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COMPENDIUM

of

Important Instructions/Orders

6th Issue

(PERIOD FROM 1.10.2015 TO 31.08.2017)

**INTEGRATED FINANCE DIVISION
MINISTRY OF ENVIRONMENT,
FOREST & CLIMATE CHANGE**

GOVERNMENT OF INDIA



2017

अजय नारायण झा
AJAY NARAYAN JHA, IAS



सचिव
भारत सरकार
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
Secretary
Government of India
Ministry of Environment, Forest and Climate Change




FOREWORD

The Compilation of the instructions/orders issued during 01.10.2015 to 31.08.2017 relating to financial matters in the form of Compendium is a commendable effort, made by the Integrated Finance Division of the Ministry of Environment, Forest and Climate Change. The Compendium includes the latest instructions/ orders relating to financial matters issued by the Ministry of Finance, Department of Personnel & Training, etc. and by this Ministry. It has also got a separate Chapter-III A, to include the changes in GFR-2017.

Since the Ministry has got many Central Schemes and Centrally Sponsored Schemes with matching grants from the States and grants to several autonomous bodies spread over the country, this Compendium will go a long way and help all the divisions/ offices/ institutions/ autonomous bodies in adhering to the norms of financial propriety.

I compliment the efforts of Shri P.K. Dash, AS&FA, in taking personal interest to bring out the updated version.


(A. N. Jha)

New Delhi
12th September, 2017



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P R E F A C E

It has been the effort of IFD to remove the bottlenecks and to improve the functioning of various divisions, while complying with the norms of financial discipline and budget management. In this pursuit, IFD has compiled, the Sixth issue of the Compendium of Instructions/orders prepared by Integrated Finance Division of the Ministry of Environment, Forest and Climate Change, encompassing all recent instructions/orders issued after the last Compendium, in September, 2015. The earlier issues of the Compendium were found to be of great help to all concerned and a need was felt to update it. It gives me immense pleasure in mentioning that the last Compendium has helped in enriching the knowledge of the officials, working in the Ministry and its attached offices and Autonomous bodies, and has resulted in minimizing the financial irregularities in the Ministry. This is evident from the reduction in number of C&AG paras, during last two years.

2. Most of the relevant orders/Instructions issued from time to time by the various Ministries/Departments of the Central Government have been compiled in the present Compendium as a guidance note for all offices/Divisions/ABs of the Ministry. This will be of great help to all, while taking decisions in matters having financial implications.

3. S/Shri E.V.Thomas, Deputy Secretary (FF), Shri Hari Singh, Deputy Secretary (IFD) & D.N. Grover, Consultant in IFD deserve to be complimented for the efforts made by them to make it a comprehensive Compendium as possible. Any suggestion for improvement of the Compendium is welcome and may be forwarded to Deputy Secretary (FF) of this Ministry.

4. The information compiled in the Compendium is also being made available on the website of this Ministry www.envfor.nic.in/www.moef.gov.in


(P.K. Dash)

New Delhi,
September, 2017



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INTRODUCTION

In the present compilation, attempt has been made to incorporate all instructions issued by various Ministries particularly involving financial implications and procedure for submission of proposals. Amendments have been made in the draft EFC/SFC in connection with the submission of the information for continuation of Schemes beyond 12th Five Year Plan, and inter alia on various subjects which have been incorporated in the present Compendium.

2. After the issue of last compendium in September, 2015, several instructions have been issued on the subjects like Air Travel, EFC/SFC, Compendium of instructions for creation, revival, continuation and transfer of posts, revision of sitting fees to Non-Official Member, Procurement of Goods and Services, posting of Information on Direct Benefit Transfer, revision of GFRs 2017 and new Manuals on Policies and procedures for Procurement of Goods and Hiring of Consultants in conformity with GFRs.

3. The compendium consists of ten chapters on various subjects, and the orders/instructions are arranged subject-wise, which will facilitate the preparation of proposals on the lines of instructions by the Offices/Institutions/Organisations/Divisions of the Ministry. Further information has been obtained personally or from the Websites of the Ministries, old compilations (which was not included in the earlier issues/compendiums).

4. I am grateful for sincere support received from S/Shri P.K. Dash, Addl. Secy. & F.A., E.V. Thomas, Deputy Secretary (FF), Hari Singh, Deputy Secretary (IFD), Ramakrishnan K.S., Section Officer (IFD) and Sh. Muhammad Irshad, Consultant working in the Ministry, in bringing out the present compilation.


(D.N. Grover)
Consultant

New Delhi
September, 2017



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Chapter I

Deputation/Delegation abroad

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2.	4(4)/E-Coord/2015	25.01.2016	Instructions for processing foreign visits of Officers of the Government of India for approval of Screening Committee of Secretaries (SCoS).	6
3.	D.O. No. 4(3)/E-Coord/ 2015	26.08.2016	Updation on Foreign Visit Management System (FVMS)	7
4.	19036/2/2016-E.IV	26.10.2016	Deputation/Delegation abroad of Officials and/ or Non-Official sponsored by Government of India – ex-India leave -regarding	8

New Delhi, the 5th January, 2016

OFFICE MEMORANDUM

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

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

- (1) Ministries/Departments shall upload the data related to foreign visits on the online Foreign Visit Management System (FVMS) which has been developed and can be accessed at the URL notified at the Department of Expenditure website. Each Ministry / Department has been provided with an user ID and Password for this purpose.
- (2) To optimize the outcome from foreign tours of officers, each Ministry/Department shall prepare a Quarterly Rolling Plan (QRP) of proposed programmes/visits for the next 3 months. Such a QRP will be uploaded on the FVMS and will be reviewed every month with one additional month being added to it. Only the essential foreign visits which cannot be avoided may be included.
- (3) The level of officers and the strength of the delegation be worked out keeping in view factors such as expertise and manpower available with our Missions abroad, leveraging modern technology of tele-conferencing or video conferencing, etc. so as to keep the delegation size to the bare minimum. In respect of objectives that can be achieved through exchange of letters, tele/video conferencing or representation from our Missions abroad, no foreign visit need be undertaken.
- (4) Duration of the visit shall also be kept to the absolute minimum. The administrative Secretary shall ensure in every case, that officers of appropriate functional level dealing with the subject are sponsored/deputed instead of those at higher levels.
- (5) Foreign visits shall not exceed 05 working days. Any delegation for foreign travel (irrespective of the level of officers), exceeding 05 working days or 05 members, shall be placed before the SCoS for approval.
- (6) No officer shall undertake more than 04 official visits abroad in a year. For visits exceeding 04 by Secretary/equivalent, proposal shall be submitted for approval of the Prime Minister through SCoS. For visits exceeding 04 by officers below Secretary level, proposal shall be submitted to SCoS for approval. Ministries/Departments shall make efforts to ensure that at least two to three

officers at appropriate levels are trained and made adept on concerned subjects so as to avoid repetitive visits of the same officers.

(7). Participation of officials in international fairs/exhibitions/workshops and conferences shall be discouraged. If considered essential, only the officer directly dealing with the subject shall be deputed. In such international events, if required to do so, a coordinated presence and projection of 'Brand India' should be attempted instead of individual Departments/Ministries setting up individual stalls. For this purpose, depending on the nature of the exhibition, a nodal Department should be identified to take the lead in consultation with the Ministry of External Affairs.

(8). In an outgoing Indian delegation, there need not be any Ministry of External Affairs' official from India. Instead, services of the Indian Mission situated in the destination country could be utilized. Also, the practice of mobilization of personnel by the host Mission from other Missions situated in other countries should not be resorted to. For any exceptional requirements, prior approval of the Cabinet Secretary should be obtained.

(9). Secretaries to Government shall travel abroad only when their presence is required and no one else can be deputed instead.

(10). Secretaries shall not undertake any foreign visits during the Parliament Session unless it is absolutely unavoidable.

(11). The Minister and the Secretary shall not, normally, be away from the headquarters at the same time. If, however, both are required to be deputed abroad, the necessity for deputing the Secretary at the same time as the Minister may be brought out clearly for consideration of Prime Minister through SCoS.

(12). Proposals relating to foreign visits/deputation abroad of officers of the rank of Secretary and Additional Secretary shall continue to be sent to SCoS except visit to SAARC countries (including Myanmar).

(13). The proposals for the visit to SAARC countries (including Myanmar) will be decided by the Ministries concerned in consultation with their Financial Advisers (FAs). However, proposals of foreign tour of Secretary accompanying the Minister to SAARC countries will require to be submitted to the SCoS for approval.

(14). In respect of foreign visits of officers, all cases which require approval of the SCoS shall be submitted to Department of Expenditure after obtaining the approval of competent authority viz. Minister-in-Charge with the concurrence of FA.

(15). Composite delegation led by Secretary/Additional Secretary comprising officers of the level of Joint Secretary and below including non-officials (visiting at Government cost), is to be submitted for SCoS approval. The proposal shall not be split and details of the entire delegation shall be sent to the SCoS.

(16). Visits of officers of Public Sector Undertakings (PSUs)/Autonomous Bodies (ABs) are exempted from SCoS procedure unless they form part of a composite delegation from the administrative Ministry.

(17). Expenditure on the foreign visit of officers of Ministries/Departments shall be borne by Government only, even if the visit of the officer(s) is in his capacity as ex-officio member of PSUs/ABs or otherwise, and in connection with affairs of PSUs/ABs. Any proposal for relaxation in this regard shall be referred to Secretary (Expenditure).

(18). Visit of non-officials at Government cost will require approval of PM. Their visits are to be routed through SCoS only if they form a part of a composite delegation. In other cases, the PM is to be approached (through PMO) by the administrative Ministry directly.

(19). There shall be no objection in accepting international air travel costs and hospitality from an international body of which India is a member or the visit abroad is covered under bilateral/multilateral agreement or under a regular exchange programme. The terms and conditions on deputation shall not be supplemented with the terms and conditions on deputation offered by the Government of India viz. the mode and class of travel. Payment of cash allowance and other allowances including local travel and stay in hotel would be as per the terms offered by the foreign Government/sponsors.

(20). Invitations received directly by the officers by virtue of expertise in a particular field and where no particular Government of India business is to be transacted will be treated as personal visits. Such visits in respect of Additional Secretary and above level officers require SCoS approval. The officer would have to take leave for the period of such visits and such visits are not to be undertaken at government costs.

(21). Proposals shall be submitted along with deputation proforma containing all relevant details (including political clearance from MEA and FCRA clearance from MHA, if required). Only those proposals are to be referred to SCoS where funds are available to bear the expenditure on the foreign visit.

(22). Proposals, complete in all respects, seeking approval of SCoS shall be submitted to Department of Expenditure 15 days prior to departure date of delegation.

(23). Deputation abroad of officers of the level above Director upto Joint Secretary will be decided by Ministries/Departments, under delegated powers, in consultation with their FA and with the approval of the Minister-in-charge. Foreign visits of officers upto the level of Director and equivalent will be decided by the administrative Secretaries in consultation with the concerned FA.

(24). Deputations of officers upto the level of Joint Secretaries in Ministries/Departments and officials from PSUs/Autonomous Bodies, etc. shall also be regulated in accordance with the spirit of these guidelines.

(25). The leader of the delegation shall upload the tour report in the requisite format on FVMS and also submit the same to the Minister containing, inter-alia, the major achievements from the tour and post-visit outcomes. A copy of the report shall also be marked to Department of Expenditure and Ministry of External Affairs.

2. These instructions are in supersession of all earlier instructions on the subject.
3. This issues with the approval of Finance Minister.

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

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

Copy for information to:

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

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

North Block, New Delhi.
Dated 25th January, 2016.

OFFICE MEMORANDUM

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

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

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

Sd/-
(N. Radhakrishnan)
Director (E. Coord)
Tel: 23092769

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

Copy for kind information to:-

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

Annie George Mathew

Joint Secretary (Pers)

Tel 23093283

Fax 23092652

E-Mail: mathewag@nic.in

GOVERNMENT OF INDIA
MINIISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
39-A, North Block, New Delhi-110001

D.O. No.4(3)/E.Coord/2015
2016

26th August,

Dear Ma'am/Sir,

As you are aware, following decision of PMO to review foreign visits made by officers of Government of India with a view to make them more efficient and effective an online Foreign Visit Management System (FVMS) was put in place to create a database of the foreign visits. Finance Secretary had addressed all Secretaries and FAs vide his D.O. letters of even number dated 02.11.2015 and 21.12.2015 in which it was conveyed that Financial Advisors of respective Ministries / Departments will be nodal officers for management of FVMS and shall ensure that the information in FVMS is kept updated by the administrative divisions of their Ministries / Departments.

2. Cabinet Secretary had also addressed Secretaries of all Ministries / Departments in this regard vide his D.O. letter No. 1/19/1/2015-CAB dated 23.12.2015. Further, access to the FVMS has also been provided to Secretaries and Ministers for their information. This entire exercise was aimed to rationalize the foreign visits, to scrutinize in advance foreign engagements, to prioritise the specific visits in terms of their essentiality and to optimise outcomes from the foreign travels.

3. The legacy data on the FVMS portal was reviewed by Cabinet Secretariat and PMO recently and it has come to notice that the data on the Portal is not being uploaded and updated regularly. This has been viewed seriously. It is requested that you may take urgent necessary action in coordination with the Administrative Divisions to ensure that the data uploaded on FVMS is complete and upto date.

4. Further, while forwarding any proposal for approval of the SCoS, you may please ensure that the data on FVMS is updated and also Quarterly Rolling Plan has been prepared by the respective Administrative Divisions, in the absence of which foreign visit proposals will not be processed for SCoS approval.

With regards,

Yours sincerely,

Sd/-
(Annie G Mathew)

All Financial Advisers

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

North Block, New Delhi
Dated: 26th 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 per 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 Governments 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 upto 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 for (04 days). 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 may be, subject to the condition that no extra financial implications like payment of hotel charges/per-diem allowance etc. are involved.

4. Para 1 of this Departments 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.

Sd/-
(Nirmala Dev)
Deputy Secretary to the Government of India
Telefax: 23093276

All Ministries / Departments of Government of India

Copy to: NIC for uploading on Official Website of Department of Expenditure.

Chapter II

Appraisal/Approval of Projects/Schemes/ EFC/SFC/PIB Memo.

1.	24(35)/PF-II/2012	5.8.2016	Appraisal and Approval of Public Funded Schemes and Projects except matters required to be placed before the Cabinet Committee on Security	10-28
2.	42(02)/PF-II/2014	23.02.2017	Continuation of ongoing Schemes beyond 12 th Five Year Plan	27-29
3.	42(02)/PF-II/2014	27.03.2017	Continuation of ongoing Schemes beyond 12 th Five Year Plan.	30-31
4.	54(03)/PF-II/2017	27.03.2017	Clarification regarding continuation of on-going Schemes beyond 12 th Five Year Plan in the case of Ministry of Environment, Forest & Climate Change.	32
5.	42(02)/PF-II/2014	31.05.2017	Preparation of Terms of References (ToRs) by the programme implementing Ministries / Departments for carrying out impact evaluation of their programmes.	33-34
6.	24(35)/PF-II/2012	2.06.2017	Format for EFC/PIB memorandum for Original Coat Estimates (OCE) and Revised Cost Estimates (RCE) circulated vide DoE O.M dated 05.08.2016 to be adopted	35
7	24(35)/PF-II/2012(Pt)	5.06.2017	Authority Competent to approve time overrun in respect of Projects where there is no cost overrun	36-37
8.	24(35)/PF-II/2012	11.07.2017	Appraisal and Approval of Public Funded Schemes/Projects – Dropping/ Merging / Rationalizing of Schemes.	38

OFFICE MEMORANDUM

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

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

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

- a) *Central Sector Schemes* are implemented by the Central Ministries/Departments through their designated implementation agencies and funds are routed through the functional heads relevant for the sector.
- b) *Centrally Sponsored Schemes* are implemented within the domain of National Development Agenda identified by the Committee of Chief Ministers constituted by NITI Aayog. They can have both *Central and State Components*. While the former are fully funded by the Central Government and implemented through functional heads like the central sector schemes in para-a above, the latter are routed through the 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 of 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 or 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 includes program (umbrella schemes), schemes and sub-schemes, which, depending on the need, may be appraised a 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
Upto 100	The Financial Adviser	Upto 100	Secretary of the Administrative Department
>100 & upto 500	SFC/DIB Chaired by Secretary of the Admn. Dept.	>100 & upto 500	Minister-in-charge of the Administrative Department
>500	EFF/PIB Chaired by the Expenditure Secretary, except departments/schemes/ projects for which special dispensation has been notified by the Competent Authority	>500 & upto 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) 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 for conversion of forest land to non-forest purposes, etc.

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

11. Medium Term Outlay: It has been stated in para-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 the 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 18th 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 measureable 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 circulars of other Departments, including the erstwhile Planning Commission, are hereby superseded:

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

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

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

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

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

GENERIC STRUCTURE OF A DETAILED PAPER/DETAILED PROJECT REPORT

(i) Context/Background: This section should provide a brief description of the sector/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

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

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 week
(vi)	Issue of minutes of EFC/PIB after the meeting has been held	1 week
(vii)	On-file approval of Administrative Minister and Finance Minister	2 weeks
(viii)	Submission for approval of the Cabinet Committee of the Cabinet (for proposals above Rs. 1,000 crores)	2 weeks

Note: Wherever the recommended time framework 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.

FORMAT FOR EFC/SFC MEMORANDUM FOR APPRAISAL OF SCHEMES**1. Scheme Outline**

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

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

2. Outcomes and Deliverables

- 2.1 Stated aims and objectives of the Scheme
- 2.2 Indicate year-wise outputs/deliverables in 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 frameworks 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 pre-investment activities of pilot studies are being carried out, how much has been spend on these?
- 4.4 In case the scheme involves payout of subsidy, the year wise and component wise expected outgo may be indicated.
- 4.5 In case the land is to be acquired, the details of cost of land and cost of rehabilitation / resettlement, if any.
- 4.6 In case committed liabilities are created, who will or has agreed to bear the legacy burden? In case assets are created, arrangements for their maintenance and upkeep?

5. Scheme Financing

- 5.1 Indicate the sources of finance for the Scheme: budgetary support, extra-budgetary sources, external aid, state share, etc.
- 5.2 If external sources are intended, the sponsoring agency may indicate, as also whether such funds have been tied up?
- 5.3 Indicate the component of the costs that will be shared by the State Governments, local bodies, user beneficiaries or private parties?

6. Approvals and Clearances

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

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

7. Human Resources

- 7.1 Indicate the administrative structure for implementing the Scheme. Usually creation of new structures, entities etc. should be avoided
- 7.2 Manpower requirement, if any. In case posts, permanent or temporary, are intended to be created, a separate proposal may be sent on file to Pers. Division of Department of Expenditure (such proposals may be sent only after the main proposal is recommended by the appraisal body).
- 7.3 In case outsourcing of services or hiring of consultants is intended, brief details of the same may be provided.

8. Monitoring and Evaluation

- 8.1 Please indicate the monitoring framework for the Scheme and the arrangements for statutory and social audit (if any).
- 8.2 Please indicate the arrangement for third party/independent evaluation? Please note that evaluation is necessary for extension of scheme from one period to another.

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

10. Approval Sought:

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

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

FORMAT FOR PIB/DIB MEMORANDUM FOR APPRAISAL OF PROJECTS

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

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

- 2.3 Indicate final outcomes of the project in the form of measurable indicators which can be used for impact assessment/evaluation after the project is complete. Baseline data or survey against which such outcomes would be benchmarked should also be mentioned.
3. Project Cost
 - 3.1 Cost estimates for the project along with scheduled duration (both year and activity-wise). Also the basis for these cost estimates along with the reference dates for normative costing (it should preferably not be more than a year old)
 - 3.2 In case land is to be acquired, the details of land cost, including cost of rehabilitation/resettlement needs to be provided.
 - 3.3 In case pre-investment activities are required, how much is proposed to be spent on these, with details activity-wise?
 - 3.4 Whether price escalation during the project time cycle has been included in the cost estimates and at what rates?
 - 3.5 Whether the Project involves any foreign exchange element, the provision made or likely impact of exchange rate risks?

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

4. Project Finance

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

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

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

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

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

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

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

5. Project Viability

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

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

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

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

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

7. Human Resources
 - 7.1 Indicate the administrative structure for implementing the Project. Usually creation of new structures, entities etc. should be avoided
 - 7.2 Manpower requirement, if any. In case posts (permanent or temporary) are intended to be created, a separate proposal may be sent on file to Pers. Division of Department of Expenditure. Such proposals may be sent only after the main proposal is recommended by the appraisal body).
 - 7.3 In case outsourcing of services or hiring of consultants is intended, brief details of the same may be provided.
8. Monitoring and Evaluation
 - 8.1 Indicate the Project Management/Implementing Agency(s). What agency charges are payable, if any?
 - 8.2 Mode of implementation of individual works: Departmental/Item-rate/Turnkey/EPC/Public-Private Partnership, etc.
 - 8.3 Please indicate timelines of activities in PERT/Bar Chart along with critical milestones.
 - 8.4 Please indicate the monitoring framework, including MIS, and the arrangements for internal/statutory audit.
 - 8.5 Please indicate what arrangements have been made for impact assessment after the project is complete?
9. Comments of the Financial Advisor, NITI Aayog, Department of Expenditure and other Ministries/Departments may be summarized in tabular form along with how they have been internalized and used to improve this proposal.
10. Approval Sought:

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

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

Ashok Lavasa
Finance Secretary

Government of India
Ministry of Finance
Department of Expenditure

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

18th May 2016

Dear Secretary,

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

2. It is again reiterated that outcomes need to be defined for both Central Sector Schemes and Centrally Sponsored Schemes. The following action needs to be taken in this regard:

- a) Measurable Outcomes need to be defined for each scheme over the medium term, that is going forward up to the year 2019-20 (the end of Fourteenth Finance Commission period).
- b) On the financial side, the budgetary allocation for 2016-17 may also be normatively projected going forward up to the year 2019-20 (assuming a normative increase of 5-10% every year).
- c) Year to year physical outputs, consistent with the financial resources projected above, need to be worked out in a manner that is not out of line with the measurable outcomes as defined in para (a) above.
- d) The output-outcome framework may be got approved from CEO, NITI Aayog by the end of the first quarter i.e. 30 June 2016.
- e) An evaluation framework will also be designed for each scheme based on this exercise. Continuation of any scheme beyond the fourteenth Finance Commission period will be contingent on the result of such evaluation conducted by NITI Aayog.

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

With regards,

Yours sincerely,

Sd/-
(Ashok Lavasa)

Secretary to the Government of India as per list attached.
Copy to: CEO, NITI Aayog

PREFACE

Major Expenditure Reforms have been undertaken by the Government over the last two-three years. This not only includes simplification of appraisal and approval processes, but also structural changes in the process of budget making itself. As recommended by several committees in the past, the Plan Non-plan distinction is being done away with. The cost-centres would henceforth be treated in an integrated manner, within only the statutory revenue capital framework. The integration of Railway Budget with the main budget, and advancement of the date of presentation to ensure the entire Budget is passed before the start of the new financial year, are the other significant steps in this direction.

This enables another major structural reform, which is to bring the public schemes and projects under a monitorable Output-Outcome framework. Hitherto, only the financial outlays of schemes of the Ministries were indicated in the Budget document, while the expected outputs and outcomes of the schemes were prepared and presented separately by each Ministry. From this Budget onwards, the Outlays, Outputs and Outcomes would be presented to the Parliament in measurable terms, bringing-in greater accountability for the agencies involved in the execution of government schemes and projects.

'Outlay' is the amount that is provided for a given scheme or project in the Budget; while 'Output' refers to the direct and measurable product of program activities, often expressed in physical terms or units. 'Outcomes' are the collective results or qualitative improvements brought about in the delivery of these services, often expressed in terms of improvements over ex-ante or earlier indicators and benchmarks.

From the year 2017-18 onwards, it has been decided that the output and outcomes of the schemes of 68 Ministries and Departments will be available along with the financial outlays as a part of the Budget documents, so that clearly defined objectives and goals for each scheme can be seen by all. The present budget, therefore, makes a significant departure from the past and presents (a) the financial outlay for the year 2017-18 along with (b) the output and deliverables and (c) the projected medium term outcomes for each Scheme/Project in a single, consolidated document. This will significantly enhance transparency, predictability and ease of understanding of the Government's development agenda.

Through this exercise, the Government aims to nurture an open, accountable, pro-active and purposeful style of governance by transitioning from mere outlays to result oriented outputs and outcomes. This effort will enable Ministries to keep track of the scheme objectives and work towards the development goals set by them. The document has been prepared through painstaking efforts by the NITI Aayog, in consultation with the implementing Ministries and Departments. Since this is the first such exercise, the document may have certain shortcomings. It will be our endeavor to improve, with each passing year, and provide more information and greater transparency in our efforts towards achieving the National Development Agenda.

F. No. 42(02)/PF-II/2014
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated 23rd February, 2017

OFFICE MEMORANDUM

Subject: Continuation of ongoing Schemes beyond 12th Five Year Plan:
Instructions regarding

Reference is invited to this Department's O.M. No. 1(3)/PF-II/2011 dated December 14th, 2011 on the subject of continuation of Plan Schemes from 11th to 12th Five Year Plan. In the past every scheme, proposed for continuation beyond a five year plan, was revisited at the end of the plan period. The plan era is ending with the present 12th Five Year Plan. To improve quality of the Government expenditure, every scheme should have a sun-set date and an outcome review. Accordingly for aligning the schemes with financial resources cycle of Central and State Governments, these will be co-terminus with the Finance Commission cycles, the first such one being the remaining Fourteenth Finance Commission period ending March, 2020. In the following paragraphs the guidelines for continuation of schemes beyond 12th Five Year Plan are elaborated. These guidelines are equally applicable to both Central Sector Schemes (CSs) and Centrally Sponsored Schemes (CSSs).

1. As per this Department's O.M. No. 24(35)/PF-II/2012 dated 5th August, 2016 (Para 11), it has been directed that all Ministries / Departments should undertake an outcome review of their ongoing schemes at the end of 12th Five Year Plan (FYP) and for further continuation resubmit the same for appraisal and approval unless the scheme has already been made co-terminus with the Fourteenth Finance Commission (FFC) period or beyond.
2. The Ministries / Departments should ensure submission of their schemes for appraisal at the earliest before end of March, 2017, so that the schemes can continue beyond 12th Five Year Plan in a smooth, rationalized and effective manner.
3. The approval for continuation of the scheme may be sought if the outcome review for the scheme has been positive and shows that though the scheme has been effective in achieving its objectives, still, there is a need to continue the scheme in view of its mandate and performance. Depending upon the outcome review, the scheme can continue in its present form or with necessary modifications.
4. It may be ensured that in all such schemes which are proposed for continuation, there should be no scheme where the competent authority had specifically decided to terminate it at the end of 12th Five Year Plan.
5. In the run-up to Union Budget 2016-17, schemes were rationalized in consultation with the implementing Ministries / Departments with respect to their outcome framework. However, in the proposal for continuation of the schemes / sub-schemes, further rationalization may be carried out by merging, restructuring

or dropping existing schemes and sub-schemes that are duplicate or have become redundant or ineffective with the passage of time. The Department of Expenditure reserves the right to merge, restructure or drop any existing scheme / sub-scheme in consultation with the Administrative Ministry / Department to improve economies of scale for better outcomes.

6. For continuation of schemes with a total financial implication below Rs. 500 Crore for the approved period, the proposals may be appraised and approved within the delegated financial powers to the Ministries / Departments as per the extant procedure given in Department of Expenditure ibid O.M. dated 5th August, 2016. The proposals for continuation of schemes with such total financial implication worth more than Rs.500 crores should be processed by the Ministries / Departments for appraisal / approval as per the laid down procedure through EFC / PIB in two parts:-

- a) Part A should contain a consolidated proposal in respect of all the umbrella schemes of the Ministry / Department for continuation. The overall financial implication of each umbrella Centrally Sponsored Scheme (programme) pertaining to one Ministry / Department should be taken into account for determining the competent authority for appraisal / approval.
- b) Part B should contain a consolidated proposal for all the Central Sector schemes of the Ministries / Departments for continuation. However, for the purpose of appraisal / approval, the cost of each Central Sector schemes will be considered separately for determining the competent authority. The proposal in this consolidated manner may be sent only for those Central Sector schemes where there is no major change in the basic features / guidelines of the ongoing schemes. There may be schemes where a major change is proposed in the scheme's architecture, design, features and / or guidelines while still retaining its original objectives. This proposal for changes may be based on outcome evaluation, a paradigm shift in policy or any other valid and sound reason. In all such schemes, the proposal for continuation should be initiated separately on stand-alone basis, since it will require a more thorough inter-ministerial consultation and appraisal which may take more time.

7. The extant orders on the structure, categorizations and architecture of the schemes/sub-schemes along with the prescribed format for appraisal / approval should be strictly adhered to.

8. To eliminate overlap of activities / objectives for the same target beneficiaries, the proposal should reflect a clear convergence architecture with other similar or related schemes of Central Government. This is desirable for optimum deployment of resources. Further, the Ministries / Departments should examine various ongoing schemes being administered by them / other Ministries to explore the possibilities of merger / dropping of schemes with overlapping objectives.

9. Unnecessary creation of Establishment, administrative expenses and thin spread resources should be avoided.

10. The Ministries / Departments should be conscious of the fact that common norms should be evolved and followed in all the Central Government schemes with similar activities / objectives in order to achieve better coordination and harmonization of effort. This should be incorporated in the proposals for continuation of ongoing schemes especially all the scholarship schemes, schemes with skill development component and for integration of funds meant for awareness generation, empowerment of PRIs for their greater and meaningful involvement in implementation of all Panchayat Centric Programmes / Schemes in consultation with Panchayati Raj Ministry and all other such schemes / sub-schemes / components.

11. For continued improvement in public service delivery, the Government is placing great emphasis on identification of authentic beneficiaries, Aadhar seeding and transfer of direct benefit to the same. The proposals for continuation of schemes should effect necessary modification in the implementation mechanism accordingly. The flow of funds in all the schemes should be through PFMS.

12. Similarly, cashless and electronic transactions of financial resources should be incorporated suitably in the scheme design to promote the objective of digital and less cash economy.

13. The projected outlay of the schemes of a Ministry / Department should be aligned to the Medium Term Expenditure Framework given by the Budget Division.

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

15.

Sd/-
(Dr. Sandeep Dave)
Joint Secretary to the Government of India

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

F. No. 42(02)/PF-II/2014
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated: 27th March, 2017

OFFICE MEMORANDUM

Subject: Continuation of ongoing Schemes beyond 12th Five Year Plan: Instructions regarding.

Reference is invited to this Department's O.M. No. 42(02)/PF-II/2014 dated February 23rd, 2017 on the guidelines regarding continuation of ongoing schemes beyond 12th Five Year Plan. Proposals from various Ministries / Departments are being received for approval of interim extension pending the required appraisal/approval. In view of several queries & suggestions received from various Ministries in this regard, the following instructions are further issued:

- (i) Pending appraisal / approval of schemes of a Ministry / Department, an interim extension for a period of six months beyond 31st March, 2017 i.e. till 30th September 2017 is granted for all the schemes that the Ministry Department wants to continue without changing the scope, nature and coverage of the scheme and without creating additional posts. Ministries/Departments may however, discontinue those schemes which were sanctioned till the end of 2016-17 and which are now proposed for discontinuation.
- (ii) For schemes with financial implication of more than Rs. 500 Crore, the Financial Advisors may prepare a list of all such schemes which the Ministry/Department is proposing for continuation beyond 12th Five Year Plan. This list should be sent to the Department of Expenditure along with reasons for such continuation and expected outcomes thereon, by 7th April 2017 indicating the financial outlay proposed for such scheme in BE 2017-18 and the likely expenditure in the first two quarters.
- (iii) This extension is granted only for a period of six months after March, 2017 i.e. till 30th September, 2017 by which time the appraisal/approval of all such schemes should be completed as per the laid down procedure. No further extension shall be granted for continuation of the schemes.
- (iv) The posts which are created for the schemes shall continue to exist till the period of extension i.e., till 30th September, 2017. Further, if the ongoing scheme continues after the prescribed appraisal in the remaining period of the Fourteenth Finance Commission, the Administrative Ministries / Departments are required to refer the proposals for continuation of such posts beyond 30th September, 2017 to the Department of Expenditure.

- (v) If the information as per (ii) above is not made available to the Department of Expenditure by the stipulated date, FA of the Ministry/Department will not authorize any releases under the scheme without approval of Department of Expenditure.

This issues with the approval of the Finance Minister.

Sd/-
(Dr. Sandeep Dave)
Joint Secretary to the Government of India

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

No. 54(03)/PF-II/2017
Ministry of Finance
Department of Expenditure
Plan Finance – II Division

North Block, Sansad Marg,
New Delhi, dated – 27.03.2017

OFFICE MEMORANDUM

Subject: Clarification regarding continuation of on-going Schemes beyond 12th Five Year Plan in the case of Ministry of Environment, Forests & Climate Change.

Reference is invited to the MoEF & CC O.M. No. 02/01/2016-IFD(Part), dated 10 March, 2017 with regard to the subject mentioned above. In this regard, I am directed to give the para-wise clarifications to the points raised by MoEF & CC in their above mentioned O.M. as under:

- i) The third party evaluation mechanism is necessary to have an independent overview of the working of the scheme and how to improve the scheme structure for better implementation to have optimum outcome-output. It is upto the MoEF & CC to take a view with regard to the evaluations conducted by the Committee headed by Senior Economic Adviser and a few outside experts if the same is independent in nature and substantive for the said purpose. Such findings of the Committee's report be used to strengthen and reformulate the existing schemes to make it more oriented towards output – outcome in terms of different targets to be achieved.
 - ii) With regard to the expenditure other than the Central Sector and Centrally Sponsored Schemes, namely, which is Establishment in nature, the same need not be appraised / approved as per DoE guidelines prescribed vide OM dated 5 August, 2016 as well as the subsequent OM dated 23 February, 2017 as they are not schemes, per se. They may be sanctioned on the file of IFD as per their annual plan figures.
 - iii) Externally Aided Projects need to be appraised / approved as per the instruction of DoE dated 1 August, 2016 by taking into account the total outlay of the project.
 - iv) In terms of the Medium Term Expenditure Framework (MTEF), the increase in every year's budget has been pegged at an increase of 10% over the last year's budget as benchmark.
 - v) The salaries to autonomous bodies will be done as per the categorization under which the grant falls, namely Other Central Expenditure, Establishment etc., as per the Expenditure Budget 2017-18.
2. This issues with the approval of the JS (PF.II).

Sd/-
(Chittaranjan Dash)
Director (PF-II)
Tel NO. 23093109
[chittaranjan.dash@nic.in]

Shri A.K. Das, Deputy Secretary,
Ministry of Environment, Forest & Climate Change
Vayu, 2nd Floor, Indira Paryavaran Bhavan
Jorbagh Road, Aliganj, New Delhi – 110 003

F.No.42(02)/PF-II/2014
Government of India
Ministry of Finance
Department of Expenditure
Public Finance (Central-I) Division

North Block, New Delhi,
Dated, the 31st of May, 2017

OFFICE MEMORANDUM

Subject: Preparation of Terms of Reference (ToRs) by the programme implementing Ministries / Department for carrying out impact evaluation of their programmes.

Reference is invited to the O.M. No.I-19015/01/2017-DMEO dated 10th May, 2017 from the Development Monitoring and Evaluation Office (DMEO) of NITI Aayog on the subject mentioned above.

2. With regard to the preparation of ToRs by the programme implementing Ministries/Department for carrying out impact evaluation of their programmes and getting it vetted by the IMG as suggested in the NITI Aayog communication, a number of queries/concerns are being received with regard to if these are applicable to the current appraisal/approval process of the schemes that are being undertaken by the Ministries/Departments for continuation of their schemes beyond the 12th Five Year Plan. In this regard, the undersigned is directed to clarify as under:

2.1 With the end of the 12th Five Year Plan on 31 March, 2017, the planning regime has come to end and the Central Government has decided that all schemes of the Central Government will be made coterminous with the cycle of the Finance Commission, the first such cycle being the 14th Finance Commission (FFC) which ends on March 2020.

2.2 As per DoE's O.M. No.24(35)/PF-II-2012 dated 5 August, 2016, it was instructed that all Ministries/Departments have to undertake an outcome review of their ongoing schemes at the end of 12th Five Year Plan and re-submit their schemes for appraisal and approval unless the scheme has already been made coterminous with the FFC period.

2.3 Further, pending appraisal/approval of such schemes of a Ministry/Department, an interim extension for a period of six months beyond 31 March, 2017 i.e. till 30th September, 2017 was granted to all such schemes vide the DoE OM dated 27th March, 2017. In this regard, since the time is short and a large number of such schemes need to be appraised and approved for their continuation beyond 31 March, 2017, Department of Expenditure had a series of meetings with the Financial Advisers of all the Ministries / Departments wherein it was instructed that the Department/Ministry concerned may carry out an outcome review of the scheme as soon as possible and submit their proposals for continuation of the schemes till March 2020. As the entire exercise is to be completed including Cabinet approval before September 2017, it was impressed upon all FAs to submit their proposals well within time, preferably before the end of June 2017. In line with these directives, many Ministries / Departments have already gone ahead and are in the middle of/advanced stages of completing their outcome review/evaluation of their schemes by selecting/identifying an evaluator.

2.4 In view thereof, due to the extraordinary situation owing to the end of the planning regime with the end of 12th Five Year Plan and the need for appraisal and approval of all existing schemes that need to be made coterminous with the rest of the period of FFC cycle and in view of the paucity of time, it may kindly be noted that the proposed mechanism of impact evaluation of their programmes and vetting of ToRs for the same by IMG may be applicable to the regular business that will be carried out by the Ministries /Departments after these schemes are appraised and approved in line with the DoE instructions for their continuation beyond the 12th FYP. Therefore, it may be kept in mind and the Departments and Ministries be informed that the preparation of ToRs by the programme implementing Ministries / Departments for carrying out impact evaluation of their programmes will not be applicable for the current appraisal/approval process being carried out with is at an advanced stage for continuation of these schemes beyond the 12th Five Year Plan.

3. This issues with the approval of the Joint Secretary (PFC.I)

Sd/-
(Chittaranjan Dash)
Director (PFC-I)
Tel No. 23093109
[chittaranjan.dash@nic.in]

NITI Aayog

(Shri C. Angrup Bodh)
Joint Secretary (DMEO)
Parliament Street
New Delhi

Copy to:-

All Financial Advisers
JS (Cabinet Secretariat) – for kind information

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, the 2nd of June, 2017

OFFICE MEMORANDUM

Subject: Revised format for EFC/PIB memorandum for Original Cost Estimates (OCE) and Revised Cost Estimates (RCE) circulated vide DoE OM dated 05.08.2016.

Reference is invited to the subject mentioned above. In this regard, it may be noted that the Department of Expenditure *vide* its O.M. dated 5 August, 2016 had issued detailed instructions regarding appraisal and approval of public funded schemes and projects and also issued revised EFC/PIB memorandums. The said OM also repealed a number of existing circulars including O.M. dated 31 March, 2014 *vide* which the earlier format of EFC/PIB memorandum were issued. However, despite the repeal of the earlier DoE O.M. dated 31 March, 2014 and issuance of a revised instructions/EFC/PIB memorandum, it is noted that some Ministries/Departments are still following the earlier instructions/EFFC/PIB formats with regard to their proposals.

2. In this regard, I am directed to state that with the repeal of the OM dated 31 March, 2014, the provision at para 14 of the old EFC format requiring that the "draft Proposals to be placed on the website of the sponsoring Ministries and comments invited from the general public" is no more in vogue and therefore, Ministries/Departments need not place the draft EFC/PIB memorandums on their websites for inviting comments from the general public.

3. The revised instructions have sufficiently provided for stakeholders consultations. These are indicated at para 1.9 of the revised EFC/SFC memo issued *vide* DoE O.M. dated 5 August, 2016 and at para (v) of the Detailed Paper/Detailed Project Report. However, necessary stakeholders consultations as provided for in the instructions / revised format *vide* the DoE OM dated 05.08.2016 may be undertaken by the Ministries / Departments as deemed necessary for the smooth implementation of their schemes projects.

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

Sd/-
(Chittaranjan Dash)
Director (PFC-I)
Tel No. 23093109
[chittaranjan.dash@nic.in]

All Financial Advisers

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

North Block, New Delhi
Dated: 05.06.2017

OFFICE MEMORANDUM

Subject: Authority Competent to approve time overrun in respect of Projects where there is no cost overrun.

Reference is invited to Cabinet Secretariat O.M. No.142/1/2/2017-TS dated 9th May, 2017, requesting for clarification on the above mentioned subject.

2. The request is considered. In this regard, the undersigned is directed to convey the following clarifications:

(i) All cases of time overrun without cost overrun would be approved by the Secretary of the Administrative Department concerned with the concurrence of the Financial Advisor in accordance with para 9 of DoE O.M. dated 5th August, 2016.

(ii) However, the competent authority while approving such instances of projects undergoing time overrun without cost overrun, may consider the following:

(a) Time overrun beyond a period of time is not expected to happen without cost overrun due to normal inflation in the economy. Some of the reasons for time overrun without cost overrun could be:

- Overestimation of the cost at the time of Original Cost Estimates (OCE).
- Deletion of certain items approved at the OCE stage.
- Change in scope.

(b) In addition to time overrun, viability of the project may be reassessed. There could be change in market scenario in view of which the project may no longer be viable due to change in demand and supply, obsolescence in technology etc.

(c) Inordinate delay in project execution may lead to the manpower and technological resources being employed disproportionately at one place hampering the pace of other projects.

(d) Competent authority may also examine if the delay is attributable to fault on the part of any persons and fix responsibility as per extant rules and procedure.

3. This issues with the approval of the Finance Secretary

Sd/-
(Anu Kukreja)
Deputy Director (PF-II)
Tele: 23095664
Anukukreja.icoas@nic.in

Cabinet Secretariat [Shri S.G.P. Verghese, Director]
Cabinet Secretariat
New Delhi.

Copy to all the Financial Advisers for information and necessary action at their end.

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 – 11th 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 OM of even number dated 05.08.2016 (http://doe.gov.in/sites/default/files/GudelinesAppraisal_Approval_Schemes_Projects.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 OM 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.

Sd/-
(Chittaranjan Dash)
Director (PFC-I)
Tel No.23093109
[chittaranjan.dash@nic.in]

All Financial Advisors to Ministries/Departments of Government of India

Chapter III

Instructions on DFPRs/GFRs

III-A - Modifications in GFRs, 2017

1.	D.O.No.14(37)/2015-E.II(A)	7.03.2017	General Financial Rules 2017- These rules came into force at once	40
2.	No.2-14/2016-IFD	16.03.2017	Applicability of New General Financial Rules(GFRs), 2017 - Regarding	41-42
3.	Ministry of Finance D.O. No. 17/6/2014-PPD	15.05.2017	New Manuals on Policies and Procedures for Procurement of Goods and Hiring of Consultants in conformity with GFRs.	43
4.	20/2/2014—PPD(Pt)	25.7.2017	Amendment to Rule 152 of GFRs, 2017	44
5.	26/2/2016—PPD	25.7.2017	Amendment to Rule 170 of GFRs, 2017	45

III-B – Other instructions issued on GFRs & DFPRs.

1.	1(5)/2016-E.II(A)	27.05.2016	Enhancement in the Financial Powers of Ministries/ Departments with regard to expenditure on Non-Plan Schemes/ Projects	46-48
2.	D.O.No. 128/69/ DGS&D /2017 - DGS&D	13.07.2017	To ensure GFR provisions mandating procurement on GeM are not violated	49

Ashok Lavasa

Finance Secretary

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE

D.O. No. 14(37)/2015/E.IIA

7TH March, 2017

Dear Secretary,

It gives me great pleasure to inform you that the Hon'ble Finance Minister released the General Financial Rules (GFRs) 2017 during the Financial Advisers' Conference held in the Ministry of Finance today.

2. The need for issuing revised GFRs was considered by the Ministry so as to make enabling and specific rules in tune with the reforms being undertaken by the Government in the accounting and budgeting spheres as well as in procurement domain e.g. removal of Non-Plan/Plan expenditure distinction, focusing on outcomes through an improved Outcome Budget Document, increased focus on Public Finance Management System (PFMS), Direct Benefit Transfer (DBT) scheme, introduction of Central Public Procurement Portal, Government e-Marketplace (GeM) etc.

3. I would like to inform you that towards preparation of GFRs 2017, this Ministry has set up a Task Force in June, 2016. Inputs had been sought from all stake holders including Ministries/Departments, State Governments, CGA and office of C&AG on the draft submitted by the Task Force. The Discussion Draft was also uploaded on the MoF's website. Secretaries of each Department/Ministry of Government of India were asked to give their views for additions / modifications, keeping in view the specific requirements of their domain as these inputs have been duly considered while finalizing the GFRs-2017. While the basic framework of GFRs have been retained, 35 new Rules have been added, 32 Rules have been modified and 2 Rules are deleted. Delegation of powers has been increased under 9 Rules.

4. The aim of any rule is to provide a framework within which an organization manages its business in a financially prudent manner without compromising its flexibility to deal with varied situations. The GFRs 2005 have been very comprehensively reviewed with the aim of promoting simplicity and transparency in the Government financial system and procedures. It is expected that the new GFRs 2017 will enable an improved, efficient and effective framework of fiscal management while providing the necessary flexibility to facilitate timely delivery of services.

Yours sincerely

Sd/-
(Ashok Lavasa)

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

No. 2-14/2016-IFD
Government of India
Ministry of Environment, Forest & Climate Change
Agni, 1st Floor, Jor Bagh Road,
New Delhi - 110003,
dated the 16th March, 2017.

OFFICE MEMORANDUM

Subject:- Applicability of New General Financial Rules (GFRs) , 2017 – Regarding

Ministry of Finance have reviewed the General Financial Rules (GFRs) 2005 very comprehensively and brought out the new Edition of GFRs, 2017 with the aim of promoting simplicity, transparency in the Government Financial System and procedure and brought out the new Edition of GFRs 2017. The GFRs 2017 is uploaded on website of the Ministry of Finance and is presently available at URL. finmin.nic.in/the_ministry/dept_expenditure/GFRS/index.asp. and **has come into force w.e.f. 7th March, 2017. The revised entries are** applicable to all the Central Government Ministries/Departments, Attached/Subordinate Bodies. The provisions contained in the GFRs are deemed to be applicable to Autonomous Bodies (ABs) except to the extent the bye-laws of ABs provide for separate Financial Rules which have been approved by the Government.

2. After going through the contents of the GFRs 2017, it is seen that the latest edition of GFRs has been updated by adding the new rules, modifying the contents in the existing rules, deleting some of the existing rules & also shifting of some of the rules with the merger of Non-Plan & Plan Expenditure and inclusion of Budget of Railways. With these modifications and additions, GFRs 2017 will enable an improved, efficient and effective frame work of fiscal management while providing the necessary flexibility to facilitate timely delivery of services. Details of changes made in the GFRs, 2017 has also been separately dealt in Concordance Table running from pages 188 to 199 of the GFRs 2017. Non-Tax Revenue, User Charges, Dividend and Profits, Receipts Portal, Outcome Budget, Public Finance Management System, Direct Benefit Transfer, introduction of Central Public Procurement Portal, Government e-marketplace (GeM), e-Publishing, Electronic Reverse Auctions, E-Procurement, Code of Integrity. Consulting Services, Least Cost System, Legal Advice, etc have been distinguished under separate Rules.

2. A brief statement showing the major changes, applicable on the Schemes/projects of the Ministry are also enclosed herewith for your information and compliance.

Sd/-
(E.V. Thomas)
Deputy Secretary (FF)
Tel.No: 24695390 –Intercom No : 5125

To

All Divisional Heads in the Ministry (including CCA, NAEB and NRCD)

Copy to PPS to
Secretary/SS(RRR)/DG&SS(F)/AS&FA/Sr.E.A/AS(AP)/ADG(FC/WL/PT).

Enclosure to letter dated the 16th March, 2017 regarding GFRs 2017.

S. No.	Rule Number with details	Additions/Changes
1.	Rule 2 – Definition (xvi) (xxxi) (xxxii)	"Government Account" "CAPEX model" " OPEX model are the new additions made
2.	Rule 33(1)- Report of Loss (1)(ii)	Amount of Rupee Two thousand has been revised to Rupees Ten thousand
3.	Rule 70 –Duties and Responsibilities of Chief Accounting Authority.	Government of India's decisions below the rule have been deleted.
4.	Rule 115	Rule may be read " Principles to be observed in dealing with the State Government claims
	Rule 154 –Purchase of goods without quotation.	Ceiling earlier fixed for purchase of goods has been revised from Rs. 15,000 to 25,000.
5.	Rule 155- Purchase of goods by Purchase Committee	Ceiling of Rs. 15,000 to Rs. 1.00 lakhs has been increased to Rs. 25,000 to 2.50 lakhs and insertion in the last of the rule " and it is not debarred by Department of Commerce or Ministry/Department concerned
6.	Rule 158 – Purchase of goods by obtaining bids	Method of obtaining the bids have now been increased to five against the earlier three methods
7.	Rule 194-Single Source Selection/Consultancy by nomination.	Name of the existing rule – Consultancy by nomination has been changed and the contents of the rule have also been changed.
8.	Rule 204-Procurement of Non-consulting services by nomination	Name of the existing rule – Outsourcing by Choice has been changed but there is no change in the Contents of the rule.
9.	Rule 217- Disposal of Goods	Addition has been made in the Contents pertaining to "Sale of Hazardous Waste/Scrap Batteries/ Electronic waste as rule 217 (v).
10	Rule 229 – General Principles for setting up of Autonomous Organisations	A number of additions have been made in the contents of the rule.
11.	Rule 238(1) – Utilization Certificate	Form of Utilization Certificate for Autonomous Bodes of the Grantee Organisations have been completely changed and information is now to be furnished in GFR 12-A, with the details Checks and certificate to be appended by the Grantee Institution/Organisation on the U.C. PD has to certify that the conditions attached to the grant have been accepted by the grantee without reservations and Dated initials of the sanctioning authority in the GFR Form 21 as per Rule 234.
12.	Rule 239 – Utilization Certificate	Form of Utilization Certificate for State Governments where the expenditure incurred by the Govt. Bodies are to be submitted is now to be furnished in GFR 12-C, with the details of Checks exercised.
13	Rule 277-Guidelines for grant of Government of India Guarantee	These guidelines have comprehensively revised.
14.	Rule 292 – Due date of LTC claim	In the case of advance not drawn, period has been reduced for sixty days from the existing period of three months.
15.	Rule 304-Privdent Funds	This rule has now made applicable towards subscribers to New Pension System (NPS).

Note: The above changes have been made in addition to the changes indicated in Concordance Table of the edition and other minor changes made.

Ashok Lavasa
Finance Secretary

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE

D.O. No. 17/6/2014-PPD

15TH May, 2017

Dear Secretary,

Department of Expenditure in 2006 had prepared separate Manuals on Policies and Procedures for Procurement of Goods and hiring of Consultants, in conformity with the General Financial Rules (GFR), 2005. Over the years, these Manuals have served as a guide book for procurement.

2. The GFRs has been revised comprehensively in March 2017. Consequently, these Manuals of Procurement too have been revised. These manuals are outcome of extensive consultations in two stages with Ministries/Departments/PSUs and other organizations over a period of six months.

3. Manuals issued by this Department are to be taken as generic guidelines, which have to be necessarily broad in nature. Ministries/Departments are advised to supplement this manual to suit their local/specialized needs, by issuing their own details manuals (including customized formats); Standard Bidding Documents and Schedule of Procurement Powers to serve as detailed instructions for their own procuring officers.

4. I hope that these Manuals would be useful to procuring officials working in various Ministries/Departments as operating instructions and will bring about greater transparency and predictability in Government procedures and help in improving the ease of doing Business with Government.

Yours faithfully,

Sd/-
(Ashok Lavasa)

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

No. F. 20/2/2014-PPD (Pt.)
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

516, Lok Nayak Bhawan,
New Delhi, 25th July, 2017

OFFICE MEMORANDUM

Subject: Amendment to the Rule 170(i) of General Financial Rules (GFR), 2017.

The reference of Department of Industrial Policy & Promotion (DIPP) to exempt Start-ups from submitting Earnest Money Deposit (EMD) has been considered and it has been decided to revise the Rule 170(i) of GFRs, 2017 regarding '**Bid Security**' as under;

"Revised Rule 170(i):*To safeguard against a bidder's withdrawing or altering its bid during the bid validity period in the case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department or **Start-ups as recognised by Department of Industrial Policy and Promotion (DIPP)**. The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two percent to five percent of the estimated value of the goods to be procured. The amount of bid security should be determined accordingly by the Ministry or Department and indicated in the bidding documents. the bid security may be accepted in the form of 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 is normally to remain valid for a period of forty-five days beyond the final bid validity period."*

2. This OM is also available on our website <http://doe.gov.in>-> Notification -> Circular -> Procurement Policy OM.

3. Hindi version of this OM will follow.

Sd/-
(Vinayak T. Likhar)
Under Secretary to the Govt. of India
Tel. No. 24621305

To

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

No. F. 26/2/2016-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

516, Lok Nayak Bhawan,

New Delhi the 25th July, 2017

OFFICE MEMORANDUM

Subject: Amendment to the Rule 152 of General Financial Rule, 2017 reg.

The undersigned is directed to invite attention to the provisions of Rule 152 of GFRs, 2017 which inter-alia states that as per the Compulsory Enlistment Scheme of the Department of Expenditure, Ministry of Finance, it is compulsory for Indian agents, who desire to quote directly on behalf of their foreign principals, to get themselves enlisted with the Central Purchase Organization (e.g. DGS&D). However, such enlistment is not equivalent to registration of suppliers as mentioned under Rule 150.

2. This department has received reference from Directorate General of Supplies & Disposals (DGS&D) to decentralize the activities of enlistment of Indian agent under Compulsory Enlistment Scheme as DGS&D is winding up by 31.10.2017. Hence, it is decided in consultation with major procuring Ministries/Departments that the existing provision of Rule 152 at Chapter 6 of General Financial Rule, 2017 which deals with 'Procurement of Goods and Services' shall be substituted by the provision indicated as under:

"Rule 152: Enlistment of Indian Agents: Ministries / Departments if they so require, may enlist Indian agents who desire to quote directly on behalf of their foreign principals."

3. This OM is also available on our website <http://doe.gov.in> -> Notification -> Circular -> Procurement Policy OM.

4. Hindi version of this OM will follow.

Sd/-
(Vinayak T. Likhar)
Under Secretary to the Govt. of India
Tel. No. 24621305

To

All Secretaries & Financial Advisers of Ministries/ Department of the Government of India.

No 1(5)/2016-E II(A)
Government of India
Ministry of Finance
Department of Expenditure
E.II(A) Branch

New Delhi, the 27th May 2016

OFFICE MEMORANDUM

Sub: Enhancement in the Financial Powers of Ministries/Departments with regard to expenditure on Non-Plan Schemes/Projects.

The undersigned is directed to refer to this Ministry's OM No.1(9)/E.II(A)/07 dated 6th April 2010 on the subject cited above. It has been decided to revise the financial limits for appraisal and approval of Non-Plan Schemes/projects by competent authorities. Accordingly, the Government of India Decision (4)(B) below Rule 18 of the Delegation of Financial Powers Rules, 1978 has been substituted as per the amendment enclosed.

2. Hindi version of the OM will follow.

Encls: 03 pages

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

To

- i. All Ministries/Departments of Government of India
- ii. All Financial Advisers
- iii. To NIC with a request to upload on this Ministry's website

AMENDMENT TO THE DELEGATION OF FINANCIAL POWERS RULES, 1978

Rule 18 Government of India Decision No. 4(B)

Substitute the following for the Government of India's decision 4(B) below Rule 18 of the Delegation of Financial Powers Rules, 1978-

4(B) Sanction of Non-Plan Expenditure-

- (a) A Committee on Non-Plan Expenditure (CNE) has been constituted with Secretary, Department of Expenditure as Chairman and the following members:
- (i) CEO, Niti Aayog
 - (ii) Secretary of the Department concerned.
- (b) CNE will serve as an appraisal forum and the following types of cases shall require submission to the Committee on Non-Plan Expenditure-
- (i) All Non-Plan proposals involving expenditure of over Rs.300 crores recurring or non-recurring, on a new service or for expansion of existing services.
 - (ii) Any other Non-Plan proposal which a Department may like to be considered in the CNE.
- (c) No item of Non-Plan expenditure will be referred to the EFC/PIB. Procedure for submission of cases to the CNE will be the same as for submission of proposals to EFC and PIB. The integrated Finance of the concerned Department shall function as the Secretariat for the CNE.
- (d) A Department of the Central Government with the Integrated Finance Scheme, may exercise power to sanction Non-Plan expenditure on schemes in the manner mentioned below subject to the condition that (i) No Non-Plan post will be created and (ii) No autonomous institution will be set-up. The powers will continue to be governed by procedural and other instructions issued by Government from time to time, e.g. General Economy Instructions.

Financial limits of Non-Plan Scheme*	Appraisal Forum	Competent Authority to approve the scheme/project
(a) Upto Rs.75 crore	Ministry/Department concerned in the normal course	Secretary of Administrative Ministry/Department
(b) Beyond Rs.75 crore but less than Rs.300 crore	Standing Finance Committee of the Ministry/Department concerned under the chairmanship of Secretary with Financial Advisor and JS/Director of the concerned Division as members.	Minister-in-charge of the Administrative Ministry/Department

(c)	Rs.300 crore and above but less than Rs.500 crore	CNE	Minister-in-charge of Ministry/Department
(d)	Rs.500 crore and above but less than Rs.1000 crore	CNE	Minister-in-charge of Ministry/Department and Minister of Finance
(e)	Rs.1000 crore and above	CNE	Cabinet/CCEA
(f)	Proposals for new autonomous organizations irrespective of outlay.	CNE	Cabinet/CCEA

* The financial limits specified are for the composite project and under no circumstances, shall a proposal be split (e.g. land acquisition for project site and construction activities thereon) so as to avoid appraisal/approval by the Competent Authority. Therefore, Ministries/Departments are advised not to incur any expenditure on account of investment in land and building unless schemes/projects are appraised/approved by the Competent Authority.

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

S. No.	Limit	Appraisal and Approval Forum
A.	Increase in costs due to increase in statutory levies**, exchange rate variation, and price escalation envisaged within the original approved time cycle, irrespective of the cost of the scheme/project.	No appraisal Approval by Secretary of the Admn. Deptt. if absolute cost escalation is upto Rs.75 crore, and by the Admn. Minister-in-charge if absolute cost escalation is above this.
** Statutory levels include State/Central taxes, including import and export duties as notified by GoI and paid by the project authorities, but exclude water, electricity charges and POL, price increases.		
B. Increase in cost estimates due to reasons such as time over-run, change in scope, under-estimation, etc. (excluding cost escalation for reasons cited in A above).		
1.	Increase in costs upto 20% of the firmed up*** cost estimates	Appraisal by the Financial Adviser. Approval by Secretary of the admn.Deptt.if absolute cost escalation is upto Rs.75 crore, and by the Admn.Minister-in-charge if absolute cost escalation is above this.
2.	Increase in costs beyond 20% of the firmed up*** cost estimates or substantial alteration in the scope.	Fresh Appraisal and Approval by the Competent Authority as per the extant delegation of powers.
*** Firmed up cost estimates means a cost estimate which has gone through the full appraisal and approval process as per the extant delegation of powers.		

Directorate General of Supplies & Disposals
Ministry of Commerce & Industry

"Jeevan Tara" Building,
5-Sansad Marg,
New Delhi - 110 001
Ph: 011-43583702
Fax: 011-43583707
dg@gem.gov.in

BINOY KUMAR
Director General

D.O. No. 128/GeM/DGS&D/2017

13th July, 2017

Dear Financial Adviser,

Please refer to the minutes of the Conference of all Financial Advisors held on 06.07.2017. In para - 12 Finance Secretary asked FAs to ensure GFR provisions, mandating procurement on GeM are not violated by the Ministries/Departments. In this regard, I would like to inform that in case of any difficulty the Department may get in touch with the undersigned or Smt. S. Radha Chauhan CEO, GeM (ceo-gem@gov.in).

2. We would be more than happy to help the concerned officer. We have taken pains to provide training to most of the Departments in Delhi and in major cities around the country. As per Department of Expenditure instructions, NIFM in imparting training on a regular basis and in case of further requirement training can be provided.

3. I would also like to request you for your special attention to procurement being done by various agencies and organisations coming under the administrative control of Ministry/Department. Further, in case the product or service is not available, I would request that the same may be informed to us so that these may be uploaded as soon as possible. The Departments are encouraged to get all their vendors with whom they actively make procurement on-boarded to GeM so that our vendor base can substantially increase and more competition can be generated.

With warm regards.

Yours sincerely,

Sd/-
(Binoy Kumar)
Director General

All Financial Advisers of Ministries/Departments

Chapter IV

Creation/ Abolition of posts

1.	7(1)/E.Coord-1/2017	12.04.2017	Compendium of instructions for Creation, Revival, Continuation and Transfer of posts.	50-55
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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.

1.1 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.

1.2 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

1.1 **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 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 year)	Post is deemed abolished
2	Newly created Post – RRs Exist	2 year
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:

S.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. Therefore, 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

S.No.	Particulars	
Details of Post		
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.	
Organization Details		
1	Name of the organization	
2	Status of Organization (Ministry/Depart./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

Checklist for Revival of Posts

S.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 any 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 Vacant (with date)
15	No. of Posts in immediate higher (promotional) grade	(a) Sanctioned 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

Chapter. V – Preparation of Notes for Cabinet/Cabinet Committees

1.	24011/5//2017- GC	25.07.2017	Preparation/Submission of notes for consideration of the Cabinet & Cabinet Committees.	57-62
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F. No. 24011/5/2017-GC
Government of India
Ministry of Environment, Forest & Climate Change
(General Coordination Section)

Block, 1st Floor,
Indira Paryavaran Bhawan,
Jor Bagh Road, Ali Ganj,
New Delhi-110003
Dated: 25th July, 2017

Office Memorandum

Subject: - Preparation/Submission of notes for consideration of the Cabinet and Cabinet Committees in two weeks time- reg.

GC Section vide earlier OM No. 2411/5/2017-GC dated 21.2.2017 has forwarded Cabinet Secretariat's OM No. 1/50/1/2016-Cab. dated 6.2.2017 for strict compliance of the guidelines on submission of comments/views on Cabinet notes within stipulated two weeks time. Vide the minutes of the meeting of Sr. Officers dated 03.03.2017, chaired by Secretary, EF&CC, instruction was issued for furnishing of the comments by the concerned Nodal officer to the sponsoring department/Ministries after approval of the Hon'ble Minister within the prescribed time limit under intimation to GC Section. Despite of the repeated instruction, it is noticed that the comments are furnished well after the stipulated time period or are not furnished to the sponsoring Ministry/Department.

2. Cabinet Secretariat has view it very seriously and directed vide DO letter No. 1/43/2017-Cab. dated 16.6.2017 (copy enclosed) to put in place measures to check delays in furnishing comments to the sponsoring Ministries/Departments.

3. Secretary, EF&CC has instructed to adhere the strict compliance of the instruction so that recurrence may be avoided. Hence, all Divisional Heads are once again requested to strictly adhere to the stipulated timeline for submission of the comments to the respective Ministries/Departments.

Sd/-

(Encl: as above)

(PJ Michael)
Deputy Secy. to the Govt. of India

To

All Divisional Heads, MoEF&CC

Copy for information to:

- (i) PPS to Secretary (EF&CC)/ PPS to DGF&SS
- (ii) PPS to AS(RRR)/ PPS TO AS(AP)/ PPS TO AS&FA/ PPS
To ADG(FC)/ PPS TO ADG(WL)/ PPS to Sr. Advisor

ALOK TANDON, IAS
ADDITIONAL SECRETARY

CABINET SECRETARIAT
RASHTRAPATI HAWAN

NEW DELHI- 110004

Tel: 23012697
Telefax: 23018470
Email: tandona@ric.in

D.O. NO.1/43/2/2017-Cab.

16TH June, 2017

Dear Sir,

As you are aware, the extant instructions of the Cabinet Secretariat stipulate that comments of the Ministries/Department consulted on the draft Cabinet/Cabinet Committee notes are required to be forwarded to the sponsoring Ministry/Department within a period of two weeks.

2. In this regard, in the three cases (**as enclosed in Annex**) considered by the Cabinet in the month of May, 2017, the Ministry of Environment, Forest and Climate Change have furnished their comments well after the stipulated time period or have not furnished comments to the respective sponsoring Ministry/Department.

3. In view of the above, may I once again request you to please put in place measures to check delays in furnishing comments to the sponsoring Ministries/Departments.

With regards,

Yours sincerely
Sd/-
(Alok Tandon)

**Shri Ajay Narayan Jha,
Secretary,
Ministry of Environment, Forest and Climate Change,
New Delhi.**

Dy.No.E/108349

Annex

- (i) Policy for mandating Indian made steel, with specific value addition in India, for procurement by Govt. in public tenders- **M/o Steel.**
- (ii) Formulation of New Steel Policy- **M/o Steel.**
- (iii) Approval of amendments in the Central Road Fund for development and maintenance of National Waterways (NWS) - **M/o Shipping.**

OFFICE MEMORANDUM

Subject: Preparation/Submission of notes for consideration of the Cabinet and Cabinet Committees.

The undersigned is directed to refer to this Secretariat's O.M. no. 1/50/1/2014-Cab. dated 20.06.2014 which *inter alia* stipulates that in all cases where the notes for the Cabinet/ Cabinet Committees are required to be circulated for Inter-Ministerial Consultations, the entire process of consultations will be completed in two weeks' time. It further states that in cases where the consulted Ministries/Departments fail to forward their comments to the sponsoring Departments within two weeks, the sponsoring Departments will clearly indicate in the body of the note the date on which comments were sought from Ministry/ Department concerned, and the fact that the comments of the Ministries/ Departments consulted have not been received till finalization of the note for the Cabinet/ Cabinet Committee.

2. Further, with a view to check delays in finalization of notes, the sponsoring Ministries/ Departments have also been requested *vide* O.M. no. 1/50/1/2016-Cab. dated 11.05.2016 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. Separately, the Cabinet Secretariat has with a view to facilitate timely completion of the consultation process stipulated that Ministries/ Departments send an advance copy of the Draft Cabinet Note to this Secretariat also at the time when it is circulated to other Ministries/ Departments for comments *vide* O.M. no. 1/50/3/2014-Cab. dated 01.09.2015.

4. The above instructions have been issued with a view to compress the time-frame for completion of Inter-Ministerial consultations and expediting the decision making process. In view of the above, the Sponsoring Ministries/ Departments and the Ministries/ Departments consulted are requested to strictly adhere to the prescribed timelines and extant instructions on the subject. A copy each of these instructions circulated *vide* Office Memoranda dated 20.06.2014, 01.09.2015 and 11.05.2016 is enclosed for reference and dissemination to all concerned.

Sd/-
(S.G.P. Verghese)

Director

Tel: 2301 1791/Fax: 2379 3504

E-mail: verghese.sgp@nic.in

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

(Copy of Cabinet Secretariat **O.M. No. No. 1/50/1/2014-Cab., dated the 20th June, 2014** on the subject is already included in the last Compendium of Orders & Instructions issued in September, 2015.)

No. 1/50/3/2014-Cab
Government of India (Bharat Sarkar)
Cabinet Secretariat (Mantrimandal Sachivalaya)
Rashtrapati Bhavan

New Delhi the 1st September, 2015

OFFICE MEMORNADUM

Subject: Preparation/submission of notes for consideration of the Cabinet and Cabinet Committees.

According to the extant instructions, the Draft Cabinet Notes are being furnished to Prime Minister's Office at the stage of inter-Ministerial consultations itself. In the same light, it has now been decided that the Ministries and Departments send an advance copy of the Draft Cabinet Note to the Cabinet Secretariat also at the time when it is circulated to other Ministries/Departments for comments.

2. These instructions may be noted for strict compliance and dissemination to all concerned.

Sd/-
(Jai P. Prakash)
Additional Secretary

To,

All Secretaries to the Government of India.

No. 1/50/1/2016-Cab.
Government of India (Bharat Sarkar)
Cabinet Secretariat (Mantrimandal Sachivalaya)
Rashtrapati Bhavan

New Delhi, the 11th 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/Department 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.

Sd/-
(Deepti Umashankar)
Joint Secretary
Tel: 2301 5802

To

All Secretaries to the Government of India.

Chapter VI

Procurement of Goods & Services

1.	O.M. No. 26/5/2013-PPD	11.04.2013	Guidelines for conduct of public competitions for design of symbols/logo.	64-65
2.	O.M. No. 10/1/2011-PPD	17.05.2016	Mandatory publication of tender enquiries on Central Public Procurement Portal.	66
3.	O.M. No. F.20/2/2014-PPD (Pt).	25.07.2016	Relaxation of Norms for Startups Medium Enterprises in Public Procurement regarding Prior Experience - Prior Turnover criteria.	67
4.	O.M. No. 18-3/2017-PPD & Department of IPP Order	4.07.2017 15.06.2017	Public Procurement (Preference to Make in India), Order 2017	68 & 69-74

Office Memorandum

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

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

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

- (a) Design competitions should be conducted in a transparent, fair and objective manner;
- (b) Wide publicity should be given to the competition so as to ensure that the information is accessible to all possible participants in the competition. This should include publication on the Website of the Ministry/Department/PSU/Organisation concerned, as also the Central Public Procurement Portal. The existing e-publishing module can be utilized;
- (c) Provisions of any applicable laws, including the Official Languages Act and the Emblems and Names (Prevention of Improper Use) Act should be kept in view while conducting the competition;
- (d) A detailed Competition Notice should be drawn up and made public. The notice should, inter-alia, details in the following:-
 - (i) The objectives of the design competition and the key features expected in the proposed design;
 - (ii) Qualification criteria, if any, for participation in the competition;
 - (iii) The process of evaluation and evaluation criteria – whether it would be single or multi-stage (for symbols/logos intended to represent a drive/project/entity of National Importance, it may be decided to have the selection through public voting. If so, the modalities should be clearly specified);
 - (iv) The manner of Commission of entries and the format/details etc. expected with the design;
 - (v) Whether multiple designs can be submitted by one participant;

- (vi) The last date & time for submission;
- (vii) The details of Entry Fees, if any and the manner of submission of same;
- (viii) Expected date for announcement of results and the manner in which the results will be intimated.
- (ix) The number of prizes to be awarded and the amount payable for successful design(s);
- (x) It may be clearly stipulated that the intellectual property right of the successful design(s) would rest with the sponsoring agency. The status of the unsuccessful design and whether it is intended to return them should be indicated clearly;

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

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

5. This issues with the approval of Finance Secretary

Sd:-

(Vivek Ashish)

Under Secretary to the Government of India

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

516, Lok Nayak Bhawan, Khan Market,
New Delhi. Dated the 17th May, 2016

OFFICE MEMORANDUM

Subject: Mandatory publication of tender enquiries on Central Public Procurement Portal

In pursuance of decision taken in Group of Ministers constituted to consider measures to tackle corruption and ensure transparency, the Department of Expenditure has vide OM of even no. dated 30.11.2011 (copy enclosed), issued instructions for the setting up of Central Public Procurement Portal (CPPP) which is accessible at the www.eprocure.gov.in.

2 It has been brought to notice of this Department that some Ministries/Departments and other Organizations still continues to e-publish their tender enquires and other details on the NIC website www.tenders.gov.in. It is perhaps due to the guidelines of Central Vigilance Commission (CVC) on the use of the NIC portal i.e. (<http://govtenders.nic.in>) for this purpose.

3. In the light of instructions of CVC and to avoid any confusion to the procuring authorities that which website is to be used, the matter was referred to the CVC by this Department. Central Vigilance Commission (CVC) has conveyed their "**no objection**" to switching over from old website www.tenders.gov.in to the new CPP Portal i.e. www.eprocure.gov.in

4. Accordingly, all Central Government Ministries/Departments are hereby advised to follow the instructions contained in this Department OM of even number dated 30.11.2011 regarding E-Publishing of tender enquiries, corrigenda thereto and details of contacts awarded thereon CPPP and may discontinue use of www.tenders.gov.in for this purpose. Ministries/Departments may also advice their Attached and Subordinate offices, Central Public Sector undertakings (CPSE's), Autonomous and Statutory Bodies under their administrative control to use eprocure gov.in website for tenders related publications.

Sd/-

(Vinayak T. Likhar)

Under Secretary to the Govt. of India

Tele: 24621305

E-mail - vinayak.likhar@nic.in

To,

All the Secretaries /Financial Advisor of Central Govt. Ministries / Departments.

Copy to:

1. Secretary, CVC with reference to CVC letter no. 006NGL/043/203799 dated 22nd Feb.2013.
2. DG, NIC, CGO Complex, New Delhi with a request to close down www.tenders.gov.in

No.F.20/2/2014-PPD(Pt.)
Ministry of Finance
Department of Expenditure
Procurement Policy Division

516, Lok Nayak Bhawan, New Delhi
Dated the 25th July, 2016

OFFICE MEMORANDUM

Subject:- Relaxation of Norms for Startups Medium Enterprises in Public Procurement regarding Prior Experience – Prior Turnover criteria.

The Government of India has announced 'Startup India' initiative for creating a conducive ecosystem for the growth of Startups in India. The Startups are defined in **Annexure-A** of the "Action Plan for Startups India". The same is available on the website of Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce & Industry.

2 Ministry of Micro, Small & Medium Enterprises (MSMEs) vide Policy Circular No. 1(2)(1)/2016-MA dated 10th March, 2016 has clarified that all Central Ministries/Departments/Central Public Sector Undertakings (CPSUs) may relax condition of prior turnover and prior experience with respect of Micro & Small Enterprises (MSEs) in all public procurements subject to meeting of quality and technical specifications.

3. As per Rule 160Ii)(a) of GFR, 2005, there is already a provision that the bidding document should contain criteria for eligibility and qualification to be met by the bidders such as minimum level of experience, past performance, technical capability, manufacturing facilities and financial position etc. In view of above, it is further clarified that all Central Ministries/Departments may relax condition of prior turnover and prior experience in public procurement to all Startups (whether MSEs or otherwise) subject to meeting of quality and technical specifications in accordance with the relevant provisions of GFR, 2005.

Sd/-
(Vinayak T. Likhari)
Under Secretary to the Govt. of India
Tele/Fax - 24621305
E-mail - vinayak.likhar@nic.in

To

The Secretaries of all Central Government Ministries/Departments.

Copy to:-

Financial Advisors of all Central Government Ministries/Departments

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

....

Room No. 516, Lok Nayak Bhawan
New Delhi the 04th 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-Convener 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 procurements are not disrupted.

(Sd/-)

(Vinayak T. Likhari)

Under Secretary to the Govt. of India

Tel. No. 24621305

E-mail: vinayak.likhar@nic.in

To

- (i) Secretaries of all Ministries/Departments of Government of India.
- (ii) Secretary (DIPP) with a request to issue necessary instructions to CPSUs.

Copy to: Financial Advisors of All Ministries/Departments of Government of India for kind information.

No.P-45021/2/2017-B.E.-II
Government of India
Ministry of Commerce and Industry
Department of Industrial Policy and Promotion

Dated 15th June, 2017
Udyog Bhawan, New Delhi

To

All Central Ministries/Departments/CPSUs/All concerned

ORDER

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

Whereas it is the policy of the Government of India to encourage 'Make in India' and promote manufacturing and production of goods and services in India with a view to enhancing income and employment, and

Whereas procurement by the Government is substantial in amount and can contribute towards this policy objective, and

Whereas local content can be increased through partnerships, cooperation with local companies, establishing production units in India or Joint Ventures (JV) with Indian suppliers, increasing the participation of local employees in services and training them.

Now therefore the following Order is issued:

1. This Order is issued pursuant to Rule 153 (iii) of the General Financial Rules 2017.

2. **Definitions:** For the purposes of this Order:

'Local content' means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

'Local supplier' means a supplier or service provider whose product or service offered for procurement meets the minimum local content as prescribed under this Order or by the competent Ministries/Departments in pursuance of this order.

'L1' means the lowest tender or lowest bid or the lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.

'margin of purchase preference' means the maximum extent to which the price quoted by a local supplier may be above the L1 for the purpose of purchase preference.

'Nodal Ministry' means the Ministry or Department identified pursuant to this order in respect of a particular item of goods or services.

'*Procuring entity*' means a Ministry or Department or attached or subordinate office of, or autonomous body controlled by, the Government of India and includes Government companies as defined in the Companies Act.

3. **Requirement of Purchase Preference:** Subject to the provisions of this Order and to any specific instructions issued by the Nodal Ministry or in pursuance of this Order, purchase preference shall be given to local suppliers in all procurements undertaken by the procuring entities in the manner specified hereunder:

- a. In procurement of goods in respect of which the Nodal Ministry has communicated that there is sufficient local capacity and local competition, and where the estimated value of procurement is Rs. 50 lakhs or less, only local suppliers shall be eligible. If the estimated value of procurement of such goods is more than Rs.50 lakhs, the provisions of sub-paragraph b or c, as the case may be, shall apply.
- b. In the procurements of goods which are not covered by paragraph 3a and which are divisible in nature, the following procedure shall be followed:
 - i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.
 - ii. If L1 bid is not from a local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the local suppliers, will be invited to match the L1 price for the remaining 50% quantity subject to the local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such local supplier subject to matching the L1 price. In case such lowest eligible local supplier fails to match the L1 price or accepts less than the offered quantity, the next higher local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on local suppliers, then such balance quantity may also be ordered on the L1 bidder.
- c. In procurements of goods not covered by sub-paragraph 3a and which are not divisible, and in procurement of services where the bid is evaluated on price alone, the following procedure shall be followed:
 - i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract will be awarded to L1.
 - ii. If L1 is not from a local supplier, the lowest bidder among the local suppliers will be invited to match the L1 price subject to local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such local supplier subject to matching the L1 price.
 - iii. In case such lowest eligible local supplier fails to match the L1 price, the local supplier with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder.

4. **Exemption of small purchase:** Notwithstanding anything contained in paragraph 3. Procurements where the estimated value to be procured is less than Rs.5 lakhs shall be exempt from this Order. However, it shall be ensured by

procuring entities that procurement is not split for the purpose of avoiding the provisions of this Order.

5. **Minimum local content:** The minimum local content shall ordinarily be 50%. The Nodal Ministry may prescribe a higher or lower percentage in respect of any particular item and may also prescribe the manner of calculation of local content.

6. **Margin of Purchase Preference:** The margin of purchase preference shall be 20%.

7. **Requirement of specification in advance:** The minimum local content, the margin of purchase preference and the procedure for preference to Make in India shall be specified in the notice inviting tenders or other form of procurement solicitation and shall not be varied during a particular procurement transaction.

8. **Government E-marketplace:** In respect of procurement through the Government E-marketplace (GeM) shall, as far as possible, specifically mark the items which meet the minimum local content while registering the item for display, and shall, wherever feasible, make provision for automated comparison with purchase preference and without purchase preference and for obtaining consent of the local supplier in those cases where purchase preference is to be exercised.

9. **Verification of local content:**

- a. The local supplier at the time of tender, bidding or solicitation shall be required to provide self-certification that the item offered meets the minimum local content and shall give details of the location(s) at which the local value addition is made.
- b. In cases of procurement for a value in excess of Rs. 10 crores, the local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.
- c. Decisions on complaints relating to implementation of this Order shall be taken by the competent authority which is empowered to look into procurement-related complaints relating to the procuring entity.
- d. Nodal ministries may constitute committees with internal and external experts for independent verification of self-declarations and auditor's/accountant's certificates on random basis and in the case of complaints.
- e. Nodal ministries and procuring entities may prescribe fees for such complaints.
- f. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- g. A supplier who has been debarred by any procuring entity for violation of this Order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment. The debarment for such other procuring entities shall take

effect prospectively from the date on which it comes to the notice of other procurement entities, in the manner prescribed under paragraph 9h below.

- h. The Department of Expenditure shall issue suitable instructions for the effective and smooth operation of this process, so that:
 - i. The fact and duration of debarment for violation of this Order by any procuring entity are promptly brought to the notice of the Member-Convener of the Standing Committee and the Department of Expenditure through the concerned Ministry/Department or in some other manner.
 - ii. On a periodical basis such cases are consolidated and a centralized list or decentralized lists of such suppliers with the period of debarment is maintained and displayed on website(s).
 - iii. 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 the website(s) in such a manner that ongoing procurements are not disrupted.

10. Specifications in Tenders and other procurement solicitations:

- a. Every procuring entity shall ensure that the eligibility conditions in respect of previous experience fixed in any tender or solicitation do not require proof of supply in other countries or proof of exports.
- b. Procuring entities shall endeavour to see that eligibility conditions, including on matters like turnover, production capability and financial strength do not result in unreasonable exclusion of local suppliers who would otherwise be eligible, beyond what is essential for ensuring quality or credit worthiness of the supplier.
- c. Procuring entities shall, within 2 months of the issue of this Order review all existing eligibility norms and conditions with reference to sub-paragraphs 'a' and 'b' above.
- d. If a Nodal Ministry is satisfied that Indian suppliers of an item are not allowed to participate and/or compete in procurement by any foreign government, it may, if it deems appropriate, restrict or exclude bidders from that country from eligibility for procurement of that item and/or other items relating to that Nodal Ministry. A copy of every instruction or decision taken in this regard shall be sent to the Chairman of the Standing Committee.
- e. For the purpose of sub-paragraph 10d above, a supplier or bidder shall be considered to be from a country if (i) the entity is incorporated in that country, or (ii) a majority of its shareholding or effective control of the entity is exercised from that country; or (iii) more than 50% of the value of the item being supplied has been added in that country. Indian suppliers shall mean those entities which meet any of these tests with respect to India".

11. Assessment of supply base by Nodal Ministries: The Nodal Ministry shall keep in view the domestic manufacturing/supply base and assess the available capacity and the extent of local competition while identifying items and prescribing minimum local content or the manner of its calculation, with a view to avoiding cost increase from the operation of this Order.

12. **Increase in minimum local content:** The Nodal Ministry may annually review the local content requirements with a view to increasing them, subject to availability of sufficient local competition with adequate quality.

13. **Manufacture under license/technology collaboration agreements with phased indigenization:** While notifying the minimum local content, Nodal Ministries may take special provisions for exempting supplies from meeting the stipulated local content if the product is being manufactured in India under a license from a foreign manufacturer who holds intellectual property rights and where there is a technology collaboration agreement/transfer of technology agreement for indigenous manufacture of a product developed abroad with clear phasing of increase in local content.

14. **Powers to grant exemption and to reduce minimum local content:** Ministries/Departments of Government of India and the Board of Directors of Government companies or autonomous bodies may, by written order,

- a. reduce the minimum local content below the prescribed level;
- b. reduce the margin of purchase preference below 20%;
- c. exempt any particular item or procuring or supplying entities or class or classes of items or procuring or supplying entities from the operation of this Order or any part of the Order.

15. **Directions to Government companies:** In respect of Government companies and other procuring entities not governed by the General Financial Rules, the administrative Ministry or Department shall issue policy directions requiring compliance with this Order.

16. **Standing Committee:** A Standing Committee is hereby constituted with the following membership:

Secretary, Department of Industrial Policy and Promotion – Chairman
Secretary, Commerce – Member
Secretary, Ministry of Electronics and Information Technology – Member
Joint Secretary (Public Procurement), Department of Expenditure – Member
Joint Secretary (DIPP) – Member-Convenor

The Secretary of the Department concerned with a particular item shall be a member in respect of issues relating to such item. The Chairman of the Committee may co-opt technical experts as relevant to any issue or class of issues under its consideration.

17. **Functions of the Standing Committee:** The Standing Committee shall meet as often as necessary but not less than once in six months.

The Committee:

- a) shall oversee the implementation of this order and issues arising there from, and make recommendations to Nodal Ministries and procuring entities.
- b) shall annually assess and periodically monitor compliance with this Order.
- c) shall identify Nodal Ministries and the allocation of items among them for issue of notifications on minimum local content.
- d) may require furnishing of details or returns regarding compliance with this Order and related matters.
- e) may, during the annual review or otherwise, assess issues, if any, where it is felt that the manner of implementation of the order results in any restrictive practices, cartelization or increase in public expenditure and suggest remedial measures.
- f) may examine cases covered by paragraph 13 above relating to manufacture under license/technology transfer agreements with a view to satisfying itself if that adequate mechanisms exist for enforcement of such agreements and for attaining the underlying objective of progressive indigenization.
- g) may consider any other issue relating to this Order which may arise.

18. **Removal of difficulties:** Ministries/Departments and the Boards of Directors of Government companies may issue such clarifications and instructions as may be necessary for the removal of any difficulties arising in the implementation of this Order.

19. **Ministries having existing policies:** Where any Ministry or Department has its own policy for preference to local content approved by the Cabinet after 1st January 2015, such policies will prevail over the provisions of this Order. All other existing orders on preference to local content shall be reviewed by the Nodal Ministries and revised as needed to conform to this Order, within two months of the issue of this Order.

20. **Transitional provision:** This Order shall not apply to any tender or procurement for which notice inviting tender or other form of procurement solicitation has been issued before the issue of this Order.

Sd/-
(B. S. Nayak)
Under Secretary to Government of India
Ph. 23061257

Chapter VII
Instructions under E-payments and Direct Benefit Transfer (DBT)

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F.No-01/02/2015-Cy.I
Government of India Ministry of Finance
Department of Economic Affairs
Currency & Coinage Division

North Block, New Delhi.
Dated: 29th February, 2016

OFFICE MEMORANDUM

Subject: Promotion of Payments through Cards and Digital Means

The Guidelines for the promotion of payments through cards and digital means have been approved, as given below:

2. Objectives

- i. Improve the ease of conducting card/ digital transactions for an individual
- ii. Reduce the risks and costs of handling cash at the individual level.
- iii. Reduce costs of managing cash in the economy.
- iv. Build a transactions history to enable to improved credit access and financial inclusion
- v. Reduce tax avoidance
- vi. Reduce the impact of counterfeit money.

3. Scope

- i. Provide access to financial payment services to every citizen along with ability to conduct card/digital transactions
- ii. Digitalize Government collections by equipping each collection point with a method to accept card/digital payments.
- iii. Migrate payment transactions from cash dominated to non-cash through incentivization of card/digital transactions and disincentivization of cash based transactions.
- iv. Enhance acceptance infrastructure in the country to promote digital transactions.
- v. Encourage corporate, institutions and merchant establishments to facilitate card/digital payments.

4. Definition

Digital transactions are defined as transactions in which the customer authorizes the transfer of money through electronic means, and the funds flow directly from one account to another. These accounts could be held in banks, or with entities/providers. These transfers could be done through means of cards (debit / credit), mobile wallets, mobile apps, net banking, Electronic Clearing Service (ECS), National Electronic Fund Transfer (NEFT), Immediate Payment Service (IMPS), pre-paid instruments or other similar means.

5. Goal

The goal of the proposed policy changes is to provide the necessary incentives to use digital financial transactions to replace the use of cash – either in government transactions, or in regular commerce over a period of time through policy intervention.

6. Short Term Steps

The Short Term Steps for Promotion of Payments through Card/Digital Means, which will be implemented within one year, are suggested as follows:

A. Promotion of Card/Digital Transactions in Government Payments and Collections.

- i. Government Departments/ Organizations/ Central Public Sector Undertakings/ Anchor Networks shall take steps to (a) withdraw convenience fee/service charge/surcharge on customers who prefer to make card/ digital payments for essential commodities, utility service providers, petrol pumps, gas agencies railway tickets/IRCTC tax department, museums, monuments etc.; (b) take appropriate steps to bear MDR cost like other merchants; and (c) build acceptance infrastructure (POS/Mobile POS terminals) for card/digital payments at all collection centres.
- ii. Ministry of Road Transport & Highways/Ministry of Urban Development shall facilitate the use of existing open-loop systems issued by a bank for multi-purpose use, including for making transit payments with a dedicated application (e.g. Toll fees, metro rail and bus services, etc.).
- iii. Department of Financial Services/RBI shall ensure that each eligible account holder under PMJDY may be provided access to the digital financial services in addition to the 'RuPay Card'.
- iv. Department of Electronics & Information Technology shall formulate an action plan to ensure Government Departments/Organisations introduce appropriate acceptance infrastructure and facilitate collection of all revenue, fee, penalties etc., through card/ digital means beyond a specified threshold, through 'PayGovIndia' or other mechanisms.
- v. Department of Electronics & Information Technology shall develop 'PayGovIndia' as a "single unified portal' across central, state governments and their public sector undertakings for collection purposes.

B. Measures for Wider Adoption of Card/ Digital Transactions

- i. Department of Financial Services/RBI shall take steps to (a) rationalize Merchant Discount Rate (MDR) on Card transactions; and (b) formulate a differentiated MDR framework for some key transaction segments such as utility payments and railway ticketing by examining the matter holistically in consultation with the stakeholders.
- ii. Department of Financial Services/RBI shall relax Two Factor Authentication for both card present and card not present transactions below a certain specified amount. DFS/RBI shall work out a multi tiered authentication framework for low, medium and high value transactions.
- iii. Department of Revenue shall take steps to remove double taxation, if any, on service tax currently paid on MDR by the acquiring bank and on interchange fee by the issuing bank.

- iv. Wherever needed, the Departments/Ministries shall make modifications in the Rules and Regulations that may have been issued, so that appropriate change is incorporated to allow payments / receipts by using cards/ digital means also Cash payments by any Government Department/ Agency shall be allowed only under very specific circumstances for clearly stated reasons.
- v. Department of Revenue/ Department of Financial Services shall mandate payments beyond a prescribed threshold only in card/digital/cashless mode.

C. Creating Acceptance Infrastructure

- i. Department of Financial Services/RBI shall introduce or formulate linked acceptance infrastructure for different stakeholders of certain card products through appropriate ratio of pas terminals/ mobile pas terminals to cards issued or other means. The possibility of creating an Acceptance/ Financial Inclusion Fund for the purpose shall be explored.
- ii. Department of Financial Services/ RBI shall re-examine requirements under PML Act and Rules for bringing Uniform (Know Your Customer) KYC norms based on an authorized identity for all payment systems, including Unique Identification Number or other proof of identity. Appropriate steps shall also be taken to introduce tiered KYC for facilitating low, medium and high value transactions through cards and digital means.
- iii. Department of Financial services/ RBI shall amend and simplify the Merchant Acquisition guidelines to include Unique Identification Number or other identity based KYC for merchants.
- iv. Department of Financial Services / RBI shall take steps to allow enhanced Cash out, of a specified amount, at Point of Sale (PoS) Terminals through Cards/ Digital means.

D. Encouraging Mobile Banking Payment Channels

- i. Department of Telecommunications shall take appropriate steps for rationalization/ reduction of USSD Charges and the feasibility of its being charged only on successful transactions.
- ii. Department of Telecommunications/Department of Financial Services/RBI shall make a provision for a unified USSD platform which can support transactions across all payment mechanisms.
- iii. Department of Financial Services/RBI shall promote Mobile banking to leverage upon the huge infrastructure available at lower cost. Towards this end, steps shall be taken to address mobile banking registration and activation challenges; ease regulations and reduce entry barriers to digital wallets/ pre-paid instruments.

E. Awareness and Grievance Redressal

- i. Department of Financial services/RBI shall take steps (a) to create necessary assurance mechanisms for fraudulent transactions wherein, in case of a fraudulent transaction, the money will be credited back to customers' account and blocked and subsequently released after the investigation is complete, within maximum of 2-3 months; (b) to

strengthen the role of banking ombudsman to provide greater customer confidence and (c) to formulate a comprehensive customer protection policy for transactions through cards and digital means.

- ii. Department of Financial Services/RBI shall take steps to optimally use funds under Depositor Education and Awareness Fund (DEAF) for expanding acceptance infrastructure and conducting awareness campaigns for a less cash society.

7. Medium Term Steps

The Medium Term Steps for Promotion of Payments through Cards/Digital Means, which may be implemented within two years, are suggested below:

- i. Department of Financial services/RBI shall frame necessary guidelines for merchant payment standards and interoperability between various issuers and acceptance networks, including telecom, internet, pre-paid instrument providers and Payments Banks, to ensure that merchant payments are interoperable across the broad spectrum of payments and settlements system.
- ii. Department of Economic Affairs shall constitute one or more Committees with key industry stakeholders, RBI and concerned Government Departments to review the payment system in the country. The following issues, among other, may be addressed by the Committee:
 - a. Need for changes, if any, in the regulatory mechanisms under the Payments and Settlement Systems (PSS) Act, 2007 and, in other legislations affecting the payment ecosystem.
 - b. Leveraging Unique Identification Number or other proof of identity for authentication of card/ digital transactions and setting up of a Centralised KYC Registry.
 - c. Introduction of single window system of Payment Gateway to accept all types of Cards/ Digital payments for Government receipts and enable settlements between consumer and merchants via NPCI or other agencies within specified timelines.
 - d. Studying feasibility and framing rules for creating a payments history for all card/ digital payments and ensure merchants/ consumers can leverage their credit history to access instant, low-cost micro-credit through digital means and create necessary linkages between payments transaction history and credit information.
- iii. Department of Revenue/Department of Economic Affairs/ Department of Financial Services shall grant tax rebates/incentives or introduce mechanisms for cash back/lottery or any other measures to incentivize transactions through cards and digital means.

- iv. Department of Financial Services/RBI shall develop a methodology for enabling very high value transactions through cards and digital means beyond the limits presently prescribed.

Sd/-
Joint Secretary to the Govt. of India
Tel.No.-23092420

To

1. Cabinet Secretary
2. All Secretaries to the Govt. of India
3. Governor, RBI
4. Chairman, TRAI
5. CEO, NITI Ayog
6. All Divisions of DEA

Copy to: Joint Secretary to PM, South Block, New Delhi

Copy also to : NIC, for placing on the website of the Department of Economic Affairs

No.1-11011/145/2015-DBT-Cab. (Pt.)
Govt. of India
Cabinet Secretariat
DBT Mission

4th Floor, Shivaji Stadium Annexe
Rajiv Chowk, New Delhi

Dated the 31st March, 2016

OFFICE MEMORANDUM

Sub: Expanding the scope of Direct Benefit Transfer (DBT) – reg.

DBT (Direct Benefit Transfer), as a major reform initiative, was launched w.e.f. 1.1.2013 in 24 selected schemes of 8 Ministries/Departments for re-engineering the existing delivery systems and process-flows; to reach out to end beneficiaries directly using modern technology and ICT tools. DBT since then has been universalized vide O.M. No.1-11011/58/2013-DBT dated 13th February, 2015 and 19th February, 2015 to cover all Central Sector and Centrally Sponsored Schemes, both Plan and Non-Plan, where cash benefits are transferred to individual beneficiaries implemented through Centre / State / State-State level / Government's Implementing Agencies/Societies or Non-Government organisations.

2. In order to give further fillip, DBT Mission has been shifted to Cabinet Secretariat and progress in DBT is being monitored at the highest level of the Government. During interactions held by the DBT Mission with various Ministries / Departments, it was realized that the scope of the DBT can be expanded to include all welfare / subsidy schemes operated by all the Ministries / Departments of Government of India directly or through implementing agencies, which involve cash / kind benefits' transfers to individuals. Accordingly, **the scope of DBT is expanded to include following categories of schemes:-**

A. Benefits

- i. **Cash Transfer to Individual Beneficiary** – This category includes Schemes or Components of Schemes wherein cash benefits are transferred by Government to individual beneficiaries. Example PAHAL, MGNREGA, NSAP etc. This transfer of cash benefits from Ministry/Department to beneficiaries may take place through different routes, as given below:-
 - a) Directly to beneficiaries e.g. PAHAL, MGNREGS
 - b) Through State Treasury Account to beneficiaries e.g. Old Age Pension Scheme in Uttar Pradesh
 - c) Through any Implementing Agency as appointed by Centre/State Governments to beneficiaries e.g. Scholarships Schemes, Rashtriya Krishi Vikaas Yojna (RKVY)
- ii. **In-kind Transfer to individual Beneficiary** – This category includes schemes or components of schemes where in-kind benefits are given by the Government to individuals through an intermediate agency. Typically, Government or its agent may incur expenditure internally to procure goods for public distribution and make services available for targeted beneficiaries. Individual beneficiaries receive

these goods or services for free or at subsidized rates. For example, Fair Price Shops are provided with POS devices that enable authentication of beneficiary details and disbursement of subsidized food grains to the targeted beneficiaries. While Department of Food incurs internal expenditure for providing subsidized food grains, biometric authentication ensures targeted disbursement of such in-kind subsidies.

B Process

In addition to the above two broad categories, the DBT programme also includes **Other transfers within the Programme design**, comprising transfers made to the various enablers of government schemes like community workers, NGOs, in the form of honorarium, incentives, etc. for successful implementation of the schemes. For example – ASHA workers under NHM, Aanganwadi workers under ICDS, teachers in Aided Schools, Sanitation staff in ULBs etc. who are not the beneficiaries but are given wages, training, incentives for their service to the beneficiaries/community.

3. Ministries / Departments are requested to examine various programmes / schemes implemented by them or their attached offices / PSUs / Autonomous Organisations / implementing Agencies in the light of the expanded scope of DBT and may establish internal DBT Cell to take advantage of ICT Technology to improve Government to People interface. Ministry / Department should develop IT application to capture real time information about the DBT status of various programmes / schemes in respective websites so that issues of efficiency, transparency and accountability are effectively achieved. DBT Mission will establish a portal enabling consolidation of DBT information from various departmental applications through an appropriate IT interface. The progress of DBT implementation will be monitored through e-Samiksha Portal of the Cabinet Secretariat.

Sd/-
(Peeyush Kumar)
Joint Secretary (DBT)
Tele.#23343860 Ext.333

To

1. Secretaries to all Central Ministries/Departments

Copy for information to:-

1. Chief Secretaries to all State Governments

**F.No.1(1)/2011/TA/866
Ministry of Finance
Department of Expenditure
Controller General of Accounts
Lok Nayak Bhawan, Khan Market
New Delhi - 110511**

Date: 01.08.2016

OFFICE MEMORANDUM

...

Subject: Payment to Suppliers etc. by Government Departments through e-Payment

A reference is invited to this office O.M. No. 1(1)/2011/TA/291 dated 31st March 2012 regarding payment to Suppliers etc. above Rs.25, 000/- by Government Departments through e-Payment from 1st April 2012. Since advancements in payment and banking technology have enabled a large number of transactions to be handled smoothly through the e-payment mode, the existing limit of Rs. 25,000/- prescribed in paragraph 2 of this office O.M. dated 31st March 2012 has been further reviewed. It has now been decided to lower the threshold limit to Rs. 10,000/- in order to bring more payments under the purview of direct credit by electronic transfer to the bank account of the payee.

2. All Ministries/Departments of the Government of India are required with immediate effect to discharge all payments above Rs. 10,000/- (Rupees Ten thousand only) to suppliers, contractors, grantee/loanee institutions etc. by issue of payment advices, including electronically signed payment advices.

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

**Sd/-
(Soma Roy Burman)
Joint Controller General of Accounts**

To

1. Secretary (All Ministries/Departments)
2. Financial Adviser (All Ministries/Departments)
3. Secretary, Defence Finance
4. Secretary, Posts
5. Financial Commissioner, Railways
6. Member Finance, Department of Telecommunications
7. Controller General of Defence Accounts
8. All Pr.CCAs/ CCAs/ CAs of the Civil Ministries / Departments

File No 1/6/2016 CY-II
Government of India
Ministry of Finance
Department of Economic Affairs
Currency & Coinage Division

North Block, New Delhi
Dated 23rd August, 2016

ORDER

Subject: Constitution of a Committee to review the framework related to digital payments

In compliance to the decision taken by the Cabinet in its meeting held on 24.2.2016, a Committee is constituted to review the payments system in the country and to recommend appropriate measures for encouraging digital payments.

2. **The Terms of Reference** of the Committee shall include:

- i. To study and recommend need for charges, if any, in the regulatory mechanism under the Payments and Settlement System (PSS) Act, 2007, RBI Act, 1934 Banking Regulation Act, 1949. Information Technology Act, 2000. Telecom Regulatory Authority of India Act, 1997. Prevention of Money Laundering Act, Income Tax Act, 1961 and any other legislation, relevant for the purpose of promotion of payments by digital modes;
- ii. To study and recommend ways for leveraging Unique Identification Number or any other proof of identify for authentication of card/ digital transactions and setting up to of a Centralised KYC Registry;
- iii. To study introduction of single window system of Payment Gateway to accept all types of Cards/ Digital Payments of Government receipts and enable settlements between consumer and merchants via NPCI or other agencies within specified timelines and to study the scope of integration of all the Government system like Public Finance Management System (PFMS), PayGov, Bharatkosh, eKuber;
- iv. To study feasibility and framing rules for creating a payments history of all card/ digital payments and ensure that merchants/ consumers can leverage their credit history to access instant, low-cost micro-credit through digital means and create necessary linkage between payments transaction history and credit information;
- v. To study and recommend various measures to incentivize transactions through cards and digital means, e.g. through tax rebates/ incentives, introduction of cash back/lottery etc.;

- vi. To study global best practices in payments including initiatives taken by various Governments / Government Agencies;
- vii. To identify market failure (s), if any, along with suitable interventions that may be implemented to promote payment by card/digital means;
- viii. To indentify regulatory bottlenecks, if any, and suggest changes to promote payment by card/digital means;
- ix. To study and make recommendations on any other matter related to promotion of payments through Cards and Digital Means.

3. The Composition of the Committee is as follows:

- | | | | |
|-----|---|---|--------|
| 1. | Shri Ratan P. Watal, Pr Advisor, NITI Ayog and Former Finance Secretary | - | Member |
| 2. | Shri H.R. Khan, Former Deputy Governor Reserve Bank of India | - | Member |
| 3. | Secretary D/o Investment and Public Asset Management or his Nominee (Not below the rank of Joint Secretary) | - | Member |
| 4. | President NASSCOM (At present Shri R. Chandrashekhar) | - | Member |
| 5. | Chairman, Indian Banks Association (At present Shri Ashwani Kumar, CMD, Dena Bank) | - | Member |
| 6. | Chairman, Payments Council of India (At present Shri Naveen Surya, MD, Itz Cash) | - | Member |
| 7. | President, Internet and Mobile Association of India (At present Dr. Shubho Ray) | - | Member |
| 8. | Chairman, CBDT (At present Ms Rani Singh Nair) | - | Member |
| 9. | Director General, UIDAI (At present Dr. A.B. P. Pandey | - | Member |
| 10. | Executive Director, Reserve Bank of India | - | Member |
| 11. | Joint Secretary, D/o Economic Affairs | - | Member |

4. The Chairperson may co-opt any such additional person(s) as invitees as necessary for any other meeting(s) of the Committee.

5. The Committee would meet as frequently as necessary for fulfillment of its objectives.

6. The NIPFP-DEA program team will be the secretariat for the Committee and all expenses related to the Committee's activities would be met from the budget of the NIPFP-DEA program supplemented as and when necessary.

7. The Committee shall submit its report within one year from the date of its constitution.

8. This issues with the approval of Competent Authority.

Sd/-
(Dr. Anil Ranga)
Director (C&C)
Ph. (011)2309225

To

1. Shri Ratan P. Watal, Pr. Advisor, NITI Ayog an Former Finance Secretary
2. Shri H.R. Khan, Former Deputy Governor, Reserve Bank of India
3. Shri Neeraj Kumar Gupta, Secretary, D/o Investment and Public Asset Management
4. Shri R. Chandrashekhar, President, NASSCOM
5. Shri Ashwani Kumar, CMD, Dena Bank and Chairman, Indian Banks Association
6. Shri Naveen Surya, MD, Its Cash and Chairman, Payments Council of India
7. Dr. Shubho Ray, President, Internet and Mobile Association of India
8. Ms. Rani Singh Nair, Chairman, CBDT
9. Dr. A.B.P. Pande, Director General, UIDAI
10. Shri Chandan Sinha, Executive Director, Reserve Bank of India
11. Dr. Saurabh Garg, Joint Secretary (I&C), D/o Economic Affairs

Copy to

Cabinet Secretary/ Secretary (EA)/ AS (Inv.)
Director, National Institute of Public Finance and Policy

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

516, Lok Nayak Bhawan
New Delhi Dated 20th September, 2016

OFFICE MEMORANDUM

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

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

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

2. The Government Buyer i.e. the concerned Programme Division or Administrative Unit in a Ministry/Department will place the Contract /Supply Order / Purchase Order online after taking prior approval of the Competent Authority for procuring a particular Good or Service. Inter-alia, the Contract /Supply Order / Purchase Order form will also contain the following fields including fields required for payment related 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 IFD concurrence required? (Yes/No)
- d. If yes, then IFD Diary No.& Date
- e. Budget Head of Account and Year, major/Minor/Sub head/Detailed head/Object head as in Detailed Demands for Grants.
- f. Budget availability as on date (Yes/No)
- g. Amount (Contract Value) : Rs. (Budget to be blocked)
- h. If expenditure is committed for more than a year, the year-wise details – (portal should generate a Liability Register for recording multi-year payment commitments, the format for which is prescribed in Rule 53 of the GFR)

3. When these fields are duly captured, the Buyer will be in a position to place the Order online. The GeM portal will generate a Sanction Order and the Contract Agreement/Supply Order/Purchase Order which will be digitally/e-signed by the Buyer. These documents duly digitally/e-signed by the Buyer will be made available online to the concerned DDO (applicable in PFMS), PAO (application in PFMS), Paying Authority (applicable in Payment System of Railways/Defence/Posts/Others including PSUs, Municipalities, Educational Institutions, Autonomous institution, State Government, etc) and Seller/Supplier.

The DDO and PAO/Paying Authority shall have access to the Contract Agreement/Supply Order /Purchase Order online in order to ensure that the Bill is generated at the stage of payment in accordance with the contractual provisions.

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

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

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

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

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

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

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

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

12. After verification including assessment of quality and quantity and satisfactory installation of machinery and equipment wherever necessary, the Consignee will issue on-line digitally/e-signed Consignee's Receipt & Acceptance Certificate (CRAC) within 10 days of date of receipt indicated n PRC. The CRAC would clearly indicate the Order quantity, rejected quantity (if any, with reasons for rejection including shortages/damaged/unaccepted quality), quantity accepted and cleared for payment. However, if the consignee does not issue CRAC within 10 days, on 11th day from the date of receipt indicated in PRC, GeM System/Portal

would auto generate unsigned CRAC which, backed with digitally/e-signed PRC for the corresponding quantity shall be taken as deemed acceptance for payments in lieu of the requirement of digitally/e-signed CRAC. This will be made available on GeM to the Buyer /Seller and also the concerned DDO (if applicable) and PAO/Paying Authority. The GeM portal would generate a unique serial number for CRAC relating to concerned DDO (if applicable) & PAO/Paying Authority, so that the payments are made *seriatim*.

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

(A) For Payment through PFMS requiring DDO functionality:

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

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

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

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

14. After online pre-check of all relevant documents, PAO/Paying Authority shall debit the Government account, releasing the corresponding payment through PFMS/the Payment System of Railways/Defence/Posts/Others to be credited into

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

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

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

16. It is obligatory for payments to be made without any delay for purchases made on GeM. In no case should it take longer than the prescribed timelines. The timelines after Consignee Receipt and Acceptance Certificate (CRAC) issued online and digitally/e-signed by consignee, will be two (2) working days for Buyer, one (1) working day for concerned DDO and two (2) working days for concerned PAO/Paying Authority for triggering payment through PFMS/the Payment System of Railways/Defence/Posts/Others and Banks for crediting to the supplier's account. In case of return of Bills by PAO/Paying authority, the discrepancies should be addressed by concerned Buyer/DDO within one working day and thereafter on re-submission of ill the PAO / Paying Authority should also not take more than one (1) working day for triggering payment to the supplier/Seller. Any matter needing a resolution will be escalated to the next higher level in each agency (Buyer, DDO and PAO/Paying Authority) where the matter should be resolved within 24 hours. In the entire process time taken for payment should not exceed ten (10) days including holidays.

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

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

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

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

Sd/-
(Vinayak T. Likhari)
Under Secretary to the Govt. of India
Tel:- 24621305

To,

All the Secretaries and Financial Advisers to Government of India

Copy to:

1. CGA, CGDA, FC/Railway Board- for information and necessary action.
2. Secretary/Department of Public Enterprises with a request to issue appropriate instructions to Public Sector Undertakings in this regard.
3. Internal circulation: AS (PF-1), JS (FA), JS (Pers.) and JS (PF-II).

F. No. 25 (30)/E.Coord/2016
Ministry of Finance
Department of Expenditure

New Delhi, 1st December 2016

Subject: Encouraging usage of Debit Cards among Government employees.

In the recent years advancements in banking technology, progress in mobile banking and innovative technologies to facilitate digital payments have enabled large number of small denomination transactions to be handled smoothly in electronic mode. The Government of India has taken policy decisions encouraging cashless/electronic transactions.

2. In its endeavour on moving towards electronic payments, Central Government Ministries/Departments have been crediting the salary and other payments for the majority of its employees electronically, direct into the designated bank accounts of the employees. Given the progress made in banking technology, it is assumed that each employee would be in possession of a Debit/ATM card linked to his/her bank account. Ensuring and encouraging government employees to maximize the usage of Debit cards for personal related transactions instead of cash would go a long way serving with the employees serving as 'ambassadors' for the digital push and also motivate, encourage the general public in taking up the cause.

3. All Ministries/Departments are requested to encourage their employees to make use of Debit Cards for personal related transactions instead of cash, Ministries/Departments should liaise with their accredited banks and set up special camps to facilitate obtaining of and ensure that all its employees are in possession of Debit Cards. Ministries/Departments may also issue similar advisories to their attached/subordinate offices, PSUs, Autonomous Bodies etc.

Sd/-
(H. Atheli)
Director

To:

The Secretaries of all Ministries/Departments
(Government of India)

Copy to:

1. Dy. Comptroller & Auditor General (Admn.), O/O C&AG
2. Financial Commissioner, Ministry of Railways
3. Financial Advisor (Defence Services), Ministry of Defence

F. No. 3(2)(1)/2016/R&P Rules/Amendment/649
Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts
Mahalekha Niyantarak Bhawan
GPO Complex, E-Block, INA
New Delhi 1100123

Date: 05-12-2016

OFFICE MEMORANDUM

Subject: Payment to Suppliers etc. by Government Departments through e-Payment

A reference is invited to this office O.M. No. 1 (1)2011/TA/366 dated 1st August 2016 regarding payment to Suppliers etc. above Rs.10,000/- by Government Departments through e-Payment.

2. In order to attain the goal of complete digitization of Government payments, the existing limit of Rs. 10,000/- prescribed in paragraph 2 of this office O.M. dated 1st August 2016 has been further reviewed. It has now been decided to lower the threshold limit to Rs. 5,000/- (Rupees five thousand only).

3. All Ministries/ Departments of the Government of India shall ensure with immediate effect that all payments above Rs. 5000/- (Rupees five thousand only) to suppliers contractors, grantee/loanee institutions etc. are made by issue of payment advices only.

This issues with the approval of the Finance Minister.

Sd/-
(Soma Roy Burman)
Joint Controller General of Accounts

To

1. Secretaries of all Ministries/Departments of the Government of India
2. Dy. C&AG, O/o C&AG
3. Secretary, Defence Finance
4. Financial Commissioner, Railways
5. Member Finance, Department of Telecommunications
6. Controller General of Defence Accounts
7. Financial Advisers of all Ministries/Departments
8. All Pr. CCAs/CCAs/CAs of the Civil Ministries/Departments

**Government of India
Ministry of Finance
Department of Economic Affairs
Currency & Coinage Division
North Block, New Delhi-110001**

SHAKTIKANTA DAS I.A.S.
Secretary

D.O.No.AAAD/Disb.III/Coores./2016-17

December 6, 2016

Dear Shri Jha,

Kindly refer to our D.O. Letter No. 26/4/2012/CC/TNC (Part) dated 26th October, 2016 regarding direct payments by Project implementing entities.

2. The contents of the D.O. letter have been examined. In this regard, please note that Project Authorities are expected to incur expenditure from budget provided by Ministry but cannot receive funds directly from the external fund agency for this purpose. Such receipt of funds would be in contravention of Article 266 of Constitution and the relevant GFR provisions.

3. The fund flow mechanism in respect of Global Environment facility (GFE) assisted projects was examined by Budget Division, DEA earlier also. vide their OM NO.1(15)/B(AC)/2012 dated 14th September, 2012 (copy enclosed), it was clarified that the funds, received from donor agencies for projects implemented by Government agencies/bodies under Government control, may be routed through Union Government budget.

4. So far as opening of budget line and budget provisions concerned for these projects, Budget Division, DEA shall be advised to take necessary action in consultation with AS&FA of MoEF. MoEF may make adequate budget provision under budget line in RE 2016-18 and BE 2017-18, for incurring expenditure. Thereafter reimbursement claim can be raised with UNDP through CAAA. You may also note that GEF-UNDP projects of MoUD and NRE are following this course of action. A copy of DEA OM dated 21st November, 2016 addressed to SS (MoEF) in this regard is also enclosed.

Yours sincerely,

Sd/-
(Shaktikanta Das)

Shri A.N. Jha
Secretary
Ministry of Environment, Forest & Climate Change
Indira Paryavaran Bhawan
Jor Bagh Road, New Dehi – 110 003.

1(9)/2016-E.II (A)
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated 14th December, 2016

Office Memorandum

Subject : - Promotion of Payments through cards and Digital means-
Implementation thereof

Cabinet has approved various measures for promotion of payments through cards and digital means for incentivisation of digital transactions and removal of present disincentive for such transactions. Department of Economic Affairs vide their OM No. F. No.-01/02/2015-Cy.II-Vol V/278-371 dated 29th February 2016 has already issued detailed guidelines in this regard.

2. In compliance of these directives of Cabinet, packages for promotion of digital and cashless economy has been announced vide Press Note released on 8th December 2016 as per letter no. 10/3/2016-C.I of Secretary DEA. Controller General of Accounts, Department of Expenditure vide OM No. 1(1)2006/ECST/TA/325 dated 14 Jul 2016 has earlier issued certain guidelines towards payment of Govt. money through debit/credit cards and net banking facility.

3. Utility charges and convenience fee levied and collected by different Ministries and Departments have been analysed by this Ministry. To further accelerate the process of digital transactions, besides the detailed package for promotion of digital and cashless economy already announced by Finance Minister on 8th December 2016, following decisions of the Govt. are conveyed for compliance and further necessary action by Ministries/Departments:-

- i. For all utility bill payments, customer should get 1% cash back, subject to certain ceiling to be decided by the Department. Cash back may also be provided in the form of discount. The expenses shall be borne by the Utility Company. Nodal Ministry/Department shall issue appropriate advisory in this regard to the State Governments for utility services provided by undertaking of State Governments.
 - ii. All convenience fee/charges for digital payments levied on customers by the Union Government for various services should be waived. In case these services are provided through independent enterprises/entities, respective Ministry/Department shall examine the terms of engagement with these enterprises/entities with a view to ensuring that no convenience fee for digital payment is charged from the customers.
4. No additional budgetary support will be sought by the Ministry/Department towards cash back and convenience fee waiver by utilities. However, as already communicated vide OM dated 14th July 2016, Government will bear Merchant Discount Rate Cost for which detailed guidelines are being issued separately.

5. This issues with the approval of Finance Minister.

(Sd/-)
(Annie G. Mathew)
Joint Secretary (Pers)

To

Secretaries of all Ministries and Departments.

G. No. 1 (1)/2006/ECS/TA/669
Office of the Controller General of Accounts
Department of Expenditure, Ministry of Finance
Mahalekha Niyantarak Bhawan, New Delhi

Dated 14.12.2016

Office Memorandum

Subject: Guidelines for payment of applicable MDR charges on Government dues through debit/credit cards

A reference is invited to this office OM No.1(1)2006/ECS/TA/335 dated 14th July, 2016 on the above subject. The Government of India decision for promotion of payments through cards and other digital means as conveyed vide OM no. 01/02/2015-Cy.II/Vol.V/278-371 dated 29th February, 2016 also refers. The operational modalities for the absorption of MDR charges by Government of India in respect of receipts through debit/credit cars are approved, as given hereunder.

2. Budget Division will make the necessary budget provision under relevant head of Account in the Demand for Grant of the Department of Economic Affairs, Ministry of Finance for payment of MDR charges, as applicable, in respect of all receipt transactions of Government of India.

3. The authorized collecting banks receiving Government of India dues, i.e. tax revenue and other receipts through the above payment modes shall submit the claims of applicable MDR charges in respect of Government transactions to RBI periodically. RBI, after due scrutiny, would reimburse such authorized banks' claims of applicable MDR charges on Government receipt transactions through credit to the concerned Bank and debit the Government as per budget provision under the head of account in the designated scheme in the Demand for Grant of the Department of Economic Affairs, Ministry of Finance. The amount so paid will be reflected in the payment scroll to be sent by RBI to PAO, Department of Economic Affairs, Ministry of Finance.

4. On receipt of Payment scroll, PAO, Department of Economic Affairs, Ministry of Finance will debit the expenditure head of Account for MDR charges maintained centrally in Demand for Grant of Department of Economic Affairs by per contra credit to the Major Head 8675-Deposits with Reserve Bank-101-Central-Civil.

This issues with the approval of Finance Secretary.

Sd/-
(Soma Roy Burman)
Joint CGA

To

- 1) All Secretaries of Government of India
- 2) CGDA
- 3) Financial Commissioner, M/o Railways
- 4) All Financial Advisors, Ministries/Departments of Government of India
- 5) All Principal CCAs/CAs (Independent Charge)

F. No. 1(1)/2016/ECS/TA/670
Office of the Controller General of Accounts
Department of Expenditure, Ministry of Finance
Mah Lekha Niyantrak Bhawan, New Delhi

15th December, 2016

OFFICE MEMORANDUM

Subject: Guidelines for payment of applicable MDR charges on Government dues through debit/credit cards – incentivizing payments by citizen's upto Rs.1 lakh reg.

In continuation of OM No. 1(1)/2016/ECS/TA/669 dated 14th December 2016, it is clarified that the procedure outlined in the OM is applicable to tax, non-tax and other payments upto Rs. 1 lakh to Government of India made by citizens using Debit cards. Accordingly, applicable MDR charges on Debit cards for payment upto Rs.1 lakh (Rupees One Lakh) shall be absorbed by Government of India in the manner prescribed.

This issues with the approval of Finance Secretary.

Sd/-
(Soma Roy Burman)
Joint CGA

To

- 1) All Secretaries of Government of India
- 2) CGDA
- 3) Financial Commissioner, M/o Railways
- 4) All Financial Advisors, Ministries/Departments of Government of India
- 5) All Principal CCAs/CAs (Independent Charge)

Copy to:

1. Finance Secretary, Ministry of Finance
2. Secretary, Department of Economic Affairs
3. Secretary, Department of Financial Services
4. Secretary, Department of Revenue
5. Secretary, DIPAM
6. Joint Secretary (Pers.)
7. Joint Secretary (Budget)
8. Governor, RBI (Attn: Sh. R. Gandhi, Dy. Governor)
9. CGM(Sh. G. Sreekumar), DGBA, RBI
10. GM, Govt. Business Unit, All Authorized Banks

Chapter VIII

Instructions issued by the Ministry of Finance

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4.	19024/1/2009-E.IV	7.06.2016	Delegation of powers to Financial Advisers to accord exemption for air travel in airlines other than Air India -reg.	107-09
5.	66(29)/PF-II/2016	15.07.2016	Universal roll-out of Public Financial Management System (PFMS) for Central Sector Schemes	110-11
6.	19024/1/2009-E.IV	26.07.2016	Delegation of powers to Financial Advisers of administrative Ministry/Department to accord exemption for air travel in airlines other than Air India in individual cases of autonomous bodies - reg.	112
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No.1/42/2015-PMU
Ministry of Finance
Department of Economic Affairs

North Block, New Delhi
December 29, 2015

OFFICE MEMORANDUM

Sub: Engagement of Consultants by Ministries/Departments from bilateral partners and multilateral organizations-Guidelines.

An Inter-ministerial Committee was set up under the chairmanship of Cabinet Secretary to revisit the matter of engagement of Consultants/Advisors from bilateral partners/ multilateral organizations by various Ministries/Departments of the government of India (Gol). Foreign Secretary and Secretary, Department of Economic Affairs were the other members of this Committee obtained information about engagement of Consultants from all Ministries/ Departments of Gol and reviewed the present method of engagement of Consultants, including the level of decision making, time frame for engagement and need/ justification for external support.

2. After analysis of the information received, **it has been decided to constitute a Screening Committee** comprising Cabinet Secretary, Secretary, Department of Economic Affairs and Secretary of the Ministry/Department of Economic Affairs and Secretary of the Ministry/Department concerned to screen and approve all future proposals of engagement of Consultants by the Ministries/Departments directly or through bilateral/multilateral agencies.

3. All contracts of existing Consultants whose tenure is coming to an end by or before 31.12.2015 may be terminated at the end of their consultancy tenure. No renewal beyond 31.12.2015 shall be granted to the existing consultants by the Ministry/ Department unless approved by the Screening Committee.

4. As regards Consultants whose contract tenure is beyond 31.12.2015, their continuation has to be brought before the Screening Committee mentioned above within a month's time with justifiable reasons for taking a decision on their continuance or otherwise.

5. Any proposal to engage new Consultants has to be placed before the Screening Committee mentioned above.

6. The following guidelines are prescribed for all the Ministries/Departments for processing any proposal for extension/ engagement of Consultants before bringing the matter to the Screening Committee:

- i) Consultants should not be engaged for policy for formulation. If assistance from Consultants is considered necessary, their role should be limited to presentation and analysis of possible options with supporting data and best practices etc.

- ii) The decision to engage Consultants from bilateral partners/multilateral agencies has to be **approved by the Minister in-charge of the concerned Ministry/Department** before the proposal is referred to the Screening Committee.
- iii) Terms of Reference and procedure for the recruitment process should be transparent, robust and devoid of any ambiguity.
- iv) Candidates applying for the post will have to submit at least two references from referees of repute.
- v) In case of foreign nationals being engaged as Consultants, necessary security clearance from MHA has to be obtained.
- vi) Consultancy fee, salary, allowances etc. proposed to be paid to the Consultant have to be indicated upfront when approval is being placed before the Screening Committee. Any further enhancement has to be with the approval of the Screening Committee. In no case, the Ministry should be unaware of the consultancy fee/salary and emoluments etc. being paid to the Consultant by the bilateral /multilateral agency.
- vii) Consultants will report only to the Ministry.
- viii) Consultants can be engaged for tenure of one year at a time. Any extension beyond one year has to be approved by the Screening Committee afresh. An evaluation of the Consultant's performance has to be placed before the Screening Committee by the Ministry.
- ix) Maximum tenure of any Consultant in Gol for a particular assignment cannot exceed three years in any case.
- x) There will be a break (cooling off period) of one year for a Consultant joining another Ministry/ Department after having worked in any Gol. Ministry/Department/State Government as a Consultant for tenure.
- xi) The Consultants has to sign a confidentiality clause with the Gol. Ethics and integrity clause is also to be put in place in the contract.
- xii) Consultants shall not share data/information with the bilateral agency or any person/institution outside the Government without the specific approval of the Secretary of the Ministry/Department concerned. Prior approval of the Ministry may also be taken before publishing any article based on the data, inputs and information obtained as part of the Consultant's work. The Ministries will process such requests within a period of 30 days.

xiii) The arrangement to engage Consultants should not become permanent. They should be engaged for limited period and for specific purpose only.

7. The above may be noted for strict compliance by all concerned with immediate effect.

Sd/-
(Shaktikants Das)
Secretary to the Government of India
Tele: 23092611

To

Secretaries of all Ministries/ Departments of Government of India including NITI Aayog.

North Block, New Delhi
January 7, 2016

OFFICE MEMORANDUM

Sub: Clarification regarding guidelines issued by the Department of Economic Affairs on engagement of Consultants by Ministries / department of Government Of India from bilateral partners and multilateral organisations.

Attention is invited to Office Memorandum of even number dated the 29th December, 2015 (copy attached) prescribing guidelines for engagement of Consultants by the Ministries/ departments of Government of India from bilateral partners/multilateral organizations.

2. This Department has received queries from some **Ministries/ Departments** seeking clarification whether they are required to follow these guidelines in respect of those Consultants also who have been engaged by them through open advertisement in accordance with the guidelines prescribed by the Department of Expenditure or the instructions are meant only for Consultants **engaged through from bilateral partners/multilateral organizations.**

3. To make the position more comprehensible and free from any ambiguity, it is hereby clarified that the instructions contained in the OM dated 29th December 2015 are meant only for Consultants engaged by the Ministries/Departments funded through bilateral partners/multilateral organizations and not through open advertisement under the guidelines prescribed by the Department of Expenditure, and engagement of retired Government officers as Consultants.

4. It is further clarified that it would be the responsibility of the Ministry/ Department concerned proposing to move any proposal for granting extension to any exiting Consultant or engaging any new Consultant from a bilateral/multilateral partner to see the convenience of Cabinet Secretary and *circulate* the proposal for holding the meeting of the Screening Committee. A draft format in which such a proposal may be moved is attached for reference.

Sd/-

(S. Selvakumar)

Joint Secretary to the Govt. of India

Tele: 23093881

Encls: As above

To

Secretaries of all Ministries /Departments of Govt. Of India.

Format to be used by Ministries / Departments for placing the proposal before the Screening Committee for granting extension / engaging new Consultant through a bilateral partner / multilateral organization.

Name of the Ministry / Department	
Whether the proposal is for extension of existing consultant or engagement of new Consultant from a bilateral partner/multilateral organization	Extension/Engagement of new Consultant
Whether proposal to extend the tenure of an existing Consultant/engage a new Consultant from a bilateral partner / multilateral organization has been approved by the Minister-in-charge.	Yes / No
Specific purpose for which the Consultant is proposed to be engaged or tenure is proposed to be extended	Specific Project / Implementation of Scheme / MIS development etc.
Specify whether under technical assistance /MoU etc.	
Name/Names of the person (s) to be engaged	
Bilateral, multilateral partner from which proposed to be engaged	
Consultancy fee / salary / allowance proposed to be paid	
Period for which proposed to be engaged (Initial appointment is for a period of one year only.)	
Terms of References of engagement (in detail)	Attach copy.
Candidate's two references from referees of repute	Names to be mentioned letters to be attached.
In case of foreign nationals, whether security clearance from MHA has been obtained?	
In case of Consultant has already worked in Gol for any assignment, whether a break cooling off period of one year is there?	
Copy of the proposed confidentiality agreement and Ethics and integrity Agreement which the Consultant will sign with the Ministry / Department	Draft to be attached for perusal of the Screening Committee.
Any other information of relevance	

F. No. 1(9)-B(AC)/2014
Ministry of Finance
Department of Economic Affairs
(Budget Division)

New Delhi,
28th April, 2016.

OFFICE MEMORANDUM

Subject:- Guidelines/instructions to be followed on creation of Reserve/Corpus Funds.

Attention is invited to this Ministry's O.M. issued under letter No.F.1(30)-B(AC)/2004 dated 7.1.2005 (copy printed on the reverse side of this OM), wherein the guidelines/instructions to be followed on creation of reserve/corpus funds in Public Account of India were issued.

2. Despite issuing instructions restraining the creation of reserve/corpus funds in Public Account of India, there has been a surge in the demands/proposals from Ministries/Departments for creation of dedicated reserve/corpus funds in the Public Account of India. The fund so created in the Public Account and the balances lying idle therein create a liability for the Government alongwith inflexible entitlements. It is the endeavor of the Government to ensure prioritization of expenditure considering various competing needs.

3. While the reserve/corpus funds are agreed for creation with dedicated receipts in the form of cess or levies, funds from Government's contribution out of its borrowings are best avoidable.

4. Keeping this in view, Ministries/Departments are requested to strictly follow the instructions/guidelines conveyed in this Ministry's O.M. dated 7.1.2005 while processing the proposals/suggestions for creation of reserve/corpus funds in the Public Account of India.

Sd/-
(N. M. Jha)
Director (Budget)

To

All Secretaries of Ministries/Departments
All FAs/CCAs/CAs of Ministries/Departments
The CGA, Ministry of Finance, Department of Expenditure.
For website

No.F-1(30)-B(AC)/2004
Ministry of Finance
Department of Economic Affairs
(Budget Division)

New Delhi,
7th January, 2005

Subject: Guidelines/instructions to be followed in creation of Reserve/Corpus funds.

Government has been considering the issue regarding creation and maintenance of Reserve/Corpus funds in Government Account for some time. Ideally 'reserve funds' are created when Government has surplus funds to spare on specific objects or expenditure. However, as Government is resorting to deficit financing, creation of funds out of its revenue stream or through borrowing is considered not appropriate. Funds created out of borrowings also add to fiscal deficit and become a liability of the Government.

2. With the annual targets set out in Fiscal Responsibility and Budget Management Rule, 2004 framed in exercise of the powers conferred by section 8 of Fiscal responsibility and Budget Management Act, 2003 for reduction of revenue deficit by an amount equivalent to 0.5 percent or more of the GDP at the end of each financial year, beginning with the financial year 2004-05 in order to eliminate the revenue deficit by 31st March, 2009, it has been decided to bring out the under mentioned guidelines/instructions to be followed by all Ministries/Departments:

- (i) Proposals for creation of funds either out of revenue stream or out of Government borrowing will, henceforth, not be allowed;
- (ii) If the existing funds have been created out of revenue stream, the same will be maintained in the Public Account to ensure fiscal transparency and Parliamentary control;
- (iii) Transfers to and from the fund will be on need basis and decided as a part of the budgetary process;
- (iv) Funds of regulatory bodies may also be maintained in the Public Account but operated in such a manner as will protect their independent status;
- (v) All existing funds, whether in the Public Account or outside, may be reviewed by the administrative Ministry/Department concerned and a specific decision taken in each case to either continue or wind up the fund. FAs are requested to furnish a report in this regard. This exercise may be completed within a period of three months.
- (vi) Interest on the corpus, where applicable, will be fixed on a uniform basis by this Ministry and notified annually along with other administered interest rates.

This issues with approval of Secretary (Expenditure)

Sd/-
(P. B. Das)
Additional Budget Officer

XXX

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

New Delhi, dated the 7th June, 2016

OFFICE MEMORANDUM

Sub:- Delegation of powers to Financial Advisers to accord exemption for air travel in airlines other than Air India In Individual cases req.

Reference is invited to Department Of Expenditure's O.M of even number dated the 13th July, 2009 which provides that in all cases of air travel, both domestic and international, wherein the Government Of India bears the cost of air passage, officials have to travel in Air India only. For cases of air travel by Airlines other than Air India because of operational or other reasons or on account of non-availability, **the powers were vested with Ministry of Civil Aviation to accord exemption in individual cases.**

2. The matter has been examined in consultation with the Ministry of Civil Aviation. Accordingly, powers are hereby delegated to the Financial Advisors of the Ministries/ Departments to accord exemption for air travel, both Domestic and international by airlines other than Air India. In respect of individual cases of Autonomous Bodies, the financial Advisors of the concerned Ministry/ Department will accord exemption for Air travel by Airlines other than Air India. The individual cases of financial advisers for air travel in airlines other than Air India will be approved by the administrative Secretary of the concerned Ministry.

3. To regulate the individual claims, *guidelines and proforma* for seeking relaxation for travel by airlines other than Air India, are enclosed at Annexure A & B.

Sd/-
(Nirmala Dev)
Deputy Secretary to the Government of India
Tel. 23093276

To

All Financial Advisors (as per list)

Copy to: Secretary, All Ministries/Departments (as per list)

GUIDELINES FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA

1. Request for seeking relaxation is required to be submitted in the Performa (Annex. B)
2. The request for relaxation must be submitted to integrated Finance Division at least 7 working days in advance from date of travel.
3. There is no requirement to seek relaxation for those Sectors on which General/blanket relaxation has been accorded by Ministry of Civil Aviation.
4. Those seeking relaxation on ground of Non Availability of Seats (NAS) must enclose NAS Certificate issued by authorized travel agents or a copy of the sector specific snapshot of Air India website.
5. As per Ministry of Finance, Department of Expenditure OM No. 19024/1/2009-EIV dated 13th July, 2009 for sectors which are not connected directly by any of the airlines, an employee must travel by Air India up to the nearest hub. Relaxation will be granted for the remaining segment.
6. Relaxation to travel by airlines other than Air India while availing LTC will be granted only in exceptional circumstances. Non availability of AI flight/seats on a particular day/time would not be considered as a valid ground for seeking relaxation.
7. Availability of lower fare is no criteria for seeking relaxation.
8. Those seeking relaxation on the ground of attending meeting at a particular time, must attach meeting notice and approved tour programme.
9. For foreign travel cases, where full or partial grants are received journey has to be performed on Air India up to the place up to which Air India is available and seek relaxation for the remaining sector. On international routes where Air India has code-share partner, the same must be utilized.
10. For invitees from abroad travelling on Government of India funding, efforts should be made to book them on Air India code share flights to the extent possible.
11. Non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.

PERFORMA FOR RELAXATION TO TRAVEL BY AIRINES OTHER THAN AIR INDIA

SI. No.	Item of Information	Remarks
1.	Name	
2.	Designation	
3.	Name of the Organization/Division	
4.	Date of visit	
5.	Whether Foreign travel / Domestic travel / L.T.C	
6.	In case of official visit, copy of approved tour programme.	
7.	Whether entitled for Air travel as per rules If not, copy of approval of competent authority for air travel	
8.	Detailed reasons for seeking permission to travel in airlines other than Air India (Foreign/Domestic):	
9.	Attach print out of communication with official website of Air India and Govt. authorized travel agents viz, Ashok Travels & Tours, Balmer Lawrie & Co. and IRCTC regarding the above reasons or official communication from Air India and these agencies.	
10.	In case of foreign travel, whether full or part journey is proposed through alliance partner of Air India	
11.	Undertaking from the travelling official that in case permission is granted for air journey other than by Air India, he /she will avail the cheapest available ticket in the entitled category among the options of various private airlines operating in that sector.	

 (Signature of the individual traveling)*

 (Signature of the Head of the Office)

RECOMMENDATION OF THE ADMINISTRATIVE DIVISION / MINISTRY

*(Signature of Joint Secretary)

*Note: In case the individual travelling is holding the appointment of JS or above in the Ministry, no separate approval of Head of the Organization and approval of the Administrative Division/Ministry is required. In such cases, self-certification by the travelling officer (JS & above) will be sufficient for submitting their proposal for grant of the said permission.

OFFICE MEMORANDUM

Subject:- Universal roll-out of Public Financial Management System (PFMS) for Central Sector Schemes.

The undersigned is directed to state that at various review meetings, the Hon'ble Prime Minister has emphasized the need for improved financial management in implementation of Central Plans Schemes so as to facilitate Just-In-Time Releases and monitor the usage of funds including information on its ultimate utilization.

2. The Public Financial Management System (PFMS) which is administered by the Controller General of Accounts in the Department of Expenditure is an end-to-end solution for processing payments, tracking, monitoring, accounting, reconciliation and reporting. It provides the scheme managers a unified platform for tracking releases and monitoring their last mile utilization.

3. In order to abide by the directions to implement just-in-time releases and monitor the end usage of funds, it has been decided to universalise the use of PFMS to cover all transactions/payments under the Central Sector Schemes. The complete monitoring of these schemes will require mandatory registration of all implementing Agencies (IAs) on PFMS and mandatory use of Expenditure, Advance & Transfer (EAT) module of the PFMS by all IAs.

4. The implementation Plan covers the complete universe of Central Sector Schemes, which inter-alia requires the following step to be taken by each Ministry/Department:-

- i) All Central Schemes should be mapped /configured and brought on the PFMS platform
- ii) All implementing Agencies (IAs) receiving and utilizing funds need to be mandatorily registered on PFMS
- iii) Usage of PMFS modules should be made mandatory for all registered agencies for making payments, advances and transfers
- iv) All Departmental Agencies incurring expenditure in respect of Central Sector Schemes should register and compulsorily use the PFMS Modules
- v) All Grantee Institutions may be directed to adopt PFMS modules for making Payments/Transfer/Advance from Grants received from the Central Govt. This will enable generation of on-line Utilization Certificates for claiming funds from the Central Government

vi) Ministries may also take action for integrating their respective systems/applications with the PFMS

5. The Central Project Monitoring Unit (CPMU) of PFMS will assist the Central Ministries/Departments in registration of implementing Agencies for the Central Sector Schemes. Thereafter, Ministries will be required to deploy/allocate their own resource persons to support Departmental Agencies as well as Grantee Institutions. The full roll-out of PFMS may require fresh assessment of resources, including hardware, software, connectivity and technical resource to facilitate implementation at all levels of hierarchy.

6. Chief Controller of Accounts (CCAs) / Controller of Accounts (CAs) are required to draw up an Action Plan to facilitate full roll out of PFMS in their respective Ministries in consultation with the Secretary/Financial Advisor of the Ministry concerned.

7. As per the approved Action Plan, all Central Ministries/ Departments should complete the full roll-out in respect of the Ministry/Department and Attached/Subordinate Offices by **31st October 2016**. All grantee Institutions should complete the roll-out by **31st March 2017**.

8. Further information is available at **website: pfms.nic.in** or through the PFMS Project Officers at the following contact details

SL No.	Name of officers/ Designation.	Phone Nos.	E-Mail ID
1.	Smt. Jaspal Kaur Pradyot, Dy.CGA	011-23343860 Extn.306	j_pradyot@yahoo.com
2.	Smt. Parul Gupta, ACGA.	011-23343860 Extn.342	ca.parulgupta@rediffmail.com
3.	Sh.Vivekanand, ACGA	011-23343860 Extn.339	vivekijs@gmsil.com

9. This issues with the approval of Finance Secretary.

Sd/-
(Arunish Chawla)
Joint Secretary to the Govt. of India

All Secretaries to Government of India

Cc: Principal Secretary to Prime Minister
Cabinet Secretary
CEO, NITI Aayog
Controller General of Accounts
All Financial Advisers
All Joint Secretaries, Department of Expenditure
PS to FM /MoS(F)

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

NEW DELHI, DATED THE 26TH July, 2016

OFFICE MEMORANDUM

Sub:- Delegation of powers to Financial Advisers of administrative Ministry/Department to accord exemption for air travel in airlines other than Air India in individual cases of autonomous bodies-reg.

Reference is invited to Para '2' of Department of Expenditure's O.M. of even number dated 07.06.2016, which provides that powers, which were vested with Ministry of Civil Aviation to accord exemption for Air travel, both domestic and international, by Airlines other than Air India because of operational or other reasons or on account of non-availability, have been delegated to the Financial Advisors (FA) of the administrative Ministries/Departments and that in respect of the individual cases of Autonomous bodies, the FAs of the concerned Ministry/Department will accord exemption for Air travel by Airlines other than Air India.

2. Several references are being received in this Department seeking further delegation of powers to FAs of Autonomous bodies/statutory organizations, to accord approval to travel in any Airlines other than Air India, in individual cases covering that Autonomous body/statutory organization.

3. It is hereby clarified that the powers to accord exemption for air travel by airlines other than Air India , including individual cases of Autonomous bodies, are vested only in the Financial advisers of the Ministries/ Departments, exercising administrative control over the Autonomous body/statutory organization and that these powers cannot be further delegated to FAs of the Autonomous body/statutory organization under the administrative control of the Ministry/ department concerned.

Sd/-
(Nirmala Dev)
Deputy Secretary to the Government of India
Tel.23093276

To

All Financial Advisors (As per list)

Copy to: Secretary, All Ministries /Departments (As per list)

F. No. PFMS/13/2016-CCA
Government of India
Ministry of Environment, Forest & Climate Change
Office of Chief Controller of Accounts

Indira Paryavaran Bhavan
Jor Bagh, New Delhi
Date:27.7.2016/1.8.2016

OFFICE MEMMORANDUM

Subject: Universal roll-out of public Financial Management System (PFMS) for Central Sector Schemes - reg.

Reference is invited to OM dated 15th July, 2016 from JS,PF-II, Ministry of Finance, Department of Expenditure (copy enclosed) on the above subject matter. It has been decided to universalize the use of PFMS to cover all transaction/payments under the Central Sector Schemes so as to facilitate Just-in-Time Releases and monitor the usage of funds including information on its ultimate utilization.

2. The Public Financial Management System (PFMS) administered by the Controller General of Accounts in the Department of Expenditure is an end-to end solution for processing payments, tracking, monitoring, accounting, reconciliation and reporting. It provides the scheme managers unified platform for tracking release and monitoring their last mile utilization. In order to abide by the directions, all Central Sector Schemes will require mandatory registration of all Implementing Agencies (IAs) on PFMS and mandatory use of Expenditure, Advance & Transfer (EAT) module of the PFMS by all IAs.

3. The implementation Plan covers the complete universe of Central Sector Schemes, which inter-alia requires the following steps to be taken by each Ministry:-

- (i) All Central Schemes should be mapped /configured and brought on the PFMS platform.
- (ii) All Implementing Agencies (IAs) receiving and utilizing funds need to be mandatorily registered on PFMS.
- (iii) Usage of PFMS modules should be made mandatory for all registered agencies for making payments, advances and transfers.
- (iv) All Departmental Agencies incurring expenditure in respect of Central Sector Schemes should register and compulsorily use the PFMS modules.
- (v) All Grantee Institution may be directed to adopt PFMS modules for making Payments/Transfers/Advance from Gants received from the Central Govt. This will enable generation of on-line Utilization Certificates for claiming funds from the Central Government.
- (vi) Ministries may also take action for integrating their respective systems/applications with the PFMS.

4. All Central Ministries/Departments are required to complete the roll-out in respect of the Ministry/Department and attached/Subordinate Offices by 31st **October 2016**. All Grantee Institution should complete the roll-out by 31st **March 2017**. The Central Project Monitoring Unit (CPMU) of PFMS under Controller General of Accounts will assist the Ministries in registration of implementing Agencies for the Central Sector Schemes. However, Ministries need to deploy their own resource persons to support Departmental Agencies and Grantee Institutions. Ministries have to take into account hardware, software, connectivity and technical resources to facilitate implementation at all levels of hierarchy.

5. In this regard the Program Divisions are requested to provide a hierarchy of Central Sector Schemes including the implementing agencies at all levels below 1st Level Agencies, status of registration of implementing agencies at all levels, DBT process for each Scheme and identify one technical resource person for each Central Sector Scheme. A questionnaire has been designed for this purpose. All Divisional Heads are requested to make available the hard copy of completed questionnaire by 10th August 2016 to Sr. A.O (Budget & Accounts). The soft copy may be sent to cca.moef@gov.in

6. This issues with the approval of Secretary.

Sd/-
(Sanjay Pandey)
Chief Controller of Accounts

Encl. Questionnaire

To All Divisional Heads

Copy to:

1. PPS to Secretary
2. PPS to AS & FA

Questionnaire for Universal roll-out of PFMS for Central Sector Schemes

1. What is the exact name of Central Sector Scheme?
2. What are the Schemes Components (chart of Account for Accounting & MIS)?
3. What is the Schemes Hierarchy (Implementation Levels)? i.e. National Level Agency/Regional or Zonal level Agency/State Level. Specifically, mention the implementing agencies below 1st Level Agencies.
4. Provide the implementing agencies type implementing scheme at each level of Hierarchy/ Local Bodies, NGO. (List the types)
5. Provide Fund Flow Hierarchy of the Scheme.
6. Whether the implementing agencies of different levels have scheme bank accounts w.r.t. the said Scheme?
7. Please provide the list of activities/payment purposes for which beneficiaries are to be paid.
8. What are the Beneficiary Types like Student, Pensioner etc. who are to be paid?
9. Who creates/originates Beneficiary list and how it is done?
10. Who approves the beneficiary payment list?
11. Who generates the beneficiary payment list and how it is done?
12. Who verifies the beneficiary payment list?
13. Who authorizes (Signatories) the Beneficiary Payments? Whether it authorized by one authorizer or multiple authorizer?
14. What is the approximate number of beneficiaries which are to be paid through PFMS for the said Scheme?
15. Whose bank account will get debited for DBT payments?
16. Expenditure will be booked in whose Accounts i.e. Accounting will be done by whom?
17. Will the payment be Aadhaar based or bank account based or both?
18. Whether the Beneficiaries are having accounts in Banks or Post Offices?
19. In case beneficiaries are having bank accounts in Cooperative banks, mention the name of cooperative banks.
20. Whether the valid bank account details including IFSC codes are available for beneficiaries?
21. Whether there are any payment limits for authorizers?
22. Any comments/information relevant to above questionnaire.

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

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

OFFICE MEMORANDUM

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

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

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

Recommendation No. 87 of December, 2015

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

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

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

Sd/-
(Pijush Mohanda)
Under Secretary to Govt of India
Tele/Fax No. 24621305

To,

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

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

516, Lok Nayak Bhawan, New Delhi.

Dated the 4th August, 2016

OFFICE MEMORANDUM

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

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

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

Recommendation No. 79 (December 2015)

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

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

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

Sd/-
(Pijush Mohanta)
Under Secretary to Govt o India
Tele/Fax No. 24621305

To

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

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

516, Lok Nayak Bhawan, New Delhi

Dated the 4th August, 2016

OFFICE MEMNORANDUM

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

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

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

Recommendation No. 78 (December,2015)

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

3. In this context, it may be recalled that Department of Expenditure (DoE) in collaboration with National institute of Financial Management (NIFM) is already conducting training programs for officers engaged in public Procurement since January 2015. The details of this programme has been already communicated to all Departments vide DoE O.M No.F.26/6/2014-PPD dated 23.1.2015 and 22.12.2015. The complete cost of training including boarding/lodging is borne by DoE. Soon NIFM will also be starting to conduct these training programmes at locations other than Faridabad in collaboration with other training institutes/ organizations. Ministries/Departments are encouraged to make use of these training programmes initiated by this Department. They are also requested to arrange similar programmes at their Ministries/Departments to supplement these efforts.

Sd/-

(Pijush Mohanta)

Under Secretary to Govt. of india

Tele/fax No. 24621305

To

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

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

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

OFFICE MEMORANDUM

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

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

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

Recommendation No. 77 (December, 2015)

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

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

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

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

To

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

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

OFFICE MEMORANDUM

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

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

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

Recommendation No.71 (December, 2015)

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

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

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

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

To

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

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

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

OFFICE MEMORANDUM

Subject:- Recommendation of Expenditure management Commission
(EMC) – regarding

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

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

Recommendation No. 48 (September, 2015)

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

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

5. All Ministries/ departments are requested to consider and implement the EMC recommendation.

Sd/-

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

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

No. 21(2)/2016-E.II (B)
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 19th August, 2016

OFFICE MEMORANDUM

Subject: Clarification on admissibility of Transport Allowance in the cases where the officers are drawing Grade Pay of Rs. 10,000/- in PB-4- regarding.

Reference is invited to this Department's Office Memorandum No.21 (2)/2008- E.II(B) dated 29.08.2008. Para '3' of the O.M. stipulates that Officers drawing Grade Pay of Rs.10,000/- & above and those in the HAG* Scale, who are entitled to the use of official car in terms of Department of Expenditure (DoE) O.M. No. 20(5)/E.II(A)/93 dated 28.01.1994, shall be given the option to avail themselves of the existing facility or to draw the Transport Allowance at the rate of Rs.7,000/- p.m. plus Dearness Allowance thereon.

2, Several references have been received in this Department seeking clarification on the admissibility of Transport Allowance to officers drawing Grade Pay Rs. Rs.10,000/- under Dynamic ACP Scheme or NFU Scheme. A few cases have also been filed in the Courts in this regard. Hon'ble Central Administrative Tribunal (CAT), Principal Bench, New Delhi, in Order dated 13.05.2014 in O.A. No.4062/2013 filed by Shri Radhacharan Shakiya & others V/s Union of India & Others, held that the Applicants were not entitled to draw Transport Allowance @ Rs.7,000/- p.m. plus DA thereon. The said order of the Tribunal has also been upheld by Hon'ble high Court of Delhi in their Order dated 03.09.2014 passed in Writ Petition (Civil) No. 3445/2014, filed by Shri Radhacharan Shakiya & Others.

3 Accordingly , it is clarified that the officers, who are not entitled for the use of official car for commuting between residence to office and back, in terms of DoE's OM 20(5)/E- II(A)/93 dated 28.01.1994, are **not** eligible to opt for drawal of Transport Allowance @ Rs.7000/- p.m. + DA thereon, in terms of DoE O.M. No.21(2)/2008-E.II(B) dated 29.08.2008, even though they are drawing Grade Pay of Rs.10,000/- in PB-4 under Dynamic ACP Scheme or under the Scheme of Non-Functional Up-gradation (NFU).

Sd/-
(Nirmala Dev)
Deputy Secretary to the Govt. of India
Tel: 23093276

To

1. All Ministries/Departments of the Govt. of India as per standard distribution list.
2. Copy forwarded to C&AG and UPSC, etc. (with usual number of spare copies) as per standard endorsement list.
3. NIC for uploading on website.

No. 7/4/2014-E.III A
Government of India
Ministry of Finance
(Department of Expenditure)

North Block, New Delhi
Dated 29th August, 2016

OFFICE MEMORANDUM

Subject: Grant of Productivity Linked Bonus (PLB) and non-Productivity Linked Bonus (Ad-Hoc bonus) in case of Central government employees for the accounting year 2014-15 – Enhancement of the calculation ceiling –Regarding.

The undersigned is directed to invite attention to this Ministry's OM No. 7/24/2007/E-III. A dated 16.10.2015 regarding grant of non-Productivity Linked bonus (Ad-hoc Bonus) to the Central Government employees for the accounting year 2014-15, whereby the calculation ceiling for the purpose of payment of ad-hoc bonus was monthly emoluments of Rs. 3500. The Productivity Linked Bonus (PLB) in case of Central Government employees working under certain Ministries/Departments, where such PLB was in operation in 2014-15, was also paid by the respective Ministries/Departments for the accounting year 2014-15 based on the concurrence of this Ministry with the calculation ceiling at monthly emoluments of Rs. 3500.

2. The question of enhancement of the calculation ceiling for the purpose of payment of PLB and non-PLB (ad-hoc bonus), as the case may be, to the Central Government employees has been considered and the President is pleased to decide that the calculation ceiling of monthly emoluments for the purpose of payment of PLB and ad-hoc bonus, as the case may be, shall be revised to Rs. 7000 w.e.f 01.04.2014, i.e. for the accounting year 2014-15.

3. Accordingly, the PLB or ad-hoc bonus, as the case may be, as already paid to the eligible Central Government employees for the accounting year 2014-15 in terms of the above OM dated 16.10.2015 pertaining to ad-hoc bonus and the respective sanctions issued by the concerned Ministries/Departments in respect of PLB under the respective schemes in operation during 2014-15 based on the specific concurrence of this Ministry, shall be re-worked out based on the calculation ceiling of monthly emoluments of Rs. 7000 instead of Rs. 3500.

1. While re-working out payment of PLB of ad-hoc orders, as the case may be, under these orders for the accounting year 2014-15, all the other terms and conditions under which the payment was made shall remain unchanged.

2. In respect of their application to the employees working in the Indian Audit and Accounts Departments, these orders are issued in consultation with the office of the Comptroller and Auditor General of India.

3. Hindi version of this order will follow.

Sd/-
(Amar Nath Singh)
Director

To

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

Copy (with usual number of spare copies) forwarded to C&AG, UPSC etc. as per standard list.

New Delhi, dated 6th September, 2016

Office Memorandum

Subject: Guidelines for Flexi-Funds within Centrally Sponsored Schemes.

Reference is invited to this Department OM of even no. dated 6th January, 2014 on the subject mentioned above. It was stipulated that the Central Ministries should provide 10% of their budget under each CSS as a flexi-fund, except for schemes which emanate from legislation or where the whole or a substantial proportion of the budgetary allocation is flexible.

2. Based on the recommendations of the Sub-Group of Chief Ministries and consultations with stake holders, NITI Aayog has issued instructions for Rationalization of CSS, vide OM No. O-11013/02/2015-CSS & CMC dated 17th August, 2016. As per para 6 of the said OM, flexi-funds available in each CSS has been raised from the current level of 10% to 25% for States, and 30% for UTs, of the overall annual allocation under each scheme.

3. These instructions will be applicable for Centrally Sponsored Schemes, except those which emanate from a legislation (e.g. MGNREGA), Or, schemes where the whole or a substantial proportion of the budgetary allocation is flexible (e.g. Rashriya Krishi Vikas Yojna, Border Area Development Program, Shyama Prasad Mukherjee Rurban Mission etc). The provisions of this Department's OM No.55(5)/PF-11/2011 dated 6th January, 2014 *ibid* are substituted as follows:

Objectives

4. The flexi-fund component within the Centrally Sponsored Schemes can be used to achieve the following objectives:

- (i) To provide flexibility to State to meet local needs and requirements within the overall objective of any given Scheme at the sub-head level;
- (ii) To pilot innovation to improve efficiency within the overall objective of any given Scheme at the sub-head level;
- (iii) To undertake mitigation/ restoration activities in case of natural calamities, or to satisfy local requirements in areas affected by internal security disturbances.

Fund Allocation and Approval

5. States may, if they so desire, set aside 25% of any Centrally Sponsored Scheme (including the central and state share for any given scheme in a financial year) as flexi fund to be spent on any sub-scheme or component or innovation that is in line with the overall aim and objectives of the approved Scheme.

6. The States, who want to avail of the flexi-fund facility, should constitute a State Level sanctioning Committee (SLSC) on the lines of RKVY to sanction projects or activities under the flexi-fund component. However, participation of the concerned Central Ministry would be mandatory in the SLSC before the flexi-fund facility is invoked under any Centrally Sponsored Scheme.

7. It may be noted that the Name, Acronym and the Logo are the core feature of any Centrally Sponsored Scheme, which must be retained for the flexi fund component as well. If the States change any of these core features, the central contribution will cease and the flexi fund component will become a purely state scheme.

Use of flexi-funds

8. The flexi-fund would continue to be part of the parent Centrally Sponsored Scheme. It may be operated at the level of the Scheme, Sub-scheme and its Components, but not at the level of the Umbrella Program, for example, flexi-funds can be spent on any sub-scheme or component, including creation of a innovative component, under the primary education scheme, but cannot be used to move primary education funds to the higher education or to any other sector. However, it would be permissible to use flexi-funds to converge different schemes under an umbrella program to improve efficiency effectiveness of outcomes, *for example*, nutrition mission can be used to converge anganwadi services with maternity benefits, and health care networks can be used to provide a continuum of health care services across the primary, secondary and tertiary levels.

9. It may also be noted that the purpose of flexi-funds is to enable the State to satisfy local needs and undertake innovations in areas covered by the Centrally Sponsored Schemes. Flexi-funds should not be used to substitute State's own schemes and project expenditures. It should also not be used for construction/repair of offices/residences for government officials, general publicity, purchase of vehicles/furniture for offices, distribution of consumer durables/non-durables, incentives/rewards for staff and other unproductive expenditures.

Monitoring, Evaluation &Adult

10. Web-based reporting for the use of flexi-funds may be designed by adding modules to the existing MIS. Outcomes (medium term) and outputs (Short term) should be part of the MIS along with pictures/images and good practices to ensure greater transparency and learning across States.

11. Evaluation of flexi-funds may be done through the existing evaluation mechanism, including those set by the Ministries, NITI Aayog, or by independent third parties. Terms and conditions for evaluation may be designed in such a manner that outcomes of the Scheme as a whole, as well as the flexi-funds are well identified and measurable.

12. Flexi-funds within each CSS will be subject to the same audit requirements as the parent centrally Sponsored Scheme, including audit by the Comptroller & Auditor General.

13. *These guidelines issue with the approval of the Finance Minister and come into force with immediate effect.*

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

1. Secretaries, All Departments/Ministries, Government of India.
2. Chief Secretaries, All States/Union Territories.

OFFICE MEMORANDUM

Subject: **Committee on Establishment Expenditure (CEE).**

Consequent upon the announcement in the Union Budget 2016-17 to do away with the Plan/ Non- Plan distinction at the end of the 12th Five year plan, this Department has issued revise guidelines for the formulation, appraisal and approval of public funded schemes and projects. It has accordingly been decided to revise the no plan appraisal & approval mechanism in supersession of this Department's OM No. 1(5)/2016-E 11(A) dated 27th May, 2016 relating to the financial powers of Ministries/ Departments with regard to expenditure on non plan schemes and projects.

2. According to the Transaction of Business Rules, 1961 creation of a new company, autonomous body, institution/university or special purpose vehicle, along with creation of posts at the level of Joint Secretary & above, needs to be put for approval before the Cabinet. This is necessary to ensure that parastatal bodies do not multiply, and establishment liabilities of the Government, whether direct or contingent, do not increase at the cost of other desirable expenditure. For appraisal of such proposals, a committee on Establishment Expenditure (CEE) is constituted as follows:

Committee on Established Expenditure	
Expenditure Secrecy	Chairperson
Secretary of the Administrative Ministry/Department	Member
Joint Secretary, Department of Expenditure	Member
Advisor, PAMD, NITI Aayog	Member
Representative of Budget Division	Member
Financial Advisor of the Administrative Ministry/ Department	Member-Secretary
<i>Representative of other Ministries/Departments/Agencies concerned may be Invited as per the requirement.</i>	

3. CEE will serve as the appraisal forum for the creation of all New Bodies and will *inter alia* examine the following:

- i) The need for the creation of the new body and whether the stated policy objectives can be achieved by restricting an existing body or expanding the scope of an attached/ subordinate office:
- ii) The number of posts that need to be created in the new body and at what levels;
- iii) What will be the recurring expenditure for ten years, including establishment, other running and O&M expenditure, if any?

iv) To what extent the recurring can be borne from internal resources thereby minimizing the budgetary burden on the Government?

4. Creation of a new body may not be an end in itself. In many cases, while creation of a new body is the primary objective, one-time project work may need to be undertaken. Sometimes, creation of a new body may be incidental to execution of a major project or implementation of a major scheme or a program. *In such cases, depending on the level of delegation, a combined EFC/CEE or a combined PIV/CEE may be held.* However, after appraisal, while creation of the new body will be placed before the Cabinet for approval, the scheme or the project may be dealt with in accordance with the guidelines contained in this Departments OM Number. 24(35)/PF-II/2012 Dated 05 august, 2016.

5. It is emphasized that creation of new posts, in Ministries Departments. Attached or Subordinate offices, will continue to be processed on file, and not placed before the CEE. Similarly, creation of new post within existing new bodies may also be processed on file, a new project works in an existing body may be approved in accordance with the extant delegation of powers. However, no pre-investment activity related to creation of a New Body or institution will be approved without the in principal approval of the department of Expenditure, unless there is a specific budget announcement to that effect.

6. All matters required to be placed before the Cabinet Committee on Security may be forwarded to Pers. Division of the Department of the Expenditure.

7. The Integrated Finance of the respective Administrative Ministry / Department shall function as the Secretariat for the CEE.

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

Sd/-
(Annie C. Mathew)
Joint Secretary to the Government of India

To,

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

F. No. 8(64)/2016-E.II(A)
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 27th September, 2016

OFFICE MEMORANDUM

Subject: Purchase of Note Book/ Lap-Top, etc., by Ministries/ Departments – revision of guidelines reg.

In Supersession to this Ministry's Office Memorandum bearing no 8(25)/2012-EII(A) dated 19th September 2014 regarding purchase of Note Book/Lap-Top computers by Ministries/Departments and delegation of powers thereof, it has been decided that Lap-top; tablet; notepad; ultra-book; notebook, netbook or devices of similar categories may be issued to officers of the rank of Deputy Secretary/equivalent and above for discharge of official work. These powers shall continue to be exercised by the Secretary of the Ministry/ Department concerned in consultation with the Financial Adviser. It would be the prerogative of the Administrative Secretary to decide on the nature of gadget to be issued to the eligible officers.

4. This would, however, be subject to the following conditions:

- i) Cost of the device, including standard software should not exceed Rs.70,000/-
- ii) Purchase procedures prescribed under GFRs/CVC guidelines may be followed.
- iii) The officer who is given the device, shall be personally responsible for its safety and security as well as security of data/information, through the device shall continue to remain government property. In case of its loss, cost will be recovered from the officer based on the book value of the device. The officer concerned will be at liberty to get the device insured at his personal cost.
- iv) Only one device may be issued to an entitled officer. The officer will have the option to retain the device after four years by paying 10% of the original cost.
- v) For the purpose of calculation of the book value, a depreciation of 25% per year, on reducing balance, be adopted.
- vi) No new device may be sanctioned to an officer, who has already been allotted a device in a Ministry/ Department, up to four years or till the fitness of such device is certified by the authorized service centre of the OEM or by the vendor providing AMC services for such devices to the Ministry/Department, whichever is later. No proposal of replacement will be, however, considered during the manufacturer's warranty period. Upon the transfer of the officer to another Ministry/Department of the Government of India, he may exercise the option of carrying this device

to his new posting with the approval of Administrative Secretary. No new device may be issued to a new incumbent if the device is returned by his predecessor upon his transfer from that Ministry/Department, except when such device has completed the stipulated period of four years of its useful lifespan, whichever is later.

vii) Disposal of the gadgets may be as per extent norms prescribed for e-waste disposal.

3. This issues with the approval of Finance Secretary.

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

To

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

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

New Delhi, the 7th October, 2016

OFFICE MEMORANDUM

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

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

2. These orders will take effect from the date of issue of this O.M. The cases where the advances have already been sanctioned need not be reopened.
3. The other interest bearing advances relating to Motor Car Advance and Motorcycle/ Scooter/ Moped Advance will stand discontinued.
4. In so far as persons serving in Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.
5. All the Ministries/Departments are requested to bring the amendments to the notice of all its attached and subordinate offices for their information.

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

To

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

**AMENDMENTS TO COMPENDIUM OF RULES ON ADVANCES TO
GOVERNEMENT SERVANTS, 2005**

Rule 21(5)

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

The Computer advance will be allowed maximum five times in the entire service.

Government of India
Ministry of Finance
Department of Economic Affairs
(Aid Accounts & Audit division)

Jan path Bhawan, New Delhi.
Dated the 21st Nov, 2016

OFFICE MEMORANDUM

Subject: Fund flow for GEE-UNDP GRANT TO Ministry of environment and Forests reg.

I am directed to refer to Ministry of Environment & Forests D.O. No.26/4/2012/CC/TNC (Part) dated 26th Oct., 2016, and to convey the following points, after examination.

(i) All receipts of sovereign assistance (loans and grants) are to be credited to the Consolidated Fund of India, in conformity with Article 266 of the constitution. Rule 235 of GFR-255 requires that multilateral/ bilateral agencies remit funds in foreign currency or INR to RBI Mumbai/ Delhi, upon whose intimation, CAAA credits the INR equivalent into the Consolidated Fund of India.

(ii) Direct remittance of funds to the project by the external agency contravenes these provisions. Hence, no exemption can be granted by DEA in this regard.

(iii) As regards difficulty in opening budget line, cited in para 3 of subject DO letter, Statement of Budget Estimates SBE) for MoEF, has a line entry for Govt. of India UNDP Environment support program 33.04 (copy enclosed), without any allocation. Therefore, adequate provision under this budget line may be proposed in RE 2016/17 and BE 2017/18, for incurring expenditure. Any guidance /assistance in this regard will be provided by this office. Thereafter reimbursement claim can be raised with UNDP through CAAA. Further, GEF_ UNDP projects of MoUD and MNRE are following this course of action.

(iv) Further, any payments made by UNDP on behalf of Project Implementing Authority are defined as direct payments under Rule 237 of GFR 2005, for which Rupee equivalent has to be deposited with CAAA.

(v) Incidentally, this project does not figure in the UNDP assisted sovereign grants, whose utilization has been reported by this office over the past 16 years.

2. The issues with the approval of SS(EA).

Sd/-
(Neelakantan.R)
Dy.CAAA

The Special Secretary &GEF Operational Focal Point India
Ministry of Environment, Forest and Climate Change,
Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi-110003.

Copy to: Sh. N.M.Jha, Director (Budget Division, DEA, Ministry of Finance, North Block, New Delhi- With a request that adequate provision may be sanctioned under the subject budget line, to ensure that this UNDP project is executed in compliance with extant Government regulations. In this connection, clarification issued by Budget division vide their OM NO.1(15)-B(AC)/2012 dated 14th Sept, 2012 refers.

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

North Block, New Delhi
Dated the 30th November. 2016

OFFICE MEMORANDUM

Subject: - Economy in use of paper. Digitisation of publications to save on stationery and expenditure.

Ministry of Finance has been issuing instructions from time to time on expenditure management, fiscal discipline and on the need for economy and rationalisation of Government expenditure. Instructions on use of judicious use of paper have been issued by this Department in the past and similar instructions are also contained in the Manual of Office Procedure published by Department of Administrative Reforms and public Grievances.

2. Expenditure Management Commission has also recommended that publications should be digitised wherever possible, to save on stationery and expenditure. Considering that electronic publications (e-Publications) are environment friendly, all Ministries / Departments may review the utilisation of their different publications and, to start with e-publish some of their non-Statutory publications while considerably reducing use of paper e-publications would also serve as a good digital repository for posterity that can be accessed anywhere unlike manual publications.

3. All Ministries / Departments may issue suitable instructions in this regard in respect of organizations/ entities and fields organizations under their administrative control.

4. This issues with the approval of FS and Secretary Expenditure.

Sd/-
(N. Radhakrishnan)
Director (E. Coord)

All Secretaries to the Government of India
All the financial Advisers

Copy for kind information to:

Cabinet Secretary
Finance secretary

Copy also to:- NIC With a request to upload the O.M. on official website of Department of Expenditure.

New Delhi, 13th January, 2017

Office Memorandum

Subject Pay revision of employees of Quasi-Government organizations, Autonomous organizations, Statutory Bodies etc. set up and funded/controlled by the Central Government – Guide lines regarding

The Employees working in the Quasi-government Organizations Autonomous Organizations Statutory Bodies etc. set up and funded /controlled by the Central Government are not Central Government employees and, therefore, the benefits implemented by Central Government in respect of Central government employees as part of their service conditions, are not directly applicable to the employees working in such autonomous organizations. The application of such benefits as given to Central Government employees in respect of employees of such benefits of such autonomous organizations as well as the manner and conditions governing such application, including sharing of the additional financial implications arising thereon, requires specific approval of the Central Government. The autonomous organizations are expected to manage their affairs in such a fashion that their dependence on Central Government for financial support to meet the extra financial implications is minimal, as autonomous organizations are expected to be financially self-sufficient so as not to cause any extra burden on the Central Exchequer.

2. In the above background, the question of extension of the revised pay scales in terms of the CCS (RP) Rules, 2016 as notified on 25.7.2016 in respect of central Government employees based on the recommendations of the 7th Central pay Commission, to the employees of the Quasi-Government Organizations, Autonomous organizations, Statutory Bodies, etc., set up and funded/controlled by the Central Government, where pattern of emolument structure, i.e. pay scales and allowances, in particular Dearness Allowance, House Rent Allowance and Transport Allowance, are identical to those in case of the Central Government employees, has been considered by the Government and it has been decided that the revised pay scales as per the pay Matrix, as contained in Part-A of the Schedule of the CCS(RP) Rules 2016 as well as the principle of pay fixation to the employees of such organizations, subject to the following stipulations:-

- (i) The conditions of service of employees of these organizations, especially those relating to hours of work, payment of O T A etc. are exactly similar to those in case of the Central Government employees.

- (ii) Revised pay structure shall be admissible to those employees who opt for the same in accordance with the extant Rules.
 - (iii) Deductions on account of Provident Fund, Contributory Provident Fund or National Pension System, as may be applicable, will have to be made on the basis of the revised pay i.e. the date an employee's opts to elect the revised pay structure.
3. The revised pay scale contained in Part B & Part C of the Schedule of the CCS(RP) Rules, 2016, shall not be automatically applicable to the employee of Autonomous Organizations. The concerned Administrative Ministry shall consider such cases keeping in view whether these pay scales are justified for the category of staff of Autonomous Organizations based on functional considerations, recruitment, qualifications, as well as the applicable pre-revised pay scales. Based on such an examination by the concerned Administrative Ministry, appropriate proposals, if justified, would be submitted to the Ministry of Finance, Department of Expenditure, through their Integrated Finance.
4. In case of those categories of employees whose pattern of emoluments structure, i.e., pay scales and allowances and conditions of service are not similar to those of the Central Government employees, a separate 'Group of Officers' in respect of each of the Autonomous Bodies may be constituted in the respective Ministry/Department. The financial Adviser of the respective Ministry/department will represent the Ministry of Finance on this Group. The Group would examine the proposals for revision of pay scale etc. taking in to account the views, if any, expressed by the staff representatives of the concerned organizations. It would be necessary to ensure that the final package of benefits proposed to be executed to the employees of those Autonomous Organizations etc. is not more beneficial than that admissible to the corresponding categories of the Central Government Employees. The final package recommended by the 'Group of Officers' will require the concurrence of the Ministry of Finance.
5. In regard to the additional financial impact arising out of the implementation of the revised pay scales, as provided above, the following parameters shall be kept in view:-
- (i) In respect of those autonomous organizations, which have not been depending upon the Government grants for their operations or for meeting the cost of salary, including those autonomous organizations which are in a position to meet the additional financial impact from their own internal recourses, the additional financial impact shall be met by the concerned autonomous organizations without any financial support whatsoever from the Government. No financial support shall be given by the Central Government in such cases.

- (ii) In respect of the other Autonomous Organizations, which are not a position to meet the additional financial impact, either fully or partly, on account of the implementation of the revised pay scales, the concerned autonomous organization will take up the proposals with the Financial Advisers of the respective Administrative Ministry/Department, bringing out the extent to which the additional cost could be met internally, the shortfall to be made up and the reasons for the shortfall. While giving the concurrence to the implementations of the revised pay scale, the financial Advisers shall ensure that the extent of Government is kept at the minimum, and in no case the Government support shall be more than 70% (seventy percent) of the additional financial impact.
- (iii) In respect of autonomous organizations set up under a specific Act of Parliament, not generating adequate internal resources to meet the additional financial impact, the extent of Government support may be more than 70% of the additional impact, provided in the opinion of the concerned Financial Adviser the nature of functions and the found position of the organizations so warrant.
- (iv) The mode of payment of arrears, as laid down in Rule 14 of the CCS(RP) Rules,2016 shall be followed, subject to the overall financial impact and the capacity of the concerned autonomous organization to absorb the cost without putting any avoidable burden on the Government finances, provided the conditions mentioned above are met.

6 The Central Government has not taken any decision so far in regard to various allowances based on the 7th Central Pay Commission in respect of Central Government employees and, therefore, until further orders the existing allowances in the autonomous organizations shall continue to be admissible as per the existing terms and conditions, irrespective of the revised pay scales having been adopted.

Sd/-
(Amar Nath Singh)
Director

To

All Ministries/ Departments of the Government of India, as per the standard mailing list.
All Financial Advisers (By name)

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 Committees/Panels/Boards etc.

The undersigned is directed to state that the issue 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 Committee/Panels/Boards etc. in consultation with their Financial Advisors and with the Approval of their Ministries.

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 Categorisation of Committee: 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 prominent 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 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 Committee 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 conditions:-

- | | | |
|---|----------|---|
| (i) High level committee | : | Not more than Rs.10000/-per day of sitting |
| (ii) Technical or Expert Committee | : | Not more than Rs.6000/-per day of sitting |
| (iii) Other Committee | : | 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 Committee/Board/Panels, the Ministries/Departments 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 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.
5. These instructions will be effective from the date of issue of this O.M.
6. This is issued with the approval of Finance minister.

Sd/-

(Nirmala Devi)

Deputy Secretary to the Government of India

Telefax.23093276

- 1. Secretaries of all Ministries/Department (as per standard list)**
- 2. Finance advisers of all Ministries/Departments (as per standard list)**
- 3. Cabinet Secretariat – For Information**

No.26(5)/EMC Cell/2016
Government of India
(Bharat Sarkar)
Ministry of finance
Department of Expenditure

North Block, New Delhi
Dated 21.04.2017

Office Memorandum

Subject: Memorandum of Understanding (MoU) between Autonomous Bodies and Administrative Ministries/Departments.

It has been envisaged in General Financial Rules 2017 Rule 229(xi), Autonomous Organizations should be required to enter into a Memorandum of Understanding with the Administrative Ministry or Department spelling out clearly performance partners, output along with commensurate input requirement. The GFRs also state that the output targets, given in measurable unit of performance, should form the basis of budgetary support extended to the organizations. The roadmap for improved performance with clear milestone should form part of the MoU.

2. At present though some of the Ministries/Departments have entered into MoUs with Autonomous Bodies under them, the same is not the case for most of the Ministries and Departments. In order to achieve better monitoring Ministries/Departments should enter in to MoUs with Autonomous Bodies under their administrative control in compliance to the GFRS-2017

3. While the provisions concerning release of grants-in-aid to Autonomous Organizations and utilization thereof are laid down in GFRs and specific parameters are laid down in the sanction letter/scheme guidelines, the modalities of their execution and performance evaluation should be laid down in the MoUs. The contents of the MoUs with Autonomous bodies must be towards fulfilling the twin objectives of autonomy and accountability. While the autonomy of the Autonomous Body is to be ensured by incorporating in the MoUs the relevant provisions of the bye-laws, the performance of the Autonomous Bodies shall be evaluated based on targets specified in the MoU within the overall ambit of mission and vision of the organization.

4. Considering the differing range of functioning of autonomous bodies as well as range of financial support/grants provided by Government of India, it may not be appropriate to prescribe a specific model of MoU to be signed between the Ministry/Department and an Autonomous Organization. While the Ministries /Departments in consultation with the Financial Advisers, may devise specific format of MoUs duly covering the laid down parameters as mentioned in GFRs, by-laws, mission and vision of a particular Organization, following specific areas may invariably be addressed in MoU:

- a) The guidelines issued by this Ministry regarding user charges shall be appropriately incorporated.
- b) Specific provisions as contained in the OM No.1/1/2016-EIII(A) dated 13th January,2017 relating to revision of pay scales in accordance with the recommendations of 7th CPC must be included in the MoU.
- c) The parameters as has been laid down in the GFRs concerning release of grants-in-aid to Autonomous Bodies and norms of submission of audited accounts/performance report etc. may be reflected in MoU.
- d) MoU should cover annual targets for physical outputs/deliverable vis-a vis the financial inputs.
- e) A provision in the MoU to the effect that signing of any understanding/MoU by the Autonomous Bodies with any other party including similar organizations abroad would be with the approval of competent authority in the Government

5. All Departments/Ministries are advised to finalize the MoU with their respective Autonomous Bodies ahead of every financial year. For the current financial year, Departments/Ministries may complete this exercise within one month of the issuance of this OM and inform this Department

Sd/-
(Annie George Mathew)
Joint Secretary (Pers)

To

Shri P.K. Dash
AS & FA
M/o Environment, Forests & Climate Change
433, Paryavaran Bhawan
CGO Complex, New Delhi

F.No.11/1/2015-UN/MR-IV
Ministry of Finance
Department of Economic Affairs
(MR Division)

North Block, New Delhi
Dated, the 3rd May, 2016

Office Memorandum

Sub: - **Proper accounting of external grant assistance in respect of UNDP assisted projects and clearance of unadjusted suspense lying with CAA&A-reg.**

The requirement of following the prescribed procedure of availing external grant assistance has been reiterated by this Department from time to time. The last communication issued in this regard vide O.M. dated 9th November, 2015 is enclosed for ready reference.

2. It is further stated that procedure for budgeting and accounting of externally aided/assisted projects are laid down in chapter 10 (Rule 234 to 244) of the General Financial Rules, 2005. Applicability of these rules for UNDP assisted projects is summarized below:-

- (i) All remittances in respect of foreign grant assistance either in foreign or in Indian currency must flow to RBI who will remit rupee equivalent to Controller of Aid Accounts and Audit (CAA&A) for accounting as external grant receipts in Consolidated Fund of India (Rule 235)
- (ii) All cash assistance must be routed through the office of CAA&A (Rule 236)
- (iii) Necessary budget provision must be made in the respective Ministry/Department/State Government for all externally assisted projects (Rule 237).
- (iv) Funds from donor agencies must be obtained by reimbursement/direct payment procedures by preferring claims through CAA&A. In case of availing direct payment, rupee equivalent of the foreign grant is required to be deposited by Project implementing Agency to CAA&A (Rule 237)

3. CAA&A has informed that non adherence to the prescribed procedure has resulted in accumulation of a substantial amount of unadjusted suspense against UNDP projects which needs to be cleared expeditiously.

4. In view of above, it is requested that adherence to the prescribed procedures for availing foreign grant assistance in respect of all ongoing UNDP assisted projects must be ensured for proper accounting of external assistance in the office of CAA&A. It is also requested that any suspense lying with the office of CAA&A in respect of ongoing or closed projects may be cleared expeditiously in consultation with that office.

5. It is requested that above may be ensured in respect of projects attached. DEA will curtail the work plans of projects where compliance is pending.

Sd/-
(Sameer Kumar Khare)
Joint Secretary (MR)
Tel: 23094905

To,

All Project Directors of UNDP Projects
(as per lists enclosed)

Copy to:-

Shri S.G. Dastidar, Controller, Aid Accounts & Audit
B-Wing, 5th Floor
Janpath Bhawan, New Delhi

New Delhi, the 13th 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 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) of 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 terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the 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 1st July, 2017, may be regulated in accordance with these orders. In respect of journey performed prior to 1st 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 01st 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.

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 to Ministry of Finance, Department of Expenditure
O.M.No.19030/1/2017-E.IV dated 13th 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 provisions 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 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 st Class (in case of Premium / Premium Tatkal/Suvidha/Shatabdi/Rajdhani Trains as per available highest class)
6 to 11	AC 2 nd Class /Chair Car (in Shatabdi Trains)
5 & below	AC 3 rd Class/Chair Car

(iii) The revised Travel entitlements are subject to 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 journey 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' Cabin 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	Travel entitlements
14 or above	Actual fare by any type of public bus including AC bus OR At prescribed rates of AC taxi when the journey is actually performed by AC taxi OR 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 OR 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 OR At prescribed rates for auto rickshaw for journeys by autorickshaw, 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 neighbouring States:

For journeys performed in own car/taxi	Rs.24/- per Km
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For journeys performed by auto rickshaw, own scooter, etc.	Rs.12/- per Km
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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	<p>Reimbursement for hotel accommodation/guest house of upto Rs.7,500/- per day.</p> <p>Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and</p> <p>Reimbursement of food bills not exceeding Rs.1200/- per day</p>
12 and 13	<p>Reimbursement for hotel accommodation/guest house of upto Rs. 4,500/- per day.</p> <p>Reimbursement of AC taxi charges of upto 50 km per day for travel within the city.</p> <p>Reimbursement of food bills not exceeding Rs.1000/- per day.</p>
9 to 11	<p>Reimbursement for hotel accommodation/guest house of uptoRs.2,250/- per day.</p> <p>Reimbursement of non-AC taxi charges of upto Rs.338/-per day for travel within the city.</p> <p>Reimbursement of food bills not exceeding Rs.900/- per day.</p>
6 to 8	<p>Reimbursement for hotel accommodation/guest house of upto Rs.750/- per day.</p> <p>Reimbursement of non-AC taxi charges of up to Rs.225/- per day for travel within the city.</p> <p>Reimbursement of food bills not exceeding Rs.800/- per day.</p>
5 and below	<p>Reimbursement for hotel accommodation/guest house of upto Rs.450/- per day.</p> <p>Reimbursement of non-AC taxi charges of up to Rs.113/- per day for travel within the city.</p>

	Reimbursement of food bills not exceeding Rs.500/- per day.
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(ii) Reimbursement of Hotel charges:- For levels 8 and below, the amount of claim (upto 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 in Class 'X' cities, the ceiling for all employees up to Level 8 would be Rs. 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 (upto 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 increases 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 S.R.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. 17, 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 case 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 case where the transfer of husband and wife take 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	6000 Kg by goods train/4 wheeler wagon/1	Rs.50/- per km

above	double container	
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 motorcycles/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.
- (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.

No.20(1)/E. Coord-2017

Government of India
Ministry of Finance
Department Of Expenditure

North Block, New Delhi
Dated 3rd August, 2017

OFFICE MEMORANDUM

Subject : Enhancing the ceiling on furnishing etc., to be provided in the office and office portion of the residence of Ministers-reg.

The undersigned is directed to refer of this Department's OM NO. 7(8)/E/ Coord/94 dated 16.07.2009 on the ceiling on furnishings etc., to be provided in the office in Secretariat and office portion of the residence of Ministers.

2. This Department has been receiving proposals from various Ministries/Department of Government of India seeking relaxation of the existing ceiling from time to time. The matter has been considered in consultation with the Ministry of Housing & Urban Affairs and it has been decided to revise the existing ceiling as follows:-

	Monetary limit	Periodicity
i. Minister's office in his bungalow	Rs. 3.5 lakhs for furniture & furnishings and Rs. 1.75 lakhs for electrical appliances.	Once during the tenure
ii. Minister's office in the Secretariat	Rs. 11.30 lakhs for furniture & furnishings and Rs. 2.60 lakhs for electrical appliances	Once during the tenure

3. The above financial ceiling should be strictly adhered to by all the Ministries /Departments.

4. This issues with the approval of Hon'ble Finance Minister.

Sd/-
(H.Atheli)
Director
TEL: 23092604

To

- i. All Ministries/Departments of Government of India
- ii. All Financial Advisers of Ministries/Departments of Govt. of India

Chapter - IX
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No.-1-27/2014-IFD
Government of India
Ministry of Environment, Forest & CC
(Integrated Finance Division)

Indira Paryavaran Bhawan, Jor Bagh,
Agni Wing, 1st Floor, New Delhi.
Dated, the 19th June, 2015

Office Memorandum

Subject: Revalidation of unspent funds available with the Implementing Agencies as on 31st March of the year- Regarding

The Department of Expenditure , Ministry of Finance has been emphasizing the need for ensuring balanced pace of expenditure and avoidance of parking of funds.

2. Of late, it has been observed that the proposals are being received in IFD for revalidation of unspent funds available with various agencies including State Governments and also further release for the current financial year. Un-utilized Grants-in-aid with the Implementing agencies is a serious objection/ lapse.

3. Ensuring "value for money" is the key objective of IFD, with emphasis on improving the quality of expenditure and requisite systematic improvements/ capacity- building for this purpose as enjoined by Ministry of Finance. It is therefore, imperative for IFD to follow an arm's length approach across various Divisions of the Ministry in fulfillment of its mandate.

4. All the Wings / Divisions are requested to monitor periodically the expenditure being undertaken by the projects sanctioned under various Schemes and issue necessary directions to the Implementing Agencies to ensure balanced pace of expenditure. Further, administrative Division while forwarding cases involving revalidation of funds may exercise the required due diligence and recommend only cases which are merit worthy, with full justification.

5. This issues with the approval of Additional Secretary & Financial Adviser.

Sd/-
(H.H. Mishra)
Director (IFD)

All Divisional Heads in the Ministry including NAEB and NRCD.

Copy also for information to: PPS to Secretary (EF&CC)/ DGF&SS/ AS&FA/
AS(SK)/ AS(HKP)

F. No. 25012/02/2015-GC (Welfare)
Government of India
Ministry of Environment, Forest and Climate Change
General Coordination Section

1st Floor, Jal Block
I.P. Bhawan, Jor Bagh,
New Delhi, 29th September, 2015

ORDER

Subject: Expenditure on hospitality facilities to the officers of the rank of Director/ Dy. Secretary/ Under Secretary/ Section officers and equivalent in the Ministry of Environment, Forest and Climate Change - Ceiling thereof.

In continuation of this Ministry's order No. 23011/24/2002-GC (Welfare) dated 2nd February, 2002 and under the provision of DFPRs, it has been decided with the approval of the competent authority to enhance expenditure on hospitality facilities to the officers of the Ministry (NRCD & NEAB) with effect from 01.10.2015 onward as per following monetary ceiling:-

Sl. No.	Rank / Designation	Monitory ceiling per month (in Rs.)
1.	Director / DS /Sr. PPS/ Equivalent	1200/-
2.	Under Secretary/PPS/Equivalent	800/-
3.	Section Officer /PS/Equivalent	400/-

2. The officers may procure the articles like tea, coffee, biscuit, milk, sugar, juice, cold drink, dry fruits, etc. (refreshment articles) upto their entitlement per month from Kendriya Bhandar only and get the amount reimbursed on production of original cash receipts from DDO (Cash), MoEF&CC directly.

3. The entitled limit will be for a particular month only and whole or part of it will not be allowed to carry forward to next month.

4. The issues with the concurrence of AS&FA vide Dy. No. 257 dated 21.07.2015 and 17.08.2015.

Sd-
(M. K. Prabhat)
Under Secretary to the Govt. of India

To

All Directors/Deputy Secretaries/Sr.PPS/Under Secretaries/PPSs/Section Officers/PSs and equivalent officers in MoEF&CC, including NRCD and NAEB.

Copy to

1. Pay & Accounts Officer, MoEF&CC
2. DDO, Cash, MoEF&CC (the hospitality expenditure is to be borne under hospitality - Other Administrative Expenses budget Head).
3. Manager, Departmental Canteen, MoEF&CC/Guard File.

OFFICE MEMORANDUM

Subject:- Instructions regarding Utilization Certificates (UC) and Physical Progress Report.

It is noticed that the files received in Integrated Finance Division (IFD) for seeking financial concurrence do not contain proper Utilization Certificate (UC) in the prescribed proforma as per GFR 19-A or the UCs are not duly accepted by the Programme Divisions (PD) or the UCs are not forwarded to Pay & Accounts Officer (PAO). As a result huge amount of unspent balance is being shown in records of PAO. Therefore, following exercise needs to be done by the PDs while referring the cases to IFD:-

- (i) The UC should be strictly in accordance with the format prescribed in the GFR (form 19-A) and the conditions put in the guidelines of the relevant scheme. The '**Kinds of checks exercised**' as per the requirement of GFR 19-A should be mentioned in U.C. by the PD in the row specified and it should be ensured that all conditions prescribed for release of funds have been fulfilled to PD's satisfaction.
- (ii) In those cases where the funds are released to the Institutions/Organizations other than the State Governments, the Annual Audited Accounts of the previous year along with the Cash Flow Statement and UC verified by a Chartered Accountant are also required to be furnished. However, if the grants or loans in a financial year are not less than Rs. 1 crore, the accounts shall be audited by CAG as per Rule 211(2) (a) and in other cases; GFR 211(2) (3) should be followed.
- (iii) In respect of non-recurring grants, the UC should be submitted within twelve months of the closure of the financial year by the Institution or organization concerned. If the non-recurring grant is given in phases involving more than one financial year, then UC for the financial year should be sent along with the proposal for fresh release of funds during subsequent financial year. Where the U.C is not received from the grantee within the prescribed time as per GFR, the PD will take necessary action to black-list such Institution or Organization from any future grant, subsidy or other type of financial support from the Government. The list of black listed organizations should be put on the website of the Ministry for public viewing.
- (iv) After receiving the UC, the designated officer in PD not below the rank of Under Secretary, should formally accept the UC by putting his/her signature & seal after examining all the conditions mentioned in sanction order and GFR and the checks exercised before accepting the UC. If the row against the Heading ' Kinds of Checks exercised is left blank, it will be treated as incomplete UC. A Copy of the UC should be immediately sent to PAO for necessary reconciliation. No incomplete UC will be entertained by IFD or the PAO.

- (v) Before sending the UCs to IFD or PAO, the UC with physical progress report, commensurate with actual progress alongwith the photographs (before and after completion of project) should be uploaded on the website of the Ministry as well as on the website of State Government /Grantee Institution (whom Central Assistance has been given) for the purpose of public viewing. PD should develop appropriate software for on-line capturing of photos of physical progress before and implementation with latitude - longitude coordinates) for on line uploading on website.
- (vi) In the event where the amount has not been fully utilized and the unspent balance is carried forward to the subsequent financial year, the UC for the unspent amount will remain outstanding in the Pay and Accounts Office till it has been fully utilized in the subsequent financial year. However, the unspent balance may be revalidated/ adjusted/carried forward and can be utilized in the subsequent financial year with the concurrence of IFD. In the UC for subsequent year, separate mention about the unspent balance of the previous year with its sanction number and date should be made as specified in form GFR 19-A and thereafter the UC corresponding to the unspent balance will be treated as finally settled.
- (vii) In cases, where the funds are released by the Ministry to the implementing agency for certain projects and in turn such implementing agency releases funds to other agencies as per the guidelines of the scheme, the detailed expenditure statement and UCs from such 3rd party agencies satisfying all conditions of GFR and guidelines of the scheme, duly accepted, should be furnished by the implementing agency to the PD. Further while releasing the funds to such third party agency implementing agency should follow the relevant provisions of GFR and provisions mentioned in para number (i) to (vi) above and no further amount should be released by the implementing agency in subsequent year until the UCs for the previous financial year along with physical progress report, photographs and audited statement are received from the 3rd party agencies and duly accepted by the Implementing Agency.
- (viii) **The PDs are required to certify that pending UCs have been reconciled with PAO and that no U.C from the State Government/ grantee institutions / agencies is pending with the PAO while submitting the financial proposal to IFD.**

2. This issues with the approval of AS & FA.

Sd/-
(Abhijit Roy)
Under Secretary (IFD-I)

To **All Divisional Heads (By Name) for necessary action.** The Divisional heads are also requested to forward a copy to the Heads of the Autonomous Bodies under them for necessary action.

Copy to: SS/DDG/ADGs/ AS

Copy also information to: PS to Hon'ble Minister (EF&CC),Sr. PPS to Secretary (EF&CC)/PPS to AS&FA/CA/PAO/ DDO, MoEF&CC

No.-2-2/2016-IFD
Government of India
Ministry of Environment, Forest & CC
(Integrated Finance Division)

Indira Paryavaran Bhawan, Jor Bagh,
Jal Wing, 1st Floor, New Delhi.
Dated, 29th January, 2016.

Circular

**Subject: Instructions for processing of foreign visits of officers of the
Gol for approval of SCoS.**

Please find enclosed herewith a copy of O.M. of Ministry of Finance, Department of Expenditure bearing No. 4(4)/E.Coord/ 2015, date 25th January, 2016 in continuation of their O.M. dated 5/1/2016 on the above subject, which was circulated by IFD on 12th January, 2016.

2. The following clarifications of Department of Expenditure are reproduced below:-

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

3. All officers are requested to comply with the above instructions.

Sd/-
(Jerome Minz)
Deputy Secretary(IFD)

Distribution:

All Divisional Heads in the Ministry including NAEB and NRCD as per list.
Copy also for information to:

1. PS to Hon'ble Minister (EF&CC)
2. Sr. PPS to Secretary (EF&CC)
3. PPS to SS(HP)
4. PPS to SS(SK)
5. PPS to AS&FA/ PPS to AS(MMK)
6. PPS to DGF &SS
7. PS to Senior Adviser (Ms. Anandi Subramanian)

Time Bound/Most Immediate

No.-1-27/2014-IFD
Government of India
Ministry of Environment, Forest & CC
(Integrated Finance Division)

Indira Paryavaran Bhawan, Jor Bagh,
Jal Wing, 3rd Floor, New Delhi.
Dated, 4th February, 2016.

Office Memorandum

Subject:- Uploading of the up to date and complete data on foreign visits by Officers on the online Foreign Visit Management System (FVMS)

Attention of all Programme Divisions (PD) in the Ministry are drawn to IFD's O.M No. 1-27/2014-IFD dated 31st December, 2015 followed by O.M. No. 2-2/2016-IFD dated 12th January, 2016 circulating Ministry of Finance (Department of Expenditure)'s instructions, inter alia, emphasizing to upload the details of foreign visits undertaken by the officers of the level of Deputy Secretary and above during the year 2013-14, 2014-15 & 2015-16 onwards on the Foreign Visit Management System (FVMS). The Divisions were also advised to prepare a Quarterly Rolling Plan (QRP), starting from January, 2016 for foreign visits to be undertaken which should be uploaded and keep updated on the FVMS (the Quarterly Rolling Plan is to be reviewed every month with plan for one additional month added to it). The programme Division Heads were also informed that in the event of any difficulty, the administrative division may take the help of NIC (Dr. R.K. Pathak, Sr. Technical Director).

2. The Department of Expenditure has now informed to ensure that the above legacy data uploaded on the website is up to date and complete in all respects and any editing, if required should be completed before 8th February, 2016 and thereafter the legacy data on the website will be locked and it will not be open for adding fresh data pertaining to the future visits which may be uploaded on regular basis so that the complete up-to-date data is available on the website each month end.

3. All Programme Divisional Heads in the Ministry are requested again to ensure that the above legacy data with Aadhaar number have been uploaded on the FVMS portal before 8.2.2016 and also ensure that the data uploaded is complete in all respect. It is also informed that without a confirmation from the PD regarding uploading of the above legacy data and also the Quarterly Rolling Plan as per the instructions of Department of Expenditure, it will not be feasible in IFD to consider any proposal of foreign visit of officers in future.

Sd/-
(E.V. Thomas)
Deputy Secretary (FF)

To

All Divisional Heads including NAEB and NRCD (By Names)

Copy also for information to : PS to Hon'ble Minister (EF&CC)/ Sr. PPS to Secretary (EF&CC)/ PPS to SS(HP) PPS to SS(SK)/PPS to AS&FA/ PPS to AS(MMK) DGF/ADGF(WL)/ADGF(FC)/ADG(NTCA)/ Sr. Adviser

No.-2-4/2016-IFD
Government of India
Ministry of Environment, Forest & CC
(Integrated Finance Division)

Agni Block, First Floor,
Dated, the 8th February, 2016.

OFFICE MEMORANDUM

**Subject : Serving of refreshment during meetings etc.- Instructions
Regarding**

The undersigned is directed to say that Department of Expenditure issued instructions during May, 2015 on serving of refreshments/working during meetings/seminars/conferences respectively vide their O.Ms dated 6th May, 2015. While issuing the instructions, the Department of Expenditure advised that Administrative Secretary in consultation with FA would need to exercise utmost discretion and endure that the ceiling fixed by Department of Expenditure is adhered to in view of the austerity instructions.

2. It has been decided with the approval of Competent Authority that the officers of the rank of Joint Secretary & equivalent and above who conduct the meetings in their Chamber and Chair the meeting where number of participants are limited may be entitled to seek re-imburement for the expenditure incurred by them from their pocket for serving of lunch at the following rates per participant as per table given below or actual whichever is less:-

S.No.	Item	Ceiling (Rs.)
1.	High Tea/ Snacks	Rs. 100/-
2.	Lunch	Rs. 250/-

However, the bills are to be signed by the Officers of the level of Joint Secretary and above before these are submitted for reimbursement.

3. These instructions will also be applicable mutatis mutandis for serving snacks/refreshment & lunch, in other Meetings of the Constituted Committees of the Ministry.

4. In Special cases, if expenses are above the specified limit, relaxation may be obtained from the competent authority after submitting justification for the same.

Sd/-
(Jerome Minz)
Deputy Secretary (IFD)

All Divisional Heads in the Ministry (including NAEB and NRCD)

Copy also for information to :

Sr. PPS to Secretary (EF&CC)/ DGF&SS/ ADG
(FC/WL)/SS(HKP)/SS(SK)/AS&FA/AS(MMK).

No.2-5/2016-IFD
Government of India
Ministry of Environment, Forests & Climate Change
Integrated Finance Division

Indira Paryavaran Bhawan, Jal Wing, 1st Floor
Aliganj, Jor Bagh Road, New Delhi 110003
Dated 9th March, 2016

Circular

Sub: Operationalization of the Budget and Expenditure Management System (BEMS) Software.

It has been observed that the financial proposal related to Annual Plan Operations (APO) from various programme divisions (PD) are received in IFD without complete information and documents required like availability of funds under the BE/RE Head, expenditure incurred and balance under the budgetary head etc., status of receipt of UC for the previous grant-in-aid related with physical progress etc, are not linked, with the result that files are to be returned to the PD for providing the complete information. This causes in unnecessary delay in completion of processing the cases at different levels. It is also observed that there is lack of proper monitoring and transparency in implementation of the projects and utilization of the funds.

2. In order to avoid unnecessary delay in processing the cases and also to ensure transparency and better monitoring of budget allocation, actual expenditure on real time basis and social audit of utilization of fund in MoEF&CC, a Budget and Expenditure Management System (BEMS) – a web based real time Monitoring and Reporting System has been developed. **A hard copy of the BEMS is enclosed for perusal@.** The BEMS application needs to be utilized by all programme divisions, while processing the various financial proposals till completion of the process at various levels including booking the expenditure by PAO or DDO as under:-

- (i) PC Division will update the object head-wise BE allocation during the financial year. This information will be accessible to all PDs.
- (ii) B&A Division will update the allocation under RE/re-appropriation from time to time during the year.
- (iii) PD will make entries as outlined in the BEMS including the gist of proposal, funds requirement, funds released, balance funds available under the head, status of receipt of U.C with physical progress/outcome after exercising due checks etc., while referring the proposals to IFD in file.
- (iv) On the basis of the detail provided by the PD in the BEMS, IFD will examine the case for concurrence or otherwise and return the file to PD for necessary action.
- (v) The PD will update the details in the BEMS on the basis of IFD's concurrency/advice. The sanction for release will be sent to DDO/PAO for necessary action which will be reflected in the BEMS by the PD.
- (vi) DDO will make necessary entries in the BEMS and send the cases to PAO for booking the expenditure.
- (vii) PAO will book the expenditure which will be reflected in BEMS.

3. All the Divisional Heads are advised to access the BEMS software and take necessary action while processing the financial proposal after making entries in the BEMS. The BEMS software can be accessed by opening the link: 10.22.0.70/BEMS through NIC LAN. In case of any difficulty, the officer concerned may contact Shri Annadurai, Consultant IT at Tel No. 24695328 or Shri Raveesh, Programmer (M. No. 9643439243/IC No. 5443). From the beginning of the next financial year, any financial proposal of the programme division will be received in IFD only after their confirmation that they have completed the exercise in the BEMS software.

4. Hand-holding training and demonstration of this application will be given by IT Division of the Ministry to all officers and staff concerned in the division during the period from 14th March, 2016 to 18th March, 2016. Shri Raveesh, Programmer (IT Cell) will undertake this training programme of divisions during this period.

5. All the Programme Divisional Heads are requested to instruct the concerned officials processing proposals to avail the training for smooth roll-out of the application from the beginning of the financial year 2016-17.

6. This issues with approval of Secretary, MoEF&CC.

Sd/-
(ABHIJIT ROY)
US (IFD-I)

To

1. All Programme Divisional Heads
2. SS(HKP/SS/(SK)/DGF&SS/Sr.E.A/AS&FA/AS(MMK)/ADG(FC)/ADG(WL)
ADG(PT)JS(IT)/DS(IT)/CA/PAO/DDO
3. IT Division to upload the circular in the Ministry's website.
4. Guard File

Copy for information to : PS to MEF&CC/Sr.PPS to Secretary.

@ Note : Hard copy is available on the website of the Ministry and if necessary a copy can be obtained from I.F. Division.

F. No.26011/2/2015-GA
Government of India
Ministry of Environment, Forests & Climate Change
GA Division

Prithvi Block
Jor Bagh Road, Aliganj
New Delhi 110003

Dated 28.03.2016

OFFICE MEMORANDUM

Subject: Providing of vehicles for pick-up and drop facility to all Director/Dy.
Secretary level officers who are under Central Staffing Scheme

The undersigned is directed to refer to Department of Personnel & Training's, D.O. Letter No. 34/2/2009-EO (MM II) dated 15th February, 2016 (copy enclosed) and to say that it has been decided by the Competent Authority to extend the facility for pick up and drop for Director/Deputy Secretary Officers level officers who are under Central Staffing Scheme in this Ministry initially for a period of one year subject to conditions mentioned in the Department of Expenditure O.M. No. O.M. No 3(44)/2015-E-II(A) dated 27th January, 2016.

2 All Dy. Secretary/Directors under Central Staffing Scheme in this Ministry are requested to give his/her willingness to avail the pick-up and drop facility under the above terms and conditions.

Sd/-
(M. K. Prabhat)
Under Secretary to the Govt. of India
Tel. No. 24695302

Encl. As above

To

All Dy. Secretary/Directors level officers under Central Staffing Scheme

No.2-11/2016-IFD
Government of India
Ministry of Environment, Forest & Climate Change

Indira Paryavaran Bhawan, Agni, 1st Floor
Jor Bagh Road, New Delhi 110003
Dated the 10h June, 2016

OFFICE MEMORANDUM

Subject: Guidelines for forwarding the proposal(s) seeking relaxation/grant of permission to travel by Air lines other than Air India.

The undersigned is directed to say that Secretary (Ministry of Civil Aviation) in consultation with Department of Expenditure has delegated the powers to Financial Advisors of the Ministries to grant permission to travel by Air lines other than Air India vide its D.O. No. 18011/05/2012-AI dated the 7th March, 2016, with effect from 1st April, 2016. These powers have to be exercised in accordance with the instructions issued by the Department of Expenditure from time to time.

2. Accordingly a copy of the guidelines along with the prescribed proforma for forwarding the proposal is enclosed for information and compliance by all concerned officials in the Ministry.

3. All Programme Divisional heads are advised that these guidelines may be brought to the notice of all concerned officials in the Ministry as well as in other offices/organizations under their administrative control. **The request for relaxation will be entertained in IFD only subject to fulfillment of the guidelines enclosed.** Any request from officers in subordinate offices/autonomous bodies/statutory organisations has to be routed through the controlling programme division of the Ministry and addressed to Director (IFD) in IFD.

4. While the powers for such relaxation for foreign tour and LTC would remain with AS&FA, Director (IFD) is hereby delegated powers in MoEF&CC for relaxation in case of domestic travels on official account.

5. This issues with the approval of Secretary (E,F&CC).

Sd/-

(M. C. Beniwal)

Under Secretary to the Government of India

To

1. All the Heads of Divisions in the Ministry by name (including NAEB & NRCD).
2. All Directors/DSs/USs in the Ministry

Copy for information to

1. PS to MEF&CC
2. PPS to Secretary(E,F&CC)
3. DGF&CC
4. All ASs/ADGs
5. Guard File

Copy to: Director (NIC) for uploading these guidelines on Ministry's Website.

Guidelines for grant of permission to travel by Airlines other than Air India in the Ministry of Environment, Forest & Climate Changes.

1. Request for seeking relaxation is required to be submitted in the Proforma (Annexure-I) duly filled in along with the necessary supporting documents.
2. For those seeking relaxation on ground of Non-Availability of Seats (NAS), Certificate issued by authorized travel agents i.e. M/s Balmer Lawrie & Co., Ashok Travel & Tours and IRCTC or By Air India (website i.e. www.airindia.in) is to be attached. In case of Non-availability of Air-India Flight on these days as per the tour schedule, it should be certified by the programme division while forwarding the request to IFD for seeking such relaxation
3. Where direct flights are not available in Air India between two places, the Non-availability of seat certificate should be as per the journey to be performed e.g. for the journey from Dibrugarh to Delhi, the non-availability of seat certificates should be for Dibrugarh-Kolkata and Kolkata/Delhi route separately and not for Dibrugarh-Delhi route.
4. Similarly in foreign travel cases, where full or partial grants are received, journey has to be performed in Air India up to the place up to which Air India is available and seek relaxation for the remaining sector. On international routes where Air India has code-share partner, the same must be utilized. No relaxation is permitted in this case.
5. Those seeking ex-post facto approvals on ground of Non-availability of seat(s) Certificate, must enclose the documentary evidence referred to above and a copy of the ticket purchased for the journey by private airline and boarding pass.
6. As per Ministry of Finance, Department of Expenditure O.M No.19024/1/2009-E.IV dated 13th July, 2009 for sectors which are not connected directly by any of the airlines, an officer/official must travel by Air India up to the nearest hub. Relaxation will be granted for the remaining segment.
7. Non-availability of Air India flight/seats on a particular day/time would not be considered as a valid ground for seeking relaxation, while availing LTC.
8. Availability of lower fare is no criteria for seeking relaxation.
9. Those seeking relaxation on the ground of attending meeting at particular time, **must attach meeting notice and approved tour programme and proof that Air India does not have flight during such time.**
10. For invitees from abroad travelling on Government of India funding, efforts should be made to book them on Air India and Air India code share flights.

11. Cases involving fixed amount of reimbursement like sea passage fare rail-fare etc, for officials non-entitled to travel by air, need not be referred to IFD.
12. Sectors on which General/blanket relaxation has been accorded by Ministry of Civil Aviation are available at Annexure II, III & IV. There is no requirement to seek relaxation for these sectors. However, these sectors may be revised by the Government of India from time to time. This may also be kept in view while travelling/seeking the relaxation.
13. Even if relaxation is given, the ticket has to be booked only through the authorized agent, e.g. Balmer & Lawrie, Ashok Travels, IRCTC, etc., by shortest route.
14. All requests for relaxation should be routed through the Programme Divisional Head and addressed to Director/DS (IFD) in the IFD for necessary action.
15. **Non-receipt of approval by the stipulated date does not entitle the official to claim relaxation as a matter of right.**

Ministry of Environment, Forest & Climate Change

Proforma for submission of proposal seeking relaxation to travel by
Airlines other than Air India.

S. No.	Item of Information.	
1.	Name, Designation, intercom number & E-mail	
2.	Name of Division/ Organization.	
3.	Details of Visit with dates	
4.	Whether International/Domestic Travel/Leave Travel Concession.	
5.	In case of official visit, kindly link a copy of approved tour programme by the Competent Authority.	
6.	Reasons for seeking permission to travel in airlines other than Air India (International/Domestic)	
a	Whether Air India does not have flights in that sector on the schedule date of travel	
b	In case tickets are available in the entitled class on other than scheduled date of travel, can the date of travel be rescheduled?	
c	Whether there is no availability of ticket in the entitled class of travel in Air India flights in that sector on the schedule date of travel.	
d	If so, kindly confirm why the officer cannot travel in the class below the entitlement on the date of scheduled travel, if the tickets are available on that date in the class below the entitlement.	
e	Any other reasons	
7	Kindly either link print out from official website of Air India and Govt. authorized travel agents viz. Ashok Travels & Tours, Balmer Lawrie & Co. and IRCTC regarding the above reasons or official communication from Air India and these agencies/ for non availability of tickets/ flights.	
8	In case of foreign travel, if full or part journey is proposed through alliance partner of Air India, ticket should be obtained from official websites of Air India or authorized agents Viz. Balmer Lawrie & Co., Ashok Travels & Tours, IRCTC, for obviating any complication while preferring the reimbursement claim.	

9	Kindly link an undertaking from the travelling official that in case permission is granted for air journey other than by Air India, he/she will avail the cheapest available ticket in the entitled category among the option of various private airlines operating in that sector. The ticket needs to be booked using the airlines own official website or through authorized agents, viz. Balmer Lawrie & Co. Ashok Travels & Tourism IBCTC	
10	In case of LTC (Leave Travel Concession), Travel by Air India only is allowed (except J&K)	
<div style="display: flex; justify-content: space-between;"> <div data-bbox="225 633 798 705">(Signature of the individual travelling) of</div> <div data-bbox="1157 633 1505 672">(Signature of the Head</div> </div>		

Annexure -II

Sl. No.	Sectors
01	Ahmadabad- Pune- Ahmadabad
02	Ahmadabad- Ahmadabad-
03	Ahmadabad- Ahmadabad-
04	Bangalore – Coimbatore – Bangalore
05	Bangalore – Vishakhapatnam – Bangalore
06	Chennai – Coimbatore –Chennai
07	Chennai –Tuticorin – Chennai
08	Chandigarh – Srinagar – Chandigarh
09	Guwahati- Dibrugarh - Guwahati
10	Guwahati- Bagdogra- Guwahati
11	Hyderabad - Bhubaneswar - Hyderabad
12	Hyderabad - Bhopal - Hyderabad
13	Hyderabad – Cochin - Hyderabad
14	Hyderabad – Coimbatore - Hyderabad
15	Hyderabad – Nagpur - Hyderabad
16	Hyderabad – Rajahmundry - Hyderabad
17	Hyderabad – Raipur - Hyderabad
18	Hubli – Bangalore – Hubli
19	Jaipur – Jammu - Jaipur
20	Jaipur - Hyderabad - Jaipur
21	Kolkata- Raipur –Kolkata
22	Kolkata –Visakhapatnam – Kolkata
23	Lucknow – Patna – Lucknow
24	Lucknow – Kolkata –Lucknow
25	Mumbai – Bhuj - Mumbai
26	Mumbai – Diu - Mumbai
27	Mumbai – Nanded - Mumbai

28	Mumbai - Porbandar - Mumbai
29	Mumbai - Jabalpur -Mumbai
30	Mumbai - Pune - Mumbai
31	Mumbai - Vadodara - Mumbai
32	Nagpur - Kolkata - Nagpur
33	Nagpur – Hyderabad - Nagpur
34	Nagpur – Pune - Nagpur
35	Nagpur – Banglore - Nagpur
36	Nagpur – Indore - Nagpur
37	Varanasi –Kolkata –Varanasi

Annexure-III

S.No.	Sectors
1	Agartala –Guwahati-Agartala
2	Amritsar- Srinagar- Amritsar
3	Bhopal – Raipur –Bhopal
4	Bangalore – Tuticorin- Bangalore
5	Bangalore – Raipur- Bangalore
6	Bangalore – Pondicherry- Bangalore
7	Bangalore - Belguru- Bangalore
8	Chennai- Kozhikode -Chennai
9	Chennai- Rajamundry-Chennai
10	Chennai- Tiruchirapali-Chennai
11	Chennai- Vishakpatnam-Chennai
12	Delhi-Gorakhpur- Delhi
13	Guwahati- Aizawal- Guwahati
14	Hydrabad-Indore – Hyderabad
15	Hyderabad – Pondicherry – Hyderabad
16	Indore- Nagpur – Indore
17	Indore – Bangalore –Indore
18	Jorhat- Guwahati- Jorhat
19	Jorhat- Kolkata – Jorhat
20	Mumbai- Hubli- Mumbai
21	Mumbai- Surat- Mumbai
22	Mumbai- Belgaum-Mumbai
23	Mumbai- Bhavnagar - Mumbai
24	Patna –Ranchi –Patna
25	Varanasi –Kolkata – Varanasi
26	Varanasi –Lucknow –Varanasi

Annexure-IV

S.No.	Sectors
1	Bhopal –Jaipur – Bhopal
2	Bhubaneswar – Kolkata – Bhubaneswar
3	Bhubaneswar – Visakhapatnam – Bhubaneswar
4	Calicut- Bangalore – Chennai
5	Chennai- Belgaum - Chennai
6	Chennai- Bhubaneswar - Chennai
7	Chennai- Pune - Chennai
8	Guwahati- Jaipur- Guwahati-
9	Guwahati- Silchar- Guwahati-
10	Kolkata –Patna – Kolkata
11	Kolkata –Ranchi – Kolkata
12	Pune – Indore – Pune
13	Pune – Kochi – Pune
14	Mumbai – Hubli – Mumbai
15	Visakhapatnam –Vijayawada- Visakhapatnam

No. 2-30/2015- IFD
Government of India
Ministry of Environment & Forests
(Integrated Finance Division)

Agni Wing, 1st Floor,
Indira Paryavaran Bhawan,
Jor Bagh, New Delhi
Dated, the 15th June, 2016

CIRCULAR

Subject: - Instructions for processing of proposals seeking financial concurrence – regarding -

It is noticed that the files forwarded to Integrated Finance Division (IFD) for seeking financial concurrence do not contain complete information and are also not referenced properly. The following exercise needs to be ensured by the Programme Divisions (PDs) while referring the proposals to IFD:-

(A) Proposals for Deputation/Delegation Abroad.

Quarterly Rolling Plan (QRP) and all legacy data of foreign travel should be uploaded on the Foreign Visit Management System (FVMS) for the proposed programmes /visits for the next 3 months and reviewed every month with one additional month as per latest instructions of DOE dated 5th January, 2016 and circulated by IFD vide No. 2-2/2016-IFD dated the 12.1.2016.

(B) Proposals for approval of Annual Work Programme and Revalidation of Unspent amount:

- i) Concurrence of Annual Work Programme: As per IFD O.M. No. 1-27/2014-IFD dated the 7th January, 2016., the proposal for Annual Work Plan should reach to IFD by 15th May, of the year positively. It is necessary for efficient budget management. If the PDs fail to follow the time line, they have to mention the reasons for the delay, while sending the files beyond the scheduled date.
- ii) All proposals seeking revalidation/carry forward of the unspent amount available with the Executing Agency as on 31st March, for utilization during the next financial year should reach IFD latest by 30th June positively with full reasons/justifications.
- iii) It is noted that sometimes files are being sent to IFD without routing it through the Divisional heads. It is re-iterated that all proposals seeking financial concurrence are to be routed through their Divisional Head.

(C) **Proposal for release of funds:**

- (i) BEMS Software: Whenever file is sent to IFD for financial concurrence for release of funds, the PD has to enter the legacy data for the scheme and object head, upload the Physical Progress Report, photos, U.C. duly accepted by PD, after exercising checks and mention file number and proposed amount in BEMS software.
- (ii) The proposal for release of funds should mention the Name of the Scheme, Head of account (15 digits as per DFPRs and appearing in the Detailed Demands for Grants of the Ministry), amount provided for in the BE/RE in the Current Financial Year, expenditure already incurred (including the commitments made) and balance available in each case. All pages should be numbered and referenced, page numbers should be mentioned as per Manual of Office Procedure (MoP) instead of marking with flags.
- (iii) It is noticed that the documents like FR/PUC, etc. which are part of the file are not placed in the file but put with flags, without mentioning the page number. This practice is not in consonance with the procedure laid down in the Manual of Office Procedure (MoP). Further these documents are not referenced as required under Para 43 dealing with "referencing" as per MoP and unwanted papers (including earlier flags) are not removed from the file. This creates confusion to locate the papers. It is advised that the page numbering of the correspondence which is part of the file be invariably given. Flags are to be used for the documents referred which are **not part** of the file and to be removed after examination of the case.
- (iv) While recommending for release of funds, PD should ensure that the recommendation is made, taking into consideration the capacity to utilize the funds within the time limit and the funds already available with the Implementing Agency and should not ask for/recommend the entire amount allocated/approved for a particular year in a routine manner.
- (v) A copy of guidelines of the Scheme and its related papers and Annual Work Plan may invariably be placed on the file (with proper referencing / docketing) for examination of the proposal.
- (vi) A draft sanction order/letter is prepared in the name of grantee(s), mentioning the exact scope of work, measureable parameters for outcome and such other conditions, so that the physical progress can be easily monitored and the result of the project can be quantified and measured.
- (vii) In the case of getting the work done through a single source, PD should invariably obtain approval of Competent Authority for not going for limited/open tender and mention **detailed justifications**

and urgency of the case, as mentioned in the instructions issued vide Circular No. Secretary (EF) /PPS/2011 dated the 11.4.2011. Further the provision of GFR 2005 and orders issued by Govt. of India from time to time in the matter need to be followed.

(D) **Issue of Sanction Order:**

- (i) The PDs must ensure that while issuing the sanction letter should mention IFD Diary number of the **highest officer in IFD** say AS&FA or Director (IFD) or DS(FF) as the case may be, in the last paragraph. In case, approval of the Secretary as Chief Accounting Authority is taken overruling the Financial Adviser, the last paragraph should stipulate that " This sanction issues with the approval of the Chief Accounting Authority. The advice of Integrated Finance was conveyed vide Dy. No. dated".
- (ii) The PD shall incorporate in the sanction order all conditions suggested by the IFD, while according concurrence.
- (iii) The PD shall enter the sanction order No. and the amount in the BEMS software and upload a copy of the order.

(E) **Miscellaneous:**

- (i) As per Rule 41(6) of MoP, when the note plus the correspondence of a file become bulky (say exceed 150 pages), it will be stitched and marked Volume 1 and so on. Notes should be typed / written on both side of the paper / note sheet invariably as per the instructions issued by DoE.
 - (ii) All part files are merged with the main file as soon as possible after removing duplicate papers, if any vide Rule 98 (4) of MoP.
3. This issues with the approval of Secretary (EF&CC).

Sd/-
(Rekesh Kumar)
Director (IFD)

1. All Divisional Heads in the Ministry including NAEB and NRCD.

Copy to:

1. Sr. PPS to Secretary (EF&CC) / DGF&SS/ AS(RRR)/ AS(MMK)/AS(AP)
Addl. DG (FC/WL)/AS&FA.
2. Copy to all Officers in the Ministry.
3. Controller of Accounts, MoEF&CC.
4. Copy to NIC to upload on the website of the Ministry.
5. Guard File

8/21/2016-17/DBT/Cell SD
Government of India
Ministry of Environment, Forests & Climate Change
(Statistical Division)

Indira Paryavaran Bhawan, Agni, 1st Floor
Jor Bagh Road, New Delhi 110003

Dated: 19/07/2016

To,

The Joint Secretary,
Cabinet Secretariat,
DBT Mission

Subject: Expansion of Direct Benefit Transfer (DBT) to all Schemes of the
Central Government -reg.

Sir,

The following payments are being made under CSS by this Ministry. In this connection, you are requested to kindly provide clarification, whether the payments should capture beneficiaries' data under Direct Benefit Transfer scheme.

- i) Payment to villagers for village relocation;
- ii) Daily wagers/casual labourers;
- iii) Special allowance to regular staff, i.e. Project Allowance and Ration Allowance; Ex-gratia payment;
- iv) Payment to Agencies related to various contract workers; and payment to contingent employees/contract employees;
- v) Payment to Special Tiger Protection Force;
- vi) Compensation paid to farmers for crop damage;
- vii) Payment to daily wage earners by the contractors made out of the grant amount.

Kindly arrange to clarify the same.

Sd/-
(M. P. Johnson)
Statistical Adviser
Tel. No. 24695134

No. I-11011/145/2015-/DBT (Pt.)/II
Govt. of India
Cabinet Secretariat
(DBT Mission)

4th Floor, Shivaji Stadium Annexe
Rajiv Chowk, New Delhi 110001

Date: 1st August, 2016

Office Memorandum

Subject: - Expansion of Direct Benefit Transfer (DBT) to all Schemes
of the Central Government-reg.

This is in reference to the communication from Statistical Division, Ministry of Environment Forests and Climate Change dated July 19, 2016 with regard to the subject mentioned above.

2. In this regard, it is clarified that all the payments (mentioned in the communication) can be brought under Direct Benefit Transfer (DBT) framework, requiring not only capturing beneficiaries' data, but also digitalization of beneficiaries' database (with Aadhaar seeding), automation of processes and creation of a MIS portal.

3. This is for your information please.

Sd/-
(Prema Joshi)
Research Officer (DBT)
Tel: 23343860, Extn. 316

To

M. P. Johnson
Statistical Advisor, Statistical Division
Ministry of Environment, Forest and Climate Change

F. No. 7/1/2016-IWSU
Government of India
Ministry of Environment, Forests & Climate Change
(IWS Unit)

Indira Paryavaran Bhawan, Agni
1st Floor, Jal Block
Aliganj, Jor Bagh Road,
New Delhi 110003

Dated the 29th July, 2016

OFFICE MEMORANDUM

Subject: General Instructions for Noting as per CSMOP – Reg.

As noted by Secretary (EF&CC) that on many of the files that are put up to the Secretary (EF&CC) for a decision or for obtaining decision/orders of the Hon'ble MEF, the space left on the note sheet is not sufficient for any suggestion/view.

In this regard, the Central Secretariat Manual of Office Procedure (CSMOP) inter alia lays down the following guidelines for noting.

- (i) All long notes should be type written in double space.
- (ii) Paragraphs should be numbered.
- (iii) Sufficient space should be left for Noting/Signature of next higher officer (not less than 6-inches/half a note sheet).
- (iv) Files submitted to Secretary (EF&CC) should invariably have half a page of blank note sheet for signature/comments failing which files will not be accepted by Office of Secretary.
- (v) A fresh sheet should always be added to the notes.

All the Officers/Officials are therefore, requested to follow the above instruction of CSMOP for better presentation of notes and for functional convenience.

Sd/-
(P. J. Michael)
Deputy Secretary (IWSU)
Intercom No. 3129

To

1. All Officers/Official, MoEF&CC
2. For IT division for uploading in the website

Copy for information to:-

1. PPS to Secretary (EF&CC) and PPS to DGF&SS
2. PPS to {AS (MMK), AS (AP), AS (RRR), AS&FA, ADG (WL), ADG (FC), Sr. EA}

MOST IMMEDIATE

F.No.23011/03/2015-GC
Government of India
Ministry of Environment, Forest & Climate Change
(General Coordination Division)

Jal Block, 1st Floor, Indira Paryavaran Bhawan,
Jor Bagh Road, Ali Ganj
New Delhi-110 003
Dated 2nd December, 2016

OFFICE-MEMORANDUM

Subject: - Designating Divisions of the MoEF&CC as 'Nodal Divisions' for handling/coordinating issues/Matters referred by other Ministries / Departments under the Government of India (GoI) – Regarding.

The undersigned is directed to refer to GC Section's OM No.23011/03/2015-GC dated 03.05.2016 nominating various Divisions of this Ministry as "Nodal Division" to deal with correspondence such as Cabinet Notes, PMC references, meeting notices, EFC Memos, Parliament Questions, RTI matters, and other miscellaneous communications, not specifically handled by any particular thematic Division for the different Ministries/Departments under the GOI. The various Central Government/Departments have been informed of the nomination of the specific officer in MoEF&CC in respect of each Ministry/Department. Meetings organized by each Ministry/Department is expected to be attended by the designated Nodal Officer. Brief of the meeting attended by Nodal Officer may also be submitted to GC section for record.

Sd/-
(Naresh Jaiswal)
Under Secretary to the Government of India
#3123

To

- (i) All concerned officers (as per list attached)
- (ii) All Concerned Ministries (as per list attached)

Copy for information to:

PS to Hon'ble MEF&CC(i/C)/PPS to Secretary (MoEF&CC)/PPS to DGF&SS/ PPS to AS (MMK)/ PPS to AS&FA/ PS to JS(BS).

**List of designating Nodal divisions of MoEF&CC in respect of issues/
matters relating to Ministries/Departments of Govt. of India**

S. No	Name of Concerned Ministry/Department	Nodal Division	Nodal Officers by Designation	Current incumbency	E-mail/Phone No.
1	2	3	4	5	6
1	Ministry of Agriculture				
(i)	Department of Agriculture and Cooperation	(i) & (ii) Conservation and Survey (CS) -Do-	Advisor (CS) Director (CS) JS (Biosafety)	Dr. Sujata Arora Sh. A.K. Das Sh. Gyanesh Bharti	sujata@nic.in 24695135 ak.das59@nic.in gyanesh.bharti@ias.nic.in
(ii)	Department of Agricultural Research and Education (DARE)		Dir.(Biosafety)	Ms. M. Biswas	m.biswas60@gov.in 24695363
(iii)	Department of Animal Husbandry, Dairying and fisheries	(iii) Animal Welfare (AW)	Joint Secretary (AW)	Sh. Ravi Shankar Prasad, JS	ravis.prasad@nic.in 24695309
2.	Ministry of Consumer Affairs, food and Public Distribution	Climate Change (CC)	Joint Secretary (CC)	Sh. Ravi S. Prasad	ravis.prasad@nic.in 24695309
3.	Ministry of Labour and Employment	Forest Establishment (FE) Division	Joint Secretary (FE) Under Secretary (FE)	Sh. Anil Sant Sh. Amit Ranjan	anil.sant@nic.in 24695129 24360769
4.	Ministry of Ayurveda, Yoga and Naturopathy	Hazardous Substance Management Division (HSMD)	Joint Secretary (HSMD) Scientist 'D'	Sh. Bishwanath Sinha Sh. W. Bharat Singh	bnsinha@gov.in 24695274 w.bharat@nic.in 24695338
5.	Ministry of Health and Family Welfare (i) Department of AIDS Control (ii) Department of Health and Family Welfare (iii) Department of Health Research	Hazardous Substance Management Division (HSMD)	Joint Secretary (HSMD) Scientist 'D'	Sh. Bishwanath Sinha Sh. W. Bharat Singh	bnsinha@gov.in 24695274 w.bharat@nic.in 24695338
6.	Ministry of Petroleum and Natural Gas	HSMD	Joint Secretary (HSMD) Scientist 'D'	Sh. Bishwanath Sinha Sh. W. Bharat Singh	bnsinha@gov.in 24695274 w.bharat@nic.in 24695338

7	Ministry of Shipping Inland Water Ways	HSMD NRCD	Joint Secretary (HSMD) Scientist 'D' Advisor Scientist 'E' Scientist 'F'	Bishwanath Sinha Sh. Brijesh Sikka Sh. R.N. Jindal Dr. A. Duraisamy	binsinha@gov.in 24695274 w.bharat@nic.in 24695338 b.sikka@gov.in 24365020 a.duraisamy@gov 24645246
8	Ministry of Chemicals and Fertilizers (i) Department of Chemicals and Petrochemicals (ii) Department of Fertilizers (iii) Department of Pharmaceuticals	Control of Pollution (CP)	Scientist 'G' Deputy Secretary (CP)	Sh. A.K. Mehta Sh. N.A. Siddiqui	akmehta@nic.in 24695456 nasiddiqui@nic.in 24695301
9	Ministry of Micro, Small and Medium Enterprises	Control of Pollution (CP)	Scientist 'G' Deputy Secretary (CP)	Sh. A.K. Mehta Shri N.A. Siddiqui	akmehta@nic.in 24695456 nasiddiqui@nic.in 24695301
10	Ministry of Textiles	Control of Pollution (CP)	Scientist 'G' Deputy Secretary (CP)	Sh. A.K. Mehta Shri N.A. Siddiqui	akmehta@nic.in 24695456 nasiddiqui@nic.in 24695301
11	Ministry of Heavy Industries and Public Enterprises (i) Department of Heavy Industries (ii) Department of Public Enterprises	Control of Pollution (CP)	Scientist 'G' Deputy Secretary (CP)	Sh. A.K. Mehta Shri N.A. Siddiqui	akmehta@nic.in 24695456 nasiddiqui@nic.in 24695301
12	Ministry of Information and Broadcasting	Media Cell	Joint Secretary (Media) DS (Media)	Sh. Gyanesh Bharat Shri R.P. Singh	gyanesh.bharat@ias.nic.in 24695268 rp.singh58@nic.in 24695382
13	Ministry of Personnel, Public Grievances and Pensions (i) Department of Administrative Reforms and Public Grievances (DARPG) (ii) Department of Pension & Pensioner's Welfare (iii) Department of Personnel & Training	Administration	Joint Secretary (Admn) Deputy Secretary (Admn)	Sh. Gyanesh Bharat Sh. Bhanu Surender	gyanesh.bharat@ias.nic.in 24695268 bhanu.surender@nic.in 24695131

14	Union Public Service Commission	Administration	Joint Secretary (Admn) Dy. Secretary (Admn)	Sh. Gyanesh Bharat Sh. Bhanu Surender	gyanesh.bharat@ias.nic.in 24695268 bhanu.surender@nic.in 24695131
15	Ministry of Science and Technology (i) Department of Biotechnology (ii) Department of Scientific and Industrial Research (DSIR) (iii) Department of Scheme and Technology	Climate Change (CC) Technology Mission	Joint Secretary (CC) Scientist 'F' (CC) JS (GC) DS (GC)	Shri Ravi S. Prasad Dr. A. Duraiswamy Sh. Anil Sant Sh. R.P. Singh	ravis.prasad@nic.in 24695309 a.duraisamy@gov 24645246 anil.sant@nic.in 24695129 rp.singh58@nic.in 24695382
16	Ministry of Parliamentary Affairs	Parliament Section	Joint Secretary (Parliament) Dy. Secretary (Parliament)	Sh. Anil Sant Sh. Manoj Srivastava	anil.sant@nic.in 24695129 manoj.sh@gov.in 24695372
17	Ministry of Communications and Information Technology	Information Technology (IT) Cell	Joint Secretary (IT) Deputy Secretary (IT)	Sh. Gyanesh Bharat Sh. P.J. Michael	gyanesh.bharat@ias.nic.in 24695268 michael.pj
18	Ministry of Earth Sciences	Climate Change (CC)	Joint Secretary (CC) Scientist 'C' (CC)	Shri Ravi S. Prasad Sh. Ajay Raghav	ravis.prasad@nic.in 24695309
19	Ministry of Civil Aviation	CP	Adviser (CP)	Sh. A.K. Mehta	akmehta@nic.in 24695456
20	Ministry of Food Processing Industries	Impact Assessment (IA)	Joint Secretary (IA) Scientist 'F'	Sh. M.K. Singh Dr. S.C. Garkoti	mk.singh65@ias.nic.in 24695281 satish.garkoti@nic.in 24695316
21	Ministry of Coal	Coal mining (IA)	JS (Coal Mining) Ad (Coal Mining)	Sh. Gyanesh Bharti Dr. S.K. Srivastva	gyanesh.bharti@ias.nic.in 24695268
22	Ministry of Defence	Impact Assessment (IA)	Joint Secretary, (IA) Scientist 'F'	Sh. M. K. Singh Dr. S. C. Garkoti	Mk.singh65@ias.nic.in 24695281 Satish.garkoti@nic.in 24695316
23	Ministry of Mines	Non Coal Mining (IA)	Dir.. (SK) JS(GB)	Sh. Surender Kumar Sh. Gyanesh Bharti	gyanesh.bharti@ias.nic.in 24695268

24	Ministry of Road Transport and Highways	CP Division	Advisor (CP) Deputy . Secretary (CP)	Sh. A.K Mehta Sh. N.A. Siddiqui	aakmehta@nic.in 24695456 nasiddiqui@nic.in 24695301
25	Ministry of Power (including Thermal & HEPs)	Impact Assessment (IA)	Joint Secretary (IA) Scientist 'F' Scientist 'F'	Sh. Gyanesh Bharti Dr. S. C. Garkoti Sh. Sharat Kumar Palleria	gyanesh.bharti@ias.nic.in 24695268 Satish.garkoti@nic.in 24695316 Sharat.kr@gov.in 24695325
26	Ministry of Steel	Impact Assessment (IA)	Joint Secretary (IA) Scientist 'F' Scientist 'F'	Sh. Gyanesh Bharti Dr. S. C. Garkoti Sh. Sharat Kumar Palleria	gyanesh.bharti@ias.nic.in 24695268 Satish.garkoti@nic.in 24695316 Sharat.kr@gov.in 24695325
27	Department of Atomic Energy	Impact Assessment (IA)	Joint Secretary (IA) Scientist 'F' Scientist 'F'	Sh. M.K. Singh Dr. S. C. Garkoti Sh. Sharat Kumar Palleria	Mksingh65@ias.nic.in 24695281 Satish.garkoti@nic.in 24695316
28	Ministry of Commerce and Industry Department of Commerce Department of Industrial Policy and Promotion	Trade and Environment Ease of Doing Business	Eco. Advisor Dy Economic Adviser (TE) Sr. Eco. Advisor Eco. Advisor	Sh. Yashvir Singh Sh. Abhay Kumar Dr. Anandi Subramaniam Sh. Yashvir Singh	yashvir@nic.in 24695287 24695261 Anandi.s@nic.in 24695367 yashvir@nic.in 24695287
29	Ministry of Finance (i) Department of Disinvestment (ii) Department of Economic Affairs	Economic Cell	Sr. Adviser (EC) Deputy Economic Adviser (EC)	Sh. Yashvir Singh Sh. Abhay Kumar	yashvir@nic.in 24695287 2465261
	(iii) Department of Expenditure (iv) Department of Financial Services (v) Department of Revenue	IFD	CCA Dy. Secretary, Finance	Sh. Sanjay Pandey Sh. Hari Singh	S_pandey@gov.in 24695438 h.singh62@nic.in 24695310
30	Ministry of Planning	Plan Coordination (PC)	Economic Adviser Deputy Economic Adviser	Sh. Yashvir Singh Sh. Abhay Kumar	yashvir@nic.in 24695287 2465261
31	Ministry of Statistics and Programme Implementation	Environmental Information (EI)	Statistical Adviser Scientist 'F'(EI-Stat. Cell)	Sh.M.P. Johnson Dr. M. Salahu ddin	Johnson.mp@nic.in 24695134 m.salahuddin@nic.in 24695447

32	NITI Aayog	Plan Coordination (PC)	Economic Adviser Deputy Economic Adviser	Sh. Yashvir Singh Sh. Abhay Kumar	yashvir@nic.in 24695287 2465261
33	Ministry of Corporate Affairs	Research in Environment (RE)	Adviser (RE) Sc 'F'	Dr. Lalit Kapoor Ms. Madhumita Biswas	l.kapur@nic.in 24695319 m.biswas60@go.in 24695363
34	Ministry of Minority Affairs	Administration	JS (Admn) DS (Admn)	Sh. Gyanesh Bharti Sh. B. Surender	gyanesh.bharti@ias.nic.in 24695268 Bhanu.surender@nic.in 24695131
35	Ministry of New and Renewable Energy	Research in Environment (RE)	Adviser (RE) Scientist 'F'	Dr. Lalit Kapoor Ms. Madhumita Biswas	l.kapur@nic.in 24695319 m.biswas60@go.in 24695363
36	Ministry of Culture	Environment Education (EE)	Advisor (EE) Scientist 'D'	Dr. Lalit Kapoor Sh. Ritesh Joshi	l.kapur@nic.in 24695319
37	Ministry of Human Resource Development (i) Department of Higher Education (ii) Department of School Education and Literacy (including Training & Capacity Building)	Environment Education (EE) Admn.	Advisor (EE) Scientist 'D' JS(Admn.) DS(Admn.)	Dr. Lalit Kapoor Sh Ritesh Joshi Sh. Gyanesh Bharti Sh. Bhanu Surender	l.kapur@nic.in 24695319 ritesh.joshi@nic.in 24695359 Gyanesh.bharti@ias.nic.in 24695268 Bhanu.surender@nic.in 24695131
38	Ministry of Women and Child Development	Environment Education (EE)	Advisor (EE) Scientist 'D'	Dr. Lalit Kapoor Sh. Ritesh Joshi	l.kapoor@nic.in 24695319 ritesh.joshi@nic.in 24695359
39	Ministry of Development for North-Eastern Region	North-East Cell	IGF (EAP/IFS) DIG	Dr. Rekha Pai Sh. Anand Krishna	Igf.eap-mef@nic.in 24695249 Agmu188@ifs.nic.in 24695323
40	Ministry of Social Justice and Empowerment (i) Department of Disability Affairs (ii) Department of Social Justice and Empowerment	FPD Forest Policy Division (FPD)	JS (Admn.) DS (Admn.) IGF (FPD) DIG (FPD)	Sh. Gyanesh Barti Sh. B. Surender Dr. Rekha Pai Sh. Anand Krishna	gyanesh.bharti@ias.nic.in 24695268 bhanu.surender@nic.in 24695131 Igf.eap-mef@nic.in 24695249 Agmu188@ifs.nic.in 244695323

41	Ministry of Drinking Water Supply and Sanitation	NRCD	Advisor (NRCD) Director (NRCD) Advisor	Sh. Brijesh Sikka Sh. R. N. Jindal Sh. Lalit Kapoor	b.sikka@gov.in 24365020 l.kapoor@nic.in 24695319
42	Ministry of Water Sources, RiD&GR	IA	Joint Secretary Scientist 'F'	Sh. Gyanesh Bharti	gyanesh.bharti@ias.nic.in 24695268
43	Ministry of External Affairs	International Co-operation	Joint Secretary(Intl. Coop) Director, IC	Sh. B. Sinha Sh. Rakesh Kumar	binsinha@gov.in 24695274 rakesh68@gov.in 24685368
44	Central Vigilance Commission	Vigilance Cell	Jt. Secretary Vig) DS (Vigilance)	Sh. A.K. Mehta Ms Asha Chauhan	akmehta@nic.in 24695456 Asha.chauhan@gov.in 24695244
45	Ministry of Law and Justice	Policy & Law (PL)	Joint Secretary (Policy & Law) Director PL)	Sh. A.K. Mehta Sh. Arvind Nauiyal	akmehta@nic.in 2465456
46	Ministry of Home Affairs	Disaster Mgmt.	JS (Admn.) DS (Admn.)	Sh. Gyanesh Bharti Sh. Bhanu Surender	Sh. Gyanesh Bharti 24695268 Bhanu.surender@nic.in 24695131
		Forest Conservation (FC)	IG (FC) Sr. AIG	Sh. D.K. Sinha Sh. Nisheeth Saxena	Igfc-mef@nic.in 24695336 nisheethsaxena@nic.in 24695415
47	Ministry of Railways	Forest Conservation (FC)	IG (FC) Sr. AIG	Sh. D.K. Sinha Sh. Nisheeth Saxena	Igfc-mef@nic.in 24695336 nisheethsaxena@nic.in 24695415
48	Ministry of Rural Development (i) Department of Land Resources (DLR) (ii) Department Rural Development (DDRD)	National Afforestation Ecological Board (NAEB)	IG (NAEB) US (NAEB)	Sh. Anoop Bahwa Sh Amit Ranjan	abadhwa@nic.in 24367404 24360769
49	Ministry of Tribal Affairs	FPD	IGF (FPD) DIG (FPD)	Dr. Rekha Pai Sh. A.K. Mohanty	Igf.eap-mef@nic.in 24695249
50	Ministry of Urban Development	General Admin	JS (Admn) DS(Gen Admn)	Shri Gyanesh Bharti Sh. R.P. Singh	Gyanesh.bharti@ias.nic.in 24695268 Rp.singh58@nic.in 24695382
51	Ministry of Housing and Urban Poverty Alleviation	Civil Construction Unit (CCU)	Chief Engineer, CCU Supdt. Engg., (CCU)	Sh. A.K. Rastogi Sh. L Dung Dung	ceccu@nic.in 24360643 Seccu-mef@nic.in 24360588

52	Ministry of Tourism	Wildlife Division (WL)	IGF (WL) DIG (WL)	S.K. Khanduri Sh. S.P. Vashishth	Igfwl-mef@nic.in 24695269 Sp.vashishth@nic.in 24695355
53	Ministry of Youth Affairs and Sports (i) Department of Sports (ii) Department of Youth Affairs (iii) (including Youth Training)	RE Admn	ADV (RE) Scientist 'F' JS (Admn.) DS (Admn.)	Dr. Lalit Kapoor M Madumita Biswas Sh. Gyanesh Bharti Sh. Bhanu Surender	l.kapur@nic.in 24695319 m.biswas60@gov.in 24695363 gyanesh.bharti@ias.nic.in 24695268 Bhanu.surender@nic.in 24695131
54	Ministry of Panchayati Raj	Forest Policy	Statistical Advisor DS(NGO)	Sh. M.P. Johnson Sh. Manoj Srivastava	Johnson.mp@nic.in 24695134
55	Ministry of Skill Development and Entrepreneurship	DIG (RT)	DIG (RT) AIG (RT)	Sh. Suneesh Bakshi Sh. Nisheeth Saxena	Suneesh.buxy@gov.in 24695233 Nisheeth.saxena@ic.in
56	Department of Space	Conservation and Survey (CS)	Advisor (CS) Director (CS)	Dr. Sujata Arora Dr. Ritesh Joshi	sujata@nic.in 24695135 Ritesh.joshi@nic.in 24695359

No.F.2-2/2016-IFD
Government of India
Ministry of Environment, Forest & Climate Change
(Integrated Finance Division)

Indira Paryavaran Bhawan, New Delhi - 3,
Dated the 20th January, 2017.

Office Memorandum

Subject: Receipt of funds directly from the external funding agency- Clarification

In continuation of this Division's OM of even number dated 20th December, 2016, the undersigned is directed to say that on a specific reference on the subject mentioned above in respect of implementation of the Montreal Protocol, the Deptt. of Expenditure has reiterated vide their OM No14(1)/2017-E.II-A dt.17th January, 2017 that external funds are required to be routed through Union Budget and accordingly the same is within the purview of C&AG Audit, GFR Provisions and IFD concurrence to oversee the utilization of such funds. Copy of the above mentioned OM of Department of Expenditure is enclosed herewith for information and compliance of extant instructions in this regard while dealing with externally aided projects.

Sd/-
(M.C. Beniwal)
Under Secretary(IFD-III)

Ends: As above.

To

1. All Divisional Heads in the Ministry including NAEB & NRCD.
2. PPS to Secretary, MoEF&CC.
3. PPS to SS(RR)/PPS to DG(F&SS)/PPS to AS(AP)/PPS to AS&FA/PPS to Sr. Eco. Adviser /CCA.

North Block, New Delhi
17th January, 2017

OFFICE MEMORANDUM

Subject: 41st Meeting of the Empowered Steering Committee meeting for Implementation of the Montreal protocol held on 19.12.16.

Ministry of Environment, Forest and Climate Change may refer to their U.O. Note No.2-2/20 16 dated 21.12.2016 received from PF-II Branch of this Department, seeking clarification on the following:-

- i. Whether the disbursement of funds by donor agencies directly to the project implementing agencies under this scheme mentioned above without routing the same through the union Government budget is permitted.
- ii. Whether it is to be kept outside the purview of C&AG Audit, GFR and IFD concurrence.

1. It is stated that in a similar case Department of Economics Affairs has already clarified that funds are required to be routed through Union Budget. Accordingly, it is within the purview of C&AG Audit, GFR Provisions and IFD concurrence to oversee the utilization of such funds.

2. This issues with the approval of the Competent Authority:

Sd/-
(Pallab Roy)
Section Officer (E.II.A)

Ramakrishnan S.
SO (IFD), M/o Environment, Forest & Climate Change

F. No. 25/23/2016-CPCSEA
Government of India
Ministry of Environment, Forest & Climate Change
(Animal Welfare Division)
O/o Committee for the Purpose of Control and Supervision of
Experiments on Animals (CPCSEA)

Dated" 10th February, 2017

OFFICE MEMORANDUM

Subject:- Delegation of Financial Powers of Head of Department (HoD) in respect of O/o the Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA), New Delhi.

With the concurrence of AS&FA, MoEF&CC and with the approval of the Secretary, MoEF&CC and in exercise of the powers vested under Delegation of Financial Powers Rules, 1978 read with Supplementary Rules, the Deputy Secretary (Animal Welfare)/Member Secretary (CPCSEA) is hereby appointed as HoD for incurring the expenditure of CPCSEA, which is a Statutory Committee under Chapter 4, Section 15 (1) of the Prevention of Cruelty to Animals Act 1960. The following financial powers of expenditure is hereby delegates with Deputy Secretary (Animal Welfare)/Member Secretary (CPCSEA):-

A. Contingent Expenditure (Schedule V of EFPR 1978)		
S.No.	Item of Expenditure	Delegation of Financial Powers to HoD, CPSEA
(1)	(2)	(3)
1.	Unspecified Items Recurring	Up to Rs. 2.00 lakh in each case.
2.	Unspecified Items Non-Recurring	Up to Rs. 5.00 lakh in each case.
3.	Conveyance hire	On actual basis, subject to conditions under General Notes for S. No. 3 of Annexure to Schedule - V of DFPR 1978.
4.	Fixtures and Furniture, purchase and repairs.	Full powers subject to such conditions and scales as may be prescribed by the Ministry of Works and Housing
5.	Purchase, hire and maintenance of Office furniture, electric fans, heaters, coolers, clocks and call bells	Up to Rs. 5.00 lakh in each case.
6.	Legal charges - fees to barristers, advocates, etc. Other legal charges-law suits or prosecution cases Arbitration cases	Full Powers Full powers in case of authorities vested with powers to sanction suit or prosecution otherwise Rs. 5,000 in each case. Full powers in case of authorities vested with powers to sanction suit or

		prosecution otherwise Rs.10,000 in each case.
7.	Postal and telegraph charges	Full Powers
8.	Printing and Binding	Up to Rs. 5.00 lakh per annum subject to the condition at S. No. 14 of the Annexure to Schedule V of DFPR 1978.
9.	Publications	Full powers, subject to the conditions at S. No. 15 relating to publication in the Annexure to Schedule V of DFPR 1978
10.	Repair to and removal of Machinery (Where the expenditure is not of a capital nature)	Full powers
11.	Staff paid from contingencies	Full powers
12.	Local purchase of petty stationary stores	Up to Rs. 2.00 lakh in each case, subject to conditions laid down at Sl. No. 21 relating, to local purchase in the Annexure to Schedule-V of DFPR 1978.
13.	Stores required for the working of an establishment, instrument, equipments and apparatus	Up to Rs. 5.00 lakh in each case.
14.	Telephone charges	Full powers
15.	All office equipments including dedicated word processors, intercom equipments, calculators, electronic stencil cutters, tape recorders, photocopiers, copying machines, franking machine, shredder, etc., excluding computer of all kinds.	Up to Rs. 5.00 lakh in each case.
16.	Computers	Rs.5.00 lakh in each case, subject to condition laid down at Sl. No. 26 relating to office equipments, computer etc., in the Annexure to Schedule -V of DFPR 1978, and subject to government orders issued from time to time.
17.	Hire and maintenance of computers of all kinds	Full powers, subject to conditions laid down at S. No. 26 relating to office equipments, computer, etc., in the Annexure to Schedule-V of DFPR 1978.
B. Misc. Expenditure (Schedule VI of DFPR 1978)		
1	Recurring	Rs.2.00 lakh in each case.
2.	Non-recurring	Rs.5.00 lakh in each case.

2. The powers are being delegated subject to the condition that the HoD at any point of time should be a regular incumbent under the government not lower than the rank of Deputy Secretary to Government of India.

3. This issue with the approval of Secretary (EF&CC) vide diary No P—1316 dated 09.02.2017.

Sd/-
(Amit Ranjan)
Under Secretary (CPCSEA)

Copy to:

1. PPS to the Secretary, MoEF&CC
2. PPS to Spl. Secy. & Chairman, CPCSEA, MoEF&CC
3. PS to JS (AW) & Vice-Chairman, CPCSEA, MoEF&CC
4. Sh. S Gowri Shanker, Dy. Secy. (AW) & MS (CPCSEA), MoEF&CC
5. US (AW), MoEF&CC
6. O/o PAO, MoEF&CC/DDO, MoEF&CC
7. Under Secretary (IFD)
8. All officers/sections in the MoEF&CC
9. Guard File

Office of Secretary:

Ministry of Environment, Forest and Change and Climate Change

Sub: **Manual of Office Procedure - leaving sufficient space for noting/signatures by higher officers on the note sheet**

Ref: **My note dated 26/7/2016**

I invite attention of all officers to my earlier instructions circulated vide my note of 26/7/2016 on the above cited subject (Copy enclosed). It is found that despite instructions which only say that at least a 6-inch margin should be left at the bottom of the last note sheet of all files and in case of the likelihood of the margin being less than 6-inches, the officer(s) putting up the file for orders of the undersigned/IMEF should start with his noting on the next page of the file", compliance is not there in respect of several divisions.

Even the guidelines in the Manual of Office Procedure state that "sufficient space should be left for noting/signatures by higher officers and notes submitted should not end at the very bottom of the page".

I have asked my staff to return all files which come to my office without strictly following the above instructions.

Sd/-
(A.N.Jha)
Secretary
13-06-2017

Encl: As above

- All Sr. Officers in MoEF
- All Director-level officers

**Office of Secretary
M/o Environment, Forest & Climate Change**

On many of the files that are put up to the undersigned for a decision or for obtaining decision/orders of the Hon'ble MEF, the space left on the note sheet is barely sufficient for either the undersigned or the MEF to record any view except putting signatures. All officers may be aware of the guidelines contained in the Manual of Office Procedure which states that "Sufficient space should be left for noting/signatures by higher officers Notes to be submitted should not end at the very bottom of the page".

All officers are, therefore, requested kindly to ensure that at least 6-inch margin is left at the bottom of the last note sheet of all files and in case of the likelihood of the margin being less than 6-inches, the officer putting up the file for orders of the undersigned/IMEF should start with his noting on the next page of the file.

All files failing to meet this standard will be returned by my office.

Sd/-
(A.N. Jha)
Secretary

All Sr. Officers in MEF

Chapter X

Instructions issued by Other Ministries / Departments

1.	Ministry of Law letter No. K-14011/60/2010 -US.I.	15.02.2011	Guidelines with regard to the foreign visit of the Judges of the Supreme Court and High Courts.	196-02
2.	Ministry of Law O.M No. 34(01)/2012-Judl	5.12.2012	Engagement of Counsel on behalf of the Union of India - instructions regarding	203-04
3.	CVC No. 005/CRD/19/ and Circular No.18/12/12 Read with	11.12.2012	Transparency in Works/Purchase/ Consultancy contracts awarded on nomination basis - regarding	205
4.	CVC No. 005/CRD/19/ 14 and Office Order No. 23/7/07	05.07.2007	Transparency in Works/Purchase/ Consultancy contracts awarded on nomination basis - regarding	206-07
5.	Ministry of Law O.M No. 29(2)/2002-Judl.(Pt.)	16.01.2015	Panel to Engage of Private Advocates who are in the panel only.	208
6.	DoPT O.M. No. 14/1/ 2009-Welfare	19.02.2015	Local purchase of stationery and other articles from Kendriya Bhandar, NCCF and other Multi-State Cooperative Societies having majority shareholding by the Central Government.	209
7.	Cabinet Sectt.D.O. No. 28(43)EO/2013(ACCC)Pt	10.12.2015	Proposal for appointment/ additional charge arrangements.	210
8.	21/12/2010-CS.I(P) DoPT	21.12.2015	Change in Nomenclature of the posts of Assistant of CSS & others	211
9.	DoPT O.M.No 03/1/2016-Dir(C)	3.02.2016	Discontinuation of interview for direct recruitment to various Group B & C posts in non-statutory departmental canteen located in Central Government Offices.	212
10.	DoPT D.O.No. 34/2/ 2009-EO(MM II) (with enclosure)	15.02.2016	Hiring of cars for pick up and drop for Directors/Deputy Secretaries posted under the Central Staffing Scheme.	213-14
11.	DoPT O.M.No. 18/3/ 2015-Estt.(Pay.I)	2.03.2016	Recovery of wrongful /excess payments made to Government Servants.	215-16
12.	Ministry of Civil Aviation D.No. 18011/05/2012-AI	7.03.2016	Regarding delegation of powers to the Financial Advisers (FAs) if the Ministries to grant permission to travel by airlines other than Air India.	217
13.	Ministry of Health & F.W. O.M. No. S.11011/ 20/2014-CGHS(P)/EHSS (With its enclosure)	23.11.2016	Delegation of powers to HoDs for settling permission cases and post facto approval relating to referral system and medical reimbursement under CGHS - Enhancement of ceiling from Rs. 2 Lakhs to Rs. 5 Lakhs without consultation of IFD of concerned Ministry - reg.	218-20
14.	CVC No. 005/CRD/012 and Circular No. 4/3/2007	3.03.2007	Tendering process - negotiations with L-1	221-22
15.	CVC No. CVC/RTI/ MISC./16/006 & Circular No. 03/03/2017	10.03.2017	Seeking similar information through RTI Applications - Central Information Commission's decision - regarding `	223-24
16.	NITI Aayog No. 19015/01/2017-DMEO	10.5.2017	Preparation of ToRS by the programme implementing Ministries/ Departments for carrying out Impact evaluation of their programme.	225
17.	DoPT O.M. No 3/4/2016-Estt.(pay-II)	30.05.2017	Revision of pay of the Chairperson and Members of the Regulatory Authorities/ Bodies consequent to the implementation of the 7 th Central Pay Commission recommendations.	226-227

No.K-14011/60/2010-US.1
Government of India
Ministry of Law & Justice
Department of Justice

Jaisalmer House, 26, Man Singh Road,
New Delhi-110011, Dated the 15th February, 2011

To

- (1) The Secretary General, Supreme Court of India, New Delhi
- (2) The Registrar Generals of High Courts
(All High Courts as per list)

Subject: Guidelines with regard to the foreign visit of the Judges of the Supreme Court and the High Courts.

Sir,

I am directed to enclose a copy of the guidelines with regard to the foreign visit of the Judges of the Supreme Court and the High Courts for information

2. A copy of the guidelines may please be provided to each of the Hon'ble Judges, including the Chief Justice, for their kind information.
3. Please acknowledge the receipt.

Yours faithfully,

Sd/-

(V.K. Gupta)
Under Secretary to the Government of India
Tele: 23382978
FAX: 23385426

Encl: As above

No.K-14011/60/2010-US.I

dated 15.02.2011

Copy, along with a copy of the Guidelines, to:

- (1) Additional Secretary & Financial Adviser, Ministry of Law & Justice, Shastri Bhavan, New Delhi.
- (2) The Joint Secretary (Coord.), Ministry of External Affairs, South Block, New Delhi.

Sd/-

(V.K. Gupta)
Under Secretary to the Government of India
Tele: 23382978

Guidelines with regard to the Foreign visits of the Chief Justice of India / Judges of the Supreme Court and High Courts

Guidelines and instructions about travel abroad of Hon'ble Judges of the Supreme Court of India and High Courts have been issued from time to time. It has been found necessary to update these and issue a comprehensive set of guidelines and instructions on the subject. Accordingly the following instructions/guidelines are issued for compliance:

1. *Invitations from Institutions and Organizations abroad:*

- (a) Normally invitations to sitting Judges from foreign Governments and foreign institutions or organizations would be routed by the Diplomatic Missions through the Ministry of External Affairs.
- (b) If a Judge of a High Court receives an invitation directly, he will forward a copy to the Union Minister of Law and Justice through the Chief Justice of the High Court and the State Government concerned, at the earliest and as far as possible two months before the scheduled date of commencement of the visit.
- (c) A copy of any invitation received by a Judge of the Supreme Court of India shall be forwarded through the Chief Justice of India to the Union Minister of Law & Justice.
- (d) A commitment by the Judge to accept the invitation may be made only after the Government of India has intimated its approval.

Foreign Visits (during working days:)

2. There have also been cases in which Judges have proposed to visit abroad during working days. This has raised concern in the context of the increase in the number of pending cases in the Courts. Therefore, the recommendation of the Chief Justice may take into account the impact of such visit on judicial work and foreign visits avoided during working days unless absolutely necessary. (In case, it is felt that the High Court need to be represented in any event abroad, the size of the official delegation may be restricted to minimum possible.)

Foreign Contribution Regulation Act (FCRA) Clearance

3. In the Judge is accepting any hospitality from the concerned foreign agency during the official visit, the FCRA clearance of Ministry of Home Affairs is required for which detailed information in the prescribed form (Annexure-I Form F C – 2) may be submitted to the Department of Justice for seeking clearance of the Ministry of Home Affairs.

Political Clearance

4. For obtaining political clearance for the official visit of an Hon'ble Judge, the information in the prescribed proforma (Annexure-II) is required to be furnished to them. This proforma, duly filled, may be submitted along with the proposal to the Department of Justice.

Timely Submission of proposals:

5. The proposals of foreign visit of Judges are often received very late which makes it difficult for the Department to obtain political and other necessary clearances in time and also to submit the proposal in time for approval of the

competent authority. Sometimes, the proposals are found incomplete which leads to delay in seeking all the required information.

6. The Ministry of External Affairs has been emphasizing the need to send such proposals for grant of political clearance at least 6 weeks prior to the commencement of the visit. The Prime Minister's Office has also desired that the proposals of foreign visits may be sent to them at least one week in advance, after obtaining the necessary clearances from the Ministry of External Affairs and Ministry of Home Affairs (FCRA clearance). The proposal has to also be cleared in the Ministry of Finance at the level of the Finance Minister. The proposals need to be moved invariably by the Department of Justice at least 6 weeks in advance. Hence the proposal from the Chief Justice may be sent at least 8 weeks in advance of the proposed visit. The Department of Justice would process a request and submit a completed proposal within 2 weeks of its receipt for necessary approvals.

Cost of travel :

7. (a) If a judge is to take part in a conference abroad or deliver a talk or a lecture then the expenditure for his visit should be borne out of the public funds in India in keeping with the status accorded to the higher judiciary in the constitutional scheme. As per the Government policy, the cost of travel to the foreign country and back in respect of the judges will be borne by the concerned State Government/High Court or the Supreme Court, as the case may be. The arrangement of hotel accommodation and conveyance will be made by the Indian mission and the charges thereof will be borne by the Supreme Court/High Court. The invited judge may accept only the internal travel expenses (within the foreign country) and hospitality offered by a foreign Government during his stay abroad. Invitation extended to a Judge by non-Government institutions, organizations, private parties, etc. should be politely refused. In no case any travel cost or hospitality is to be borne by NGO/Society etc. However, the cost of travel to the foreign country and back, if offered by the United Nation or its agencies, may be accepted.

(b) Any foreign tour may be undertaken by the direct and shortest possible route. Reasons for any deviations may be given. Similarly reasons for transit halts en-route, if any, may also be given.

Private Visits:

8. (a) Proposals for the private visits abroad of the Judges should also be sent for approval through the Chief Justice of the concerned High Court. Similarly proposal for private visits of the Judges of the Supreme Court of India should be routed through the Chief Justice of India

(b) A copy of the communication to the Chief Justice of the High Court/the State Govt. or the Chief Justice of India, as the case may be, would be sent by the Judge to the Union Minister of law & Justice.

9. (a) It has been decided to dispense with the existing system of obtaining political clearance from the Ministry of External Affairs in the case of private foreign visits of the Judges of the High Courts /Supreme Court.

- (b) The approval of leave for private foreign visits of the Judges shall, however, continue to be obtained from the concerned competent authorities.
- (c) During private foreign visits, the Judges may not accept any hospitality from any foreign Government/organization. FCRA clearance is needed in case hospitality extended by any foreign national/citizen/organization is accepted.
- (d) As per Ministry of External Affairs O.M. No.AA/122/43/2006 dated 11th September, 2006, the Missions/Posts are not authorized to incur any expenditure on private visits of dignitaries/officials by way of airport reception, transport arrangements, medical, security arrangements, etc.
- (e) The complete proposal alongwith application for private foreign visits of the Judges of the High Courts / Supreme Court, at their own expenses, for obtaining the approval of the competent authority may be forwarded so as to reach the Department of Justice at least 15 days prior to the commencement of the visit.

10. THE PROPOSAL OF FOREIGN VISITS MUST CONTAIN THE FOLLOWING DETAILS:

- (1) Name, address and other details of the inviting organization
- (2) Purpose of the visit.
- (3) Duration with travel time
- (4) Whether accompanied by spouse during the visit
- (5) Other Judges/officers traveling along
- (6) Cost of the visit (with breakup) including travel, DA, accommodation etc.
- (7) (a) Source of funding
 - (b) Complete breakup giving details of expenditure made/committed/ under process and balance from the budget allocation
- (8) Foreign tours undertaken during last three years
- (9) Working days during the period of visit.
- (10) If the official tour is clubbed with private visit, details thereof.
- (11) Form for FCRA Clearance, if required, duly filled in.

11. For any official foreign tour undertaken, a tour note detailing discussions, relevance with reference to the Indian context may be submitted on return for information of the respective Chief Justice/the Chief Justice of India / the Union Minister for Law & Justice.

FORM FC-2

(See rule 3 (b))

Application for seeking prior permission of the Central Government to accept foreign hospitality [Sector 9 read with Section 10(d) and 11(1) of the Foreign Contribution (Regulation) Act, 1976]

To

**The Secretary to the Government of India
Ministry of Home Affairs, Jaisalmer House, 26, Mansingh Road
New Delhi – 110011**

1. Name in full (in Block Letters):
2. Date of Birth:
3. Name of father/Husband:
4. Present address:
5. Permanent address:
6. Passport particulars (if already in Possession):
7. Status:-
 - (a) Member of Legislature:
 - (b) Office bearer of a political party:
 - (c) Judge of Supreme Court/High Court:
 - (d) Government servant:
 - (e) Employee of a Company/Corporation:
 - (f) Any other person or class of persons Not specified in section 9
8. Name of countries/places to be visited with Duration of stay:
9. The countries and places where foreign Hospitality is to be accepted:
10. Duration and purpose of visit to the Country(s)/Place(s) mentioned in column 9 With specific dates:
11. Particulars of host(s):-
 - (a) If an individual, his personal particulars Including name, present address, Permanent address, nationality, Profession
 - (b) If an Organisation/ Institution/Association/Trust. Foundation/Trade Union etc., full particulars thereof including –
12. @ Full particulars, as in serial 11(a) and (b) of the foreign source in case the actual Source extending the hospitality is located in A country other than actually proposed to be Visited

13. Nature and duration of foreign hospitality*
Proposed to be accepted with specific dates
and with specific details:
14. Nature of connection/dealing with the host
and / or foreign source extending the
hospitality:
15. Approximate expenditure to be incurred on
Hospitality:

16. Any other information of significance which
the applicant may like to furnish:

DECLARATION

I hereby declare that the above particulars furnished by me are true and correct.

Place:

Date:

Signature of Applicant

@ Delete if not applicable.

*** "Foreign hospitality" means any offer, not being a purely casual one, made by a foreign source for providing a person with the cost of travel to any foreign country of territory or with free board, lodging, transport or medical treatment**

PROFORMA FOR POLITICAL CLEARANCE

1.	Name and designation of the leader of the delegation (equivalent rank in GOI e.g. Secretary/Addl. Secy./Joint Secy.)	
	Pay Scale	
2	Details of other members of delegation (Name, designation, etc.)	
	Confirmation the above contains complete list of all the visitors from your Ministry/Department/Agency	
	If not, then details of those in whose respect political clearance is likely to be sought separately	
	Justification why, instead of the visit, Indian Mission abroad cannot be asked to represent our interests	
3	Country (ies)	
	Dates	
	Purpose of the visit	
	Nature (Bilateral/Multilateral/Private/transit)	
4	Anticipated outcome of the visit	
	Last outcome if the visit is not undertaken/postponed	
5	Whether an invitation received from visiting countries, if so, details (please enclose a copy)	
	If multilateral event, level of participation from other countries	
6	Details of meetings fixed in countries/places being visited	
7	Whether concerned Indian Missions/posts have been consulted on arrangement and meetings required	
8a	Competent Authority for granting administrative approval for undertaking the visit abroad	
8b	Whether administrative approval for the visit has been obtained from the competent authority	
9	Sources of funding for the visit	
	If any foreign hospitality is proposed to be accepted, whether approval of MHA from FCRA angle has been obtained	

(Signature with seal)
Contact No.
Email address (must)

**No.34 (01)/2012-Judl
Government of India
Ministry of Law and Justice
Department of Legal Affairs
Judicial Section**

....

**Shastri Bhawan, New Delhi
Dated the 5th December, 2012**

OFFICE MEMORANDUM

Sub : Engagement of Counsel on behalf of Union of India – regarding

It has been noticed in the recent past that the Administrative Ministries instead of following standard practice have been insisting upon; engagement of Law Officers on special fees; engagement of Panel Counsel / Assistant Solicitors General as special Counsel; engagement of Law Officers with varied terms and conditions such as to be assisted by specific junior(s) who at times are not even on the panel of Union of India; engagement of Law Officers in courts/places other than their normal place/court of operation; transporting the ASGs/Counsel/ Asstt. SGs from the place to another; engagement of Counsel who are not even on the panel of Union of India; and engagement of Panel Counsel without consent of the concerned controlling authorities.

Such deviations violate procedure established by law and are thus against the spirit of the rule of law.

2. It may be recalled that as per the **Government of India (Allocation of Business Rules, 1961)** the Department of Legal Affairs has been assigned the task of engagement of counsel on behalf of the Union of India in various Courts/Tribunals including conduct of cases in the Supreme Court on behalf of the Central Government and on behalf of the Governments of States participating in the Central Agency Scheme.

3. In pursuance of the above mentioned Rules and with a view to smooth conduct of litigation on behalf of Union of India, this Department has appointed 20 Law Officers, comprising Attorney General for India, Solicitor General and Additional Solicitors General, 29 Assistant Solicitors General and a number of Counsel in various Courts / Tribunals on the laid down terms and conditions. In spite of the exhaustive list of Law Officers and Counsel, terms and conditions of their engagement etc., requests for special counsel, private counsel etc. are routinely being made to this Department. Also engagement of counsel is being made without the prior approval of this Ministry and files are routinely being routed for *ex post facto* approval which is contrary to the spirit of the Allocation of Business Rules.

4. In view of the above, it has been decided for the guidance of the administrative Ministries that except in extraordinary cases determined by this Ministry:-

- (i) No proposal for engagement of Law Officers/panel counsel as special counsel in Government litigation on special rates of fees shall be entertained;
- (ii) A counsel not on the panel will be engaged only in very exceptional case;
- (iii) No proposal for *ex post facto* approval in respect of the engagement of any counsel and payment of their fee shall be entertained unless the prior approval of this Ministry is not possible in exceptional circumstances; and
- (iv) All the Ministries/Departments are requested to engage the services of Law Officers/ panel counsel, in their litigation matters only through the Officer in charge, Central Agency Section for the cases before the Supreme Court/Branch Secretariats at Bengaluru/Chennai/Mumbai/Kolkata of the concerned Assistant Solicitors General for the cases before various High Courts.

5. This issues with the approval of Hon'ble Minister for Law and Justice.

Sd/-
(Suresh Chandra)
Joint Secretary and Legal Adviser to the Government of India
Ph.23381589

To

1. All Ministries/Departments as per the list.
2. All the law officers as per list
3. All Assistant Solicitors General as per the list.
4. Incharge Branch Secretariats at Bengaluru/Chennai/Mumbai/Kolkata.

Sd/-
(Dr. R.S. Shrinet)
Assistant Legal Adviser to the Government of India

CENTRAL VIGILANCE COMMISSION

Satarktra Bhawan, G.P.O. Complex
Block A, INA, New Delhi 110 023
No. 055/CRD/19/14

EPABX
24651001-07
Fax : 24616286
11.12.2012

Dated:

Circular No. 18/12/12

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

The Commission has been emphasizing on the need for observing integrity, transparency, fairness and equity in all aspects of decision making including in tendering and award of contracts. However, the Commission is still receiving complaints regarding adoption of non-transparent methods in tendering and award of contracts. A number of such complaints pertain to award on nomination (single source procurement) basis instead of following a process of open competitive bidding. The Commission in their earlier office order No.23/7/07'X' dated 05.07.2007 (copy enclosed) had laid down the exceptional circumstances where 'single source procurement' can be resorted to. These guidelines were consequent to the Supreme Court's judgement in case of Nagar Nigam, Meerut v/s A1 Faheem Meat Export Pvt. Ltd. [SLP (Civil) No. 1074 of 2006].

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

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

Sd/-
(J. Vinod Kumar)
Officer on Special Duty

To

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

Satarkta Bhawan, Block 'A'
GPO Complex, INA,
New Delhi-110023
Dated the 5th July 2007

Office Order No. 23/7/07

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

Reference is invited to the Commission's circular No. 15/5/06 (issued vide letter No. 055/CRD/19 dated 9.5.2006), wherein the need for award of contract in a transparent and open manner has been emphasized.

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

3. It is needless to state that tendering process or public auction is a basic requirement 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 action/public tender by inviting tenders from eligible persons and the notifications of the public-action 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 tenders, to provide for fair and equitable treatment of all tenderers, and to eliminate irregularities, interference and corrupt practices by the authorities concerned. This is required by Article 14 of the Constitution. However, in rare and exceptional cases, for instance, during natural calamities and emergencies declared by the Government;

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

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

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

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

Sd/-
(Rajiv Verma)
Under Secretary

To

All Chief Vigilance Officers

F. No. 29(2)/2002-Judl.(Pt.)
Government of India
Ministry of Law & Justice
Department of Legal Affairs
Judicial Section

New Delhi, dated the 16th January, 2015

OFFICE MEMORANDUM

It has been observed that some of the Ministries/Departments engage Private Advocates (outside the Panel) on very high fee without seeking prior approval of the Department. Thereafter they send the proposal to this Department for seeking ex-post facto approval. As per extant instructions, the procedure for engagement of Private Advocate is that the proposal should first be approved by the Minister In-charge of the concerned Department and then to be referred to this Department for obtaining the approval of the Minister of Law and Justice. Such approval should be obtained before engaging a Private Advocate.

2. The Hon'ble Minister has taken serious objection to the practice of the Ministries/Departments with regard to engaging of Private Advocates (outside the Panel).

3. All the Ministries/Departments are, therefore, requested that they should utilize the services of Panel Counsels. If for any compelling reason they propose to engage any Private Advocate, they should invariably seek prior approval of this Department. Such cases will be processed in this Department expeditiously. In future, the proposals seeking ex-post facto approval for engagement of Private Advocate will not be considered or approved by this Department except in exceptional circumstances warranting emergent action in public interest.

Sd/-
(Zoya Hadke)
Joint Secretary & Legal Adviser

1. All Ministries/Departments to the Government of India
2. In-charge, branch Secretariat, Mumbai/Kolkata/Chennai/Bangalore

No.14/1/2009-Welfare
Government of India
Ministry of Personnel, Public Grievances and pensions
Department of Personnel and Training
(Welfare Section)

Lok Nayak Bhawan
New Delhi, the 19th February 2015

OFFICE MEMORANDUM

Subject : Local purchase of stationery and other articles from Kendriya Bhandar, NCCF and other Multi-State Cooperative Societies having majority shareholding by the Central Government.

Reference is invited to the Department of Personnel and Training's O.M. of even no. dated 1st December, 2014 wherein the validity of the O.M. No. 14/12/94-Welfare (Vol.II) dated 5.7.2007 was extended upto 31st March, 2015.

2. It has been decided that special dispensation to Kendriya Bhandar, NCCF & other multistate co-operative societies having majority share holding by the Central Government, shall not be extended beyond 31.3.2015 i.e. there shall be no special dispensation to these organisations w.e.f. 1.4.2015.

3. This issues with the approval of the Department of Expenditure, Ministry of Finance vide their I.D No.26/2/2013-PPD dated 28.11.2014.

4. The contents of this Office Memorandum may be brought to the notice of all concerned.

Sd/-
(N. Sriraman)
Director (Welfare)
Ph.24624821

To

All Ministries'/Departments of the Government of India, their Attached and Sub-ordinate offices and other organizations Financed and/or controlled by them **(As per Standard list)**.

Copy for information to Ministry of Finance, Deptt. of Expenditure Director (PPD) w.r.t. their I.E. No.2622013-PPD dated 28.11.2014.

Copy also for information and necessary action to:

1. The Managing Director,
Central Govt. Employees Consumer cooperative Society Ltd. (Kendriya Bhandar), Pushpa Bhawan, Madangir Road
New Delhi-110062
2. The Managing Director
National Consumer Co-operative Federation
5th Floor, Deepali Building
92 Nehru Place, New Delhi-110019

PRADEEP K. SINHA

CABINET SECRETARY
GOVERNMENT OF INDIA

D.O. No.28(43)EO/2013(ACC)Pt.
2016

Dated the 10th December,

Dear Secretary,

It is a matter of concern that despite existing guidelines, proposals for appointment/additional charge arrangements continue to be submitted for consideration of ACC at the eleventh hour, leaving the ACC with little time to adequately scrutinize the proposals which many a time, become a fait-accompli. Also, despite reminders, the position with respect to CPSEs/Autonomous Organisations/Statutory Bodies/Tribunals, etc. is not being regularly updated on the ACC Vacancy Monitoring System (AVMS) with the result that monitoring of vacancies and advance planning to fill them up becomes difficult.

2. As such, the following may be noted for strict compliance:-

- (i) Proposals not submitted to the EO's office at least **two months** in advance of the date of vacancy/ending of the additional charge arrangement, as the case may be, would have to be accompanied by a **"Delay Statement" duly signed by the Secretary** of the Ministry/Department indicating the time taken at various stages of processing the proposal, the reasons for delay and the action taken to avoid such situations in future.
- (ii) The position on AVMS should be updated within a period of **07 days** and a certificate to the effect that the position with respect to all posts pertaining to your Ministry/Department has been updated till last date of the previous month must henceforth be attached with all ACC proposals.

3. You are requested to ensure that the above instructions are adhered to.

Yours sincerely

Sd/-
(P.K.Sinha)

All Secretaries of the Government of India

F.No.21/12/2010-CS. I(P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

Dated the 21st December, 2015

Order

Approval of the competent authority is hereby conveyed for change of nomenclature of the posts of Assistant of Central Secretariat Service (CSS) and Upper Division Clerk and Lower Division Clerk of Central Secretariat Clerical Service (CSCS), as under:

<u>S. No.</u>	<u>Existing nomenclature of the post</u>	<u>Service</u>	<u>New Nomenclature</u>
(i)	Assistant	CSS	Assistant Section Officer (ASO)
(ii)	Upper Division Clerk	CSCS	Senior Secretariat Assistant (SSA)
(iii)	Lower Division Clerk	CSCS	Junior Secretariat Assistant (JSA)

2. The change in nomenclature comes into force with immediate effect.

3. The necessary amendments of Central Secretariat Service Rules, 2009 and Central Secretariat Clerical Service Rules, 1962 will follow.

Sd/-
(Parminder Singh)
Under Secretary to the Government of India
Tele. 24642705

Copy to:-

1. All Ministries/Departments participating in CSS/CSCS
2. Officers of CSS/CSCS
3. Website of the Department

Lok nayak Bhawan, Khan Market
New Delhi, dated 3rd February, 2016

OFFICE MEMORANDUM

Subject:- Discontinuation of interview for direct recruitment to various Group B & C posts in non-statutory departmental canteen located in Central Government Offices.

The undersigned is directed to refer to this Departments DO No.39020/012013-Estt.(B) dated 4.9.2015 (copy enclosed) drawing attention to Hon'ble Prime Minister's address to the nation on occasion of Independence Day wherein it was announced that Government should discontinue holding interviews for recruitment of junior level post in order to improve objectivity, transparency and enable level playing opportunity to candidates from all Sections of Society.

2. The issue relating to discontinuation of interviews for various junior level posts in the Government of India was considered by the Committee of Secretaries in its meeting held on 14.9.2015. The recommendation of Committee of Secretaries have since been accepted by the competent authority vide OM No.39020/01/2013-Estt(B) dated 12.11.2015 (copy enclosed). The clarification on issue of discontinuation of interview have also been issued vide OM No.39020/01/2013-Estt(B) part dated 29.12.2015 (copy enclosed).

3. Accordingly, it has been decided that holding of interviews shall be discontinued in all direct recruitment to non-gazetted, non-ministerial Group B & C posts in non-statutory departmental canteens located in Central Government Offices. The recruitment to these posts shall be made purely on the basis of written test/skill test by respective Ministries taking into consideration job requirement for specific post. Duties and Responsibilities of canteen employees have been circulated vide this Department OM No.03/02/2009-Dir© dated 5.6.2014 (copy enclosed).

4. All Ministries/Departments are required to follow above instructions and related Government Orders as quoted above meticulously in respect of recruitment in Departmental Canteens under their administrative control

Sd/-
(Pratima Tyagi)
Director (Canteens)
Tel:- 24624722

Copy to:-

1. All Ministries/Departments of the Government of india as per Standard List (Director/Deputy Secretaries incharge, Administrative Division/Wing) – for necessary action/further dissemination to all concerned establishments under them.

XXX

XXX

XXX

Rajeev Kumar
Establishment Officer
& Additional Secretary

Tel: 23092370
Fax: 23093142

D.O. No.34/2/2009-EO (MM II)

15th February, 2016

Dear Madam/Sir,

The Directors/Deputy Secretaries, drawn from organized Group 'A' Services are posted in the Ministries/Departments in Government of India on deputation for stipulated tenure under the Central Staffing Scheme (CSS) and thereafter return to their respective parent cadres. Since this results in considerable dislocation, certain measures are in place, including houses under tenure pool, admission of their wards in school etc. to mitigate the problems faced by these officers. Recently, the Ministry of Urban Development had also agreed to give transit accommodation to such officers on the recommendation of Establishment Officer, in Pragati Vihar Hostel and Kasturba Gandhi Marg Hostel. This has addressed the problem of accommodation, which was faced by these officers during transitory phase.

2. Now, in order to address the problem of conveyance, the Department of Expenditure vide their O.M. No.3(44)/2015.E.II (A) dated 27th January, 2016 (Copy enclosed) in partial modification of its O.M. No.FTS/66562/E-Coord./2015 has approved hiring of cars for pick up and drop for Directors/Deputy Secretaries posted under the CSS initially for a period of one year subject to conditions mentioned in the aforesaid O.M.

3. The Ministries/Departments may take appropriate action as per the enclosed O.M. of Department of Expenditure ensuring that the use of general duty vehicles is optimized to provide this facility and additional car hiring is kept to a minimum. Ministries/Departments are also requested to maintain record of additional number of vehicles hired, if any, and the expenditure involved thereon vis-a-vis matching savings that may arise on account of reduction in payment of transport allowance to the officers who wish to avail of pick up and drop facility.

Yours Sincerely,

Sd/-

(Rajiv Kumar)

To,

All Secretaries to Government of India (By Name)
(As per list enclosed)

North Block, New Delhi
Dated the 27th January, 2016

OFFICE MEMORANDUM

Subject : Current shortage of officers at Deputy Secretary/Director level under the Central Staffing Scheme and possible measures to deal with the shortage.

The undersigned is directed to refer to Department of Personnel & Training (Office of EO) File No. 34/2/2009-EO (MM-II) dated 2nd November, 2015 on the subject cited above and to say that the proposal for providing vehicles for pick-up and drop facility to all Directors/Deputy Secretary level officers who are under Central Staffing Scheme has been examined in this Department.

2. Notwithstanding the fact that the existing Rules do not provide for hiring of cars to facilitate pick up and drop for Director/Deputy Secretary level officers, considering the reasons advanced by DoP&T in support of the proposal this Department, in partial modification of its O.M. No. FTS66562/E-Coord/2015 dated 1st April, 2015, conveys its no objection to the proposal subject to the following:

- (i) Car(s) are to be hired strictly for facilitating pick up and drop of these officers
- (ii) Car-pooling for such transportation is resorted to
- (iii) In case of Ministries/Department where cars/vehicles are being hired for general duty, these should be utilized for the pick-up and drop duty as well so that additional car hiring is avoided.
- (iv) While the officers of the rank of DS/Directors availing pick-up and drop facility shall not be eligible for transport allowance, officers who are not availing the facility of pick-up and drop shall not be eligible for enhanced transportation allowance as applicable to officers of the rank of Joint Secretary and above in terms of this Department's O.M. No.21(2)/2008-E.II(B) dated 29/8/2008.

The proposal for hiring is allowed for a period of one year from the date of issue of relevant orders in this regard, where after Department of Personnel & Training may seek this Department's approval for its review/renewal.

3. This issues with the approval of Finance Secretary.

Sd/-
(Pankaj Hazarika)
Director

Department of Personnel & Training
Office of Establishment Officer
(Kind attn: Shri Rajiv Kumar, EO)
North Block
New Delhi

OFFICE MEMORANDUM

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

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

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

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

"10. In view of the afore-stated constitutional mandate, equity and good conscience, in the matter of livelihood of the people of this country, has to be the basis of all governmental actions. An action of the State ordering a recover 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 recover (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 1 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 conclusion 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 the 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 with one year, of the order of recovery.
- (iii) Recovery from employees, when the excess payment has been made for 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 recover made from the employee, would be iniquitous or harsh or arbitrary to sue an extent, as would for outweigh the equitable balance of the employer right to recover.

5. The matter has, consequently, been examined in consultation with the Department of expenditure and the Department of Legal Affairs. The Ministries / Departments are advised to deal with the issue of wrongful / excess payments made to Government servants in accordance with above decision of the Hon'ble Supreme Court in CA No. 11527 of 2014 (*arising out of SLP (C) No. 11684 of 2012 in State of Punjab an 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 (Pa-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.

Sd/-

(A.K. Jain)

Deputy Secretary to the Government of India

1. All Ministries / Departments of Government of India

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

**SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF CIVIL AVIATION
NEW DELHI-110 003**

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

March 7 , 2016

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

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

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

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

Regards,

Yours sincerely,

Sd/-
(R.N. Choubey)

Encl(s): as above

To:

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

No. S.11011/20/2014-CGHS(P)/EHSS
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
EHS Section

Norman Bhawan, New Delhi
Dated: the 23 November, 2016

OFFICE MEMORANDUM

Subject : Delegation of powers to Heads of Departments in various Ministries/Departments for settling permission cases and post facto approval relating to referral system and medical reimbursement under CGHS – Enhancement of ceiling rate from Rs. 2 Lakhs to Rs. 5 lakhs without consultation of IFD of concerned Ministry – Reg.

The undersigned is directed to refer to this ministry's OM No.S.12020/4/97-CGHS(P), dated 27.12.2006 and its clarification issued vide this Ministry's OM No.S11011/20/2014-CGHS, dated 20.06.2014, wherein financial powers were delegated to the Heads of Departments/Ministries to settle all such cases where there is no relaxation of rules involved and admissibility of claim was worked out with reference to the CGHS approved rate list and guidelines.

2. This Ministry has been receiving requests from different Ministries/Departments for enhancement of delegation of financial powers to Head of Departments to settle medical claims/medical advance cases involving financial implications upto Rs. 5 lakhs without referring the case to Internal Finance Division (IFD).

3. The matter regarding enhancement of delegation of financial powers to the Heads of Departments/Ministries has been examined in this Ministry and it has been decided with the approval of the competent authority to enhance the existing limit of Rs. 2 Lakhs to Rs. 5 Lakhs to settle all cases where there is no relaxation of rules and the entitlement was worked out with reference to the rate list prescribed.

In respect of cases involving payment exceeding Rs. 5,00,000/- (Rupees 5 Lakhs only) but as per the prescribed rate list, the concerned Departments/Ministries may settle such cases in consultation with their respective Internal Finance Division. Only in those cases where the settled scheme/rules are required to be relaxed, should the case be referred to the Ministry of Health and Family Welfare.

4. This issue with concurrence of Internal Finance Division vide FTS No.91725, dated 01.11.2016.

Sd/-
(Sunil Kumar Gupta)
Under Secretary to the Govt. of India
(Tel 2306 1986)

To

- 1) All Ministries/Departments, Government of India
- 2) Director, CGHS, Nirman Bhawan, New Delhi
- 3) Addl.DDG(HQ), CGHS, MoHFW, Nirman Bhawan, New Delhi

No. S.12020/4/97-CGHS(P)
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
Department of Health & Family Welfare

Nirman Bhawan, New Delhi
Date : 27th December, 2006

Office Memorandum

Subject : Delegation of powers to heads of Departments in various Ministries / Departments for settling permission cases and post facto approval relating to referral system in CGHS.

The undersigned is directed to refer to this Ministry's Office Memoranda of even number dated the 7th April, 1999, and 7th March, 2000, on the above subject vide which powers were delegated by the CGHS. Delegation No. 12 of O.M. of 7th April, 1999, under post facto approval in respect of CGHS for settlement of individual medical reimbursement claims/to accord permission/grant of medical advance reads as follows:

Subject to the approval of head of the CGHS organization of the concerned CGHS covered city / Ministry of Health & Family Welfare, where prescribed in the preceding paras, the monetary limit for issuing sanction were raised as under:-		
A	Rs. 2 lakhs (in case of serving employee beneficiaries)	: By the HOD
B	Rs. 2 lakhs (in case of pensioner CGHS beneficiaries)	: By the Head of the concerned CGHS covered city
C	Rs. 2 to 5 lakhs	: Director, CGHS
D	Above Rs. 5 lakhs	: Ministry of Health & Family Welfare

2. Powers were further delegated vide Office Memorandum No. S-12020/4/97-CGHS(P) dated 7th March 2000 as follows:-

- (i) A serving Central Government Servant covered under CGHS who is taking treatment in some CGHS Dispensary / Government hospital and desires to obtain treatment in a private hospital recognized under CGHS, the Heads of Departments may grant him permission for indoor treatment on the basis of medical prescription issued to the CGHS beneficiary.
- (ii) The Heads of Departments (HODs) may decide the cases of reimbursement of medical claims in respect of treatment obtained in **emergency** at private hospital / private nursing home / private clinic, subject to item-wise ceiling as per rates prescribed for CGHS beneficiaries without financial limit on the total amount to be reimbursed.

3. The Ministry of Health & Family Welfare has been receiving files from different Ministries/Departments in respect of medical claims / request for advance when the admissible amounts exceeded Rs. 2 lakhs even though in most of the cases the admissible amount calculated were as per the approved rate list. This has created avoidable work in the Ministry without any scope for value addition in the process of examination.

4. The Ministry of Health & Family Welfare has been examining the question of further delegation of powers to the Heads of Departments / Ministries in the matter and it has been decided with the approval of the competent authority to delegate powers to Departments / Ministries to settle all cases where there is no relaxation of rules and the entitlement was worked out with reference to the rate list prescribed without any monetary ceiling. The delegation would, however, be subject to the condition that the Heads of the Departments/ Ministries may settle cases upto the limit of Rs. 2,00,000/- (Rupees Two lakhs only) (worked out with reference to the prescribed rate list). In respect of cases involving payment exceeding Rs.2,00,000/- (Rupees Two lakhs only) but as per the prescribed rate list, the concerned Departments / Ministries may settle such cases in consultation with their respective Internal Finance Division. Only in those cases where the settled scheme/rules are required to be relaxed, should the case be referred to the Ministry of Health & Family Welfare.

5. This issues with concurrence of Internal Finance Division, Vide CD No: C – 2572-IFD/2006 dated the 27th November, 2006.

Sd/-

(R. Ravi)

Deputy Secretary to the Government of India
(Telefax : 23063483)

TO

- (1) All Ministries / Departments in the Government of India
- (2) Director General of Health Services
- (3) All Officers / Sections / Desks in the Ministry of Health & Family Welfare
- (4) Director, CGHS
- (5) Director (ASK), IFD, Ministry of Health & Family Welfare
- (6) All Additional Directors / Joint Directors, CGHS, Delhi
- (7) All Additional Directors / Joint Directors, CGHS outside Delhi
- (8) Registrar, Supreme Court of India
- (9) Office of the Comptroller & Auditor General of India, 10 Bahadur Shah Zafar Marg

No. 005/CRD/012
Government of India
Central Vigilance Commission

Sattarkta Bhawan, Block 'A'
GPO Complex, INA
New Delhi 110023

Dated the 3rd March 2007

Circular No. 4/3/07

Subject : Tendering process – negotiations with L-1.

Reference is invited to the Commission's circulars of even number, dated 25.10.2005 and 3.10.2006 on the above cited subject. In supersession of the instructions contained therein, the following consolidated instructions are issued with immediate effect:-

- (i) As post-tender negotiations could often be a source of corruption, it is directed that there should be no post-tender negotiations with L-1, except in certain exceptional situations. Such exceptional situations would include procurement of proprietary items, items with limited sources of supply and items where there is suspicion of a cartel formation. The jurisdiction and details of such negotiations should be duly recorded and documented without any loss of time.
- (ii) In cases where a decision is taken to go for re-tendering due to the unreasonableness of the quoted rates, but the requirements are urgent and a re-tender for the entire requirement would delay the availability of the item, thus jeopardizing the essential operations, maintenance and safety, negotiations would be permitted with L-1 bidder(s) for the supply of a bare minimum quantity. The balance quantity should, however, be procured expeditiously through a re-tender, following the normal tendering process.
- (iii) Negotiations should not be allowed to be misused as a tool for bargaining with L-1 with dubious intentions or lead to delays in decision-making. Convincing reasons must be recorded by the authority recommending negotiations. Competent authority should exercise due diligence while accepting a tender or ordering negotiations or calling for a re-tender and a definite timeframe should be indicated so that the time taken for according requisite approvals for the entire process of award of tenders does not exceed one month from the date of submission of recommendations. In cases where the proposal is to be approved at higher levels, a maximum of 15 days should be assigned for clearance at each level. In no case should the overall timeframe exceed the validity period of the tender and it should be ensured that tenders are invariably finalized within their validity period.

(iv) As regards the splitting of quantities, some organizations have expressed apprehension that pre-disclosing the distribution of quantities in the bid document may not be feasible, as the capacity of the L-1 firm may not be known in advance. It may be stated that if, after due processing, it is discovered that the quantity to be ordered is far more than what L-1 alone is capable of supplying and there was no prior decision to split the quantities, then the quantity being finally ordered should be distributed among the other bidders in a manner that is fair, transparent and equitable. It is essentially in cases where the organizations decide in advance to have more than one source of supply (due to critical or vital nature of the item) that the Commission insists on pre-disclosing the ratio of splitting the supply in the tender itself. This must be followed scrupulously.

(v) Counter-offers to L-1, in order to arrive at an acceptable price, shall amount to negotiations. However, an counter-offer thereafter to L-2, L-3, etc., (at the rates accepted by L-1_ in case of splitting of quantities, as pre-disclosed in the tender, shall not be deemed to be a negotiation.

2. It is reiterated that in case L-1 backs-out, there should be a retender.

3. These instructions issue with the approval of the Commission and may please be noted for immediate compliance.

(Sd/-)
Vineet Mathur
Deputy Secretary

All Chief Vigilance Officers

CENTRAL VIGILANCE COMMISSION

Satarkta Bhawan GPO Complex, INA
New Delhi-110023
CVC/RTI/MISC/16/006
Dated 10.03.2017

Circular No. 03/03/2017

**Subject:- Seeking similar information through repeated RTI Applications
– Central Information Commission’s decision – regarding.**

The attention of the CVOs concerned is drawn to the Central Information Commission’s decision dated 25.06.2014 in case No. CIC/AD//2013/001326-SA in the case of Shri Ramesh Chand Jain Vs. Delhi Transport Corporation, GNCTD, Delhi, in which the issue of seeking information by the RTI Applicants through repetitive Applications on similar issues/subject has been considered and decided by the Central Information Commission.

2. The Central Information Commission, in its decision, had observed that:-

"The Commission noticed that several applicants seek some information from one wing of the public authority, and based on the responses file a bunch of RTI questions from the same or other wings of same public authority. As the PIOs go on answering, more and more questions are generated out of the same and in the same proportion the number of repeated first appeals and second appeals will be growing."

3. The Commission after considering various aspects of the issue and the provisions of acts of similar nature in other countries, and also the decisions of earlier Information Commissioners has concluded that:-

"(i) Even a single repetition of RTI application would demand the valuable time of the public authority, first appellate authority and if it also reaches second appeal, that of the Commission, which time could have been spent to hear another appeal or answer another application or perform other public duty.

(ii) Every repetition of RTI application which was earlier responded will be an obstruction to flow of information and defeats the purpose of the RTI Act."

4. The Central Information Commission, vide its decision No. CIC/AD/A/2013/001326-SA dated 25.06.2014 has thus, decided that:-

- "(i) No scope of repeating under RTI Act.
- (ii) Citizen has no Right to Repeat.
- (iii) Repetition shall be ground of refusal.
- (iv) Appeals can be rejected."

5. The CVOs may bring the above quoted decision of Central Information Commission to the notice of all the CPIO/Appellate Authorities of their organizations, who may consider the Central Information Commission's decision, while deciding about the RTI Applications seeking similar information through repeated RTI Applications. The complete decision of Central Information Commission, in case No. CIC/AD/A/2013/001326-SA, in the case of Shri Ramesh and Jain Vs. Delhi Transport Corporation, GNCTD, Delhi is available on its website, www.cic.gov.in in downloadable form and can be accessed from there.

Sd/-
(Rajiv Verma)
Under Secretary & Nodal CPIO

All Chief Vigilance Officers

No.I-19015/01/2017-DMEO
Government of India
NITI Aayog
Department Monitoring and Evaluation Office

Sansad Marg, New Delhi

Dated 10th May, 2017

Subject: Preparation of ToRs by the programme implementing Ministries/
Departments for carrying out impact evaluation of their programmes

The Development Monitoring and Evaluation Office is mandated to carry out monitoring and impact evaluation of the Central Government funded programmes. To ensure regular outcome based monitoring, the Outcome Budget 2017-18 for the first time has identified major indicators related to programme input, outputs and outcomes. The Finance Secretary vide letter dated 28th April, 2017 addressed to all the Secretaries has urged all concerned to focus on outcomes and take outcomes into account during the appraisal for continuation of the ongoing Schemes.

2. DMEO also conducts impact evaluation of the Government of India funded programmes. These studies are carried out on the basis of requests received from the programme implementing Ministries/Departments and also on *suo-moto basis*. The methodology adopted involves constitution of an Evaluation Monitoring Committee (EMC) that consists of Joint Secretary in-charge of the programme from the implementing Ministry/Department, concerned Adviser from NITI Aayog and outside domain expert in addition to the officers from DMEO. The EMC guides and approves the study design and monitors the progress of the study.

3. A Committee of Secretaries headed by the Cabinet Secretary in its meeting held on 3rd February, 2015, had recommended that all the Ministries/Departments implementing programmes would continue to carry out evaluation of their own programmes (excerpts attached). However, the Terms of Reference (ToR) prepared for these studies should be vetted by an Inter-Ministerial Group (IMG) consisting of the following:-

1. CEO, NITI Aayog;
2. Secretary, Department of Expenditure, Ministry of Finance;
3. Secretary, Ministry of Statistics and Programme Implementation;
4. Secretaries of the programme (to be evaluated) implementing Ministries; and
5. Chief Secretaries (or State Secretaries nominated by them) of two States (if the programme to be evaluated is Centrally Sponsored Scheme)

4. The constitution of the above Inter-Ministerial Group is brought to the notice of all the Ministries/Departments of the Government of India for taking necessary action. The Ministries/Departments concerned while proposing evaluation of their programme (in-house or on outsourcing basis), are requested to convene IMG meetings from time to time to finalize ToRs.

Sd/-
(C.Angrup Bodh)
Joint Secretary(DMEO)

1. Secretaries of all the Ministries/Departments of Government of India.
2. All Advisers/Joint Secretary of NITI Aayog.

No.3/4/2016-Estt.(Pay-II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training

North Bloc, New Delhi
Dated the 30th May, 2017

OFFICE MEMORANDUM

Subject: Revision of pay of the Chairpersons and members of the Regulatory Authorities/Bodies consequent to the implementation of the 7th Central Pay Commission recommendations.

This Department had, vide OM No. 3/6/97-Estt.(Pay-II) dated 29th January 1998, issued guidelines regarding perquisites and some important terms and conditions for the Chairpersons and Members of the Regulatory Authorities and allied matters.

2. These guidelines were applicable to Chairpersons and Members of existing Regulatory Authorities also, appointed subsequent to the issue of these guidelines, unless there is a constitutional or statutory obligation to the contrary. As per the aforesaid guidelines, the Chairperson would be eligible for pay not exceeding Rs.26,000/- p.m. (fixed) and Members would be eligible for pay scale not exceeding Rs.22400-525-24500. The pay will be fixed in accordance with the prevailing orders, i.e. pay minus pension.

3. After implementation of the Sixth Pay Commission, in order to attract expertise available outside the Government, the full time Members of TRA, CERC, IRDA, SEBI and CCI were granted consolidated pay packages vide orders of Ministry of Finance, Department of Expenditure,. Replacement scales of Rs.80,000/- p.m. and Rs.37400-67000(PB-4) with Grade Pay of Rs.12000/-(since replaced with HAG scale of Rs.67000-79000) were granted respectively to Chairpersons and Members of all other Regulatory Authorities/Bodies.

4. The 7th CPC has looked into the emoluments structure, including pay, allowances and other facilities/benefits, in cash or kind of the members of regulatory Bodies (excluding the Reserve Bank of India) set up under Acts of Parliament, and have given their recommendations in Chapter-13 of their Report. As per recommendations of the 7th CPC, as accept by Government of India, and also as intimated by Department of Expenditure vide OM No. 394959/E.III-A/2017 dated 2nd March 2017, the pay and allowances of Chairperson and fulltime Members of Telecom Regulatory Authority of India (TRAI), Insurance Regulatory and Development Authority (IRDA), Central Electricity Regulatory Commission (CERC), Securities and Exchange Board of India (SEBI), Competition Commission of India (CCI), Pension Fund Regulatory and development Authority (PFRDA), Petroleum and Natural Gas Regulatory Board (PNGRB), Warehousing Development and Regulatory Authority (WDRA), Airports Economic Regulatory Authority of India (AERAI), Railway Development Authority (RDA) and Insolvency

& Bankruptcy Board of India (IBBI) which have been de-linked from Government salaries will be governed by the orders issued by the Department of Expenditure.

5. In respect of existing Members of remaining Regulatory Bodies set up under the acts of Parliament, the 7th CPC has recommended normal replacement pay. This has also been accepted by the Government of India vide Resolution No.1-2/2016-IC dated 25th July, 2016. Accordingly, the existing Chairpersons as well as future appointees would be eligible for basic pay not exceeding Rs.2,25,000/- (Level 17 of Pay Matrix) in revised pay structure and the existing Members as well as future appointees would be eligible for basic pay not exceeding Level 15 of Pay Matrix in the revised pay structure.

6. Existing instructions provide that Chairperson and Member(s) who on the date of his / her appointment to the Regulatory Authority /Statutory Body /Tribunal was in the service of the Central / State Government shall be deemed to have retired from such service with effect from the date of his / her respective appointment as such Chairperson / Member. In case such officers are in receipt of pension, the same shall be deducted in accordance with the prevailing orders applicable to the reemployed pensioners.

7. The rates of all allowances shall be as admissible to Government employees of corresponding level from time to time.

8. These orders shall take effect from 01.01.2016.

Sd/-

(A.K. Jain)

Deputy Secretary to the Government of India

To

All Ministries/Department (As per standard list attached)

Copy to: Director (NIC), Department of Personnel & Training, to upload the O.M. on this Department's website under the Head "Notifications – OMs and Orders – Establishment", Sub-Head "Pay Rules".