



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

श्रम एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

मुख्य कार्यालय / Head Office
भविष्य निधि भवन, 14 भीकाजी कामा प्लेस,
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place,
नई दिल्ली-110 066 / New Delhi-110 066
www.epfindia.gov.in / www.epfindia.nic.in



File no. IFD/Fin./Circulars-Part(1) (C No. 54605)/2676

Dated : .07.2023

18 JUL 2023

To,

1. All ACC-HQ (HO/Zones)/ Director (PDNASS)/ All ACC (HO/Zones)
2. All RPFC-I/RPFC-II/OICs

Subject: Procurement of Goods and Services – compliance of GFR provisions-reg.

Reference: 1) H.O. Letter No. IFD/Misc/Circulars/2022-14118 dated 15.11.2022
2) H.O. Letter No. IFD/Misc/Circulars/2022-14773 dated 08.12.2022
3) H.O. Letter No. IFD/Fin/misc.matter 2021/Part (1)/16056 dated 07.02.2023

Madam/Sir,

Public procurement is one of the important work area, public servants have to deal on day to day basis. The broad guidelines for such procurement have been laid down in General Financial Rules (GFR), which has been revised from time to time and lastly in 2017. Besides, comprehensive guidelines, incorporating procurement related instructions issued from time to time, has been compiled/updated by the DoE in collaboration with Central Vigilance Commission and the following updated Manuals have been released:

- (i) Manual for procurement of Goods (updated up to July, 1st 2022),
- (ii) Manual for procurement of Consultancy & other Services and (updated upto July, 1st 2022)
- (iii) Manual for procurement of Works (updated up to July, 1st 2022).

2. These manuals are available in public domain (on DoE website: <https://doe.gov.in> and CVC Website: <https://cvc.gov.in/guidelines/tender-guidelines>) and also on EPFO website (www.epfindia.gov.in) in Circular Section at Sl. N. 265 of 2022-23, which can be referred for further guidance in the matter.

3. Further, as you are aware, Government e-Marketplace (GeM) is already in place for public procurement of Goods and Services. As per GFR 149, the Ministries/Departments of Gol should mandatorily procure Goods and Services available on GeM, from GeM only.

4. Directions have been issued by the Cabinet secretary, Gol vide D.O. No. 1/12/1/2022-Cab dated 14.09.2022 that concerted efforts be made by Ministries/Departments, PSUs and attached/subordinate/filed offices to target 100% procurement of goods and services through GeM..

Contd.../2

5. These Instructions/Guidelines/Directions have been circulated and reiterated by Head Office from time to time.

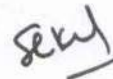
6. It is once again requested that the procurement divisions of field offices (e.g., ZO/ROs) and Head Office (e.g., ASD/PID/ISD/C&PR) should strictly follow the guidelines/instructions issued by Govt. of India as well as this Office from time to time. Some of key suggestions are reiterated for necessary reference:

- i. Examine if any incidence of violation of GFR Rule and/or CVC Guidelines has occurred in their jurisdictional office(s) and take immediate corrective measures to set right the same.
- ii. Ensure that relevant GFR Provisions on non-splitting of demands are strictly complied and intentional splitting of procurement(s) into smaller quantities in order to avoid higher onetime payment or higher level approval; are avoided. [Reference: GFR 149 (viii), GFR 157, GFR:194 (v)]
- iii. Efforts are made to make 100% procurement of goods and services available on GeM, through GeM only (Reference: GFR:149).
- iv. Reasons for procurement outside GeM may be recorded in file with full justification.
- v. Goods/Services not available on GeM may be referred to GeM authority for including the same on GeM portal.
- vi. As regards procurement of other (non-consultancy) services, the period of contract need not be very short or lengthy. In the normal course, the period of initial contract may be fixed normally for two years. (Reference: Para 9.4 of the 'Manual for procurement of Consultancy & other Services').
- vii. Repeated extension of contract should be avoided and it should not be more than two times - first for two years and then for one year subject to satisfactory service certificate and justifications to be recorded in file.
- viii. Public Procurement manuals i.e. Manual for procurement of Goods, Manual for procurement of Consultancy & other Services and Manual for procurement of Works, released by Govt. of India in July, 2022, as available in public domain, may be referred for further guidance in the matter.
- ix. The administrative Authorities in the field offices and Head Office should take utmost care to ensure compliance of relevant GFR provisions, CVC guidelines and availability of Fund in the appropriate budget head, while approving the proposals for procurement;

(This issues with the approval of FA & CAO)

Yours' faithfully,

Enclosures: As above.



(M S K V V Satyanarayana)
Addl. Central P.F. Commissioner (F&A)



ईपीएफओ, मुख्य कार्यालय
श्रम एवं रोज़गार मंत्रालय, भारत सरकार
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EPFO, HEAD OFFICE
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
BHAVISHYA NIDHI BHAWAN, 14, BHIKAJI CAMA PLACE, NEW DELHI 110066
www.epfindia.gov.in

No.: IFD/Misc/Circulars/2022-14118

Dated 15 NOV 2022

To

1. All ACC(HQ)/ Director (PDNASS)/ All ACCs
2. All RPFC-I/ OICs

Sub: - Procurement of Goods and Services through GeM - regarding.

- Reference:** 1. Ministry of Finance OM No F.1/26/2018-PPD dated 2nd April, 2019
(copy enclosed)
2. Ministry of Finance O.M No. F.6/18/2019-PPD dated 23rd January, 2020
(copy enclosed)

Sir/Madam,

As per the OM No F.1/26/2018-PPD dated 2nd April, 2019 and No. F.6/18/2019-PPD dated 23rd January, 2020 of Department of Expenditure, Ministry of Finance (referred above at Sl. No. 1&2 respectively), procurement of common goods and services through GeM has been made mandatory for product/service categories available on GeM, in compliance to Rule 149 of GFR 2017, as amended vide OM mentioned above at Sl. No. 1.

2. The Cabinet Secretary, Govt. of India, vide D.O.No.1/13/1/2022-Cab dated 14.09.2022 (Copy enclosed) has directed that concerned efforts be made by Ministries/Departments, PSUs and attached/subordinate/field offices to target 100% procurement of goods and services through GeM.

3. In view of the above, CPFC has directed that Zones/ROs should take appropriate measures to meet the target for procurement under GeM as instructed in the above mentioned letter dated 14.09.2022 of the Cabinet Secretary.


4. While reviewing the procurement through GeM, it has been noted that overall procurement % through GeM is only 82.80% up to August 2022, which is not satisfactory. It was also noted that several Zones are having their procurement % below 80%, which needs to be improved immediately. It was also advised that all offices should anticipate their requirement in advances by having periodical assessments and plan their procurement accordingly.

5. It has further been directed that concerted efforts be made to make 100% procurement through GeM as stipulated in the MoF OM quoted above. Periodical review will be made every month to monitor the target achieved by Zones.

(This issues with the approval of the Competent Authority)

Encl. :- As above

Yours faithfully


(Sanat Kumar)
RPFC-I (IFD)

राजीव गौबा
Rajiv Gauba



सत्यमेव जयते



मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

D.O. No. 1/13/1/2022- Cab.

Date: 14th September, 2022

Dear Secretary,

This has reference to the meeting of Council of Ministers held on 7th September, 2022.

2. The Prime Minister, inter-alia, emphasized the following:
 - i. Each Ministry/ Department to regularly monitor capital expenditure, take steps to ensure that the pace of capex is stepped up and full utilization of the budgetary allocation is achieved.
 - ii. Filling up of vacant posts to be given top priority. Ministries/ Departments to finalize the calendar for appointments by direct recruitment and filling up of vacancies consequent to promotions and retirements. Ministries/ Departments to take steps in consultation with Department of Personnel and Training (DoPT) to further compress the time-frame for completion of recruitment process. Technology may be suitably leveraged and monitoring mechanisms strengthened for filling up posts as per schedule. DoPT may coordinate the issuance of appointment letters across all Ministries/ Departments.
 - iii. Under Special Campaign 2.0, for cleanliness in offices and for disposal of pending references, Ministries/ Departments to give special attention to attached/ subordinate/ field offices, including in the remotest parts of the country.
 - iv. Concerted efforts be made by Ministries/ Departments, PSUs and attached/ subordinate/ field offices to target 100% procurement of goods and services through GeM. Review to be undertaken every month by Secretaries.
 - v. Ministries/ Departments to meticulously study the CAG Reports, take remedial actions and undertake systemic improvements.

.....2/-

- vi. Ministries/ Departments to ensure time-bound completion of rationalization exercise of Autonomous Bodies.
 - vii. NITI Aayog and Ministry of Environment, Forest and Climate Change to prepare a roadmap and action plan for the LIFE campaign in consultation with relevant Ministries/ Departments.
 - viii. Department for Promotion of Industry and Internal Trade to finalize the proposals relating to decriminalization of minor offences expeditiously, in consultation with relevant Ministries/ Departments and NITI Aayog.
3. I would request you to initiate immediate action based on the aforesaid directions of the Prime Minister.

with regards

Yours sincerely,

[Signature]
14/9/22

(Rajiv Gauba)

To,

Secretaries of all Ministries/ Departments

No.F.1/26/2018-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

Room.No.512, Lok Nayak Bhawan,
New Delhi dated the 2nd April, 2019.

OFFICE MEMORANDUM

Subject: Replacement of name of erstwhile DGS&D (Directorate General of Supplies & Disposals) by GeM (Government e-Marketplace) in General Financial Rules (GFRs) 2017 - reg.

The undersigned is directed to refer Supply Division, Department of Commerce (DoC) OM No. 1(1)/2018-Pol. Dated 20.08.2018 proposing changes in GFRs, 2017 and to say that the proposal of DoC has been examined and it has been decided with the approval of Finance Minister to make changes to the GFRs, 2017 as tabulated below:

S.No.	Existing Provisions of GFRs, 2017	Amended Rule
1.	<p>Rule 147: Powers for procurement of goods:</p> <p>The Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods. In case, however, a Ministry or Department does not have the required expertise, it may project its indent to the Central Purchase Organisation (e.g. DGS&D) with the approval of competent authority. The indent form to be utilized for this purpose will be as per the standard form evolved by the Central Purchase Organisation.</p>	<p>Rule 147: Powers for procurement of goods:</p> <p>The Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods and services, that are not available on GeM. Common use Goods and Services available on GeM are required to be procured mandatorily through GeM as per Rule 149.</p>
2.	<p>Rule 149 Government e-Marketplace (GeM):</p> <p>DGS&D or any other agency authorized by the Government will host an online Government e-Marketplace (GeM) for common use Goods and Services. DGS&D will ensure adequate publicity including periodic</p>	<p>Rule 149 Government e-Marketplace (GeM):</p> <p>Government of India has established the Government e-Marketplace (GeM) for common use Goods and Services. GeM SPV will ensure adequate publicity including periodic advertisement of the items to</p>



S.No.	Existing Provisions of GFRs, 2017	Amended Rule
	<p>advertisement of the items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified by DGS&D. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under:</p> <p>(i) Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.</p> <p>(ii) Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority.</p> <p>(iii) Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.</p>	<p>be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. <i>The credentials of suppliers on GeM shall be certified by GeM SPV. The procuring authorities will certify the reasonability of rates.</i> The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under:</p> <p>(i) Up to Rs.25,000 through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.</p> <p>(ii) Above Rs.25,000 and up to Rs.5,00,000 through the GeM Seller having lowest price amongst the available sellers (excluding Automobiles where current limit of 30 lakh will continue), of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyers even for procurements less than Rs 5,00,000.</p> <p>(iii) <i>Above Rs.5,00,000</i> through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM <i>(excluding Automobiles where current limit of 30 lakh will continue).</i></p> <p>Note: There is no change in clauses (iv) to (viii).</p>



S.No.	Existing Provisions of GFRs, 2017	Amended Rule
3.	<p>Rule 150: Registration of Suppliers:</p> <p>(i) With a view to establishing reliable sources for procurement of goods commonly required for Government use, the Central Purchase Organisation (e.g. DGS&D) will prepare and maintain item-wise lists of eligible and capable suppliers. Such approved suppliers will be known as "Registered Suppliers". All Ministries or Departments may utilise these lists as and when necessary. Such registered suppliers are prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry. They are also ordinarily exempted from furnishing bid security along with their bids. A Head of Department may also register suppliers of goods which are specifically required by that Department or Office, periodically. Registration of the supplier should be done following a fair, transparent and reasonable procedure and after giving due publicity.</p> <p>(v) The list of registered suppliers for the subject matter of procurement be exhibited on the Central Public Procurement Portal and websites of the Procuring Entity/ e-Procurement/ portals.</p>	<p>Rule 150: Registration of Suppliers:</p> <p>(i) <i>For goods and services not available on GeM</i>, Head of Ministry/ Department may also register suppliers of goods and services which are specifically required by that Department or Office, periodically. Registration of the supplier should be done following a fair, transparent and reasonable procedure and after giving due publicity. Such registered suppliers should be boarded on GeM as and when the item or service gets listed on GeM.</p> <p>(v) The list of registered suppliers for the subject matter of procurement be exhibited on websites of the Procuring Entity/ e-Procurement portals.</p> <p>Note: There is no change in clauses (ii) to (iv).</p>
4.	<p>Rule 155: Purchase of goods by Purchase Committee:</p> <p>Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting</p>	<p>Rule 155: Purchase of goods by Purchase Committee:</p> <p><i>In case a certain item is not available on the GeM portal</i>, Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000 (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a</p>



S.No.	Existing Provisions of GFRs, 2017	Amended Rule
	<p>of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:</p> <p>"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned."</p>	<p>duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:</p> <p>"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned."</p>
5.	<p>Rule 225 (xiii): Copies of all contracts and agreements for purchases of the value of Rupees Twenty-five Lakhs and above, and of all rate and running contracts entered into by civil departments of the Government other than the departments like the Directorate General of Supplies and Disposals for which a special audit procedure exists, should be sent to the Audit Officer and /or the Accounts officer as the case may be.</p>	<p>Rule 225 (xiii) Copies of all contracts and agreements for purchases of the value of Rupees Twenty-five Lakhs and above entered into by civil departments of the Government, should be sent to the Audit Officer and or the Accounts officer as the case may be.</p>

2. It has been also decided to delete Rules 148,156,159(iv),160(iii),173(xv) and 174(iv) of GFRs, 2017 related to rate contracts.

3. This OM is also available on our website www.doe.gov.in -> Notification -> Circular --> Procurement Policy OM.

Kanishk

4. Hindi version of this OM will follow.

Kanareddy 2/4/2019
(K Narayana Reddy)
Under Secretary to the Govt. of India
Telfax:-24621305
Email:-kn.reddy@nic.in

To

- (i) Secretaries to All Central Government Ministries/ Departments
- (ii) Financial Advisors of All Central Government Ministries/ Departments

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

512, Lok Nayak Bhawan,
New Delhi Dated the 23rd January, 2020.

OFFICE MEMORANDUM

Subject: Procurement of Goods / Services through Government e-Marketplace (GeM).

Rule 149 of GFR states that procurement of **common use** goods and services by Ministries or Departments will be mandatory for Goods or Services available on GeM. Further amendment dated 02.04.2019 of GFR Rule 150 provides that for goods and services **not** available on GeM, Head of Ministry/ Department may also register suppliers of Goods and Services. Such registered suppliers should be boarded on GeM as and when the item or service gets listed on GeM.

2. As per the instructions contained in OM No.F.18/3/2017-PPD dated 25.07.2017 by Department of Expenditure, it has been clearly stipulated that while publishing any Bid for procurement through Central Public Procurement Portal (CPPP), procuring entities are required to give an undertaking that category of goods/ services being tendered/ procured is not available on GeM and they have no objection in providing this information for making available such products/ services in GeM.


3. In view of the above provisions of GFR, the procurement of common use goods and services by Ministries or Departments through GeM is mandatory for Goods or Services for which product/service categories are available on GeM.

4. In order to effectively implement the above provisions, a functionality for generating "GeM Availability Report & Past Transaction Summary" is being made available on GeM. This would greatly help and benefit the Buyers and Competent Authorities in taking informed procurement decisions in respect of availability of a product/service on GeM along-with necessary details relating to past transaction summary.

5. With effect from 01.07.2020, when the above functionality will be deployed on GeM, it will be mandatory for a buyer to generate a "GeM Availability Report and Past Transaction Summary" (GeMAR&PTS) with a unique ID on GeM portal using his login credentials on GeM for procurement outside GeM. The Past Transaction Summary will be provided, wherever available. "GeMAR&PTS" shall be a pre-requisite for arriving at a decision by the competent authority for procurement of required goods and services by floating a bid outside GeM and its unique ID would be required to be furnished on the publishing portal along with the tender proposed to be published.

6. However, in case it is not possible to extract GeMAR&PTS report due to urgency and non-functioning of GeM at that time or due to non availability of internet connection, screenshots in such cases shall be placed in procurement files, along with details of reasons/ circumstances. Further, in these circumstances, furnishing of unique ID on publishing portal will not be insisted.

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


(Kotluru Narayana Reddy)
Deputy Secretary to the Govt. of India
Tel: 24621305
Email: kn.reddy@gov.in

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.



ईपीएफओ, मुख्य कार्यालय
श्रम एवं रोजगार मंत्रालय, भारत सरकार
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EPFO, HEAD OFFICE

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
BHAVISHYA NIDHI BHAWAN, 14, BHIKAJI CAMA PLACE, NEW DELHI 110066

www.epfindia.gov.in

No.: IFD/Misc/Circulars/2022/14773

Dated:

To

08 DEC 2022

1. All ACC(HQ)/ Director (PDNASS)/ All ACCs
2. All RPFC-I/ OICs

Sub: Non-splitting of demands in respect of procurement of Goods & Services - Reg.

Kind attention is invited to relevant GFR rules, which prohibits splitting of demands in respect of procurement of Goods & services. Splitting of demand is often resorted in cases, in order to avoid the higher one-time payment or higher level approval. This has been one among the common lapses observed by CVC in the procurement of Goods & Services.

2. Relevant GFR provisions to be referred in this regard are as under:

GFR 2017 Provisions on non-splitting of demands	
Rule 149 (viii)	A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying / bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.
Rule 157	A demand for goods should not be divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand.
Rule 194 (v)	It shall ensure fairness and equity, and shall have a procedure in place to ensure that the prices are reasonable and consistent with market rates for tasks of a similar nature; and the required consultancy services are not split into smaller sized procurement.

3. It is therefore reiterated that strict compliance of the above GFR Provisions are ensured and demands are not intentionally split into smaller quantities in order to avoid the higher one-time payment or higher level approval.

Yours faithfully



(Sanat Kumar)

RPFC-I(IFD)

Copy to:

1. OSD to CPFC, FA&CAO, CVO for kind information.



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
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आज़ादी का
अमृत महोत्सव



No.: IFD/Fin/misc.matter2021/-Part (1)/ 16056

Dated: 07.02.20223

To

07 FEB 2023

1. All ACC-HQ (HO/Zones)/ Director (PDNASS)/ All ACC (HO/Zones),
2. All RPFC-I/ RPFC-II/OICs

Subject: Compliance of GFR Provisions & applicable CVC guidelines in Public Procurement of Goods & Services – regarding.

Madam/ Sir,

Violations of provisions of GFR-2017 and other irregularities in Public Procurement of Goods and Services of the following nature have been brought to notice; i.e.

- i. Non-floating of tenders in GEM Portal, irregularities in awarding outsourcing work to private agencies, continuation of the same agency for years together without inviting fresh tender, engaging outsourced manpower way beyond the sanctioned strength.
- ii. Payments made to the outsourcing staffs were released to the vendor as per minimum wages, but the outsourced staffs were paid lesser amounts and that too in cash. This aspect of disbursing lesser wages is also a violation of Section 21 of Contract Labour (Abolition & Regulation) Act, 1970.
- iii. Due to the non-verification of the EPF/ECR Challans at the time of releasing the monthly payments to the vendors, the PF contributions released by EPFO to the vendor were not actually remitted in the PF accounts of the outsourced staff.
- iv. Not utilizing the facility of Principal Employer Portal (at <https://www.epfindia.gov.in> > Services > For Employers > For Principal Employers) for verifying the remittance of EPF contribution released by the office to vendor engaged for providing outsourced activities.
- v. The tender has been called on manpower basis rather on task basis.
- vi. Non-maintenance of proper muster/ attendance sheet/ list of contractual workers in the Caretaker Section of the RO.
- vii. Whereas, it is prescribed in Rule 225 (v) & (vi) of General Financial Rules (GFRs) 2017 that "No work of any kind should be commenced without proper execution of an agreement as given in the foregoing provisions", no agreement was seen to have been executed in respect of some contractors.

2. In the broad light of the above observations, the ZOs/ROs are advised to examine if any incidence of similar or any other violation of GFR and/or CVC guidelines has occurred in their jurisdictional offices and take immediate corrective measures to set right the same.

3. The Administrative Authorities in the field offices should take utmost care to ensure compliance of all GFR provisions and CVC guideline, while approving the proposals for procurement.

4. In this regard a comprehensive and updated guideline on Public Procurement has been released in July, 2022 by D/o Expenditure (GoI) in collaboration with CVC in the form of following three manuals:

- i. Manual for Procurement of Goods.
- ii. Manual for Procurement of Consultancy and Other Services.
- iii. Manual for Procurement of Works.

5. The above was circulated vide Head Office Circular No. PDU/1(6)2019/27 dated 08.12.2022 (Sl. No. 265 of 2022-23), also available on the website of D/o Expenditure (<https://doe.gov.in>) and CVC (<https://cvc.gov.in/guidelines/tender-guidelines>), which may be referred for further guidance in the matter.

This is for strict compliance by all concerned.

(This issues with the approval of the competent authority)

Yours faithfully,



(Rajiv Bisht)
Addl. CPFC (F & A)

Copy to:

1. OSD to CPFC, FA&CAO, CVO for kind information.
2. ACC (Audit) For kind information & necessary action.