



ISO 9001:2015

**प्रशासन विभाग मुख्यालय  
इंटर ऑफिस मेमो**

<b>प्रेषक</b> महाप्रबंधक (प्रशासन), मुख्यालय	<b>प्राप्तकर्ता</b> सभी क्षेत्रीय प्रमुख मुख्यालय/ एच एस एम आई के सभी प्रोक्योरमेंट डिपार्टमेंट
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संख्या/एडमिन/अपडेटेड मैन्युअल फॉर प्रोक्योरमेंट ऑफ गुड्स, सर्विसेज/2022/

दिनांक 23.09.2022

- Sub: 1. CVC'S Circular No. 14/07/22 dated 11.07.2022 - Updation of Manual on Procurement of Goods, Service , Works and Consultancy etc. (copy enclosed)**
- 2. Ministry of Housing & Urban Affairs OM dated 23.08.2022 - Updated Manuals for Procurement of Goods, Services and Works – (copy enclosed)**
- 3. Govt. of India, Ministry of Finance, Department of Expenditure Procurement Policy Division's OM dated 4<sup>th</sup> August, 2022 – Updated Manuals for Procurement of Goods, Services and Works (copy enclosed).**

With regard to the above, the Govt. of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division vide Inter Office Memo dated 4<sup>th</sup> August, 2022 has informed that the following 03 Procurement Manuals has updated and issued and which are to be used by all Ministries/Departments etc. as well as all CPSEs:-

1. Manual for Procurement of Goods
2. Manual for Procurement of Works
3. Manual for Procurement of Consultancy & Other Services

The above Manuals are available on Commission's Website, i.e, [www.cvc.gov.in](http://www.cvc.gov.in) under the head "Guidelines" and sub-head "Tender Guidelines". The Admn. Wing, Head Office has downloaded the above Manuals and is being issued seperately to all Regional Heads and all Procurement Departments at Head Office as well as HSMI on their E-Mails.


2. Instructions on procurement and GFR amendments issued by Department of Expenditure from time to time, since issuance of last Procurement Manuals, have been incorporated in the current editions. Instructions relating to Government – e Marketplace (GeM), Public Procurement (Preference to Make in India) Order and the Order giving preference to Micro and Small Enterprises (MSEs) and certain other procurement related instructions have been also updated. Further erstwhile procurement related instructions issued by Central Vigilance Commission (CVC) have been subsumed into these Procurement Manuals. CVC has also advised that all earlier instructions issued by CVC on public procurement have been withdrawn and all the organizations are required to update/align their procurement guidelines/manuals in line with manuals issued by Department of Expenditure.

3. These Manuals are a standard reference documents for public procurement across all Ministries/Departments/their attached & subordinate offices/autonomous bodies and Central Public Sector Enterprises (CPSEs) etc. They are to be taken as generic guidelines, which are necessarily broad in nature.

4. Accordingly, Ministries/Departments/CPSE etc. may supplement these Manuals to suit their local specialized needs, by issuing their own detailed manuals or instructions including customized formats, Standard Bidding Documents and Schedule of Procurements for their own procurement from time to time.

5. In view the above, since the process of change in HUDCO Purchase Manual is under process and will take time, in the meantime all Regional Heads and all Procurement Departments at Head Office and HSMI are requested that while making the procurement of Goods, Works, Consultancy & other Services the necessary provisions of the aforesaid Manuals may be kept in mind and incorporated in all Notice Inviting Tender through tendering process as well as procurement through Government-e-Marketplace.

सभी क्षेत्रीय प्रमुख/मुख्यालय/एच एस एम आई के सभी प्रोक्योरमेंट डिपार्टमेंट के सूचनार्थ एवं आवश्यक अनुपालन हेतु प्रेषित किया जाता है।

  
राजीव शर्मा  
महाप्रबंधक प्रशासन

संलग्न: उपरोक्तानुसार



G-21017/190/2022-IFD-Desk-IV(Pt.)

**Government of India**  
**Ministry of Housing & Urban Affairs**  
**Finance Division**

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Niramn Bhawan, New Delhi

Dated- 23-08-2022

**Office Memorandum**

**Subject: Updated Manuals for Procurement of Goods, Services and Works - regarding**

**Reference: M/o Finance, D/o Expenditure OM No. F.1/1/2021-PPD dated- 04.08.2022**

2. The above reference OM dt. 04<sup>th</sup> August, 2022 received from M/o Finance, D/o Expenditure on the captioned subject is circulated herewith for information and necessary adherence.

Enclosure: As above.

*Sjan*  
(S.C. Jana)

Director(IFD)

Tel: 011-23062127

To

1.	Additional Secretary(D)	11.	OSD (UT)
2.	Additional Secretary(H&V)	12.	Economic Advisor (H)
3.	Additional Secretary(AMRUT, L &E)	13.	DG(CPWD)
4.	Additional Secretary ( Admn & NULM)	14.	Chief Controller of Accounts
5.	Joint Secretary (SBM)	15.	DS(Budget)
6.	Joint Secretary(Smart City)	16.	CMD, HUDCO
7.	Joint Secretary(PMAY)	17.	CMD, NBCC
8.	Joint Secretary ( Coord &NER)	18.	CMD, HPL
9.	Joint Secretary( Works)	19.	ED, BMTPC
10.	Joint Secretary(PSP)		

Copy for information to:

1. Sr.PPS to AS&FA  
2. SO(IT Cell) for uploading in e- office.

526/SPM  
30/8

*31/8/22*  
*AGM(A)-SS*  
*AGM(A)-VP*  
*24/8/22*  
*29/8/2022*  
*Rep*  
*30/8/22*

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Scy (HSA) - in mfg  
Dir (Hm.)

please discuss.  
18/8

No.F.1/1/2021-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division  
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264-C, North Block, New Delhi.  
4<sup>th</sup> August, 2022.

**OFFICE MEMORANDUM**

**Subject: Updated Manuals for Procurement of Goods, Services and Works.**

JS(D-11)  
S-7D-W

The undersigned is directed to forward copies of the following three updated Procurement Manuals:

- a. Manual for Procurement of Goods,
- b. Manual for Procurement of Works,
- c. Manual for Procurement of Consultancy & Other Services.

These Manuals were comprehensively revised and issued in 2017 & 2019; they have been recently updated and the updated version was issued on 01.07.2022.

2. Instructions on procurement and the GFR amendments issued by Department of Expenditure from time to time, since issuance of last Procurement Manuals, have been incorporated in the current editions. Instructions relating to Public Procurement (Preference to Make-in-India) Order and the Order giving preference to Micro and Small Enterprises (MSEs) and certain other procurement related instructions have been also updated. Further, all erstwhile procurement related instructions issued by Central Vigilance Commission (CVC) have been subsumed into these Procurement Manuals. Vide OM no. 022/VGL/032 (circular no 14/07/22), CVC has also advised that all earlier instructions issued by CVC on public procurement have been withdrawn and all the organizations are required to update/ align their procurement guidelines/ manuals in line with manuals issued by Department of Expenditure.

3. These Manuals are a standard reference document for public procurement across all Ministries/ Departments/ their attached & subordinate offices/ autonomous bodies and Central Public Sector Enterprises (CPSEs) etc. They are to be taken as generic guidelines, which are necessarily broad in nature, except to the extent mentioned in para 5 of this OM.

4. Ministries/ Departments etc may supplement these manuals to suit their local/ specialized needs, by issuing their own detailed manuals or instructions including customized formats, Standard Bidding Documents and Schedule of Procurement Powers as guidance for their own procuring officers.



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5. Certain instructions containing "shall" in the Manuals are mandatory (indicated at the end of respective paragraphs) both for Ministries/ Departments etc as well as CPSEs. Any deviation from these instructions shall require relaxation from this Department (for Ministries/ Departments etc.) or from the Board of Directors (for CPSEs).

6. These Manuals are also available on the website of Department of Expenditure.

7. It is requested that above may be informed to all organizations under your control including autonomous bodies as well as CPSEs.

by  
04/08/2022

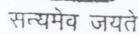
Kanwalpreet  
Director (Procurement Policy)  
Tel.: 23093811  
email: kanwal.irss@gov.in

To

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

**Copy to:**

- 1) Secretary, Department of Public Enterprises {with a request for also reiterating these instructions for compliance of all CPSEs in this regard}.
- 2) Chief Secretaries of States and Union Territories; for information.



केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-10023

सं./No. .... 022/VGL/032/5  
दिनांक / Dated... 11.07.2022

Circular No. 14/07/22

Subject: Updation of Manual on Procurement of Goods, Services, Works and Consultancy, etc.

Central Vigilance Commission and D/o Expenditure have issued guidelines on public procurement from time to time.

2. After due deliberations, it was decided that for the sake of uniformity and to avoid multiplicity of authorities for issuance of guidelines on procurement related issues, updated Manuals may be issued by D/o Expenditure only, after taking into consideration the guidelines issued by the Commission. Accordingly, D/o Expenditure have updated and released i) Manual on Procurement of Goods; ii) Manual on Procurement of Works; and iii) Manual on Procurement of Consultancy & Other Services, wherein the guidelines issued by the Commission on public procurement has also been assimilated. The same are available on Commission's website i.e. [www.cvc.gov.in](http://www.cvc.gov.in) under the head "Guidelines" and sub-head "Tender Guidelines".

3. The Commission has desired that all the Chief Vigilance Officers may take note of the updated Manuals and bring the same to the notice of Chief Executive/Management of their organisation, along with other authorities concerned, for strict compliance henceforth. An introductory note relating to updated Manuals, as quoted above, is enclosed for guidance and reference purpose.

(Rajiv Verma)  
Director

linch: As above



DCP OFFICE  
Diary No. 1772  
Date In \_\_\_\_\_  
Date Out 2/8/22

~~AGM(A) - SS~~ 5/10  
2/8/22

Success in life

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To,

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

*[Handwritten signature]*





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## Central Vigilance Commission

Central Vigilance Commission (CVC) has been issuing various guidelines on Public Procurement from time to time. So far, in all 72 number of circulars containing issue specific guidelines were issued and were also hosted on Commission's website.

2. Apart from the guidelines issued by CVC, Department of Expenditure (DoE), Government of India has also been issuing guidelines on public procurement including manuals on procurement of goods, works and consultancy & other services.
3. On other occasions, various other Organisations like NITI Aayog, D/o Promotion of Industry & Internal Trade have also issued guidelines on public procurement. CVC after deliberations with DoE and within the Organisations has come to logical conclusion that it would only be appropriate if public procurement guidelines are issued from D/o Expenditure. Due to multiple organizations issuing guidelines, procurement executives were facing problems in having a single authoritative source of reference.
4. DoE in collaboration with CVC has now updated (i) Manual on Procurement of Goods, (ii) Manual on Procurement of Works (iii) Manual on Procurement of Consultancy & Other Services, wherein all the CVC guidelines on public procurement have been merged.
5. These updated Manuals have been released by Cabinet Secretary in the office of Central Vigilance Commission on 1<sup>st</sup> July, 2022 in presence of CVC and Finance Secretary. Secretaries of various Ministries/Departments, Heads of PSUs/PSBs, officials of CVC, officials of DoE etc. were also present.
6. These updated Manuals of D/o Expenditure have been uploaded on the website of CVC and all the earlier guidelines of CVC on public procurement have been withdrawn. All the Organisations are required to update/align their procurement guidelines/manuals in line with the above Manuals of D/o Expenditure and upload them on their website at the earliest for easy access of their officials and other stakeholders.

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