

Time Bound/By Email/Speed Post

F.No. C-31011/11/2023-VIGILANCE
Government of India
Ministry of Commerce & Industry
Department of Commerce
Vigilance Section
<https://commerce.gov.in>

Room No. 425, Udyog Bhawan
New Delhi, Dated 18.10.2023

OFFICE MEMORANDUM

Subject: Direction of CVC for Updation of Circulars / Guidelines / Manuals - Observance of Vigilance Awareness Week, 2023 -reg.

The undersigned is directed to refer to this Division's earlier O.M. No. C-30011/3/2022-Vig dated 13.10.2022 forwarding therewith CVC's Circular No. 14/07/22 dated 11.07.2022 (copy enclosed) in which all CEOs and CVOs of Central Govt. organizations were advised to take necessary action to align their own procurement manuals/guidelines with the provision of updated manuals issued by Department of Expenditure. Department of Expenditure vide its OM dated 04.08.2022 and D/o Public Enterprises, vide their letter dated 10.08.2022 also advised the Ministries, Departments and Public Sector Enterprises to bring their procurement manuals/guidelines in sync with the updated manuals of Department of Expenditure, released on 01.07.2022.

2. The Pdf links of updated manuals of Department of Expenditure on (i) Procurement of Goods, (ii) Procurement of Works and (iii) Procurement of Consultancy & Other Services and Guidelines on Public Procurement are available on the website of the CVC and are also provided on the website of this Department of Commerce under section "Tender Guidelines".

3. Subsequently, this Division vide OM dated 14.8.2023 and 04.10.2023 forwarded copies of Commission Circulars dated 02.08.2023 and 11.09.2023 respectively for necessary action as per the directions of the CVC. The Commission has therein advised the organizations to undertake a three months' campaign (16th August 2023-15th November 2023) focusing on various preventive vigilance measures. One of the focus areas indicated by the Commission relates to "Updation of Circulars / Guidelines / Manuals".

4. Now the CVC vide Circular No. 16/09/23 (No. 023/VGL/084) dated 06.10.2023 has sought the status report, about updation / alignment of manuals of respective organizations, in line with DOE's updated manuals by 30.10.2023. A copy of CVC's Circular dated 06.10.2023 is enclosed which is self-explanatory, for taking further necessary action and strict compliance.

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5. All the Divisions and Organisations under the Department of Commerce are requested to take necessary action for Updation of Circulars / Guidelines / Manuals, as per direction of the CVC and comply with the direction strictly. The receipt of this communication may please be acknowledged. Further, an action taken report may also be furnished to this Department urgently.

Encl: As above

(K.C. Raju)

Under Secretary to the Government of India
Telephone No. 23063916

To,

- i. All Divisional Heads in Department of Commerce - for compliance and to ensure furnishing of the status report concerned to their sections to Vigilance Division, DoC by 25.10.2023 for submission to CVC.
- ii. All Divisions in Department of Commerce - for compliance and furnishing the status report concerned to their Sections to Vigilance Division, DoC by 25.10.2023 for submission to CVC.
- iii. DG, DGFT - for compliance and furnishing the status report to Vigilance Division, DoC by 25.10.2023 for submission to CVC.
- iv. DG, DGTR - for compliance and furnishing the status report to Vigilance Division, DoC by 25.10.2023 for submission to CVC.
- v. DG, DGCIS - for compliance and furnishing the status report to Vigilance Division, DoC by 25.10.2023 for submission to CVC.
- vi. Joint Secretary (SEZ), DoC and Heads/Vigilance / Administrative officers of all the SEZs - for taking necessary action in respect of all SEZs and furnishing the status report in respect of all SEZs, to Vigilance Division, DoC by 25.10.2023 for submission to CVC.
- vii. Joint Secretary, Supply Division - for compliance and furnishing the status report to Vigilance Division, DoC by 25.10.2023 for submission to CVC.
- viii. All the Heads/CMDs, CVOs, Part time CVOs, Vigilance Officers, Administrative Officers of all organisations concerned under Department of Commerce viz STC, MMTTC, PEC, ITPO, ECGC, Spices Board, Tobacco Board, Rubber Board, Coffee Board, Tea Board, EIC, IIP, IIFT, APEDA, MPEDA - for strict compliance and for submission of status report directly to CVC by 30.10.2023, under intimation to Vigilance Division, DoC.

Most Immediate

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Government of India
Ministry of Commerce & Industry
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<https://commerce.gov.in>

Room No. 425, Udyog Bhawan, New Delhi

Dated 13/10/22

OFFICE MEMORANDUM

Subject:- CVC Circular No.14/07/22 (No.22/CGL/032) dated 11.7.2022 regarding Updation of Manual on Procurements of Goods, Services, Works and Consultancy, etc – reg;

The undersigned is directed to refer to this Division's OM of even number dated 29.07.2022 forwarding a copy of the CVC's Circular No. 14/07/22 dated 11.7.2022 on the subject cited above for strict compliance by all the Divisions concerned under the Department of Commerce. A copy of the said circular is once again forward herewith.

2. The CVC in the above Circular has stated that "Central Vigilance Commission and D/o. Expenditure have issued guidelines on public procurement from time to time. 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 under the head "Guidelines" and sub-head "Tender Guidelines".

3. All the Divisions and all organisations under the Department of Commerce may take note of the updated Manuals and bring the same to the notice of all authorities concerned, for strict compliance henceforth.

Encl: CVC Circular No.14/07/22 (No.22/CGL/032) dated 11.7.2022.

(K. C. Raju) 13/10/22
Under Secretary to the Government of India

To,

- i) All Divisional Heads in Department of Commerce (ASs/JSs in DoC)
- ii) All Divisions in Department of Commerce
- iii) The Director General, DGFT
- iv) The Director General, DGTR
- v) The Director General, DGCIS
- vi) Supply Division, Dept of Commerce, Nirman Bhawan, New Delhi.
- vii) All the Heads, CVOs, Vigilance Officers, Authorities concerned with Procurement Matters of all organizations in/under Department of Commerce.

Copy for information to the Secretary, CVC (Kind Attn: Shri Rajiv Verma, Director).



सत्यमेव जयते

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

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 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

Encl: As above



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

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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 1st 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.

Sava





सत्यमेव जयते

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-110023

सं./No..... 023/VGL/084/6691

दिनांक / Dated..... 06.10.2023

Circular No. 16/09/23

Subject: Updation of Circulars/Guidelines/Manuals.

- Reference :**
- (i) CVC Circular No. 14/07/22 dated 11.07.2022.
 - (ii) Department of Expenditure O.M. No. F.1/1/2021-PPD dated 04.08.2022.
 - (iii) Department of Public Enterprises Letter No. 7(4)/2017-Fin. dated 10.08.2022.
 - (iv) CVC Circular No. 06/08/23 dated 02.08.2023.
 - (v) CVC Circular No. 08/09/23 dated 11.09.2023.

The Commission vide its Circulars dated 02.08.2023 & 11.09.2023 has advised the organizations to undertake a three months' campaign (16th August 2023- 15th November 2023) focusing on various preventive vigilance measures. One of the focus areas indicated by the Commission relates to "Updation of Circulars / Guidelines / Manuals".

2. It may be noted that D/o Expenditure (DOE) in collaboration with the Central Vigilance Commission has updated and released the manuals on (i) Procurement of Goods, (ii) Procurement of Works and (iii) Procurement of Consultancy & Other Services.

3. Vide Commission's Circular No. 14/07/22 dated 11.07.2022, all CEOs and CVOs of Central Govt. organizations were advised to align their own procurement manuals/guidelines with the provisions of updated manuals issued by DOE. Later on, DOE vide its OM dated 04.08.2022 and D/o Public Enterprises (DPE), vide their letter dated 10.08.2022 also advised the ministries, departments and public sector enterprises to

bring their procurement manuals/guidelines in sync with the updated manuals of DOE, released on 01.07.2022.

4. The status report about updation/alignment of manuals of respective organisations, in line with DOE's updated manuals may be furnished to the Commission latest by 30.10.2023. In case of those organisations who have not yet updated their manuals, the target date by which it would be done, may also be intimated.

5 It may be noted for compliance.



(Rajiv Verma)
Director

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