

सं.13034/28/2017-रा.भा.(प्रशा.)

भारत सरकार
गृह मंत्रालय/राजभाषा विभाग

एनडीसीसी-II भवन, चौथा तल,
जय सिंह रोड़, नई दिल्ली-01
दिनांक: 25.02.2020


कार्यालय ज्ञापन

विषय : विभिन्न मंत्रालयों से प्राप्त संदेशों का परिचालन ।

नीचे दिए गए विवरण के अनुसार विभिन्न मंत्रालयों / विभागों से प्राप्त पत्रों की प्रतिलिपियां उचित मार्ग दर्शन, सूचनार्थ एवं आवश्यक अनुपालन हेतु परिचालित की जा सकती हैं ।

क्र.सं	पत्र संख्या	मंत्रालय / विभाग का नाम	विषय
1.	19/9/III/XVII/2020-Q Dated 19.02.2020	Lok Sabha Secretariat	Guidelines and procedure to be followed by Ministries / Departments in connection with Parliament Questions.
2.	5/1/2020-Public Dated 06.02.2020	Ministry of Home Affairs	Civilian Awards - regarding
3.	10/2/2019-PPD(Pt.) Dated 17.02.2020	Ministry of Finance	Amendment to Rule 153 of General Financial Rules (GFR), 2017.
4.	6/18/2019-PPD Dated 23.01.2020	Ministry of Finance	Procurement of Goods / Services through Government e-Marketplace (GeM).
5.	1/3(82)2020-NCW(A) Dated 11.02.2020	National Commission for Women	Member Secretary, National Commission for Women -reg.
6.	I-34020/15/2020-Coord-I Dated 06.02.2020	Ministry of Home Affairs	Guidelines on Proposals considered by various appraisal bodies including Expenditure Finance Committee (EFC)/Public Investment Board (PIB) Cabinet Notes-reg.
7.	II/21022/23(33)/2019-FCRA(MU) Dated 23.01.2020	FCRA Division Ministry of Home Affairs	Engagement of Retired Government Officers at the level of Section Officer / Assistant Section Officer.
8.	F.6/18/2019.PPD Dated 23.01.2020	Ministry of Finance	Procedure for payments for Goods / Services to the sellers / service providers in Government e-Marketplace (GeM)-through PFMS and by non-PFMS Agencies / Entities (NPAAE) - reg.
9.	45(45)/2018-COPLLOT Dated 20.02.2020	Rajya Sabha Secretariat	Preparation / Laying of Annual Report and Audited Accounts on the Table of Rajya Sabha-reg.

10.	17/1/2017-HSMD Dated 13.02.2020	Ministry of Environment, Forest and Climate Change	Plastic Waste Management Rules, 2016 – reg.
11.	06/30/2019-IC-I Dated 21.02.2020	Ministry of Home Affairs	Official Foreign Visits in respect of Officers of MHA and Offices under the Administrative Control of MHA-regarding.
12.	TFD/HO/MD/2019- 20/5502 DATED 06.02.2020	Tribal Cooperative marketing Development Federation of India LTD.	Marketing of Tribal Handicrafts-rag


(सतपाल) 26/2/20

अनुभाग अधिकारी (प्रशासन)

सेवा में

1. निदेशक (प्रशासन/बजट)
2. निदेशक (तकनीकी/कार्यान्वयन)
3. निदेशक (अनुसंधान/शिकायत/पत्रिका)
4. निदेशक (सेवा)
5. संयुक्त निदेशक (नीति)
6. उप सचिव (प्रशिक्षण)
7. निदेशक (केंद्रीय अनुवाद ब्यूरो)
8. निदेशक (केंद्रीय हिंदी प्रशिक्षण संस्थान)
9. सचिव (संसदीय राजभाषा समिति)
10. अवर सचिव (सेवा), अवर सचिव (प्रशिक्षण), अवर सचिव (कार्यान्वयन/तकनीकी)
11. अनुभाग अधिकारी (बजट/नीति), अनुभाग अधिकारी (सेवा), अनुभाग अधिकारी (प्रशिक्षण), अनुभाग अधिकारी (कार्यान्वयन-I)
12. सहायक निदेशक (कार्यान्वयन-II), सहायक निदेशक (अनुसंधान/शिकायत/पत्रिका), सहायक निदेशक (नीति)

LOK SABHA SECRETARIAT

55

Telegrams : LOKSABHA, NEW DELHI
FAX : 23010756

PARLIAMENT HOUSE
NEW DELHI-110001

No. 19/9/III/XVII/2020-Q

Dated: 19.02.2020

OFFICE MEMORANDUM

SUBJECT: Guidelines and Procedure to be followed by Ministries/Departments in connection with Parliament Questions.

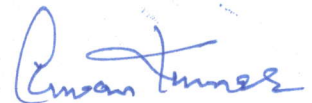
The undersigned is directed to refer to this Secretariat OM No. 13(3)(ii)/III/XVII/2020-Q dated 27 January, 2020 inter-alia requesting all the Ministries and Departments of the Government that:

- (i) the answers to questions should contain specific reply to each part; and
- (ii) the answers to Starred Questions be uploaded on the Homepage of Parliament [<http://pqals.nic.in>] (Members portal) by 09.00 AM without fail on the day the Questions are listed for answer so as to facilitate Members to draft supplementaries to Starred Questions.

2. The undersigned is also directed to state that during the 1st part of the current Session, it has been observed that all the Ministries/Departments are not scrupulously adhering to the above guidelines/procedure. There have been instances of not furnishing all the information sought by the Hon'ble Members in the Questions as contained in the printed lists of questions as well as during Supplementary Questions asked by the Members on the Floor of the House during Question Hour.

Similarly, there have been instances of uploading of answers to Starred Questions as late as around/after 11.00 AM.

3. It is, therefore, again requested that the prescribed guidelines/procedures are meticulously followed.



(PAWAN KUMAR)
JOINT SECRETARY
Phone: 23034414(O)

To
Smt. Anuradha, Secretary (Official Language)
NDCC building
Ministry of Home Affairs
Jai Singh Road
New Delhi

सचिव (राजभाषा) कार्यालय
सं. 40591 दि. 20/2/2020

31.12.
20/2/2020

21/2

21/2
निदेश/प्रमाण
90 (Adm)
21/2
24/2

AJAY BHALLA, IAS



54
गृह सचिव
Home Secretary
भारत सरकार
Government of India
North Block,
New Delhi

D.O. No. 5/1/2020-Public

06th February, 2020

Dear Secretary,


As you are aware several civilian awards have been instituted by various Ministries/ Departments and Agencies of Government of India to honour acts of merit and/or achievements in various fields of activities. As per Government of India (Allocation of Business) Rules, 1961, the work relating to "Awards and Decorations" has been allotted to the Ministry of Home Affairs. In order to have a comprehensive view in this regard, the details of various awards instituted by various Ministries/ Departments and their Agencies are urgently required.

2. I shall be grateful if you could send us the details in respect of various awards/ decorations which have been instituted by your Ministry/ Department and attached and subordinate offices/ autonomous bodies and the Public Sector Undertakings under the control of your Ministry/ Department by 18th of February, 2020 positively (Details in respect of Padma Awards are enclosed for guidance). While doing so a copy of rules and regulations/ statutory orders or guidelines governing these awards/ decorations may also be sent to us.

With regards,

Encl.as above

Yours sincerely,


(Ajay Bhalla)

Ms. Anuradha Mitra,
Secretary, D/o Official Language,
Ministry of Home Affairs,
NDCC-II Building,
New Delhi

स. स. लोकेन
C. S.
17/2
निदेशक (काग)

स. स.

अ. स. (प्रशा. भा.)

अ. स. (प्रशा. भा.)

अ. स. (प्रशा. भा.)

अ. स. (प्रशा. भा.)
10/2/2020
निदेशक (काग)

निदेशक (काग)
25/1
10/2/2020
अ. स. (प्रशा. भा.)
40488
10/2/2020

17/2/2020

Template for the Padma Awards

Name of the Award	Padma Awards
Year, Authority and purpose of the award	Instituted in 1954 by the Govt. of India to recognise exceptional and distinguished service of a high order in any field of activity
Nodal Govt. Agency	Ministry of Home Affairs
Award details	<ul style="list-style-type: none"> -Second highest civilian Award (after Bharat Ratna) of the country -Sanad (certificate) signed by the President and a medallion. - no cash prize
Eligibility	<ul style="list-style-type: none"> -All persons eligible -serving Government servants not eligible except Doctors and Scientists.
Number and categories of Awards	<ul style="list-style-type: none"> - The number of annual awards is restricted to a maximum of 120 (excluding Posthumous & NRI/PIO/Foreigners) in a particular year. -Padma Vibhushan awarded for 'exceptional and distinguished service' -Padma Bhushan for 'distinguished service of a high order' -Padma Shri for 'distinguished service' in any field of activity)
Nomination process	Recommendations are invited every year (online from year 2016) from all State/UT Governments, Ministries/Departments of the Government of India, Bharat Ratna and Padma Vibhushan awardees and selected Institutes of Excellence. Recommendations are also received from several other sources like Governors, Chief Ministers of States, Central/State Ministers, MPs, MLAs and various other organizations/bodies/ private individuals etc.
Selection Process	<ul style="list-style-type: none"> -All nominations/recommendations received online for Padma Awards including self-recommendations are placed before the Padma Awards Committee for its consideration. -The Padma Awards Committee comprises three official members and four to six eminent persons nominated by the Prime Minister each year. -The names of the persons recommended by the Padma Awards Committee are submitted to the Prime Minister and the President for approval.
Timelines	<ul style="list-style-type: none"> -Nomination invited: 1st May -Deadline for nominations: 15th September -Announcement: 25th January -Conferred by hon'ble President of India in two ceremonies held in Rashtrapati Bhawan in March/April

52 ✓

No.F.10/2/2019-PPD(Pt.)
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division (PPD)

512, Lok Nayak Bhawan, New Delhi.
Dated the 17th February, 2020

OFFICE MEMORANDUM

Subject: Amendment to Rule 153 of General Financial Rules (GFR), 2017.

It has been decided to partially amend Rule 153 of GFR regarding Reserved Items and other Purchase/ Price Preference Policy as under:

Para.	Existing provision of Rule 153 of GFR, 2017	Amended Rule
(i)	The Central Government through administrative instructions, has reserved all items of hand spun and hand-woven textiles (khadi goods) for exclusive purchase from Khadi Village Industries Commission (KVIC). It has also reserved all items of handloom textiles required by Central Government departments for exclusive purchase from KVIC and/ or the notified handloom units of Association of Corporations and Apex societies of handlooms (ACASH).	The Central Government, through administrative instructions, has reserved all items of hand spun and hand-woven textiles (khadi goods) for exclusive purchase from Khadi Village Industries commission (KVIC). Of all items of textiles required by Central Government departments, it shall be mandatory to make procurement of at least 20% from amongst items of handloom origin, for exclusive purchase from KVIC and/ or Handloom Clusters such as Co-Operative Societies, Self Help Group (SHG) Federations, Joint Liability Group (JLG), Producer Companies (PC), Corporations etc. including Weavers having Pehchan Cards.

2. This OM is also available on our website www.doe.gov.in -> Notification -> Circular --> Procurement Policy OM. Hindi version of this OM will follow.

To

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

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

27.12.19
19/2/2020
JSC/246
20/2/20
निदेशक (प्रशासन)

C
Soms
20/2/20

20/2/20 (29/1/20)

51

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.

अ.सि.
31/1/2020

अ.सि.

म.सि.
03/02
निरमल (प्रशा.)

3/2/XX

50

F.No.1/3(82)2020-NCW(A)
National Commission For Women
Plot No.21, Jasola Institutional Area,
New Delhi – 110 025.

th
11 February, 2020.

CIRCULAR

In pursuance of approval of the Appointments Committee of the Cabinet vide Notification Nc. 26/02/2019-EO(SM-I) dated 13th December, 2019 issued by the Department of Personnel and Training, Ministry of Personnel, Public Grievance and Pensions, New Delhi, Ms. Meeta Rajivlochan, IAS (MH:90) has assumed the charge as Member Secretary, National Commission for Women, in the rank and pay of Additional Secretary, with effect from 8th January, 2020.

2. The contact details of Member Secretary, NCW are as under:

Telephone 26944780
Fax: 26944790
Email: ms-ncw@nic.in

Handwritten notes: 18/2/XX, 3/3/21, 11/2/20, 11-02-2020
Signature: Barnali Shome
Under Secretary

The Joint Secretary (Admin.)
All Ministries/Department, Government of India

Handwritten notes: 1/2/20, 1/2/20

Handwritten note: 1/2/20

C
Ms. Shome/
Col. Sec.
1/2/20

49.

No. I-34020/15/2020-Coord-I
Government of India
Ministry of Home Affairs
(Coordination-I Section, CIC Division)


North Block, New Delhi
Dated the 6th February, 2020

OFFICE MEMORANDUM

Subject: - Guidelines on proposals
considered by various appraisal
bodies including Expenditure Finance
Committee(EFC)/ Public Investment
Board(PIB)/Cabinet Notes-reg.

The undersigned is directed to forward herewith a D.O.
letter No. 1/50/1/2019-Cab. Dated 27.1.2020 received from Cabinet
Secretary along with enclosures on the above subject, which is self
explanatory for necessary action and compliance.

Encl: As above


(Ram Vilas Premi)
Under Secretary (Coord.-I)
Phone No. 23093856

To

1. RGI
2. AS(UT)/AS(PM)/AS(Foreigners)/ Pr.CCA(Home)
3. All Joint Secretaries in MHA (P).

म जैतल
07/02
निदेश (प्रमाण)

C

Sous
10/2

राजीव गाँवा

Rajiv Gauba



सत्यमेव जयते



एक ब्रह्म स्वच्छता की ओर

(E) R-1739320/2020-C-I

मंत्रिमंडल सचिव

भारत सरकार

CABINET SECRETARY
GOVERNMENT OF INDIA

D.O No. 1/50/1/2019-Cab.

27th January, 2020

PVNO-178/C-1/2020

4/1/2020

Dear Secretary,

As you are aware, a simplified procedure has been prescribed for finalizing Cabinet/ Cabinet Committee notes with regard to proposals which have been appraised by Expenditure Finance Committee (EFC)/ Public Investment Board (PIB) and other appraisal bodies. The relevant guidelines on this subject *inter alia* stipulate that fresh Inter-Ministerial Consultations (IMC) would not be required if recommendations of the appraisal body are proposed to be accepted by the sponsoring Ministry.

2. In spite of clear guidelines it has been observed that Ministries are circulating the notes afresh for IMC even after appraisal by EFC/PIB, thus delaying finalization of notes. I would, therefore, like to emphasize that when the sponsoring Ministry is fully in agreement with the recommendations of appraisal body, the simplified procedure needs to be adopted for finalizing the notes in terms of extant guidelines. Fresh IMC with all the Ministries concerned is not required. The sponsoring Ministry may quickly finalize the note with approval of Minister-in-charge and refer it to the Ministry of Finance for obtaining approval of the Minister of Finance. At this stage, a copy of the note may be endorsed to Prime Minister's Office and Cabinet Secretariat. The approval of Minister of Finance so obtained may be reflected in the note and relevant number of copies forwarded to Prime Minister's Office and Cabinet Secretariat as per procedure.

3. I am enclosing a copy each of the relevant guidelines dated 25.03.2008, 15.07.2008 and 17.10.2014 for reference. These have also been summarized in the Handbook on writing Cabinet notes and are available on Cabinet Secretariat's website.

4. I would request that the aforesaid guidelines be disseminated to all concerned for compliance.

With regards,

Yours sincerely,

(Rajiv Gauba)

Secretaries to the Government of India (as per list)



VIJAI SHARMA
Special Secretary
Tele : 23012697

MOST IMMEDIATE



पञ्चसूत्र सचिवालय
राष्ट्रपति भवन,
नई दिल्ली-110001
CABINET SECRETARIAT
RASHTRAPATI BHAVAN
NEW DELHI-110001

D.O. No. 1/13/2/2008-Cab.

March 25, 2008

Dear Secretary,

The Cabinet Secretariat has issued detailed instructions regarding the procedure to be adopted for preparation of notes for consideration by the Cabinet and Cabinet Committees *vide* Cabinet Secretariat DO No. 1/16/1/2000-Cab dated 15.04.2002. These instructions have continued to be reiterated from time to time and for ease of reference, these instructions have also been placed on the website of the Cabinet Secretariat viz. www.cabsec.nic.in.

2. You are aware that these instructions, *inter-alia*, lay down a simplified procedure to be followed by the Ministries/Departments with regard to the cases to be considered by various appraisal bodies including the Expenditure Finance Committee (EFC)/Public Investment Board (PIB). Keeping in view the contents of paragraph 29 (c) of these instructions, clarifications have been sought on some of the procedural aspects. It is therefore clarified that:

- (i) subject to conditions elaborated in the subsequent paragraphs, no fresh inter-ministerial consultations would be required if the recommendations of the EFC/PIB are proposed to be accepted by the sponsoring Ministry;
- (ii) after receipt of the recommendations of the EFC/PIB, the sponsoring Ministry/Department will, as soon as feasible, finalise the note for the Cabinet/Cabinet Committees with the approval of the Minister-in-Charge of the sponsoring Ministry/Department. The note will thereafter be referred to the Ministry of Finance for obtaining the approval of the Minister of Finance. Simultaneously, a copy of the draft note will also be forwarded to the Prime Minister's Office for comments, if any. However, the requirement of waiting for 15 days for receipt of comments of PMO would not apply in cases where all other formalities as per the stipulated procedure have been completed;
- (iii) in the interregnum, the consulted Ministries/Departments would, after receipt of the EFC/PIB minutes, check that their viewpoint has been correctly reflected in the EFC/PIB minutes and forward their comments, if any, to the sponsoring Ministry within a period of 7 days from the date of the issue of the EFC/PIB minutes. Any comments received from the consulted Ministries will be duly reflected in the note for the Cabinet/Cabinet Committees by the sponsoring Ministry;
- (iv) as per usual practice, any comments received from PMO by the sponsoring Ministries before forwarding the note to Cabinet Secretariat, will be taken into account without any reference to PMO in the body of the note;

.....2/-

- (v) In cases where recommendations of the EFC/PIB are not proposed to be accepted or the proposal is further modified by the sponsoring Ministry/Department for various reasons, fresh comments of all the Ministries required to be consulted, will have to be obtained on the draft note for the Cabinet/Cabinet Committees.
3. To the extent stated above, the existing instructions are further clarified.

With regards,

Yours sincerely,

Vijai Sharma
(VIJAI SHARMA)

To
All Secretaries to the Govt of India
(By Name).

45


No. 1/13/2/2008-Cab.
GOVERNMENT OF INDIA (BHARAT SARKAR)
CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)
RASHTRAPATI BHAVAN

New Delhi, the 15th July, 2008

OFFICE MEMORANDUM

Subject: Proposals considered by various appraisal bodies including Expenditure Finance Committee (EFC)/Public Investment Board (PIB).

The undersigned is directed to refer to the Cabinet Secretariat D.O. letter of even number dated 25.03.2008 clarifying certain procedural aspects relating to proposals considered by various appraisal bodies including the Expenditure Finance Committee (EFC)/Public Investment Board (PIB) and to state that in order to avoid delays in finalization of the notes for consideration of the Cabinet/Cabinet Committees, it has since been decided that the minutes of the meeting of such bodies specifically state that their recommendations are required to be submitted to the Minister-in-charge in each concerned Ministry/Department and comments, if any, are to be forwarded to the sponsoring Department/Ministry within a week. Further, the administrative Ministry may, if no comments are received within one week, obtain the approval of the Minister of Finance on file and thereafter forward the note to the Cabinet Secretariat for including it in the agenda for the Cabinet/Cabinet Committee meeting.


(K.L. Sharma)
Director (Cabinet)
Tel: 2301 5802

To,

All Secretaries to the Govt. of India.
[As per list attached]

No.1/50/1/2014-Cab.
GOVERNMENT OF INDIA/BHARAT SARKAR
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA
RASHTRAPATI BHAWAN

New Delhi, the 17th October, 2014

OFFICE MEMORANDUM

Subject: Notes for the Cabinet/Cabinet Committees finalized on the basis of recommendations of appraisal bodies-consolidated instructions reg.

The undersigned is directed to clarify that instructions in Cabinet Secretariat D.O. letter No. 1/13/2/2008-Cab. dated 25.03.2008 and O.M. No. 1/13/2/2008-Cab. dated 15.07.2008 (copies enclosed) refer to all appraisal bodies. Therefore, while preparing the note for consideration of the Cabinet/Cabinet Committees, wherein the proposals have been recommended by any appraisal body [such as Expenditure Finance Committee (EFC), Public Investment Board (PIB), Core Group on Disinvestment (CGD), Expanded Board of Railways (EBR), Foreign Investment Promotion Board (FIPB), Public Private Partnership Appraisal Committee (PPPAC), Telecom Commission (TC), High Powered Committee for road projects under the Special Accelerated Road Development Programme for North East (HPC) etc.] the approval of the Minister of Finance must be obtained and clearly indicated in the body of the Cabinet Note that the recommendations/minutes of the appraisal body have the approval of the Minister of Finance.


(Sanjukta Ray)
Director
Tel: 2379 2204

To

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

43

No. IL/21022/23(33)/2019-FCRA(MU)
Government of India
Ministry of Home Affairs
(Foreigners Division)

Major Dhyan Chand National Stadium
India Gate Circle, New Delhi - 110001
20 January 2020

CIRCULAR

SUBJECT: ENGAGEMENT OF RETIRED GOVERNMENT OFFICERS AT THE LEVEL OF SECTION OFFICER/ASSISTANT SECTION OFFICER.

Ministry of Home Affairs (Foreigners Division) invites applications from retired government officers at the level of Section Officers/Assistant Section Officers to engage on contract basis. The eligibility, remuneration, job description and other terms and conditions are given as under:-

a	No. of personnel to be engaged.	: 20 (Twenty) (Number can be varied at the discretion of the competent authority)
b	Period of Engagement	: One year initially, which can be extended or shortened at the discretion of the Competent Authority.
c	Other Eligibility	: 1. An officer retired as (a) Section Officer/Accounts Officer or analogous post; (b) Assistant Section Officer/Sr. Accountant or analogous post with 10 years of regular service having well acquaintance with the functioning of Government/Ministries. 2. The candidates having good knowledge of audit scrutiny and accounts will be preferred. 3. Age should be below than 65 years.
d	Remuneration	: The remuneration will be paid as per the formula of last pay drawn minus pension plus DA at existing rate.
e	Job description	: 1. Scrutiny of applications, reports and returns received under the Foreign Contribution (Regulation) Act, 2010.

2. Any other work assigned by senior officers from time to time.

f. Terms and conditions for appointment:

- i) The consultant shall have to perform duties/services as assigned to him/her by his/her controlling officer with all necessary skills, diligence, efficiency and economy.
- ii) The consultant shall maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action.
- iii) The normal working hours shall be from 9.00 am to 5.30 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours.
- iv) Place of work will be in the Foreigners Division, FCRA and FCRA (MU) Ministry of Home Affairs, Major Dhyani Chand National Stadium, New Delhi. However, the consultant can be placed any other building in Delhi, if situation warrants.
- v) No other facilities shall be provided. The person engaged on contract basis shall not be entitled to any other benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits as available to the regular Government Servant.
- vi) The consultancy will start from the date he/she join the office.
- vii) The consultant will have to mark his attendance in Aadhar enabled Biometric Attendance System.
- viii) During the contract period, no other assignment/consultancy of any type will be accepted by the consultant.
- ix) No extra compensation will be paid apart from consolidated remuneration admissible even if a person attends office on holidays and work beyond normal office hours.
- x) Ministry can be terminated the services of officer/official any time giving one month's notice, if situation warrants, without assigning any reason thereof.
- xi) 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.
- xii) The Consultant shall not be entitled to any TA/DA for joining the appointment.
- xiii) The Ministry of Home Affairs reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.
- xiv) Decision of selection committee will be final and binding on all candidates.

41

- g. The application in the prescribed format enclosed as Annexure – II and complete in all respect should reach on or before 16 March 2020 by 5.00 p.m. to:

The Under Secretary (MU)
Ministry of Home Affairs
Foreigners Division (Monitoring Unit)
Room No. 1, First Floor,
Major Dhyan Chand National Stadium,
India Gate Circle, New Delhi – 110002.
Email:

2. Ministries/Departments, etc. are requested to give wide publicity in their respective Departments/Organisations and Sub-Ordinate Offices.


(Anil Kumar Dhasmana)

Under Secretary to the Government of India
Tel. : 2307 5204

Copy to:

1. All Ministries/Departments, PSUs, Universities, etc. for giving wide publicity.
2. The Under Secretary (IT) and NIC, MHA for uploading on MHA's website.
3. The Under Secretary, CS-I Section, Department of Personnel and Training, Lok Nayak Bhawan, Khan Market, New Delhi-110003 for uploading on their website.

40

Annexure-II

APPLICATION FORMAT FOR APPOINTMENT OF CONSULTANT IN
FCRA (MONITORING UNIT), FOREIGNERS DIVISION, MHA

1.	Name		Photograph		
2.	Father's Name				
3.	Date of Birth				
4.	Nationality				
5.	Mailing Address (with Telephone/Mobile No.) and Email ID				
6.	PPO No. and other details				
7.	Permanent Address				
8.	Educational Qualification				
9.	Details of Experience (Add a separate sheet, if required)				
	Organization/ Institute	Period		Nature of Work	Remarks
		From	To		
10.	Reference	<div style="display: flex; flex-direction: column; align-items: flex-start;"> <div>1.</div> <div>2.</div> </div>			

Signature.....
Date.....

28

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: Procedures for payments for Goods / Services to Sellers / Service Providers in Government e- Marketplace (GeM)- through PFMS and by non- PFMS Agencies/ Entities (NPAAE)-- reg.

Ref: OM No. F.26/4/2016.PPD dated 20.09.2016 and OM No.F.13/4/2017-PPD (Pt.) dated 14.08.2018 on the above Subject.

In supersession of the above referred OM dated 20.09.2016 and OM No.F.13/4/2017-PPD (Pt.) dated 14.08.2018 and pursuant to Rule No. 149 of GFR 2017, the following procedures are prescribed for making payments to the Sellers /Service Providers in GeM which shall be complied and adhered to by all concerned for different type of contracts such as

- a) Supply of Goods& Services
- b) Supply, Installation, Testing and Commissioning of Goods
- c) Supply, Installation, Testing, Commissioning of Goods and Training of operators and providing Statutory Clearances required (if any)

2. In respect of contracts for Supply of Goods, 100% payment including GST should be made after receipt and acceptance of Goods and generation of "Goods CRAC" (Consignee Receipt and Acceptance Certificate) subject to recoveries, if any, either on account of short supply and Liquidated Damages etc. for delay in supply.

3. In respect of contracts for Services, payment should be made as per periodicity defined in the contract i.e. Monthly, Quarterly or any other pre-defined payment periodicity. 100% payment including GST for the particular payment cycle should be made after receipt and acceptance of the Services and generation of "Service CRAC" (Consignee Receipt and Acceptance Certificate) subject to recoveries, if any, either on account of short supply, SLA (Service Level Agreement) deviations and Liquidated Damages for delay in supply etc.

4. In respect of contracts for Supply, Installation, Testing, Commissioning of Goods and Training of operators etc. the complete cost break-up indicating Basic price, GST, Installation and commissioning charges, Incidental Services, training etc. is to be indicated separately in the bid. In order to cater to installation intensive products, the different configurable payment terms will have to be incorporated in GeM functionalities (depending upon the quantum of installation and turnkey work required).

अ.सि.
31/1/2020

सं. सं.

निदेश/प्रमाण

मसाला
03/02

कु. शर्मा (प्रशा. प्र.)

- (a) **First Milestone - On delivery of goods:** 80 to 90% payment (lower initial payment if installation scope is very extensive) of the basic price of Goods along with 100% GST on the Goods Price but excluding installation, testing and commissioning and other charges should be paid after receipt Goods and generation of "Delivery CRAC for initial payment". This will be issued after physical verification of quantity only but without commitment about quality or functionalities etc. which would be verified after installation / commissioning etc. While creating the bid, Buyer shall have functionality to define the percentage of payment linked with delivery of Goods.
- (b) **Second Milestone - On Acceptance after installation, testing and commissioning :** Balance 10 % to 20% payment of the basic price of Goods and 100% charges for installation, testing and commissioning and other charges along with GST on these charges should be paid after installation and final Acceptance of Goods and generation of "Installation CRAC" to be issued by the End User / Consignee. Recoveries, if any, either on account of short supply and Liquidated Damages etc. for delay in supply and / or installation etc. shall be made from the payment due under this milestone. While creating the bid, Buyer shall have functionality to define the deliverables in this milestone and the percentage of payment linked with this milestone.
- (c) **Third (and subsequent) milestones - Payment of Incidental Costs:** 100% Payment related to Incidental costs at consignee site towards Incidental Services (such as providing training, or other work / service as per scope defined in the contract), to be paid on submission of "Final CRAC" by the End User / Consignee. While creating the bid, Buyer shall have functionality to define the deliverables in this milestone. In exceptional cases, Buyer may choose to split this milestone as required.

5. In case of contracts for Supply, Installation, Testing, Commissioning of Goods bundled with one or more Services such as Comprehensive Maintenance, Human Resource hiring for pre-defined time periods etc., the payments for Goods shall be governed by Para 4 above while payment for Services shall be Governed as per Para 3 above.

6. In case of Milestone Based Payments, separate timelines / delivery periods for each milestone will be provided. In case of supply and installation contracts, the delivery period may be specified by filling up the blanks as under:

- a) **First Milestone - For delivery of goods at site:** ----- days/ months from date of issue of contract with provision for staggered / multiple delivery period for same consignee.

- 37
- b) **Second milestone - Installation, Testing and Commissioning etc. of goods:** ----- days / months from the date of handing over of site complete in all respect as per contract.
 - c) **Third (and subsequent) milestones - Incidental Services etc.:** ---- days after installation and commissioning.

7. The payments on GeM are primarily categorized under two heads i.e. through **PFMS** or GeM Pool Account. The detailed instructions for both type of payment system are as under:

A. Payments through PFMS:

i) The Central Government Buyer i.e. the concerned Programme Division or Administrative Unit in a Ministry/ Department will place the Contract online after taking prior approval of the Competent Authority for procuring a particular Good or Service. Inter-alia, the Contract 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)

ii) . When these fields are duly captured, the Buyer will be in a position to place the Contract online. The GeM portal will generate a Sanction Order and the Contract 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 and PAO or Paying Authority as defined in the contract and Seller/ Service Provider. The DDO and PAO/Paying Authority shall have access to the Contract online in order to ensure that the Bill is generated at the stage of payment in accordance with the contractual provisions.

iii). The GeM portal will send the Sanction Order details to PFMS.

iv). On issue of Sanction order and placing the Contract for goods, the full amount required from the relevant Budget Head should be blocked in the PFMS. In cases of Services, amount should be blocked for one payment cycle as defined in the contract. Before releasing payment for any cycle, the funds required for the next

payment cycle should be blocked so as to ensure availability of payable funds for the next payment cycle. Blocked fund will be treated as accrued expenditure by PFMS for the financial year in question and it will not be withdrawn for any other purpose other than the one for which the amount is Blocked.

v). Should it be necessary to amend the Contract, such Amendment in the Contract with due approval of the Competent Authority and acceptance of the Seller/Service Provider (wherever required) shall be made available to the Seller / Service Provider/DDO/PAO/Paying Authority on the GeM portal.

vii). Similarly, in the event of complete / partial cancellation of the Contract the information would be made available to the Seller/Service Provider, DDO and PAO on the GeM portal. In that event, funds so blocked earlier would be released to the extent of cancelled amount.

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

ix). The Performance Security (if any) would be obtained from the Seller/Service Provider as per Contract, and their details would be reflected on the GeM portal by the Buyer.

x). **Provisional Receipt of Stores on GeM:**

- a) On dispatch of Goods, the Seller would enter the Dispatch Details and date of Dispatch and will upload documentary evidence of Dispatch against each consignment on GeM Portal. All these documents and details shall be shown to the Consignee on his dashboard and shall also be notified to the consignee on his e-mail and on his registered mobile number.
- b) The Seller 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. In case Services are procured, the required data as per Contract may be incorporated in the Invoice.
- c) After actual delivery of goods at consignee destination / milestone achievement (such as completion of installation / commissioning or training etc. as defined in the contract)/ service delivery, Seller would enter the actual date of delivery / milestone achievement / Service Log-sheet (as applicable) and will upload documentary evidence for the same duly digitally signed / e-signed. All these documents and details shall be shown to the Consignee on his dashboard and shall also be notified to the consignee on his e-mail and on his registered mobile number. In case of Services Contracts, the Service Provider

35

will fill up the required data as per the contract (such as log sheets and /or Invoice etc duly digitally signed / e-signed).

- d) Immediately upon above entry by Seller / Service Provider regarding delivery of goods/ milestone achievement/ service delivery, an alert will be flashed on the Dashboard of the consignee and an email and an SMS Alert will be sent to Consignee informing that consignee has to mandatorily acknowledge receipt of stores / milestone achievement / service delivery through generation of PRC on GeM. The Buyer/Consignee should receive 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 / e-sign, 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 unless otherwise specified in a particular contract)
- e) In case the consignee does not issue PRC within 48 hrs from entry of delivery of goods/ / milestone achievement/ service delivery by Seller/ Service Provider, an alert will be flashed on the dashboard of the consignee and an email and an SMS Alert will be sent to Consignee and Buyer informing that consignee has to mandatorily acknowledge receipt of stores/ milestone achievement / service delivery through generation of PRC on GeM.
- f) After expiry of 72 hrs. from the first alert, another alert will be flashed on the dashboard of the Consignee, Buyer including HoD and an email along -with an SMS Alert to Consignee , Buyer, HoD informing that consignee has to mandatorily acknowledge receipt of stores/ milestone achievement / service delivery through generation of PRC on GeM and if the time limit of 96 hrs expires from the date of delivery of goods/ milestone achievement/ service delivery as per entry made by Seller/ Service provider and if the consignee does not acknowledge receipt of stores/ milestone achievement / service delivery by generating PRC or disputes the same by rejecting receipt, it would be presumed that goods have been delivered/ milestone achievement / service delivery has been made to consignee and PRC will be auto generated by the system (Deemed PRC).
- g) However, if the consignee does not issue PRC within 96 hrs from delivery of goods/ milestone achievement/ service delivery as per entry made by Seller/ Service provider ,GeM System/Portal would auto generate unsigned PRC considering the date of delivery of goods/ milestone achievement / service delivery as indicated by the seller as deemed date of receipt for issuance of PRC. GeM portal shall also send periodic notifications every 24 hrs. to the Consignee, Buyer and the HoD about issuance of auto generated Deemed PRC for next 48 hrs.

- h) In case the PRC is auto-generated, the consignee shall have the provision on GeM to respond back within 48 hrs, if the goods have not been received or short received recommending to cancel or amend/correct the date of receipt / quantity in the auto-generated Deemed PRC. In case nothing is reported / corrected by consignee on the system, it will be presumed that the consignee has nothing to say and the auto-generated Deemed PRC will be considered as final for all purposes.
- i) If it is found at any stage that seller/ service provider has sent/ uploaded wrong information on GeM, based on which PRC has been wrongly auto generated , the seller/ service provider will be dealt severely and should be debarred by GeM for three years.

xi) . **Consignee Receipt and Acceptance of Stores on GeM:**

After issue of PRC/ Deemed PRC, the system will start sending an alert on the Dashboard of the consignee and an email and an SMS Alert will be sent as per escalation matrix specified below to issue the CRAC within 10 days:

- a) Level 1 - Upto 3 days – Consignee
- b) Level 2 - 4 and 5th day - Consignee and Buyer
- c) Level 3 - 6 to 10th day - Consignee, Buyer, HOD

After verification including assessment of quality and quantity of goods /verification of completion of all deliverables defined in the milestone / completion of service for the defined period, the Consignee(s) will issue an on-line digitally/e-signed Consignee's Receipt & Acceptance Certificate (CRAC) (Goods CRAC/ Service CRAC / Delivery CRAC / Installation CRAC / Final CRAC as the case may be) (within 10 days (unless otherwise specified in a particular contract) of date of receipt indicated in PRC / deemed date of receipt as indicated in Deemed PRC. The CRAC would clearly indicate the Order quantity/ milestone achievement / service delivery, rejected quantity/ unacceptable milestone achievement /unacceptable service delivery (if any, with reasons for rejection including shortages/damaged/unaccepted quality), quantity / milestone achievement/ service delivery accepted and cleared for payment. However, if the consignee does not issue CRAC within 10 days (unless some other time line is specified in a particular contract for issue of CRAC), on 11th day from the date of receipt / deemed date of receipt of quantity/ milestone achievement / service delivery as indicated in PRC, GeM System/Portal would auto generate unsigned CRAC which, backed with digitally/e-signed PRC or deemed PRC based on Seller Evidence for the corresponding quantity/ milestone achievement / service delivery 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.

In case the CRAC is auto-generated, the consignee shall have the provision on GeM to cancel or amend the auto-generated CRAC within 72 hrs, if the goods have not been accepted or found defective / short received. In case nothing is corrected by consignee on the system, it will be presumed that the consignee has nothing to say and the auto-generated CRAC will be considered as final for all purposes including payments.

xii). 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/ milestone achievement/ service delivery etc. which will be used by GeM portal to compute the net amount payable for the accepted quantity/ milestone achievement/ service delivery 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.

xiii) It is obligatory to make payments without any delay for purchases made on GeM. In no case should it take longer than the prescribed timelines. The timelines after Consignee Receipt and Acceptance Certificate (CRAC) issued on-line and digitally/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 for triggering payment through PFMS 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 Bill the PAO should also not take more than one (1) working day for triggering payment to the Seller/ service provider Any matter needing a resolution will be escalated to the next higher level in each agency (Buyer, DDO and PAO) where the matter should be resolved within 24 hours. In the entire process, time taken for payment should not exceed ten (10) days including holidays

xiv) . After online pre-check of all relevant documents, PAO/Paying Authority shall debit the Government account, releasing the corresponding payment through PFMS / to be credited into the bank account of the Seller/service Provider. The payment so released shall be credited to the Seller/Service Provider account within 24 hours (excluding public holidays), by the Bank. SMS alerts shall be sent to the Seller/Service Provider and Buyer after the payment is authorized by PAO and also after the confirmation of the payment by the Bank. The payment authorization as well as payment confirmation details shall be shared by PFMS on the GeM portal. The PAO/Paying Authority and DDO shall comply with the provisions of General Financial Rules for budget implementation.

xv) 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.

Rene Lohy

xvi) 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. The DDO shall also be responsible for deduction of TDS on GST as per GST provisions and to deposit the same with the Govt. as per GST rules and issue Form GSTR 7A to the person whose TDS has been deducted.

xvii). 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 PFMS.

xviii). 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/Service Provider and no ink signed paper/documents shall be demanded/insisted.

xix). The multi-year liabilities so created as referred to in Para 7(i) (h) above shall be reviewed regularly by the Programme Division/Administrative unit in consultation with the Financial Adviser. The consolidated information on the total committed liabilities, year-wise, shall be submitted by the Financial Adviser to the Budget Division, Department of Economic Affairs, Ministry of Finance for suitably reflecting in the Budget Estimates for the relevant financial year and in the Medium Term Expenditure Framework (MTEF).

xx) **For all contracts placed through GeM, the payment through PFMS to all Sellers/ Service Providers must be released online only against electronic bill generated on GeM. No offline payment should be made in such cases to avoid double payment. Only in exceptional cases such as non-availability of the GeM platform or long shutdown of internet services at Buyer location or similar force majeure conditions, such off-line payments can be resorted to subject to the condition that immediately after resolution of the problem, necessary entries would be made on-line in GeM portal to obviate the possibility of double payment.**

B. Payments for Non- PFMS Agencies/ Entities (NPAE):

i) Non-PFMS Agency/ Entity (NPAE) is a Government of India (GoI) not using PFMS for its payments of transactions and having their own payment system for making payments against contracts placed for goods/services placed by the NPAE on GeM. All NPAE shall open & operate a special purpose account namely GeM Pool Account for the purpose of ensuring prompt payment to Seller/Service Provider of GeM who supply Goods/ Services to the NPAE through GeM.

ii) Accordingly, all the Organisations/ Departments including CPSUs, Municipalities, Educational Institutions, Autonomous bodies, Societies, etc. not operating through PFMS shall be covered under these instructions. These organisations are hereby directed to open, operationalize and operate a GeM Pool Account (GPA) for all procurement. GPA is a special purpose bank account (interest

Kare Kary

31

bearing savings/current Account) opened, operated and controlled exclusively by each NPAE. GeM Pool Account shall be mandatory for all procurement irrespective of value. The GeM Pool Account shall be opened, operated and controlled exclusively and completely by the buyer entity/agency subject to certain restrictions on withdrawals of funds as explained in succeeding paragraphs. The Account shall carry interest applicable to savings/ current account. Such account shall be opened in any scheduled bank having already integrated the pool account with GeM.

iii). The following are the core elements of GPA that should be incorporated during the opening and operations / procurement stages:

- a) The NPAE will open the GPA (as a savings or current account) which will be utilized by buyer through the online integration of Bank with the platform owned and maintained by GeM SPV, as per Service Level Agreement (SLA), and solely for procurement of goods and services on GeM.
- b) The terms and conditions of procurement on GeM will be part of the operations agreement between the bank and the NPAE.
- c) The role of the bank will be limited to ensuring operations of the account on the instruction of the NPAE through the authorized NPAE nodal officer for GeM/ buyer.
- d) Real time details of all operations of the account will be shared by the bank, in a mutually accepted format (to be amended from time to time) with the NPAE, only through the GeM Platform.
- e) Once a sub-account/ transaction specific account is credited with an amount, the NPAE cannot withdraw this amount, apart from transfer to the designated Seller/Service Provider, till such a time that the transaction is live.
- f) Any withdrawal/transfer by the NPAE from this account, except for payment to the Seller / Service Provider, would be permitted in the following conditions.
 - Order cancellation
 - Order rejection
 - Refund

All the above situations would first be required to be enabled/ flagged on the GeM Platform for the NPAE to be able to act accordingly.

iv) While procuring goods & services through GeM, the NPAEs should credit 100% of the projected Contract Value in case of Goods Contract in their GeM Pool Account before award of contract. In cases of Services, amount should be credited for one payment cycle as defined in the contract and before releasing payment for any cycle, the funds required for the next payment cycle should be credited so as to ensure availability of payable funds for the next payment cycle. Payment so credited will not be withdrawn for any other purpose other than the one for which the amount is credited into GeM Pool Account.

v) After placement of contract on GeM, the process for PRC and CRAC will be same for NPAE category also as indicated in Para 7 (A) (x) above regarding

Provisional Receipt of Stores on GeM and Para 7 (A) (xi) Consignee Receipt and Acceptance of Stores on GeM for PFMS Buyers.

vi) After issue of CRAC, NPAE Nodal Officer shall issue an advice without delay to the bank to release actual amount payable to Seller / Service Provider as per terms of contract from the GeM Pool Account. On authorization, the bank should transfer the prescribed amount to the Seller/Service Provider supplier mapped in the transaction.

vii) In case of a Service level agreement (SLA) breach on the part of the NPAE in terms of payments to the Seller/Service Provider, GeM will intimate the buyer and bank of the same. Post such intimation, and non-action on the part of the NPAE with respect to payment transfer, bank will release payments for the delivery of goods at consignee destination / milestone achievement (such as completion of installation / commissioning or training etc. as defined in the contract) / service delivery as notified in the terms and conditions of procurement on GeM to the Seller/Service Provider mapped in the transaction. Such a provision is required to be incorporated in GPA and should be considered as a standing instruction from the NPAE to the bank. The residual amount cannot be withdrawn/ transferred by the NPAE, in such cases.

viii) In case, even after 10 days of issue of Consignee receipt and acceptance certificate (CRAC)/ auto generated CRAC, the buyer has not initiated the payment process through the GeM platform, a payment trigger will be automatically generated for payment equivalent to 80% of the corresponding quantity/ milestone achievement / service delivery deduced by the system as per CRAC. Simultaneously intimation will be sent to the HoD, buyer and NPAE Nodal officer for GeM, regarding the release of payment, at their risk and cost in line with the terms and condition (T&C) and SLA of procurement on GeM. The residual payment of 20% is to be processed by the buyer within 35 days after adjusting for any statutory deduction and damages, failing which after 35 days, the same will be released to the Seller/Service Provider automatically through an alert to the bank by the GeM Platform, after statutory deductions and any system know deductions.

ix) Unutilized funds after closure of the Contract and interest accrued on the credited amount will be at the disposal of nominated NPAE Nodal officer, who may advise banker for further action as deemed fit.

x) The Steering Committee on GeM of each Ministry should monitor the implementation of these instructions regarding operationalization of GeM Pool Account.

xi) Ministries/ Departments of Government of India are accordingly requested to issue necessary instructions to all Non-PFMS Agencies/ Entities under their control.

8. In case any Non PFMS Agency / Entity decides with the approval of their Competent Authority to have integration of their on-line payment Systems with functionality for Blocking of Funds etc. as per PFMS system of payments, the Payment procedures outlined for PFMS in Para 7 (A) shall be mutatis mutandis applicable to them.

23

9. Currently, for unlocking of funds, especially during the fag end of the financial year, buyers need to send emails etc. to GeM. Thereafter, GeM manually unlocks the payments. GeM will automate this whole process.

10. The above procedures and time lines shall be strictly adhered to by the Ministries/Departments with effect from 01.07.2020.

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

Kn. Reddy

(Kotluru Narayana Reddy)
Deputy Secretary to the Govt. of India
Telfax:-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.

24

भारतीय संसद
PARLIAMENT OF INDIA
राज्य सभा सचिवालय
RAJYA SABHA SECRETARIAT

संसद भवन/संसदीय सचिवालय,
नई दिल्ली-110001
वेबसाइट : <http://rajyasabha hindi.nic.in>

Parliament House/Annexe,
New Delhi-110001
Website : <http://rajyasabha.nic.in>

No. RS. 45(45)/2018-COPILOT

Dated the 20th February, 2020

OFFICE MEMORANDUM

Subject: Preparation/ Laying of Annual Report and Audited Accounts on the Table of Rajya Sabha-reg

The undersigned is directed to state that the Committee on Papers Laid on the Table, Rajya Sabha has been entrusted with the broad mandate of Examining the Annual Reports and Audited Accounts of Government Companies, Public Sector Undertakings, bodies created by an Act of Parliament, Cooperatives, Institutes and Societies framed and financed by the Government, etc.

2. Further, attention of the Ministries/Departments is drawn towards General Financial Rules 242(2) (i) which states that the Grantee Institutions or Organisations should be required to submit performance cum achievement reports soon after the end of the financial year, and in any case, not later than six months after the close of financial year.

3. During its meetings, the Committee has not only been giving impetus on timely preparation and laying of the papers on the Table of the House but also making recommendations, in this regard, in its reports from time to time. In one such report, the Committee had recommended that the AR/AAs of the Grantee Organisations be it a Public Undertakings established by Act of Parliament or Government Companies incorporated under the Companies Act, 2013 or Societies registered under the Societies Registration Act, 1860 or any other Organisation/Board, so necessary under any law, are required to lay their AR/AAs on the Table of the House within 9 months of the closure of the accounts.

4. Despite patently obvious stipulation of various mechanisms, Rules, Regulations, Guidelines, Provisions, Recommendations, etc, it has been observed by the Committee that the Reports of many Grantee Organisations are not being laid on the Table of the House separately. Instead, the Ministry is just making a reference to that effect in the Annual Reports of their concerned Ministries/Departments, irrespective of the threshold limit prescribed under the General Financial Rules which requires mandatory laying of separate Report on the Table of the House. Furthermore, the Ministries/Departments from whom the grants are being released are also not adhering to the aforesaid provisions/ requirements and continue to release Grants-in-Aid to the Grantee organizations as a routine, year after year.

Secy (OL) - On leave

म. जौली
24/2

Contd..2/-

JS (OL)

C

निदेश (प्रमाण)

— 24/2/20
24/2/20

राज्य सभा सचिवालय
नई दिल्ली-110001
24/2/2020

5. Therefore, in order to ensure that the Reports of all such Organizations to which funds are released from the Consolidated Fund of India, together with sensitizing the need to adhere to the various Provisions, Rules, Regulations, etc in place, the Committee directed the Secretariat to obtain a list of all the Autonomous Bodies and Grantee Organisations (Government/Public/Private/Societies/NGOs/others) to whom the grants are being released from all the Ministries/ Departments. This exercise, according to the Committee, may not only help the Committee in knowing the extent, purpose, objective, etc with which the grants have continued to flow but also help the Ministries/Departments to give more focus on analyzing their achievement-cum-performance reports, periodically review their performance, ensure proper financial management and provide an insight into the quality of expenditure of the grantee organisations in the long run.

6. Accordingly, the Ministry of Parliamentary Affairs is, requested to instruct the Ministries/Departments, as per the list given below, to furnish a list of all the Autonomous/ Grantee organisations (Government/Public/Private/Societies/NGOs/others) under them to whom the grants have been given (as per the tabular chart annexed). It would be appreciated if the information, so desired, may reach the Secretariat (Both in soft and hard copies) latest by **13th March, 2020 positively**. List of Ministries/Departments is as follows:-

- i. Department of Posts
- ii. Department of Defence
- iii. Department of Ex-Servicemen Welfare
- iv. Department of Investment and Public Asset Management
- v. Department of Border Management
- vi. Department of Internal Security
- vii. Department of Jammu, Kashmir and Ladakh Affairs
- viii. Department of Official Language
- ix. Department of States
- x. Legislative Department
- xi. Department of Pension & Pensioner's Welfare
- xii. Ministry of Planning



(S. RANGARAJAN)
ADDITIONAL DIRECTOR

Ph: 23034014 (O)


Email: s.ranga@sansad.nic.in
rsc4copl@sansad.nic.in

To,

Ministry of Parliamentary Affairs,
(Dr. R.S. Shukla, Secretary),
Parliament House, Sansad Marg,
New Delhi - 110001.

Copy for information and necessary action to the Ministries/Departments with a request to furnish a complete list of all the Autonomous Bodies/Grantee Organisations (Government/Public/Private/Societies/NGOs/others) organizations under their administrative control:

- (i) Secretary, Ministry of Communications, Department of Posts, Dak Bhwan, New Delhi – 110001,
- (ii) Secretary, Ministry of Defence, Department of Defence, 101-A, South Block, New Delhi – 110001,
- (iii) Secretary, Ministry of Defence, Department of Ex-Serviceman Welfare, 5-A, South Block, New Delhi – 110001.
- (iv) Secretary, Ministry of Finance, Department of Investment and Public Asset Management, Room No. 407, 4th Floor Block No. 14 CGO Complex, Lodhi Road, New Delhi – 110003
- (v) Secretary, Ministry of Home Affairs, Department of Border Management, Room No. 124, North Block, New Delhi – 110001,
- (vi) Special Secretary, Ministry of Home Affairs, Department of Internal Security, Room No. 196, North Block, New Delhi – 110001,
- (vii) Secretary, Ministry of Home Affairs, Department of Jammu, Kashmir and Ladakh Affairs Affairs, Room No. 113, North Block, New Delhi – 110001,
- (viii) Secretary, Ministry of Home Affairs, Department of Official Language, NDCC-II, A Wing, 3rd Floor, North Block, New Delhi – 110001,
- (ix) Secretary, Ministry of Home Affairs, Department of States, North Block, New Delhi – 110001,
- (x) Secretary, Ministry of Law and Justice, Legislative Department, Room No. 405-A, Shastri Bhawan, New Delhi – 110001,
- (xi) Secretary, Ministry of Personnel, Public Grievances and Pensions, Department of Pension & Pensioner's Welfare, Janpath Bhawan, B Wing, New Delhi - 110001,
- (xii) Secretary, Ministry of Planning, Room No. 241, Yojana Bhawan, New Delhi.


(S. RANGARAJAN)
ADDITIONAL DIRECTOR



सी.के.मिश्रा
C.K.Mishra



सत्यमेव जयते

सचिव
भारत सरकार
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE

D.O. No. 17/1/2017-HSMD

Dated: 13th February, 2020

Dear Secretary,

At the outset, I would like to appreciate the efforts made by you and your team towards achieving a cleaner, greener and safe environment. As you are aware, the Ministry of Environment, Forest and Climate Change has notified the Plastic Waste Management Rules, 2016 (PWMR, 2016) to manage plastic waste in an environmentally sound manner throughout their life cycle. Several States and UTs have implemented regulations supplementing PWMR, 2016 to ensure effective management of plastic waste.

In continuance of the Hon'ble Prime Minister's call to curb single use plastic and phase out its use by 2022, I would like to draw your attention to Single use or short life PVC flex boards or posters being indiscriminately used in governmental institutions and offices for short term advertisement and other purposes. Poly Vinyl Chloride (PVC), a plastic polymer, is a non-biodegradable material and if burned, releases toxic fumes such as dioxins, furans etc. The harmful toxins may get bio-accumulated in the food chain of ecosystems causing a serious hazard to human health and environment.

In order to combat plastic pollution, reduction in use of avoidable plastics is necessary. Therefore, use of single use or short life PVC flex for banners and posters in government offices or its functions should be strictly avoided. Alternatives such as cloth banners, light weight textile fabrics, wrinkle resistant wrap knit, natural-fibre based sandwich boards, resin - infused paper, particle boards etc. can be used. Such a step will help strengthen our national resolve to combat plastic pollution on the country.

I take this opportunity to reiterate the need for eliminating the use of Single use or short life PVC flex, banners and posters in all Government institutions and offices.

With regards,

Yours sincerely,

[C. K. Mishra]

Secretaries to the Government of India
[All Departments / Ministries]

F.No. 06/30/2019-IC-I
Ministry of Home Affairs
Coordination & International Cooperation Division
International Cooperation Wing

96

1st Floor, Open Gallery
MDCNS, New Delhi
21st February, 2020

OFFICE MEMORANDUM

Subject: Official Foreign Visits in respect of officers of MHA and Offices under the administrative control of MHA- regarding.

The undersigned is directed to enclose a copy of the minutes of the Hon'ble Home Minister dated 11th November, 2019 on the above subject.

2. All Divisional heads may please keep in view the directions of Hon'ble Home Minister given in the above minutes while submitting proposal(s) in respect of Official Foreign Visits and to ensure strict compliance with regard to rationalisation of number of official foreign visits to be undertaken during the financial year.

Encl. As above


(Sifaram Gupta)

Deputy Secretary to the Govt. of India
Tel: 23075095

All Additional Secretaries in MHA/RGI
All Joint Secretaries (including DoL)

Copy for information to:

- (i) PPS to HS/Secretary(BM)
- (ii) PPS to AS(UT)/JS(IC)

JS(DoL)

म. सी. ल.
24/2

निदेशक (प्रकाश) - अमरावती
अ. उ. अ. (अ. उ. अ.)

C
Circum
24/2

40609/JS(DoL)/2020
24/2/2020

-7-

पृष्ठ 6 के पेरा 6 में दिए गए प्रस्ताव को अनुमोदित किया जाता है।

गृह सचिव अपने स्तर पर जांच करें कि 01.04.2018 से 31.03.2019 तक गृह मंत्रालय व इसके अधीनस्त कार्यालयों के कितने अफसरों को सरकारी कार्यक्रमों के लिए विदेश जाने की अनुमति दी गई और इस सुचना को फाइल पर रखे।

इस वर्ष पिछले साल की तुलना में केवल एक तिहाई अफसरों को ही विदेशों में सरकारी कार्य के लिए अनुमति दी जानी है, इसे ध्यान में रखकर दौरे के उद्देश्य की गंभीरता को ध्यान में रखते हुए ही विदेश जाने के प्रस्ताव मेरे अनुमोदन के लिए भेजे जायें।

~~गृह सचिव~~

(अमित शाह)

गृहमंत्री

JS (CTCR)

अ. नंदा

11/11

M obtain details within 7 days from all concerned Divisions & Punjab.

JS (10-00)

11/11

Uyash
11/11
Defective

NO. 1662515/IC-I/2019

11/11/19



प्रवीर कृष्ण, भा.प्र.से.
प्रबन्ध निदेशक

PRAVIR KRISHNA, IAS
Managing Director

भारतीय जनजातीय सहकारी विपणन विकास संघ मर्यादित
(जनजातीय कार्य मंत्रालय, भारत सरकार)

**Tribal Cooperative Marketing Development
Federation of India Ltd.**
(Ministry of Tribal Affairs, Government of India)



No. TFD/HO/MD/2019-20/5502

Dated: 06.02.2020

TRIFED aims to improve the livelihoods of the tribal communities by creating markets and business opportunities for them based on their culture, traditional skills whilst ensuring fair and equitable remuneration. It is engaged in the marketing of tribal handicrafts relating to metal craft, pottery, paintings, jewellery, textiles in silks, cottons and woollens as well as cane & bamboo items and food & natural products. TRIFED plans to promote "Tribes India" as a brand extensively so that livelihood opportunities can be created for a large number of tribal master craftsmen and women.

The team of TRIFED artisans shall be grateful if you select TRIBES India products for your requirements of gifts and souvenirs. These are also available on tribesindia.com and on Amazon.in, Flipkart, Paytm, Snapdeal and GEM under the TRIBES India banner.

Your support of this endeavor will provide the much needed leadership and exposure to the unmatched skills of Tribal masters and their products and showcase them before the country and to the world.

अ.प्रि.
17.2.2020

सं.सं.

(Signature)

Yours sincerely,
(Signature)
(Pravir Krishna)

Encl: Tribes India flier
Design Studio flier

Ms. Anuradha Mitra,
Secretary,
D/o. Official Language,
Ministry of Home Affairs,
North Block,
Central Secretariat,
New Delhi-110 001.

म जोल
18/02
निदेशक (प्रशासन)

डा. अशोक (प्रशासन)



TRIFED/Tribes India empowering tribals through commerce



पंजीकृत कार्यालय : एन.सी.यू.आई. बिल्डिंग, दूसरी मंजिल, 3, सीरी इन्स्टीट्यूशनल एरिया, अगस्त क्रान्ति मार्ग, नई दिल्ली-110016

Regd. Office : N.C.U.I. Building, IInd Floor, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016

दूरभाष/Tel. : 091 (11) 26569064/26968247 फैक्स/Fax : 091 (11) 26866149

ई-मेल/E-Mail : trifed@rediffmail.com वेबसाइट/Website : www.tribesindia.com





TRIFED - Empowering Tribes since 1987

Tribal Cooperative Marketing Development Federation of India Limited (TRIFED) is a national-level apex organization functioning, since 1987, under the administrative control of Ministry of Tribal Affairs, Government of India, striving to promote the economic development of the Tribal communities of the country through marketing development and sustained upgradation of their skills and products.

In essence, TRIFED's sole objective is to bring about a multi dimensional transformation of the tribal society and a shift in the perception of their existing image.



TRIBES INDIA - The Art & Soul of India

The magical mystique of Tribal India finds expression at Tribes India- the exclusive shop of tribal artefacts in India espousing tribal cause. It aims at accelerating economic development of tribal people, the poorest among the poor, through the marketing of their products on sustainable basis and providing wider exposure to their art and craft in domestic as well as international markets. It houses the most exquisite and authentic tribal handloom and handicrafts beautifully handcrafted by the tribals from across the country. Tribes India through online selling is spreading its wings in the new age digital world.



LONGPI POTTERY



WATER JUGS



FLOWER VASE



TEA CUPS



KETTLE

CANE & BAMBOO



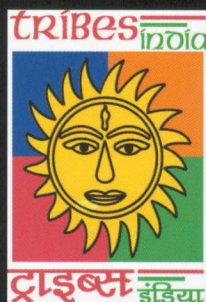
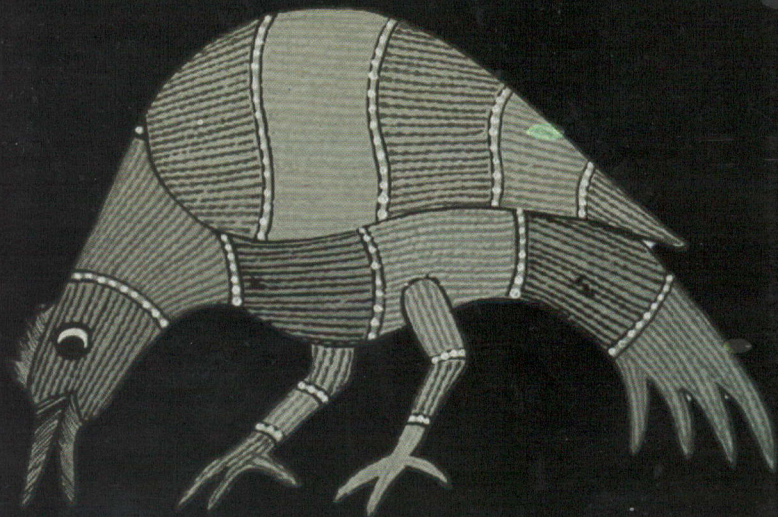
SOFA SET



OUTDOOR FURNITURE



DUSTBINS



TRIBES INDIA OUTLETS IN NEW DELHI

TRIBES INDIA, 9 Mahadev Road

TRIBES INDIA, Gallery No.2, Rajiv Gandhi Handicraft Bhawan

TRIBES INDIA, Hall No.2, Dilli Haat, INA

**Tribal Cooperative Marketing Development
Federation of India Limited (TRIFED)**

NCUI Building, 2nd Floor, 3 Siri Institutional Area,
August Kranti Marg, New Delhi 110 016.

Tel.: +91 11 26968247, 26569064, 26514854

E-mail: trifed@rediffmail.com

www.trifed.in • www.tribesindia.com
www.eshop.tribesindia.com



tribes india

The Art and Soul of India

Tribal Cooperative Marketing Development Federation of India Ltd.

MINISTRY OF TRIBAL AFFAIRS, GOVERNMENT OF INDIA

TRIFED



TRIBAL TEXTILES

LONGPI POTTERY

TRIBAL JEWELLERY

CANE & BAMBOO

TRIBAL PAINTINGS

GIFTS & NOVELTIES

METAL CRAFTS

ORGANIC FOOD PRODUCTS

E-COMMERCE

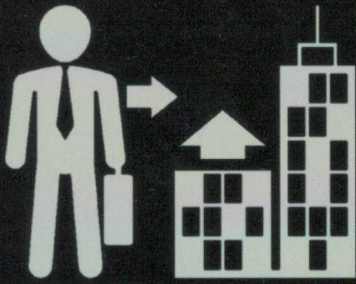
DIGITAL COMMERCE

TRIBES INDIA

*An Artistic expression of the nation's
TRIBAL HERITAGE*



TRIBES INDIA INTERIOR DESIGN STUDIO



We light up your offices and residence with the scenic beauty of the Tribal art, craft and traditions through Tribal master craftsmen. See the Tribal art come alive by getting your rooms designed in Tribal colours and themes by the painstaking efforts of our esteemed and talented artisans from across the country.



Wall art done in the conference room of Ministry of Tribal Affairs, Shastri Bhawan



Managing Director's room, NCUI Building



Wall Art around the staircases, NCUI Building



Wall Art in the corridors , NCUI Building



Wall Art in the reception area, NCUI Building



Services provided for interior designing



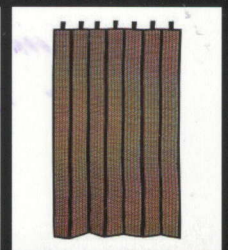
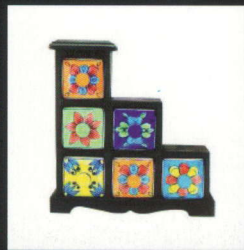
The process starts with a design consultation followed by a detailed design of the space in an ethnic Tribal mode.

This would include custom space design and plan, to communicate the design render.

- Space planning - Function and Flow of the space
- Design concept
- Style Discovery
- Measuring and taking pictures in the home or business
- Selection of the fixtures and materials
- Selection of accessories, lighting and artwork
- Color paint consultation if required
- Furniture and rug plan
- Installation with styling and decorating
- Art Hanging
- Repupholstering of existing pieces
- Other needs as and when required



With an observant eye and nimble hands, the chitrakar carefully renders the purity of his environment into tribal art. A storyteller, he infuses life into the colors and strokes with his skill. Popular tribal painting styles are that of Pithora, Gond, Saura and Warli.



From a wide range of Home Decor products our team will help you design your workplace and home.

From the world of Tribes India, we offer you a wide range of products to decorate your living and work spaces. Each piece and service provided has a story to tell about our Tribals residing in remote areas of the country. It is a journey from the forests to our houses/offices, bringing the Tribal culture to your doorsteps.

1. We love to tell stories through our traditional Tribal School of Paintings as follows -

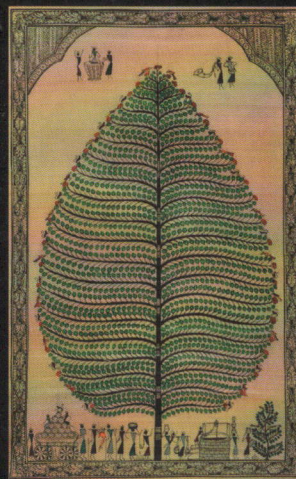
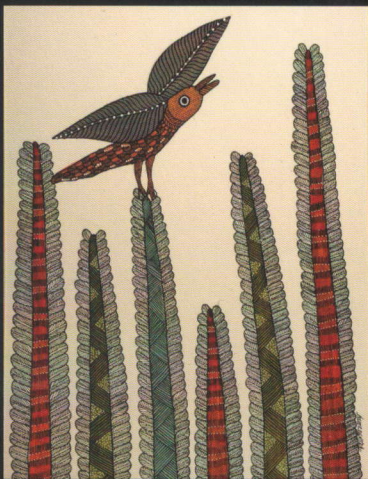
- Pithora painting done by Rathwa Tribe from Gujarat
- Gond paintings from Pradhans of Gond Tribes from Madhya Pradesh
- Saura painting by Saura Tribe of Odisha
- Warli painting by the Warli Tribes of Maharashtra

All the above school of paintings can be done on Walls, Doors, Windows, Ceilings, Pillars and any other space/corner as required

2. In case wall art is something you are unsure of, we have for you a whole range of Tribal School of Paintings on different mediums(Paper/Canvas/Silk) available in the form of Framed and Unframed which add beauty and colour to your surroundings. Our USP is that we have no similar piece of the painting you buy, each is in its true sense **One of a Kind**

- Palm leaf engraved paintings by Saura Tribes from Odisha
- Saura painting on Tassar Silk by Saura Tribe of Odisha
- Pithora paintings by Rathwa Tribes of Gujarat
- Gond paintings by Pradhans of Gond Tribes of Madhya Pradesh
- Warli painting by the Warli Tribes of Maharashtra
- Thangka paintings on Silk from Bhutia Tribes of Sikkim

All of the above are available in different sizes. Also, they can be customised to your requirements in terms of colours, sizes & styles.



3. Wide range of artefacts and decorative items, complimenting the wall art are as follows

- Wood craft from Tribes spread in Jharkhand, West Bengal, Chhattisgarh
- Cane & Bamboo fixtures and furniture from Tribes of North East
- Dokra craft from Tribes spread in the states of Chhattisgarh, Telangana & Odisha
- Blue pottery artefacts from Rajasthan
- Longpi pottery from Tangkhul Naga Tribe of Manipur
- Torans & Decorative Hangings from Bhil tribes of Gujarat
- And many more exquisite artefacts

4. Home furnishings add character to the space and what better than using our Tribal Handwoven and embroidered pieces that tell the tales of hard work and labour through each stitch in them. The list of products is as follows -

- Curtains, Table cloth, runners, cushion covers, available in Block Printing from Madhya Pradesh and Applique and Tanka Work from Rajasthan.
- Grass curtains & place mats from West Bengal and Jharkhand
- Cushions, runners, table mats by Toda tribe of Tamil Nadu
- Cushions, runners, table mats from North Eastern states

Our rates for services & products:

- Wall paintings starting from Rs.350/- per sq ft
- Framed & unframed paintings, starting from Rs.500/-
- All artefacts starting from Rs.500/-
- Office & home furnishing starting from Rs.200/-
- Furniture & fixtures – Cane & bamboo – starting from Rs.400/-



Our rates for services & products:

- Wall paintings starting from Rs.350/- per sq ft
- Framed & unframed paintings, starting from Rs.500/-
- All artefacts starting from Rs.500/-
- Office & home furnishing starting from Rs.200/-
- Furniture & fixtures – Cane & bamboo – starting from Rs.400/-

Staying near to nature is what we all want, and we just fulfil your wish by blending tribal culture with plants and planters to give a special touch to your environment.



Rates are uniform Pan India. Service charges @ 20 % on cost of work. Taxes extra as applicable.

Our products and services are also available on www.tribesindia.com, Snapdeal, Amazon, Flipkart, Paytm & GeM .



tribes
india

ट्रिबेस
इंडिया

tribes india

The Art and Soul of India

Tribal Cooperative Marketing Development Federation of India Ltd.
MINISTRY OF TRIBAL AFFAIRS, GOVERNMENT OF INDIA

TRIFED

For a touch and feel of our exquisite interiors
Visit our Flagship Store
TRIBES INDIA, 9 MAHADEV ROAD, NEW DELHI

To book your orders and sending your queries visit us at:

www.tribesindia.com

tribesindiadesignstudio@gmail.com

Contact: +91-8905666677, +91-9958590627, 011-23316192