the employee.....S/o or D/o. ....) hereby declare and certify that:

1. I have misplaced my Boarding Pass and do not have a digital/physical copy.
2. I have actually performed the onward journey on Tour from.....to.....on.....(date) using the air ticket purchased by my office/by me vide PNR No.....dated issued by name of Airlines Company/Authorised Agency) to visit.....(address of the office visited).
3. I have actually performed the return journey on Tour from.....to.....on.....(date) using the air ticket vide PNR Company/Authorised Agency) to visit.....(address of the office visited).
4. I further declare that I have neither claimed nor I will claim part or full of this claim for this journey from any other source/office.
5. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time and to refund the sum along with penal interest thereon to the Government.

(Signature/Thumb impression)

Name of the Government Servant.

Designation.

Name of the Office.

Countersigned by Controlling Officer



**F.No.31011/15/2022-Estt-A-IV**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**(Establishment A-IV)**

North Block, New Delhi  
Dated 11th October,2022

**OFFICE MEMORANDUM**

**Subject: Central Civil Services (Leave Travel Concession) Rules, 1988 - Relaxation to travel by air to visit North East Region, Jammu& Kashmir, Ladakh and Andaman & Nicobar-extension beyond 25.09.2022-reg.**

The undersigned is directed to refer to this Department's OM No.31011/3/2018- Estt. A-IV dated 08.10.2020 regarding relaxation to travel by air to visit North East Region, Jammu & Kashmir, and Andaman & Nicobar, and to say that in relaxation to CCS(LTC) Rules, 1988, the scheme allowing Government servants to travel by air to North East Region (NER), Union Territory of Jammu and Kashmir (J&K), Union Territory of Ladakh and Union Territory of Andaman & Nicobar Islands (A&N) is extended for a further period of two years, w.e.f. 26<sup>th</sup> September, 2022 till 25<sup>th</sup> September, 2024.

2. The above Special Dispensation Concession is subject to the following terms & conditions:
  - (i) All eligible Government servants may avail LTC to visit any place in NER/A&N/J&K/Ladakh against the conversion of their one Home Town LTC in a four years' block period.
  - (ii) Government servants, whose Home Town and Headquarters/ place of posting are same, they are not allowed the conversion of any Home Town LTC as they are not eligible for the Home Town LTC facility.
  - (iii) The Government servant whose Home Town is situated in NER/A&N/J&K/Ladakh will also be allowed conversion of Home Town LTC for availing this Scheme to visit any place in any one of the three regions out of the above mentioned four regions except the region wherein his/her Hometown is situated.
  - (iv) Fresh Recruits are also allowed conversion of one of the three Home Town LTCs in a block of four years, applicable to them to visit NER/A&N/J&K/Ladakh. In addition, they are allowed one additional conversion of Home Town LTC to visit UT of J&K/ UT of Ladakh in a block of four years.



- (v) Government servants entitled to travel by air may avail this concession from their Headquarters in their entitled class of air by any airlines subject to the terms and conditions as enumerated in DoPT's OM.No.31011/12/2022-Estt.A-IV dated 29.08.2022 (copy enclosed).
- (vi) Government servants not entitled to travel by air are allowed to travel by air in Economy class by any airlines subject to the terms and conditions as enumerated in DoPT's OM dated 29.08.2022 in the following sectors: -
  - (a) Between Kolkata/Guwahati and any place in NER.
  - (b) Between Kolkata/Chennai/Visakhapatnam and Port Blair.
  - (c) Between Delhi/Amritsar and any place in J&K/Ladakh.Journey for these non-entitled employees from their Headquarters up to Kolkata/ Guwahati/ Chennai/Visakhapatnam/Delhi/Amritsar shall be undertaken as per their entitlement.
- (vii) Air travel by Government employees to NER, J&K, Ladakh and A&N as mentioned in para (v) and (vi) above is allowed whether they avail the concession against Anywhere in India LTC or in lieu of the Home Town LTC, as permitted.
- (viii) Government servants not entitled to travel by air are also allowed to travel by air in Economy class by any airlines to any place in NER/A&N/J&K/Ladakh from their Headquarters directly, however, the reimbursement will be subject to the conditions as enumerated in DoPT's OM No.31011/12/2022-Estt.A-IV dated 29.08.2022.
- (ix) The instructions regarding booking of air tickets through authorized travel agents, best available fares, slots, booking time, advances, reimbursement, etc., as mentioned in DoPT's OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022 will also be applicable for this Special Dispensation Scheme.

3. All the Ministries/Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/ Departments are advised to randomly get some of the air tickets submitted by the officials verified from the airlines concerned with regard to the actual cost of air travel vis-a-vis the cost indicated on the air tickets submitted by the officials.

4. In so far as applicability of this extended scheme to the persons belonging to Indian Audit and Accounts Department is concerned, a separate communication will be issued after the comments/concurrence from the O/o C&AG is received as mandated under Article 148(5) of the Constitution of India.

(Satish Kumar)  
Under Secretary to the Government of India  
Tel 23040341

To

The Secretaries, All Ministries/Departments of the Government of India



No.19030/2/2020-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated 22<sup>nd</sup> December, 2020

**OFFICE MEMORANDUM**

**Subject: Travelling Allowance Rules -production of receipts/vouchers for reimbursement of Travelling charges for travel within the city admissible under Daily Allowance on tour-regarding.**

The undersigned is directed to refer to Para 2 (E)(i) & (iii) of this Department's OM No. 19030/1/2017-E.IV dated 13.07.2017 regarding Travelling Allowance Rules- Implementation of 7<sup>th</sup> CPC vide which reimbursement for Travelling Charges for travel within the city admissible under Daily Allowance on Tour, has been prescribed. As per Para 2E(iii) of this O.M. Level 8 & Below have been allowed reimbursement of Travelling Charges without production of vouchers against self-certification and Level 9 & above have to produce vouchers.

2. Several references have been received in this Department regarding difficulties being faced by the officials in Pay Level 9 to 11 for production of receipts/vouchers while claiming reimbursement of Travelling Charges for travel within the city admissible under Daily Allowance on Tour as per Para 2E(i) of Annexure to this Department's OM dated 13.07.2017.

3. The matter has been considered in this Department and it has been decided that for reimbursement of Travelling Charges admissible under Daily Allowance on tour as mentioned in Para 2E(i) of OM dated 13.07.2017, condition of production of receipts/ vouchers for officials in Pay Level 9 to 11, is done away with subject to furnishing of self-certification in which officials have to indicate the period of travel, vehicle Number etc.

4. In their application to the persons belonging to the Indian Audit & Accounts Department, this order is issued under Article 148(5) of the Constitution and after consultation with the Comptroller & Auditor General of India.

5. This is issued with the approval of Secretary(Expenditure)  
Hindi version is attached.

Sd/-  
(Nirmala Dev)  
Director

To: All Ministries and Departments of the Govt. of India etc. as per standard distribution list.



**No.19030/4/2020-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure**

North Block, New Delhi

Dated 24<sup>th</sup> January,2022.

**OFFICE MEMORANDUM**

**Subject: Concessions to person re-employed in Central Government service-  
Payment of Travelling Allowance.**

The undersigned is directed to refer to this Department's O M.No.19030/6/2010-E.IV dated 10.02 2012 on the subject mentioned above. In view of several references being received in this Department for relaxation of the conditions mentioned in the above said OM, the matter has been re-considered and it has been decided to regulate admissibilityof Travelling Allowance (i.e. TA for self and family members, Composite Transfer Grant, transportation of personal effects and transportation of conveyance) in r/o persons re-employed in Central Government in the following manner.

- (i) Where the pensioner is re-employed and TA on retirement has already been claimed by re-employed pensioner from the office organization from where he has retired superannuated.
  - (a) TA shall be allowed to him for such appointment if such appointment is made at station other than place of settlement or such appointment necessitates change ofresidence at place of settlement.
  - (b) TA shall also be allowed to him after completion of his term of re-employment.
  - (c) In both cases, the TA would be reimbursed by the office/organization were the pensioner is re-employed
- (ii) In case the re-employed pensioner has not claimed TA on retirement within one year of his retirement and he is re-employed under the Central Government before the expiry of one year from the date of retirement:
  - (a) TA shall be allowed to him for such appointment in case such appointment is madeat station other than last station of duty or such appointment necessitates change of residence at last station of duty.
  - (b) TA shall also be allowed to him after completion of his term of re-employment.
  - (c) The expenditure for TA on joining such appointment shall be borne by the organization from where the pensioner is retired/superannuated with reference to the post held at the time of retirement. On completion of term of re-employment, theTA would be reimbursed by the office/organization where the pensioner is re- employed.



(iii) In case of appointment of a re-employed person from other than Central Government, TA shall be allowed to him as per the provision at Para 1 (i) above.

2. Admissibility of TA in above cases would be subject to the following:-

- (i) The entitlement for TA would be w.r.t. the post last held and the last pay drawn under the Central Government at the time of retirement. In case of appointment of a re-employed person from other than Central Government, the entitlement of TA would be in accordance with the equivalence given to the post in Central Government.
- (ii) The provisions of SR-116 of the TA rules as admissible to Government officials on transfer in public interest, as modified from time to time, would be applicable. This order shall be effective from date of issuance of this O.M Past cases already settled would not be re-opened.
3. This is issued with the approval of Finance Secretary & Secretary (Expenditure).
4. This is issued with the approval of Finance Secretary & Secretary (Expenditure).

Sd/-  
(Nirmala Dev)  
Director

To,

1. All Ministries/Departments of the Government of India (as per standard Mailing List)
2. O/o C&AG, UPSC etc. (as per standard endorsement list)
3. All Financial Advisors.



**No.19030/1/2017-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure**

North Block, New Delhi

Dated 16<sup>th</sup> June, 2022

**OFFICE MEMORANDUM**

**Subject: Travelling Allowance on transfer to/from North-Eastern Region, Union Territories of Andaman & Nicobar, Lakshadweep Islands and Ladakh in respect of the Central Government employees.**

The undersigned is directed to refer to Para 3(iii) of this Department's OM No.19030/1/2017-E.IV dated 13.07.2017 regarding Travelling Allowance on implementation of recommendations of 7<sup>th</sup> CPC, wherein it had been mentioned that production of receipt/vouchers is mandatory in r/o transfer to North-East Region, Andaman & Nicobar Islands, Lakshadweep and Ladakh.

2. Several references have been received in this Department seeking clarification that in case the officer is transferred from North East Region to other part of India or vice-versa and the family of the Government employee does not accompany him whether production of receipt/vouchers is mandatory to claim 1/3<sup>rd</sup> amount of entitlement of transportation of personal effects.
3. The matter has been considered in this Department. It has been decided that on transfer to North East Region, Union Territories of Andaman & Nicobar, Lakshadweep Islands and Ladakh or vice-versa, the condition regarding production of receipt/voucher will be as under:
  - (a) If the family of the Government employee does not accompany him on transfer to /from these areas, the employee is entitled to carry personal effects upto 1/3<sup>rd</sup> of his entitlement and production of receipt/voucher is **not mandatory** to claim 1/3<sup>rd</sup> of his entitlement for transportation of personal effects.
  - (b) If the family of the Government employee accompanies him on transfer to/from these areas, the employee is entitled to the admissible cost of transportation of personal effects and production of receipt/voucher **is mandatory** to claim admissible amount as per his entitlement for transportation of personal effects.
4. This order shall be effective from date of issuance of this OM. Past cases already settled shall not be re-opened.



5. This is issued with the approval of Finance Secretary & Secretary (Expenditure).

Sd/-  
(Nirmala Dev)  
Director

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.



F.No.12(04)/2022-E.IIA  
Government of India  
Ministry of Finance  
Department of Expenditure

\*\*\*\*\*

North Block, New Delhi  
Dated 13<sup>th</sup> June,2022

**OFFICE MEMORANDUM**

**Subject: Clarification whether iPad comes under the definition of personal Computer for the purpose of grant of Computer Advance-reg**

The undersigned is directed to say that requests have been received in this Department seeking clarification on the subject cited above.

- 2.The requests have been considered in this Department and it has been decided that an official can also purchase an iPad by availing Computer Advance subject to other conditions as mentioned in our OM No. 12(1)/E.II(A)/2016 dated 07.10.2016.
- 3.This issues with the approval of Competent Authority.

Sd/-  
(Sunil Kumar)  
Under Secretary to the Govt. of India  
Tel:011-23095705

All Ministries/Departments of Government of India.



No.19030/2/2020-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated 22<sup>nd</sup> December, 2020

**OFFICE MEMORANDUM**

**Subject: Travelling Allowance Rules-production of receipts/vouchers for reimbursement of Travelling charges for travel within the city admissible under Daily Allowance on tour-regarding.**

The undersigned is directed to refer to Para 2 (E) (i) & (ii) of this Department's OM No. 19030/1/2017-E.IV dated 13.07.2017 regarding Travelling Allowance Rules-Implementation of 7<sup>th</sup> CPC vide which reimbursement for Travelling Charges for travel within the city admissible under Daily Allowance on Tour, has been prescribed. As per Para 2E(iii) of this O.M Level 8 & Below have been allowed reimbursement of Travelling Charges without production of vouchers against self-certification and Level 9 & above have to produce vouchers.

2. Several references have been received in this Department regarding difficulties being faced by the officials in Pay Level 9 to 11 for production of receipts/vouchers while claiming reimbursement of Travelling Charges for travel within the city admissible under Daily Allowance on Tour as per Para 2E(i) of Annexure to this Department's OM dated 13.07.2017.

3. The matter has been considered in this Department and it has been decided that for reimbursement of Travelling Charges admissible under Daily Allowance on tour as mentioned in Para 2E(i) of OM dated 13.07.2017, condition of production of receipts/vouchers for officials in Pay Level 9 to 11, is done away with subject to furnishing of self-certification in which officials have to indicate the period of travel, vehicle Number etc.

4. In their application to the persons belonging to the Indian Audit & Accounts Department, this order is issued under Article 148(5) of the Constitution and after consultation with the Comptroller & Auditor General of India.

5. This is issued with the approval of Secretary (Expenditure).  
Hindi version is attached.

Sd/-  
(Nirmala Dev)  
Director

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.



**F.No.3(12)/2021-EII(A)**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**

Dated of 05.10.2021

**Office Memorandum**

**Subject: Non recovery of amount towards computers provided at the residence of JS level officers and above reg.**

The undersigned is directed to say that request has been received to review the amount of Rs 300/per month deducted from the officers of JS level and above officers towards desktops/computers provided at their residence vide this Department's OM No. 7(4)/E. Coord/2011 dated 10<sup>th</sup> January,2012 for official purpose.

2. The request has been considered in this Department and it has been decided to dispense with recovery of Rs 300/- deducted from the officers of JS level and above officers towards desktops/computers provided at their residence.

3. This issues with the approval of FS & Secy(Exp).

Sd/-  
(Sunil Kumar)  
Under Secretary to the Govt of India

All Ministries/Department of GOI



Immediate

**F.No.43011/9/2014-Estt.D**

**Government of India**

**Ministry of Personnel, Public Grievances and Pensions**

**Department of Personnel & Training**

North Block, New Delhi

Dated the 28<sup>th</sup> October 2015

**OFFICE MEMORANDUM**

**Subject : Processing of files referred to DOP&T for advice/clarification-procedure to be followed.**

This Department has from time to time issued instructions prescribing the procedure to be followed for making references to this Department for advice/clarification. In this regard, O.M.No.20034/2/2010-Estt(D) dated 13<sup>th</sup> August, 2010, O.M.No.20034/2/2010-Estt(D) dated 30<sup>th</sup> November,2011 and OM of even number dated 13.02.2015 refers.

2. Inspite of these instructions, some Ministries/Departments continue to refer the files to this Department without following the procedure enunciated in the above-mentioned OMs, resulting in avoidable procedural delays, grievances and unwanted litigations.

3. In this background while reiterating instructions mentioned in the above three OMs, the following procedure for referring the proposals including court cases to this Department, may be followed:-

- i. Administrative Departments shall refer cases to the DoPT only where there is a specific point which is either not covered by prevailing policies/guidelines/rules/ regulations or interpretation of a specific clauses/provisions in the said policies/ guidelines/rules/regulations is involved for a particular case.
- ii. When such a reference is made, all facts pertaining to the case may be incorporated in the Self-Contained Note.
- iii. All the references should be made to DOP&T with the approval of the Secretary of the Administrative Ministry/Department. These references should be sent at least two weeks in advance so that it can be properly examined in DoP&T.
- iv. The concerned Ministry/Department, which sends the proposal should indicate the Division within DoPT where it has to be dealt with and also to the concerned Joint Secretary/Director so that there is no delay in processing within DoPT.



- V. While sending the proposal, the name, designation of the Joint Secretary/Director (Phone number and e-mail id) who can be contacted for further correspondence may also be indicated.
4. The content of this O.M. may be given wide publicity and brought to the notice of all concerned and will be applicable from 1<sup>st</sup> November, 2015.

Sd/-  
(Devesh Chaturvedi)  
Joint Secretary

Copy to:

1. All Ministries/Departments of the Government of India.
2. All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of the Ministry.
3. President's Secretariat/Vice President's Secretariat/Prime Office/Supreme Court/ Rajya Sabha Secretariat / Lok Sabha Secretariat / Cabinet Secretariat/ UPSC / CVC/ C&AG/Central Administrative Tribunal (Principal Bench), New Delhi.
4. Estt(D) Section-10 copies.
5. NIC, DOPT, North Block for placing this OM on the Website of DOP&T.
6. Hindi Section for Hindi version.



**NO. 19024/04/2016-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure**

North Block, New Delhi

Dated: 26.10.2016

**OFFICE MEMORANDUM**

**Subject: Permission to travel by private airlines in respect of journey performed for donation/transplantation of organs by Govt. Servant.**

It has come to notice that in a few cases involving organ transplantation, timely transportation of the patient or transportation of the organ which is a very crucial part of the process got delayed because of non-availability of Air India flights. Also, references have been received in this Department that Govt. Employees are facing hardship in obtaining ex-post-facto approval in such cases.

2. The matter has been considered in the Department and in view of the urgency involved in cases of harvesting of organs or transplantation of organs where speedy transportation of the patient or organs is involved, it is clarified that in all such cases travel by any airlines other than Air India may be allowed to Govt. Servants.

3. This is issued with the approval of Finance Secretary.

Sd/-  
**(Nirmala Dev)**  
Deputy Secretary (EG)  
Telefax: 23093276

All Ministries/ Department of Government of India

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



No.19016/1/2015-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated the 21<sup>st</sup> December, 2016

**OFFICE MEMORANDUM**

**Sub:- Applicability of provision below SR-147 to the family of deceased Govt. servant, In special circumstances-clarification regarding.**

Various references are being received in this Department seeking clarification from this Department as to whether Rule below SR-148 for admitting Travelling Allowance (TA) claim by family of deceased employees beyond one year period of the death of the employee is also covered under Gol decision 2(iii) below Rule SR-147 which provides that 'TA to Central Government servant on retirement may be availed of by a Government servant who is eligible for it, at any time during his leave preparatory to retirement, or within one year of the date of his retirement and powers to extend the time-limit of one year will be exercised by the Administrative Ministries/Departments with the approval of the FA concerned, in individual cases attendant with special circumstances.'

2. The matter has been considered in this Department and it has been decided that the above provision below SR-147 for extension of time limit of one year with the approval of FA of the concerned Ministry, will also be applicable in case of family of the deceased Govt. servant.

3. This is issued with the approval of Joint Secretary (Personnel).

Sd/-  
(Nirmala Dev)  
Deputy Secretary (EG)

Copy to: All Ministries/Departments (As per list)



No. 19030/1/2017-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

New Delhi, the 13<sup>th</sup> July 2017

**OFFICE MEMORANDUM**

**Subject:** Travelling Allowance Rules – Implementation of the Seventh Central Pay Commission.

Consequent upon the decisions taken by the Government on the recommendations of the Seventh Central Pay Commission relating to Travelling Allowance entitlements to civilian employees of Central Government, President is pleased to decide the revision in the rates of Travelling Allowance as set out in the Annexure to this Office Memorandum.

2. The 'Pay Level' for determining the TA/DA entitlement is as indicated in the Central Civil Service (Revised Pay) Rules, 2016.
3. The term 'Pay in the Level' for the purpose of these orders refer to Basic Pay drawn in appropriate Pay level in the Pay Matrix as defined in Rule 3(8) Central Civil Services (Revised Pay) Rules, 2016 and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP) or any other type of pay like special pay, etc.
4. However, if the Travelling Allowance entitlements in the case of any individuals groups or classes of employees, the entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.
5. The claims submitted in respect of journey made on or after 1<sup>st</sup> July, 2017, may be regulated in accordance with these orders. In respect of journeys performed prior to 1<sup>st</sup> July, 2017, the claims may be regulated in accordance with the previous orders dated 23.09.2008.
6. It may be noted that no additional funds will be provided on account of revision in TA/DA entitlements. It may therefore be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.
7. **These orders shall take effect from 01<sup>st</sup> July, 2017.**
8. Separate orders will be issued by Ministry of Defence and Ministry of Railways in respect of Armed Forces personnel and Railway employees, respectively.



सत्यमेव जयते

**Department of Telecommunications, Ministry of Communications, Government of India, New Delhi**

9. 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.

Sd/-  
**(Nirmala Dev)**  
Deputy 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****Annexure to Ministry of Finance, Department of Expenditure  
O.M. No. 19030/1/2017-E.IV dated 13<sup>th</sup> July, 2017.**

In supersession of Department of Expenditure's O.M. No.19030/3/2008-E.IV dated 23.09.2008, in respect of Travelling Allowance the following provision will be applicable with effect from 01.07.2017.

**2. Entitlements for Journeys on Tour or Training****A. (i) Travel Entitlements within the Country**

Pay Level in Pay Matrix	Travel Entitlement
14 and above	Business/Club class by air or AC-I by train
12 and 13	Economy class by air or AC-I by train
6 to 11	Economy class by air or AC-II by train
5 and below	First Class/AC-III/AC Chair car by train

(ii) It has also been decided to allow the Government officials to travel by Premium Trains/ Premium Tatkal Trains/ Suvidha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and the reimbursement of Dynamic/ Flexi-fare in Shatabdi/Rajdhani/Duronto Trains while on official tour/ training. Reimbursement of Tatkal Seva Charges which has fixed fare, will remain continue to be allowed. Travel entitlement for the journey in Premium/Premium Tatkal/ Suvidha/ Shatabdi/Rajdhani/Duronto Trains will be as under -

Pay Level in Pay Matrix	Travel Entitlements in Premium/Premium Tatkal/ Suvidha/ Shatabdi/Rajdhani/Duronto Trains
12 and above	Executive/AC 1 <sup>st</sup> class (In case of Premium/Premium Tatkal/ Suvidha/ Shatabdi/Rajdhani Trains as per available highest class)
6 to 11	AC 2 <sup>nd</sup> Class/Chair Car (In Shatabdi Trains)
5 & below	AC 3 <sup>rd</sup> Class/Chair Car

(iii) The revised Travel entitlements are subject to the following: -

- (a) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- (b) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- (c) All mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer



will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.

- (d) In case of non-availability of seats in entitled class. Govt. servants may travel in the class below their entitled class.

**B. International Travel Entitlement:**

Pay Level in Pay Matrix	Travel Entitlement
17 and above	First Class
14 to 16	Business/Club class
13 and below	Economy class

**C. Entitlement for journeys by Sea or by River Steamer**

**(i) For places other than A&N Group of Islands and Lakshadweep Group of Island :-**

Pay Level in Pay Matrix	Travel Entitlement
9 and above	Highest Class
6 to 8	Lower Class if there be two classes only on the steamer
4 and 5	If two classes only the lower class if three classes, the middle or second class. If there be four classes, the third class
3 and below	Lowest Class

**(ii) For travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited :-**

Pay Level in Pay Matrix	Travel Entitlement
9 and above	Deluxe class
6 to 8	First/ 'A' Cabin class
4 and 5	Second/ 'B' class
3 and below	Bunk Class

**D. Mileage Allowance for Journeys by Road:**

**(i) At places where specific rates have been prescribed:-**

Pay Level in Pay Matrix	Entitlements
14 or above	Actual fare by any type of public bus including AC bus <b>OR</b> At prescribed rates of AC taxi when the journey is actually performed by AC taxi <b>OR</b>



	At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
6 to 13	Same as above with the exception that journeys by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus <b>OR</b> At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
3 and below	Actual fare by ordinary public bus only <b>OR</b> At prescribed rates for auto rickshaw for journeys by auto rickshaw, own scooter, motor cycle, moped, etc.

**(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring states:**

For journeys performed in own car/taxi	Rs. 24/- per Km
For journeys performed by auto rickshaw, own scooter, etc	Rs. 12/- per Km

At places where no specific rates have been prescribed, the rate per km will further rise by 25 percent whenever DA increases by 50 percent.

**E (i). Daily Allowance on Tour**

Pay Level in Pay Matrix	Entitlement
14 and above	Reimbursement for hotel accommodation/guest house of up to ₹7,500/- per day, Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and Reimbursement of food bills not exceeding ₹1200/- per day.
12 and 13	Reimbursement for hotel accommodation/guest house of up to ₹4,500/- per day, Reimbursement of AC taxi charges of up to 50 km per day for travel within the city, Reimbursement of food bills not exceeding ₹1000/- per day.
9 to 11	Reimbursement for hotel accommodation/guest house of up to ₹2,250/- per day, Reimbursement of non-AC taxi charges of up to ₹338/- per day for travel within the city, Reimbursement of food bills not exceeding ₹900/- per day.
6 to 8	Reimbursement for hotel accommodation/guest house of up to ₹750/- per day, Reimbursement of non-AC taxi charges of up to ₹225/- per day for travel within the city, Reimbursement of food bills not exceeding ₹800/- per day.
5 and below	Reimbursement for hotel accommodation/guest house of up to ₹450/- per day, Reimbursement of non-AC taxi charges of up to ₹113/- per day for travel within the city, Reimbursement of food bills not exceeding ₹500/- per day.

**(ii) Reimbursement of Hotel charges :-** For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay Class 'X' cities, the ceiling for all employees up to Level 8 would be ₹1,000 per day, but it will



only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25 percent whenever DA increases by 50 percent.

**(iii) Reimbursement of Travelling charges :-** Similar to Reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for levels 11 and below will further rise by 25 percent whenever DA increases by 50 percent. For journeys on foot, an allowance of Rs.12/- per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.

**(iv) Reimbursement of Food charges :-** There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table E(i) above and, depending on the length of absence from headquarters, would be regulated as per Table (v) below. Since the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates). i.e. Lump sum amount payable. The lump sum amount will increase by 25 percent whenever DA increase by 50 percent.

**(v) Timing restrictions :-**

Length of absence	Amount payable
If absence from headquarters is <6 hours	30% of Lump sum amount
If absence from headquarters is between 6-12 hours	70% of Lump sum amount
If absence from headquarters is >12 hours	100% of Lump sum amount

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis.

**(vi)** In case of stay/journey on Government ships, boats etc. or journey to remote places on foot/mules etc for scientific/data collection purposes in organization like FSI, Survey of India, GSI etc., daily allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Department/controlling officer.

Note: DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs.

**3. T.A. on Transfer**

TA on Transfer includes 4 components :- (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

**(i) Travel Entitlements :**



- (a) Travel entitlements as prescribed for tour in Para 2 above, except for International Travel, will be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in SR.114 will, however, continue to be applicable.
- (b) The provisions relating to small family norms as contained in para 4(A) of Annexure to M/o Finance O.M. F.No. 10/2/98-IC & F.No. 19030/2/97-EIV dt. 17th April 1998, shall continue to be applicable.

**(ii) Composite Transfer and Packing Grant (CTG) :**

- (a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other. However, for transfer to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG.
- (b) In cases of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.
- (c) In cases where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

**(iii) Transportation of Personal Effects**

Level	By Train/Steamer	By Road
12 and above	6000 Kg by good train/4 wheeler wagon/ 1 double container	Rs. 50/- per km
6 to 11	6000 Kg by goods train/4 wheeler wagon/1 single container	Rs. 50/- per km
5	3000 kg	Rs. 25/- per km
4 and below	1500 kg	Rs. 15/- per km

The rates will further rise by 25 percent whenever DA increases by 50 percent. The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India. The claim for reimbursement shall be admissible subject to the production of actual receipts/ vouchers by the Govt servant.



Production of receipts/vouchers is mandatory in r/o transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep also.

Transportation of personal effects by road is as per kilometer basis only. The classification of cities/ towns for the purpose of transportation of personal effects is done away with.

**(iv) Transportation of Conveyance.**

Level	Reimbursement
6 and above	1 motor car etc. or 1 motor cycle/scooter
5 and below	1 motorcycle/scooter/moped/bicycle

The general conditions of admissibility of TA on Transfer as prescribed in S.R. 116 will, however, continue to be applicable.

**4. T.A. Entitlement of Retiring Employees**

TA on Retirement includes 4 components : - (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

**(i) Travel Entitlements**

Travel entitlements as prescribed for tour/transfer in Para 2 above, except for International Travel, will be applicable in case of journeys on retirement. The general conditions of admissibility prescribed in S.R.147 will, however, continue to be applicable.

**(ii) Composite Transfer Grant (CTG)**

(a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement, settled down at places other than last station(s) of their duty located at a distance of or more than 20 km. However, in case of settlement to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.

(b) As in the case of serving employees, Government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the CTG subject to the condition that a change of residence is actually involved.



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## Department of Telecommunications, Ministry of Communications, Government of India, New Delhi

(iii) **Transportation of Personal Effects** :- Same as Para 3(iii) above.

(iv) **Transportation of Conveyance** :- Same as Para 3(iv) above.

The general conditions of admissibility of TA on Retirement as prescribed in S.R. 147 will, however, continue to be applicable.

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No. 19024/22/2017-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated the 19th July, 2017

**OFFICE MEMORANDUM**

**Subject : Guidelines on Air Travel on Official Tours - Purchase of air tickets from authorized agent.**

The undersigned is directed to refer to this Departments' O.M. No 19024/1/2005 E. IV dated 24.03.2006, O.M. No 19024/1/2009-E.IV dated 16.09.2010 and O.M. No. 19024/1/2012-E IV dated 09.07.2013 regarding guidelines on Air travel. As per these guidelines, in all cases of Air Travel where the Government of India bears the cost of air passage, Air Tickets may be purchased directly from Airlines (at Booking counters/office/Website of Airlines) and if needed, by utilizing the services of three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. This Department is receiving a large number of proposals from various Ministries/ Departments seeking ex post-facto relaxation of the prescribed procedure for purchase of air tickets from authorized travel agents only.
3. The matter has been reconsidered in this Department. All Ministries/Departments are again directed to:

- (i) Ensure strict compliance of extant guidelines for purchase of air ticket directly from Airlines (at Booking counters/office/Website of Airlines) or from three authorized Travel Agents viz M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only by all officials/officers under their control. Henceforth relaxation on account of ignorance/ unawareness of these guidelines will not be considered by this Department.
- (ii) In case of non-availability of authorized agent at a particular place, ticket may be booked from website of Airlines or web portal of Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC.



- (iii) In respect of Non-officials of Committees/Boards/Panels, the concerned Ministry/ Department have to mention in the meeting notice that the Non-official Member has to purchase the ticket from authorized travel agent only otherwise his claim will not be settled by that Ministry/Department.
- (vi) All Ministries/Departments of the Government of India, etc. have to widely circulate this O.M in all offices including attached/subordinate offices/autonomous bodies under their control with specific instructions to Heads of Departments concerned for strict compliance of these guidelines. Non-compliance of these guidelines by Ministries/ Departments will be treated as lapse on the part of the concerned Ministry/Department.

Sd/-

**(Nirmala Dev)**

To

Deputy Secretary to the Government of India

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

**Copy O/o C&AG, UPSC etc. as per standard endorsement list.**



No. A-27012/02/2017-Estt.(AL)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

New Delhi, the 16<sup>th</sup> August, 2017

**Sub : Recommendations of the Seventh Central Pay Commission  
Implementation of decision relating to the grant of Children Education Allowance.**

Consequent upon the decision taken by the Government on the recommendations made by the Seventh Central Pay Commission on the subject of Children Education Allowance Scheme, the following instructions are being issued in supersession of this Department's OM dated 28-4-2014:-

- (a) The amount fixed for reimbursement of Children Education allowance will be Rs. 2250/- pm.
  - (b) The amount fixed for reimbursement of Hostel Subsidy will be Rs. 6750/- pm.
  - (c) In case both the spouse are Government servants, only one of them can avail reimbursement under Children Education Allowance.
  - (d) The above limits would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%. The allowance will be double for differently abled children.
2. Further, reimbursement will be done just once a year, after completion of the financial year. For reimbursement of CEA, a certificate from the head of institution, where the ward of government employee studies, will be sufficient for this purpose. The certificate should confirm that the child studies in the school during the previous academic year. For Hostel Subsidy, a similar certificate from the head of Institution will suffice, with the additional requirement that the certificate should mention the amount of expenditure incurred by the government servant towards lodging and boarding in the residential complex. The amount of expenditure mentioned, or the ceiling as mentioned above, whichever is lower, shall be paid to the employee.
3. These orders shall be effective from 1<sup>st</sup> July, 2017.



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## Department of Telecommunications, Ministry of Communications, Government of India, New Delhi

4. Insofar as persons serving in Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and auditorGeneral of India.

Hindi version will follow.

**(Navneet Misra)**  
Under Secretary to the Govt. of India

To

1. All Ministries/ Departments as per standard mailing list.
2. NIC with a request to upload the OM on the website of DOPT.



**No. A-27012/03/2017-Estt.(AL)**  
**Government of India**  
**Ministry of Personnel, P.G. and Pensions**  
**Department of Personnel & Training**

New Delhi, the 16<sup>th</sup> August, 2017

**Sub : Recommendations of the Seventh Central Pay Commission - Implementation of decisions relating to Special Allowance for childcare for women with disabilities.**

Consequent upon the decision taken by the Government on the recommendations made by the Seventh Central Pay Commission for providing extra benefits to women employees with disabilities especially when they have young children and children with disability, the President is pleased to issue the following instructions :-

- (i) Women with disabilities shall be paid Rs. 3000/- per month as Special Allowance for Child care. The allowance shall be payable from the time of the child's birth till the child is two years old.
  - (ii) It shall be payable for a maximum of two eldest surviving children.
  - (iii) Disability means a person having a minimum Disability of 40% as elaborated in Ministry of Welfare's Notification No. 16-18/97-NI.I dated 1.6.2001 and amended from time to time.
  - (iv) The above limit would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.
2. These orders shall be effective from 1<sup>st</sup> July, 2017.
3. Insofar as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and auditorGeneral of India.
- Hindi versions will follow.

Sd/-  
**Navneet Misra)**

**To,**

Under Secretary to the Govt. of India

1. Ministries/Departments of the Government of India.
2. NIC with a request to upload the OM on the website of DoPT.



No. 31011/8/2017 Estt. A-IV  
Government of India  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**Establishment A-IV Desk**

North Block, New Delhi-110001  
Dated: September 19, 2017

**OFFICE MEMORANDUM**

**Subject : Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission - clarification reg.**

The undersigned is directed to refer to this Department's O.M. No. 31011/4/2008-Estt.A-IV dated 23.09.2008, which inter-alia provides that travel entitlements for the purpose of official tour/transfer or LTC, will be the same but no daily allowance shall be admissible for travel on LTC. Further, the facility shall be admissible only in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.

2. Consequent upon the decisions taken by Government on the recommendations of Seventh CPC relating to Travelling Allowance entitlements of the Central Government employees, TA Rules have undergone changes vide Ministry of Finance's O.M. No. 19030/1/2017-E.IV dated 13.07.2017.
3. In this regard, it is clarified that the travel entitlements of Government servants for the purpose of LTC shall be the same as TA entitlements as notified vide Ministry of Finance's O.M dated 13.07.2017, **except the air travel entitlement for Level 6 to Level 8 of the Pay Matrix**, which is allowed in respect of TA only and not for LTC.
4. Further, the following conditions may also be noted:
  - i. No daily allowance shall be admissible for travel on LTC.
  - ii. Any incidental expenses and the expenditure incurred on local journeys shall not be admissible.
  - iii. Reimbursement for the purpose of LTC shall be admissible in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.



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- iv. In case of journey between the places not connected by any public/Government means of transport, the Government servant shall be allowed reimbursement as per his entitlement for journey on transfer for a maximum limit of 100 Kms covered by the private/personal transport based on a self-certification from the Government servant. Beyond this, the expenditure shall be borne by the Government servant.
- v. Travel by Premium trains/Premium tatkal trains/Suvidha trains is now allowed on LTC. Further reimbursement of tatkal charges or premium tatkal charges shall also be admissible for the purpose of LTC.
- vi. Flexi fare (dynamic fare) applicable in Rajdhani/Shatabdi/Duronto trains shall be admissible for the journey(s) performed by these trains on LTC. This dynamic fare component shall not be admissible in cases where a non-entitled Government servant travels by air and claims reimbursement for the entitled class of Rajdhani/Shatabdi/Duronto trains.

**5. This O.M. will take effect from July 1, 2017.**

6. Hindi version will follow.

Sd/-

(Surya Narayan Jha)

To,  
The Secretaries,

Under Secretary to the Government of India

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

**Copy to :**

- 1. Comptroller & Auditor General of India, New Delhi.
- 2. Union Public Service Commission, New Delhi.
- 3. Central Vigilance Commission, New Delhi.
- 4. Central Bureau of Investigations, New Delhi.
- 5. Parliament Library, New Delhi.
- 6. All Union Territory Administrations.
- 7. Lok Sabha/Rajya Sabha Secretariat.
- 8. All attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
- 9. NIC, DoP&T with request to upload the OM on Department's website.  
(Notifications <<OMs/Order <<Establishment<<LTC rules.)
- 10. Hindi Section for Hindi Version.



**No. A-27012/02/2017-Estt. (AL)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and P&PW**  
**Department of Personnel & Training**

**Dated:** 31<sup>st</sup> October, 2017

**OFFICE MEMORANDUM**

**Sub : Recommendations of the Seventh Central Pay Commission -  
Implementation of decision relating to the grant of Children Education  
Allowance.**

The undersigned is directed to refer to this Department's O.M. No. 12011/04/2008-Estt(AL) dated 11-9-2008 and O.M. No. A-27012/02/2017 - Estt (AL) dated 16/08/2017 on the subject mentioned above and to state that the reimbursement of Children Education Allowance for differently abled children of government employees shall be payable at double the normal rates prescribed. The annual ceiling fixed for reimbursement of Children Education Allowance for differently abled children of government employees is now Rs. 54,000/- . The rest of the conditions will be the same as stipulated vide O.M. No. 12011/04/2008-Estt(AL) dated 11-9-2008

2. These orders shall be effective from 1<sup>st</sup> July 2017. Hindi version follows

To,

Sd/-  
(Navneet Misra)  
Under Secretary to the Government of India  
Tel: 26164316

- (1) Ministries/Departments of the Government of India.
- (2) NIC with a request to upload the OM on the website of DoPT.



**F.No.31011/12/2022-Estt.A-IV**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**Establishment A-IV Desk**

\*\*\*

North Block, New Delhi.  
Dated 29<sup>th</sup> August,2022

**OFFICE MEMORANDUM**

**Subject : Instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) -regarding.**

The undersigned is directed to refer to the above mentioned subject and to state that in view of the disinvestment of Air India and the consolidated instructions issued consequently by Department of Expenditure vide O.M. No.19024/03/2021-E.IV dated 16.06.2022,which is also applicable in case of air journey in respect of LTC, it has been decided that:

- i. In all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorized Travel Agents (ATAs), namely:
  - (a) M/s Balmer Lawrie & Company Limited (BLCL),
  - (b) M/s Ashok Travels & Tours (ATT),
  - (c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).
- ii. The choice of the travel agent for booking of ticket from the three authorized travelagents is left open to the Ministry/Department and the official in case of self-booking, based on convenience and service quality. No agency charges/convenience fees will be paid to these ATAs.
- iii. Government employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot, mentioned below, at the time of booking. They are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC claims.
  - (a) On the day of travel in the desired 3 hours' slot of following time band-00:00 hours to 03:00 hours, 03:00 hours to 06:00 hours, 06:00 hours to 09:00 hours, 09:00hours to 12:00 hours, 12:00 hours to 15:00 hours, 15:00 hours to 18:00 hours,18:00 hours to 21:00 hours,21:00 hours to 24:00 hours.
  - (b) With provision of optimizing within a 10% price band, for convenience and comfort.
- iv. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on LTC, to avail the most competitive fares and minimize burden on the exchequer.
- v. Employees are also encouraged to avoid unnecessary cancellations. Cancellations



made less than 24 hours before intended travel on LTC, will require the submission of a self-declared justification by the employee. All the three ATAs have been directed to provide zero/nil cancellation charges. Till then, cancellation charges are to be reimbursed for all cases where cancellation was due to the circumstances/reasons beyond the control of Government employee.

- vi. Employees should preferably book only one ticket for each leg of intended travel on LTC. Holding of more than one ticket is not allowed.
- vii. While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 ATAs only. Employees must register their official Government Email-Id with these three agencies to book their air tickets digitally through above modes for travel by any airlines.
- viii. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.
- ix. No Mileage Points will be generated against travel on Government account.

### **Provisions for Advances**

- (i) Government employees entitled for air travel, may apply for LTC advance with the print-out of the concerned webpage of authorized travel agency having suitable flight and fare details while tracking the fare of the flight under the three hour time slot, as mentioned at Para 1(iii)(a) above, at least 30 days prior to the intended date of journey.
- (ii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare.
- (iii) Those Government employees who are not entitled for air travel but who wish to travel by air under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare from their Headquarters/place of posting up to Kolkata/Guwahati/Chennai/Visakhapatnam/Delhi/Amritsar plus air fare (indicated in print-out of the concerned webpage of authorized travel agency having suitable flight and fare details) from the relevant railhead in Kolkata/Guwahati/Chennai/Visakhapatnam/ Delhi/ Amritsar till the place of visit in North East Region/Union Territory of Jammu & Kashmir/Union Territory of Andaman & Nicobar/Union Territory of Ladakh.

### **Provisions for Reimbursements**

- (i) In case, at the time of actual booking of the ticket after receiving the advance, there is any difference in fare owing to the time gap between request for advance and grant of



advance, the difference in fare will be adjusted at the time of settlement of LTC claim.

- (ii) In all cases wherein the non-entitled Government employees travel by air under Special Dispensation Scheme directly from their Headquarters/place of posting to the place of visit in NER/J&K/A&N/Ladakh, the Government employees must take the print-out of the concerned webpage having flight and fare details of the flight for relevant railhead viz. Kolkata/Guwahati/Delhi/ Amritsar/Chennai/Vishakhapatnam to the place of visit viz. NER or UT of J&K or UT of Ladakh or UT of A&N within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print out of the details of the flights available in the next slot may be retained. In such cases, the reimbursement will be restricted to the actual air fare for the direct journey or the fare entitled under Special Dispensation Scheme, whichever is less.
- (iii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, are also required to book their air ticket through only the three ATAs mentioned above irrespective of booking time limit. However, the reimbursement will be restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less.

Sd/-

(Satish Kumar)

Under secretary to the government of India

Tel : 2304 0341

To

All Secretaries of Ministries /Departments

(As per Standard List)

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi,
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi Section for Hindi version.

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**No.19024/03/2021-E.IV**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**

North Block, New Delhi.  
Dated the 16<sup>th</sup> June, 2022

**OFFICE MEMORANDUM**

**Subject: Modification of instructions regarding Booking of Air Tickets on Government account.**

In view of the decision of the Government for disinvestment of Air India, it has already been decided that in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased only from the three Authorized Travel Agents viz.

- I. M/s Balmer Lawrie & Company Limited (BLCL),
  - II. M/s Ashok Travels & Tours (ATT)
  - III. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)
2. The choice of the travel agent for booking of ticket for tour and LTC from those in Para 1 is left open to the Ministry/Department and to the official in case of self-booking, based on convenience and service quality. Tickets for all employees for a single tour should be done through one selected travel agent only. No agency charges/convenience fees will be paid to these three booking agencies
3. Employees are to choose flight having the Best Available Fare on their entitled travel class which is the Cheapest Fare available, preferably for Non-stop Sight in a given slot at the time of booking
- (a) On the day of travel in the desired 3 hours slot of following time band-00.00 to 03.00, 03.00 to 06.00, 06.00 to 09.00, 09.00 to 12.00, 12.00 to 15.00, 15.00 to 18.00, 18.00 to 21.00, 21.00 to 24.00
  - (b) With provision of optimizing within a 10% price band, for convenience and comfort.
4. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on tour and LTC, to avail the most competitive fares and minimize burden on the exchequer. Bookings may be made even if the approval of the tour programme is still under process.
5. Any bookings made within less than 72 hours of intended travel on Tour, will require the submission of self-declared justification by the employee.
6. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel, will require the submission of a self- declared justification by the employee.
7. Employees should preferably book only one ticket for each leg of intended travel. Holding of more than one ticket is not allowed. However, in case of special exigencies or exceptional circumstances, a maximum of two tickets for the alternative flights for different time-slot may be booked for same leg of travel with the self-declared justification for the same.



8.(a) While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 authorized agencies only.

(b) Employees must register their official Government Email-ID with these 3 agencies to book their air tickets digitally through above modes for travel by any airlines.

9. Ministries/Departments should ensure the availability of sanctioned Budget for Domestic and Foreign travel for their employees.

10. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.

11. All Ministries/Departments are to clear their dues on account of air ticket to the concerned travel agent within a maximum of 30 days from completion of journey.

12. To ensure timely payment of air ticket to the travel agents, to confirm the performance of journey, the employee has to submit a certificate/undertaking in prescribed proforma (enclosed as Annexure-1) within 72 hours of completion of journey. TA bill may be submitted later as per the existing rules.

13. Ministries/Departments must clear all previous outstanding dues to the travel agents by 31<sup>st</sup> August,2022.

14. No Mileage Points will be generated against travel on Government account.

15. All Ministries/Departments are directed to ensure strict compliance of the order and to widely circulate this O.M.in all offices including Attached/Subordinate Offices/Autonomous Bodies under their control.

16. This O.M is issued in supersession of all existing instructions on the subject.

**17. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).**

To,

Sd/-  
(Nirmala Dev)  
Director

All Ministries/Departments of the Government of India as per standard distribution list.  
Copy: O/o C&AG,UPSC etc. as per standard endorsement list.



No. 9-06/2019-20-Fin.  
Government of India  
Ministry of Communications  
Department of Telecommunications  
(Integrated Finance Division)

Dated: 21/02/2023

**OFFICE MEMORANDUM**

**Sub: Vivad Se Vishwas I – Relief for MSMEs.**

The undersigned is to circulate Ministry of Finance, Department of Expenditure OM No. F.1/1/2023-PPD, dated 6/02/2023 on the above subject for necessary action.

2. This issues with the approval of Competent Authority.

**Encl:- As above.**

Amanullah Tak  
Director (Finance)  
Tel: 011-23036037

**To,**

1. All Sr. DDsG/DDG/JWA/Jt. Administrator USOF of DoT HQ
2. Heads of TEC/NTIPRIT/NICF
3. CGCA Ghitorni, New Delhi for circulation of the O.M. to all field units viz. Pr.CCAs/CCAs offices
4. DG(T), DoT HQ for circulation of the O.M. to all field units of LSAs
5. All PSUs/AB of DoT



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

264-C, North Block, New Delhi  
6<sup>th</sup> February, 2023.

**Office Memorandum**

**Subject: Vivad Se Vishwas I – Relief for MSMEs.**

Government has been getting many references from Micro, Small and Medium Enterprises (MSMEs) regarding difficulties being faced by them in the last two years due to COVID 19 pandemic. The Government had provided certain benefits to the industry (including MSMEs) in Government contracts in the past.

2. In order to further support MSMEs, it has been decided to provide relief in all contracts for procurement of Goods and Services, entered into by any Ministry/Department/attached or subordinate office/autonomous body/ Central Public Sector Enterprise (CPSE)/ Public Sector Financial institution etc with MSMEs, which meet the following criteria:

- (i) The contract/ supplier should be registered as a Medium, Small or Micro Enterprise with Ministry of MSME, as on 31.03.2022.
- (ii) The original delivery period/ completion period was between 19.02.2020 and 31.03.2022.

3. For the MSMEs which meet the specified criteria, the following reliefs shall be provided:

- (i) 95% of the performance security forfeited from such firms shall be refunded.
- (ii) 95% of the Bid Security (Earnest Money Deposit), if any, forfeited from MSME firms in tenders opened between 19.02.2020 and 31.03.2022 shall be refunded.
- (iii) 95% of the Liquidated Damages (LD) deducted from such firms shall also be refunded. LD so refunded shall not exceed 95% of the performance security stipulated in the contract.
- (iv) In case firm has been debarred only due to default in execution of such contracts, such debarment shall also be revoked, by issuing an appropriate order by the procuring entity. However, in case a firm has been ignored for placement of any contract due to debarment in the interim period (i.e. date of debarment and the date of revocation under this order), no claim shall be entertained.
- (v) No interest shall be paid on such refunded amount.

4. Government e-Marketplace (GeM) shall provide an online portal for the purpose implementation of this order. Broad functionality of the portal shall be as follows:



Step 1: GeM shall provide functionality to MSME Vendors to register on the portal through its authorized personnel.

Step 2: The registered contractor shall list out the applicable contracts on the portal. The list of the procuring entities shall be available only through drop down menu, which should be changed only with the approval of DoE. The details of the dispute should contain atleast following details: contract number, contracting authority, paying authority, Deducted/ forfeited amount.

Step 3: GeM portal shall intimate through email to nodal officers of each procuring entity to verify the claim of the MSME vendor.

Step 4: The nodal officer of the procuring entity shall after due diligence and refund of due amount as per this order shall update the portal with the amount, date and transaction details of the payment.

Step 5: Reports to trach pendency in each procuring entity shall be provided by GeM.

5. The date of commencement of the scheme shall be notified separately.

Sd/-  
(Kanwalpreet)  
Director(PPD)

Tel.No. 2309 3811; email: [kanwal.irss@gov.in](mailto:kanwal.irss@gov.in)

To

1. Secretaries of all Ministries/ Departments of Government of India for information and necessary action. They are also requested to inform these provisions to all procuring entities under their administrative control.
2. Secretary, Department of Public Enterprises with a request to reiterate these orders in respect to public enterprises.
3. Secretary, Department of Financial Services with a request to reiterate these orders in respect to public sector financial institutions.
4. Chief Secretaries/ Administrators of Union Territories/ National Capital Territory of Delhi.
5. CEO/GeM with a request to ensure implementation of this order of GeM.





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Department of Telecommunications, Ministry of Communications, Government of India, New Delhi

## **Part-B CHECK LIST**



## 1 Honorarium cases

Check points	Guidelines	Status/Remarks
Nature of work for which honorarium is proposed	Work of an occasional in nature/intermittent in character/of such special merit as to justify a special reward as per guidelines/instructions contained in FR-46(B) and GoI orders there under	
Administrative approval of Competent authority	Available / Not available	
Available certification of nodal wing	<ol style="list-style-type: none"><li>No OTA has been paid for the work.</li><li>The work performed by the staff was not included in the list of items for which honorarium should not be paid as per annexure to FR-46.</li><li>Due regard has been paid to the general principle enunciated in FR-11</li><li>Any sanctioned/paid honorarium during the current financial year.</li><li>Whether the staff is on the strength of establishment.</li></ol>	
Total Amount	Maximum amount of honorarium payable to any government servant is Rs. 5000 per annum as per the current order and the same can not be relaxed under any circumstances.	
Financial approval	Approval of financial advisor is required when total amount of honorarium exceeds Rs. 2500 in a year.	



## 2 Reimbursement of medical claims and advances

Check points	Guidelines	Status/emarks
Total amount of medical Claim	In case medical claim is more than Rs. 2 lakhs, it requires the approval of Secretary (T) with the concurrence of IFD, in view of OM No. S-12O20/ 4 / 97-CGHS(P) dt. 27 <sup>th</sup> Dec., 2006 of Ministry of Health and Family Welfare.	
Area of residence	Whether CGHS area or Non-CGS area if resides in non CGHS area, orders of appointment of AMA are available.	

Relationship with patient	Whether dependent on Govt. servant or not In case of female Govt. servant, the condition of dependence and residences etc. to avail CGHS benefits either for her parents or parents-in-law.	
OPD treatment	Whether medicines issued by CGHS dispensaries or not. Cost of medicines is not reimbursable.	
Emergency treatment  Treatment in super Speciality hospital in non-emergency condition	Emergency certificate available or not. Prior approval of concerned Additional Director CGHS is available or not.	
Treatment in private recognized hospitals	Prior permission of competent authority is available or not. This permission is valid for 6 months only in cases of diabetes, hypertension and other cardiac diseases, dialysis and cancer and 3 months in other cases.	
Medical advance	(1) Whether the Govt. servant or his family members has been admitted in the hospital as (a) An in patient and (b) An out patient in the case TB/Cancer. (2) Estimate of the hospital is available or not. (3) Whether credit facility is being provided by the hospital.	



Treatment from AMA	Due renewal for practice as AMA is given by the Department.	
Treatment at residence	Whether the claim supported by a certificate by AMA stating (a) his reasons for the opinion that owing to the absence or remoteness of a suitable hospital or the severity of the illness and (b) Cost of the similar treatment.	
Time limit	Whether the bills have been preferred within 6 months in case of non-emergent cases and 1 month in emergent cases.	
Delay in submission	Whether delay has been condoned by the HoD or not.	
Entitlement of accommodation Adjustment of medical advance	Whether as per prescribed category according to basic pay. Whether medical advance has been adjusted in the final claim.	
Admissibility of claim	Whether as per CGHS package or not.	
Follow-up treatment Recommendation of competent authority	Whether permission for follow-up treatment in private recognized hospital has been obtained.	
Necessary certificates	Whether recommendation of competent authority has been obtained. Nodal section's certification / specific recommendation regarding admissibility of claim is there or not.	

**3. Creation of Posts :**

There is a ban on creation of new posts. Any unavoidable proposal for creation of post including Group B, C etc. will be referred to Ministry of Finance, Department of Expenditure

Check points	Guidelines	Status/Remarks
Detail of post	Order regarding exemption from ban is available or not.	
Order of Competent Authority	Whether order of competent authority to create a post is available or not.	
Nature of post	Permanent /Temporary/Tenure post.	
Permanent post	Prior consent of Finance Minister is available.	
Temporary post	Funds to meet the cost of the post by valid Appropriation or re-appropriation is available.	
Continuance of temporary post	Provision of funds is available.	
Creation of post of JS or equivalent and above	Approval of Finance Minister and Cabinet through Department of Expenditure is available.	
Creation of post of Group 'A' (below level of JS) Group 'B' 'C' and 'D'	Approval of Finance Minister is available.	
Recruitment Rule	Whether recruitment rule is available or not.	
Transfer/diversion/adjustment of post within organization	Amount to creating a new post and therefore would attract ban orders.	
Down-gradation of post	Concurrence of Financial Advisor is necessary.	



Unavoidable proposals for creation of post	Require to refer to Ministry of Finance with matching saving provisions.	
Creation/up-gradation of post in relaxation of existing ban	Specific approval of Department of Expenditure in addition to approval of Telecom Commission.	
Revival of Past	Require to refer to Ministry of Finance	
Abolition of high level post	Abolition of post of supporting staff of that higher level post.	

**While forwarding the proposal for creation of post to Ministry of Finance (Department of Expenditure) the following information/details must be furnished.**

Sl. No.	Details to be provided
A	<b>THE POST</b>
1.	Name and Designation of the post.
2.	Pay scale of the post.
3.	Grade/category of the post.
4.	Scientific/technical or administrative nature of the post.
5.	Functional justification (for each of the category separately).
6.	How were the functions of the post being managed in the absence of its creation.
7.	Duties and responsibilities of the post (Job description for each position).
8.	Essential and minimum qualifications of the post.
9.	Recruitment Rules relevant to the post.
10	Mode of filling up the post.
11.	Immediate feeder post in the line of promotion.
12.	Immediate promotion post in the hierarchy.
13.	Work load of the post (Extract of SIU study, if any).
14.	Financial implications for creation of post.
B	<b>THE ORGANISATION</b>
15.	Name of the organization.
16.	Detailed sanctioned strength (category-wise) with pay scales.
17.	Detailed actual strength (category wise).



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18.	Details of vacancies date-wise.
19.	Whether the organization has been studied by SIU/IWSU. If so, details.
20.	Details of posts abolished in the last five years under various categories like: (a) Deemed abolished; (b) 10% cut; (c) SIU/IWSU study; (d) ERC recommendations; (e) DOPT OM dated 16-5-2001 on optimization of direct recruitment to civilian posts; and (f) Any other reason such as periodical review, winding up etc.
21.	Possibilities of the re-deployment/outsourcing/hiring out of services.
22.	Matching saving (With specific posts, which are to be surrendered).
23.	Costs (Both recurring and non-recurring).
24.	Additional Information, specific to this proposal.



**The check list has been prepared on the basis of orders issued by the MoF (DoE) as under**

1. OM No. F.14 (14)-E (Coord)/77 dated 25-10-1977,
2. OM No. 7(7)-E (Coord)/93 dated 03-05-1993,
3. OM No. 7(2)-E. Coord./95 dated 30-05-1995,
4. OM No. 7(1)-E.Cood. 1/2006 dated 24-02-2006
5. Chapter 14 (Section II Establishment) on Creation of Posts of Swamy's Complete Manual on Establishment and Administration.
4. **Foreign deputation cases (conference/Training/Workshop/Seminar/Exhibition/ Symposium/Other): (OM No. 4(A)/E.Cood/2015 dated 05.01.2016 and 25.01.2016 of GIMF (DE))**

Check points	Guidelines	Status/ Remarks
Name of organization and country/countries to be visited, duration of event, detail of similar event in past 3 years	Clearly indicated. Name of participant alongwith designation, posting details, dates of tour along with tour report of visit are available.	
Size of delegation alongwith level of officer leading the delegation	No. of visits undertaken by nominated officers during current calendar year and during last three calendar years with name and duration as per Annexure 'A'	
In case it requires approval of Screening Committee of Secretaries (SCOS)	Proforma for SCOS should be filled in as per MoF, DoE O.M. No. 4(1)/E.Cood-2014 dated 02-07-2014 along with enclosures.	
Clearances	Approval of SCOS Is required in the prescribed format, if the delegation includes officers above the level of joint Secretary. Political clearance and vigilance clearance are available. PMO clearance is required in respect of visit of Minister.	



Financial implication	Total financial implication should be furnished as per Annexure 'B' and Col. 11 of SCOS proforma.	
Budgetary details	Budget provision for current financial year, expenditure already incurred and booked during the quarter, commitment in pipeline in the current quarter and balance amount under the head 'Foreign Travel Expenses'.	
Competent Authority	Deputation abroad of officers of the level above Director upto JS will be decided by Ministries/ Department in consultation with their FA and the approval of Minister in charge. Foreign visits of officers upto the level of Director and equivalent will be decided by administrative Secretary In consultation with the concerned FA	



## Annexure - 'A'

## Posting and Other details of nominated participant(s)

Sl. No.	Officer's Name & Designation along with Grade Pay	Date of Super- annuation	No of visits undertaken by the officer in the last three calendar years		Present posting				
			Places visited	Year	Place	Organization	Division	Division	section
1.									
2.									

## Annexure - 'B'

## Officer-wise calculation of estimated expenditure on the proposed visit

Sl. No.	Office r's Name & Desig- n- ation along with Grade Pay	Entitle- d clas- s	Ai- r Far- e	D A	Enter- ta- in- ment Allowan- ce	Cont- in- genci- es if any	Hote- l Charg- es	Exce- ss Bagga- ge	Any oth- er ite- m	Tot- al of Col. 4 to 10	Head of Accou- nt to which expen- se is to be charg- ed
1	2	3	4	5	6	7	8	9	10	11	12
1.											
2.											
3.											



## **5. CHECKLIST FOR PROCEDURE TO BE ADOPTED FOR SUBMISSION/PROCESSING OF PROPOSALS OF WORKS**

S. No.	General Points
1.	Whether proposal was included in the Annual/Perspective Plan of the Ministry/ Department?
2.	Whether proposal pertains to Original works or Repair works?
3.	Whether scheme (Plan/Non Plan) under which the expenditure is proposed is clearly indicated?
4.	In the case of proposal requiring planning commission approval /screening committee of non plan expenditure as the case may be and Budgetary provisions the following information is required.
5.	Whether proposal has been prepared in accordance with the instructions issued vide Manual on Policies and Procedure for Procurement of Works issued by Ministry of Finance (available on the link <a href="http://finmin.nic.in/the ministry/dept. expenditure/index.html">http://finmin.nic.in/the ministry/dept. expenditure/index.html</a> )?
6.	Whether year wise requirement of funds is shown? (or prospective 5 year plan)
7.	Whether a "Works Committee" has been constituted to ensure observance of due process in the planning and execution of works, check the reasonability of the estimates and other technical details and monitor the execution of the works and comprising of representatives of:- <ol style="list-style-type: none"><li>1. Administrative wing</li><li>2. Finance wing</li></ol> An officer possessing technical skills and experience for framing estimates and execution of works. If need be, a member may be co-opted from CPWD or from some Public work org.
8.	Whether proposal indicates level of authority required for according approval?
9.	Whether a 'Go-ahead' approval has been obtained from the Competent Authority? While according 'Go-ahead' sanction whether status report of all works - in- progress along with budget allotted, expenditure incurred and balance of funds has been reviewed along with physical progress in each case?
10.	Whether proposal is submitted in the format prescribed i.e. SFC, EFC, PIB etc.?
11.	Whether adequate budgetary provision exists for the proposal?
12.	Whether item wise description of works along with financial implication for each item is indicated along with target date of completion of project and phasing of timelines?
13.	Whether the agency proposed to carry out the work has been selected after due



14.	Whether in case of revision of cost, proposal brings out the amount sanctioned, actual expenditure incurred along with justification and reasons for the increase in costs over and above the sanction?
15.	Whether all supporting documents including detailed design, norms, rules & regulations as well as calculation sheets relevant to the proposal have been placed in the file?
16.	Whether the anticipated or actual savings from a sanctioned estimate for a definite project, has not, without special authority, be applied to carry out additional work not contemplated in the original project.
17.	Whether estimates containing the detailed specifications and quantities of various items has been prepared and sanctioned on the basis of the schedule of rates maintained by CPWD or other Public Works Organizations.
18.	Whether for proposals, being processed for 'Go ahead sanction' formalities as envisaged for the Works Committee, PPR and appendices thereof are scrupulously followed? Whether measures regarding DPR, Technical sanction/ Administrative approval, Funds release etc. have been taken thereafter as envisaged in the said Manual. The manner of transferring the fund to the executing agency to be spelt out.
19.	It may be noted that :- (1) If Works are executed by the Department themselves, DPR will be prepared by the Works Committee. (2) If Repair works are costing up to Rs. 10 lakh, preparation of DPR may be dispensed with, Sanction may be accorded by the competent authority based on <u>PPR</u> itself.
20.	Whether the last para of the note clearly indicates the decision, recommendation of the Competent authority along with financial implication, budget provision, mode of delivery likely completion date and agency proposed to execute the work?
21.	Whether the project cost has or is likely to vary more than 10% of sanctioned cost, then a revised project report taking into account various possible reasons for variation like change in scope, design of work, material/labour cost, time over run etc. is prepared and sanction of competent authority obtained.
22.	In case approved cost of project is Rs 10 crore or above, a review committee consisting of a representative each from the Administrative Ministry, Finance (Internal Finance Wing) and Executive Agency to review the progress of the work is to be constituted (GFR-134)
23.	Whether Proposal in respect of Plan Schemes has been prepared in accordance with extant Orders of Planning Commission/Ministry of Finance?



- (1) DoE, MoF, O.M. No. 24(35)/PF/2012 dated 29-8-2014 regarding delegation of financial powers for plan projects.
- (2) DOT O.M. No. 24-6/2001-G-I dated 17<sup>th</sup> August 2001 regarding maintenance of DoT property by BSNL.
- (3) Ministry of Urban Development Dy. No. 458/WR/2011-W3 dated 27<sup>th</sup> May, 2011 for assigning Civil Works to BSNL in respect of P&T Department.
- (4) DOT OM No. 32-6/2007-EW(Pt) dated 21-3-2012 for payment of Departmental/ Service/Adminn/Estt. charges and advance Payment to BSNL for Civil and Electrical work executed for DOT.
- (5) DOT O.M. NO. 24-13/2012-General-I dated 26-12-2012 for Formation of Works Committee in DOT HQ.
- (6) CVC instructions vide Circular no. 18/12/12 dated 11-12-2012 and office Order no. 005/CRD/19 dated 5<sup>th</sup> July 2007 circulated under DOT Finance letter no.6.1. 2001-Fin dated 6-03-2013.
- (7) MOF, DOE O.M. No. 26/5/2013-PPD dated 20<sup>th</sup> May 2013 circulated vide DOT letter no. 8-3/2013- Fin dated 31-05-2013.
- (8) DOT O.M. NO. 7-5/2001- F&A Vol-I dated 8<sup>th</sup> July 2008.
- (9) Schedule of Financial powers to Chairman, Telecom Commission.
- (10) 4-1/93-FC dated 2<sup>nd</sup> Dec 1994. (Financial powers of AS(T)/ JS(A&P) /DS(T)/US(T) without consulting IFD.



**6. CHECKLIST FOR PROCEDURE TO BE ADOPTED FOR  
SUBMISSION/PROCESSING OF PROPOSALS FOR HIRING AND  
OUTSOURCING OF SERVICES**

S. No.	General Points
1.	Whether the proposal for hiring Consultant(s) is in respect of private and public entities/consulting firms/ engineering firms/ construction management firms/ management firms/ procurement agents /Inspection agents/auditors/ Investment and merchant bankers/ universities/ research institutions/ government agencies/ non-governmental organizations (NGOs)/ individuals/ experts?
2.	Whether the scope of work includes any of the following- policy advice; Institutional reforms; management; engineering services; construction supervision/ project management; feasibility studies, financial services; privatization studies and procedures, procurement services; social and environmental studies; and identification and preparation of projects, development of Computer hardware/ software services etc. to complement the capabilities of the Government Ministry/ department or other Government authorities?
3.	Whether the specific purpose for employing Consultants has been arrived at after taking into consideration the Following: (a) Absence of required expertise in-house; (b) The need for high quality services; (c) The need for economy and efficiency; (d) The need to have qualified Consultants for providing the specific services;
4.	Whether identification of scope of work and the time frame for which services are to be availed of have been indicated in the proposal? Whether the consulting services are of an intellectual and advisory nature and not pertain to construction of works, manufacture of goods, operation and maintenance of facilities or plant where physical aspect of activity is predominant?
5.	Whether the likely sources have been identified on the basis of formal or informal enquiries or by inviting Expression of Interest (EOI) through advertisement?
6.	Whether the criteria for selection of consultants has been indicated in terms of Quality and Cost Based Selection QCBS/ Quality Based Selection QBS/ Combined Quality Cum Cost Based System (CQCCBS)/ Cost Based Selection CBS/by direct negotiations?
7.	If selection is by way of direct negotiations, whether proposal is based on following conditionality: (a) For tasks that represent a natural continuation of previous work carried out by the firm.



	<p>(b) In case of emergency situation, situation arising after natural disasters, situations where timely completion of the assignment is of utmost importance.</p> <p>(c) Situations where the execution of assignment may involve use of proprietary techniques or only one consultant has requisite expertise. Such selection may normally be restricted to a financial ceiling of Rs. Ten lakh.</p>
8.	Whether for all cases having financial implications of more than Rs. Ten lakh, a CEC comprising of at least three members at appropriate level including Financial Adviser or his representative and also a representative of the user has been constituted to carry out the consultant selection procedure. (The CEC is responsible for all aspects and stages of the consultant selection from issuance of EOI to final selection of the consultant. Even in case of selection of consultant by direct negotiations having financial implication of more than Rs. 10 lakh, the CEC shall negotiate with the consultant on technical and financial aspects) (Note: Separate committees may be constituted for separate assignments.)
9.	Whether a CMC has been constituted comprising of at least three members at appropriate level, including user's representative, for monitoring the progress (as per provisions of the Manual) after the selection procedure is over. If considered appropriate, all or any of the members of CEC can also be members of CMC. In case it is decided to appoint another qualified consultant to assist the cost of such additional consultant shall not exceed five per cent [5%] of the total cost of the assignment monitored.
10.	Whether the nature of contract depending upon the nature of the assignment has been indicated in the proposal as below: (i) Lump sum contract; (ii) Time based contracts; (iii) Success fee based contract; (iv) Percentage contract; (v) Indefinite delivery contract.
11.	In cases of Consultancy by nomination - Full justification for single source should be recorded in the file.
12.	The Bid Security should be in accordance with Rule 157 of GFR. GFRs & Performance security should be as per Rule 158 of GFR.



## 7. SELECTION OF CONSULTANTS - PROCESSES INVOLVED

A	<b>Invitation of Expression Of Interest (EOI)</b>
For all consultancy contracts exceeding estimated cost of Rs. 50 lakh except in cases of nomination or where direct negotiation is carried out, an advertisement called "invitation for Expression of Interest" (EOI) shall be released.	
1.	Whether the EOI document contains the following information: (i) Invitation to EOI (ii) Brief about objectives and scope of work (iii) Instructions to the Consultants (iv) Pre-qualification Criteria (v) Formats for submission.
2.	Whether the criteria for short-listing of consultants based on response received through EOI has been prepared as per provisions of the Manual of Policies and Procedure of Employment of Consultants.
3.	Whether following steps have been envisaged for final selection of consultant: (a) preparation of Terms of Reference (TOR); (b) preparation of cost estimate and the budget; (c) preparation and issuance of the Request for Proposals (RFP); (d) pre-bid meeting; (e) receipt of proposals; (f) evaluation of technical proposals: consideration of quality; (g) public opening of financial proposals; (h) evaluation of financial proposal; (i) selection of the winning proposal; (j) negotiations with the selected consultant, if required (k) Award of the contract to the selected firm.
B	<b>TERMS OF REFERENCE</b>
4.	Whether the TOR contains the following: i) Purpose/ objective of the assignment, background information (including a list of existing relevant studies and basic data) to facilitate the consultants' preparation of their proposals; ii) iii) Expected input of key professionals (number of experts, kind of expertise required). If transfer of knowledge or training is also an objective, it should be specifically outlined along with details of number of staff to be trained and so forth, to enable consultants to estimate the required resources; iv) v) vi) Proposed schedule for completing the assignment; Reports/deliverables required from the consultant; Background material, records of previous surveys etc. available and to be provided to the consultant;



	<p>vii) Firms shall be encouraged to comment on the TOR in their proposals. The employer's and consultants' respective responsibilities should be clearly defined in the TOR;</p> <p>viii) Facilities such as local conveyance, office space, secretarial assistance etc., which can be provided to the consultant;</p> <p>ix) Procedure for review of the work of consultant after award of contract.</p>
<b>C.</b>	<b>COST ESTIMATE</b>
5.	Whether cost estimate has been derived based on the assessment of the resources needed to carry out the assignment. Whether Costs are in the form of fee or remuneration or as reimbursement?
<b>D.</b>	<b>REQUEST FOR PROPOSALS</b>
6.	<p>Request For Proposal (RFP) is the bidding document sent only to the short listed consultants in which the technical and financial proposals from the consultants are obtained.</p> <p>Whether RFP contains the following:</p> <ul style="list-style-type: none"><li>(i) A letter of invitation (LOI)</li><li>(ii) Instructions to consultants (ITC)</li><li>(iii) Terms of Reference (TOR)</li><li>(iv) List of key positions / professionals required for the assignment</li><li>(v) Requirement of qualification and experience of the firm and of the key professional staff</li><li>(vi) Criteria of bid evaluation and selection procedure</li><li>(vii) Standard formats for technical proposal</li><li>(viii) Standard formats for financial proposal</li><li>(ix) Proposed form of contract</li></ul> <p>Whether other important provision in RFP/Contract as indicated in Chapter VI of the Manual have been considered?</p>
7.	<b>TECHNICAL AND FINANCIAL PROPOSAL</b>



	<p>Whether the standard formats for technical proposal includes:</p> <ul style="list-style-type: none"><li>(i) Format for Letter of Proposal submission</li><li>(ii) Format for Consultant's organization and experience</li><li>(iii) Format for Comment and suggestion on TOR</li><li>(iv) Format for Approach and methodology</li><li>(v) Format for Team Composition</li><li>(vi) Format for Curriculum Vitae of Key professionals</li><li>(vii) Format for Staffing Schedule</li><li>(viii) Format for Work Schedule</li><li>(ix) Format for Comments/ modifications suggested on draft contract</li><li>(x) Format for information regarding any conflicting activities and declaration thereof.</li></ul>
8.	<p>Whether the standard format for financial proposal includes:</p> <ul style="list-style-type: none"><li>(i) A summary sheet of the cost estimate to be quoted by the consultant.</li><li>(ii) Remuneration payable.</li><li>(iii) Reimbursable.</li></ul>
9.	<p>Whether the process of Pre-bid meeting, Evaluation criteria of Cost and Quality, other processes and specific selection procedures for individual consultants/ service providers/procurement agents/inspection agents/financial advisors/ auditors have been formulated as per guidelines enshrined in the Manual. Whether the Standard form of Contract has been used?</p>
10.	<p>Whether the standard formats as prescribed in the Manual have been used? (The Standard formats are also placed as Annexure in this document)</p>
11.	<p>In the cases of consultancy by nomination. Full justification for single source selection should be recorded in the file.</p>
12.	<p>The amount of Bid Security &amp; Performance Security should be in accordance with Rule 157 &amp; 158 of GFRs respectively.</p>



**CHECK LIST FOR PURCHASE OF GOODS THROUGH ADVERTISED  
TENDER ENQUIRY**  
**(Tender value more than Rs. 25 Lakh)**

S.N.	INFORMATION TO BE PROVIDED	Status/Remarks
A	<b>BASIC INFORMATION</b>	
1.	Tender is to be advertised in minimum One Hindi and One English dailies apart from various Government Websites and Central Public Procurement Portal vide Ministry of Finance, Department of Expenditure OM No. 10/1/2011-PPC dated 30 <sup>th</sup> November, 2012).	
2.	Need Assessment for procurement of goods (specification in terms of quality type, quantity etc.)	
3.	Certify that all requirements on date have been taken into consideration	
4.	(a) <b>If all the information about proposed procurement is available:</b> Estimation of procurement based on Last Purchase Price/Market Information/ likely sources etc.) To ensure that supporting papers are available in the file for reference (b) <b>If all the information about proposed procurement is not available:</b> An Expression of Interest (EOI) may be advertised to call for information from the interested Organizations / Companies /Firms/ Parties. Estimation of value of Contract may be done based on lowest price of technically most suitable item/ equipment of procurement. If required a meeting with the interested parties on the lines of pre-bid conference may be held before obtaining the quotes. Based on information so gathered the bid document may be prepared. The Organizations / Companies /Firms/Parties expressed interest at the time of EOI may be allowed to participate in the tendering process	
5.	The official/authority formulating the specifications should ensure and also certify that the specifications and the allied technical details are complete and correct to meet the user's requirement fully (para 4.3 of Manual on Policies and Procedures for Purchase of Goods).	
6.	Purchase officer may also be nominated (Ref. para 6.22 of Manual on Policies and procedures for Purchase of Goods).	
7.	Availability of funds under the relevant heads of accounts.	
8.	Time frame for the procurement process.	
9.	It may be decided whether pre-qualification of bidders is required in the proposal, if so, criterion for the same may also be decided.	
10.	Whether "in-principle" approval is recorded in the file	



B	INFORMATION REGARDING BID DOCUMENT	
	<ul style="list-style-type: none"><li>• Bid document is required to be vetted by IFD, hence following information may be incorporated in Bidding Document as brought out below: (a) Notice Inviting Tender to contain the following details: (a) Office of Issue (b) Tender No. (c) Approximate cost of Tender (d) Date of Issue of Bid Document (e) Tender Forms available from (f) Tender Forms available at website (Name of Website) (g) Price of Bid document – (Ref. para 6.11 of Manual on Policies and Procedures for Purchase of goods) (h) Due date, time and place of receipt of Bids — (Three weeks or more depending up on the nature of procurement to be made from the date of Issue of Bid) (i) Date, time and place of opening of Technical bid (j) Date, time and place of opening of Technical bid (k) Date, time and place of opening of Financial bid— (To be intimated Dates) Ref para 6.10 of Manual on Policies and Procedures for purchase of Goods. (b) instructions to Bidders including regarding Eligibility, Qualifications e.g., Experience, Past Performance, Technical Capabilities, Manufacturing Facilities, Financial position based on Annual Turn- over, P&amp;L Accounts and Balance Sheet of past years, Agreements/ Tie- ups with other suppliers etc, (c) Legal Restrictions, Conditions about Origin of Goods, Intellectual Property Rights, Indemnity etc. (d) General (Commercial) Conditions of the Contract (e) Price Validity - keeping in view optimum time required for processing the tenders (f) Tolerance Clause regarding Quantity, Quality and Delivery time - depending on nature of procurement (g) NIT Bid Security (Rule 157 of GFR-2005) (h) Performance Security (Rule 158 of GFR-2005) (i) Cost of Tender Documents, Sale of Tender Documents, Pre-bid conference, Format of Tender, Extension of Tender Opening Date. (j) Amendments/Modifications to Tender, Two Bid System (Chapter 6 of Manual on policies and Procedures for purchase of Goods.)</li></ul>	



	<p>(k) Essential Technical Particulars (Para 4.2 of Manual of Policies and Procedures for purchase of Goods). (Technical Specification can also be provided in a separate Annexure)</p> <p>(2.) Tender validity period and extensions of validity period (para 11.13 of Manual of Policies and Procedures for purchase of Goods).</p> <p>(m) Delivery period, Terms of Delivery, Transportation, Transit Insurance, Delay in Supply Cancellation of Contract (Chapter - 8 of Manual of price and terms of payments (Chapter-9 of Manual on Policies and Procedures of purchase of Goods).</p> <p>(n) Elements of price and terms of payment (Chapter-9 of Manual on Policies and Procedures for purchase of Goods).</p> <p>(o) It may be made clear in the Bid Document that “no interest will be paid in case Bid Security or Performance Security are deposited in cash or other liquid form. Any loss incurred by the vendor due to loss in foreign exchange fluctuations will also not be borne or shared by the Government.</p> <p>(p) Quality control and inspection of ordered goods (Chapter-10 of Manual on Policies and Procedures for purchase of Goods).</p> <p>(q) Force Majeure (para 8.12 of Manual on Policies and Procedures for purchase of Goods).</p> <p>(r) Liquidated Damages (Para 8.14 of Manual on Policies and Procedures for purchase of Goods).</p> <p>(s) It may be ensured that in the next six months (or as required by purchasing organization) from the date of purchase order no sale may be made at a price less than at which supply has been made by the vendor.</p> <p>(t) The benefit of reduction in the rates of taxes will be passed on to the Government</p> <p>(u) If confidentiality in procurement is involved, a clause to this effect may be inserted.</p> <p>(v) Arbitration (Settlement of Dispute) (Chapter- 13 of Manual on Policies and Procedures for purchase of Goods).</p> <p>(w) Special Conditions of Contracts (If Special Conditions are too many a separate Section may be created)</p> <p>(x) Technical Specifications and Schedule of Requirements</p> <p>(y) Format for Bid Form</p> <p>(z) Price Schedules</p> <p>(aa) Format for Performance Security Bond Form</p> <p>(bb) Format for Contract Form</p> <p>(cc) Format for Letter of Authorization to attend bid opening</p> <p>(dd) Check list and order in which the documents are to be</p>	
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submitted for Technical Bid

(ee) Check list and order in which the documents are to be submitted for Financial Bid

(ff) Integrity pact (both the parties viz purchaser and supplier have to enter into an integrity pact in all cases of procurement of goods/ works/services which have financial implication of above Rs. 25 lakhs ) Ref DoT OM No 7-3/2011-Fin dated 19<sup>th</sup> September, 2011



	<p><b>Further the following points may be considered while drafting bidding document</b></p> <p>(a) the text of the bidding document should be self-contained and comprehensive without any ambiguities. All essential information, which a bidder needs for sending responsive bid, should be clearly spelt out in the bidding document in simple language.</p> <p>(b) The Clauses of Bid Document should as far as possible may not be repeated to avoid ambiguity.</p> <p>(c) Suitable provision should be kept in the bidding document to enable a bidder to question the bidding conditions, bidding process and/ or rejection of its bid.</p> <p>(d) Suitable provision for settlement of disputes, if any, emanating from the resultant contract, should be kept in the bidding document.</p> <p>(e) The bidding document should indicate clearly that the resultant contract will be interpreted under Indian Laws and will be subject to the Courts of the City from where procurement is being initiated.</p> <p>(f) The bidders should be given reasonable time to send/ submit their bids on line depending upon the mode of procurement.</p> <p>(g) The bids should be opened in public and only one duly authorized representatives of the bidders should be permitted to attend the bid opening.</p> <p>(h) Bids exceeding the value of Rs. 10 Lakhs will be opened on line through e-procurement process.</p> <p>(i) The specifications of the required goods should be clearly stated without any ambiguity so that the prospective bidders can send meaningful bids. In order to attract sufficient number of bidders, the specification should be broad based to the extent feasible. Efforts should also be made to use standard specifications which are widely known to the industry.</p> <p>(j) Pre-bid conference: In case of turn- key contract(s) or contract(s) of special nature for procurement of sophisticated and costly equipment, a suitable provision is to be kept in the bidding documents for a pre- bid conference for clarifying issues and clearing doubts, if any, about the specifications and other allied technical details of the plant, equipment and machinery projected in the bidding document. The date, time and place of pre-bid conference should be indicated in the bidding document. This date should be sufficiently ahead of bid opening date.</p> <p>(k) Criteria for determining responsiveness of bids, criteria as well as factors to be taken into account for evaluating the bids on a common platform and the criteria for awarding</p>	
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	<p>the contract to the responsive lowest bidder should be clearly indicated in the bidding documents.</p> <p>(L) Bidders should not be permitted to alter or modify their bids after expiry of the deadline.</p> <p><b>Note:</b> for more details refer-updated GFR-2017, Manual on Policies and Procedures for purchase of Goods, CVC guidelines, instructions of DGS&amp;D, Instructions of Ministry of Finance etc.</p>	
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C.	<b>STAGES AT WHICH INTERNAL FINANCE DIVISION IS TO BE CONSULTED</b>
1.	Financial concurrence after receipt of 'in-principle' approval
2.	Vetting of bid document and release of NIT and mandatory e-publishing on CPP Portal
3.	Formation of TOC and TEC
4.	Any clarification on bid to prospective bidders and amendments in bid document to be published on CPP Portal.
5.	Extension of bid validity if required
6.	Recommendations of TEC put up after Technical bid evaluation
7.	Recommendation to open Financial bid
8.	Recommendations of TEC put up after Financial bid evaluation
9.	Final review of recommendations of TEC
10.	Vetting of Purchase order/Award of contract to be published on CPP Portal
11.	Forfeiture of EMD in case applicable
12.	Tolerance clause
13.	If any material deviation in terms of Contract is envisaged at a later stage
14.	Extension of delivery period
15.	Recovery of Liquidated damages
D.	<b>IMPORTANT INSTRUCTIONS</b>
1.	<ol style="list-style-type: none"><li>1. The Integrity Pact has to be signed by the "Buyer" and "Bidder" both in all cases of procurement of goods/works/services which have financial implications of above Rs.25 lakhs. (Ref. DoT OM No.7-3/2011-Fin dated 19<sup>th</sup> September 2011.)</li><li>2. Mandatory e-procurement in case of all procurements with estimated value of Rs.10 lakh or more. (Ministry of Finance, Department of Expenditure OM No.10/ 3/2012- PPC dated 30<sup>th</sup> March, 2012) and mandatory e-publishing in respect of all tenders on the Central Public Procurement Portal vide Ministry of Finance, Department of Expenditure OM No.10/1/2011-PPC dated 30<sup>th</sup> November, 2012)</li></ol>

**CHECK LIST FOR PURCHASE OF GOODS WITHOUT QUOTATION**

<b>Sl. No.</b>	<b>BASIC INFORMATION</b>	<b>Status/ Remarks</b>
1.	Justification for procurement of goods through this method	
2.	Purchase of goods up to the value of Rs. 25,000/- only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the format prescribed in Rule 154 of GFR 2017 & para 6.3 of Manual on Policies and Procedures for Purchase of Goods.)	
3.	Funds are available in the relevant head of accounts.	
4.	Certificate that this will not result in piece meal purchase and the same is not being done to avoid the necessity of obtaining the sanction of higher authority.	

**CHECK LIST FOR PURCHASE OF GOODS THROUGH PURCHASE COMMITTEE**

<b>Sl. No.</b>	<b>BASIC INFORMATION</b>	<b>Status/ Remarks</b>
1.	Justification for procurement of goods by this method	
2.	Purchase of goods costing above Rs.25,000/- and upto Rs. 2,50,000/- only on each occasion based on recommendation of Local Purchase Committee (Three Member Committee) under Rule 155 of GFR 2017.	
3.	The Members of the Committee will jointly record prescribed certificate. (Ref. Para 6.4 of Manual on Policies and Procedures for Purchase of Goods.	
4.	Availability of funds under the relevant heads of accounts.	
5.	Certificate that this will not result in piece meal purchase and the same is not being done to avoid the necessity of obtaining the sanction of higher authority.	

**CHECK LIST FOR PURCHASE OF GOODS THROUGH SINGLE TENDER ENQUIRY**

<b>SI. No.</b>	<b>BASIC INFORMATION</b>	<b>Status/ Remarks</b>
1.	Justification for procurement of goods by this method	
2.	Estimated cost of goods may be determined	
3.	In-principle approval of competent authority has been obtained by Nodal Section (Procuring wing)	
4.	Availability of Funds under the relevant heads of accounts.	
5.	Certificate that this will not result in piece meal purchase and the same is not being done to avoid the necessity of obtaining the sanction of higher authority.	
6.	Such type of procurement is to be resorted to under following conditions: <ul style="list-style-type: none"><li>• If only a particular firm is the manufacturer of the required goods, a Proprietary Article Certificate as per prescribed proforma by the competent authority to be given before procuring the goods. (Ref. Rule 166 of GFR 2017)</li><li>• In case of Emergent need to procure goods from a particular source, reason to be recorded and approval of competent authority conveyed.</li><li>• For standardization of machinery or spare parts to be compatible to existing set of equipment (on the advice of competent technical expert and approved by Competent authority)</li><li>• Suitable tender document, containing required terms and conditions are to be issued to the selected firm for preparing and sending its quotation. The question of 'late tender' as well as elaborate process of receipt &amp; opening of tender, as applicable for ATI and LTI will not apply in case of procurement through single tender enquiry. (para 6.25 of Manual on Policies and Procedures for Purchase of Goods.)</li></ul>	
<b>C.</b>	<b>OTHER INSTRUCTIONS</b>	
	1. (1) The Integrity Pact has to be signed by the "Buyer" and "Bidder" both in all cases of procurement of goods/works/services which have financial implications of above Rs.25 lakhs, (Ref. DoT OM No.7- 3/2011-Fin dated 19 <sup>th</sup> September 2011.)	

**CHECK LIST FOR PURCHASE OF GOODS THROUGH LIMITED TENDER ENQUIRY**  
**(Value of procurement up to 25 Lac)**

SI. No.	BASIC INFORMATION	Status/ Remarks
1.	Justification for procurement of goods by this method	
2.	Estimated cost of goods (based on Market survey/likely sources etc.)	
3.	In-principle approval of competent authority has been obtained by Nodal Section (Procuring wing)	
4.	Availability of Funds under the relevant heads of accounts.	
5.	Certificate that this will not result in piece meal purchase and same is not being done to avoid the necessity of obtaining the sanction of higher authority.	
6.	<ul style="list-style-type: none"><li>• Mandatory e-procurement to be adopted</li><li>• The number of supplier firms in Limited Tender Enquiry should be more than three</li><li>• Web-based publicity/mandatory e-publishing to be done</li><li>• Sufficient time should be allowed for submission of bids in Limited Tender enquiry cases.</li><li>• Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rs.25 lakhs subject to the following:<ul style="list-style-type: none"><li>(a) The competent authority in the Ministry or Department certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The Ministry or Department should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.</li><li>(b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.</li><li>(c) The sources of supply are definitely known and possibility of fresh source (s) beyond those being tapped is remote.</li></ul></li></ul>	
7.	Rest of the requirements are same as in Advertised Tender Enquiry	
C.	OTHER INSTRUCTIONS	
1.	<b>Note:-</b> 1. The Integrity Pact has to be signed by the "Buyer" and "Bidder" both in all cases of procurement of goods/works/services which have financial implications of above Rs. 25 lakhs, (Ref. DoT OM No.7-3/2011-Fin	



	dated 19th September 2011.	
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**9. CHECK LIST FOR PROCESSING CASES OF TRAINING**

Sl. No.	BASIC INFORMATION	Status/ Remarks
1.	Subject of training	
2.	Names of participants along with designation	
3.	Need of training. How it is beneficial to the officers / department.	
4.	Whether such trainings were organized in the past. If yes, details thereof	
5.	Whether cadre training, a refresher course or any other type of training. Details are required to be furnished. In case it is a training other than cadre training, please specify, whether approval of training manager has been obtained or not.	
6.	Name of training institute / organization, place and duration of training.	
7.	Whether training institute / organization is DoP&T approved or selected on competitive bidding basis.	
8.	Financial implication involved	
9.	Budgetary details Fund allotted: Already consumed: Balance:	
10 .	Competent Authority: please specify the level of approval as per delegation of financial power and channel of submission.	

**10. CHECK LIST FOR PROPOSALS OF DELEGATION OF FINANCIAL POWERS  
(Guidelines:- Financial Delegation should be reviewed once in 3 Years)**

i.	Expenditure of last 3 years on the concerned head;	
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ii.	Number of occasions during past years when proposal had to be submitted to higher authority for approvals due to Limitation with respect to the delegation of financial powers.	
iii.	Detailed Justification and future projections for proposed enhancement	
iv.	Sanctioned and Working staff strength (in case proposal is for outsourcing of works)	