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DC/SDG/ADG	3/07
SFB Dy No.	845
Date	02/01/18

F.No. 11012/02/2009-Fin-I/Prov-I - 17
 Government of India
 Ministry of Home Affairs
 Police Modernization Division/ Prov.I

Inspection

 26, Man Singh Road, Jaisalmer House,
 New Delhi, dated: 02.01.2018

FA
 I/C (Pm) / Works / Adm

ORDER

Subject: Delegation of financial powers for various items/budget heads to the DsG/Directors of CAPFs/AR/NSG/IB/NIA and streamlining the procurement procedures-regarding.

The undersigned is directed to say that the competent authority has decided to take the following measures to streamline the procurement procedures:

1. Clubbing of authorization and provisioning sanction.

The provisioning sanction shall henceforth be merged with the authorization sanction which would be valid for the period of procurement by incorporating the following information:

- (i) Estimated cost of procurement
- (ii) Mode of procurement suggested (GTE/OTE/LTE/STE/PAC/GeM)
- (iii) Tentative time period for procurement subject to availability of funds

The revised proforma for authorization-cum-provisioning sanction is enclosed at Annexure-I.

2. Delegation of power for approval of Qualitative Requirements (QRs) and Trial Directives (TDs) to DsG, CAPFs

It has been decided to delegate the power for approval of new/revised QRs/TDs as well as any amendment in existing QRs/TDs to the DsG of nodal CAPFs/BPR&D who have been designated as per MHA's OM number IV-24011/12/2011-Prov.-I, dated 13.06.2012 subject to the guidelines mentioned at Annexure-II.

3. Delegation of power for heading the sub-group of experts for formulation/revision of Qualitative Requirements (QRs)/ Trial Directives (TDs)

With reference to MHA's OM No. IV-24011/12/2011-Prov.-I, dated 13.06.2012 vide which various sub-groups of experts were constituted under the chairmanship of DG of nodal CAPF, it has now been decided that SDG/ADG of nodal CAPF/ BPR&D (as the case may be) shall head the sub-group responsible for formulation of QRs/TDs, for obtaining the approval of DG of Nodal CAPF.

Please examine and discuss. 3/1/18

DIG (Prov.)

4. **Quorum in formulation of QRs**

Nodal CAPFs for formulation of any QRs/TDs shall ensure the presence of representatives of at least five CAPFs only (as a quorum), instead of all CAPFs. For formulation of more robust, generic and technologically sound QRs, the sub-group of technical experts for formulation of QRs must include requisite number of experts as permanent members of the sub-group apart from BPR&D.

5. **SDG/ADG to head Tender Purchase Committee (TPC)**

Special DG/ADG in charge of Provisioning in CAPFs shall head the meeting of Tender Purchase Committee (TPC) instead of DG. CAPFs are also advised that all committees involved in the procurement process should be headed by officers of a lower rank than the Competent Authority. Compositions of various committees involved in procurement matter shall be approved, on a case to case basis, by the Competent Authority.

6. **Trials of samples once conducted during the tender process for technical evaluation to have specific validity to avoid recurrent trials**

The Trial once conducted by any CAPF during tender process may have a validity of maximum of 1-2 years when the QRs/ Technologies in the market have not changed and the products quoted by the tenderer is same as the one already trial tested and is being used satisfactorily. PM Division will formulate suitable tender conditions to ensure sufficient competition from the new aspirants. PM Division will devise the method of giving cost parity between the firm which has undergone trial and the one which has to undergo trial, to provide a level playing field to all the participants in tender.

7. **Delegation of financial powers to DsG and other lower functionaries of CAPFs for procurement of stores and formulation of Qualitative Requirements (QRs)/Trial Directives (TDs) under five provisioning heads :**

With reference to MHA's orders No. 11012/ 02/ 2009-Fin-I, dated 21.08.2009 and 16.10.2014, it has now been decided to further delegate the financial power for procurement of stores for all CAPFs (AR/ BSF/ CISF/ CRPF/ ITBP/ NSG & SSB) under the following provisioning heads:

S. No.	Budget Head Item	Existing Financial Powers	Enhanced Powers
1	C&T	1. DG/Spl DG- full power for R/C items 2. DG- Rs 15 Cr for Non-R/C items 3. ADG- Rs 1.5 Cr 4. IG- Rs 1 Cr 5. DIG- Rs 10 Lakh 6. Comdt.-5 Lakh	1. DG/Spl DG- Full powers for items directly available on GeM. 2. DG/Spl DG- Rs 15 Cr for items not directly available on GeM 3. ADG- Rs 5 Cr 4. IG- Rs 3 Cr 5. DIG- Rs 25 Lakh 6. Comdt.- Rs 10 Lakh

2	M&E.	<ol style="list-style-type: none"> 1. DG- Rs 20 Cr (For R/C and Non R/C items) 2. Spl DG- Rs 4 Cr (For Non R/C items) 3. ADG-1.5 Cr 4. IG-1 Cr 5. DIG-10 Lakh 6. Comdt.-5 Lakh 	<ol style="list-style-type: none"> 1. DG/Spl DG- Rs 20 Cr 2. ADG- Rs 5 Cr 3. IG- Rs 3 Cr 4. DIG- Rs 25 Lakh 5. Comdt.- Rs 10 Lakh
3	SINGLE/ NEGOTIATED TENDER/ PAC	<ol style="list-style-type: none"> 1. DG/Spl DG- Rs 5 Cr 2. ADG- Rs 20 Lakh 3. IG- Rs 10 Lakh 4. DIG- Rs 2 Lakh 5. Comdt.- Rs 1 Lakh 	<ol style="list-style-type: none"> 1. DG/Spl DG- Rs 5 Cr. 2. ADG- Rs 1 Cr 3. IG- Rs 50 Lakh 4. DIG- Rs 10 Lakh 5. Comdt.- Rs 2 Lakh
4	COMPUTER and PERIPHERAL ITEMS	<ol style="list-style-type: none"> 1. DG- Rs 1 Cr 2. Spl. DG- Rs 25 Lakh {for IT equipment including software (except Notebook/ Laptops)*} 	<ol style="list-style-type: none"> 1. DG/Spl DG- Rs 5 Cr 2. ADG- Rs 2 Cr 3. IG- Rs 1 Cr {for IT equipment including software (except Notebook/ Laptops)*}
5	Approved PEACE-TIME EQUIPMENT TABLE ITEMS	<ol style="list-style-type: none"> 1. DG/ Spl DG- (full power for R/C items and 4 Cr for Non-R/C items) 2. ADG- Rs 1 Cr 3. IG- Rs 50 Lakh 4. DIG - Rs 10 Lakh 5. Comdt.- Rs 5 Lakh 	<ol style="list-style-type: none"> 1. DG/Spl DG- Full powers for items directly available on GeM. 2. DG/Spl DG- Rs 4 Cr for items not directly available on GeM 3. ADG- Rs 2 Cr 4. IG- Rs 1 Cr 5. DIG- Rs 20 Lakh 6. Comdt.- Rs 5 Lakh

*In terms of Order of Department of Expenditure dated 19th September, 2014, powers of purchase of Notebook/ Laptop computers shall continue to be exercised only by the Secretary of the Ministry/ Department in consultation with Financial Adviser.

CAPFs shall ensure that these powers will be exercised with the concurrence of IFA or his representative. Further, powers for procurement of Central Purchase items should not be delegated below IG level in the field and below ADG level in Force Headquarters (FHQ). Local purchase of any Central Purchase items in the field should be done only after receiving the confirmation from FHQ (at the level of IG (Provisioning) or equivalent) about non-availability of the said item from Central Purchase route.

8. **Enhancement of delegated financial power of DsG, CAPFs for procurement of items for trial purpose**

The delegated financial power of DG, CAPFs for procurement of items for trial purpose has been enhanced as under:

S.No.	Item	Existing Financial Power	Enhanced Power
1.	For Trial evaluation of new items	Rs. 1 Cr for other CAPFs except NSG Rs. 2 Cr for NSG only	Rs. 2 Cr for all CAPFs including AR and NSG.

Other conditions mentioned at Para (2) of MHA's order dated 21.08.2009 will remain unchanged.

9. **Induction of MoD approved vehicles in CAPFs**

Items enlisted in MOD approved list of vehicles will be considered for including in the list of MHA approved vehicles, by PM Division with the approval of HS, from time to time.

10. **Delegation of financial powers for various items to the DsG/Directors of CAPFs/AR/NSG/IB/NIA**

In continuation of this Ministry's earlier orders No. II. 27012/ 24/ CF-3274157/ 2014-PF.I, dated 24.12.2014, 28.07.2016, 10.08.2015, 21.12.2015 and order No. II. 27012/ 29/ 2005-PF.I dated 09.05.2013, the delegation of financial powers in respect of following items have been revised as follows:

S. No.	Budget Head Item	Existing Financial Powers	Enhanced Powers
1	Special repairs	Rs. 14 Lakh (order dated 24.12.2014)	Rs. 50 Lakh Subject to the condition that project being appraised and approved by the competent authority and work is executed as per GFR Rule 133 (2) & (3).
2	Land acquisition	Rs. 34 Lakh (order dated 24.12.2014)	Rs. 5 Cr Subject to the following conditions: (i) The land is acquired through the State Govt. Authorities. (ii) The land is within the approved scales and found suitable by the internal committee as per laid down procedures at the approved KLP. (iii) The land acquisition is as per the appraised and approved scheme and is not a pre-investment activity.


3	Technical Sanction of works in CAPFs	Rs. 1 Cr (order dated 10.08.2015)	Rs. 2 Cr In case of Heads of Engg. Wings of various CAPFs holding the rank equivalent to S.E. of CPWD.
4	Incurring exp. On providing refreshment, lunch etc in the meetings in CAPFs.	Rs. 150/- per head for tea/snacks Rs. 200/- per head for high tea & lunch Rs. 300/- per head for lunch & dinner (order dated 21.12.2015)	Up to Rs.5 Lakh per annum, subject to the provisions laid down in Ministry of Finance O.M. No. 7 (3)/ E-Coord/ 2013 dated 06.05.2015.
5	Funeral expenses for members of the force in case of death of Non-Gazetted officers who die while on duty.	DG/IG/DIG/Commandant-Rs. 8000/- (in each case) (order dated 09.05.2013)	Full power
6	Exp. on Passing Out Parade & Raising Day celebrations in CAPFs.	Nil	Rs. 5 Lakh Subject to the condition that no further amounts can be spent out of Govt. funds beyond this limit.

11. The exercise of delegated powers shall be subject to conditions mentioned in MHA's orders No. 11012/02/2009-Fin-I, dated 21.08.2009 and No. II.27012/24/CF-3274157/2014-PF.I, dated 24.12.2014, 28.07.2016, 10.08.2015, 21.12.2015 and 09.05.2013 along with following conditions:-

- The provision laid down in GFR 2017, DFPR, CPWD Codes/Works Manual/Economy instructions and other instructions issued by the MoF/MoUD/MHA from time to time.
- These powers should be exercised in consultation with the Internal Financial Adviser.
- The above delegations are subject to availability of funds in the budget head.

12. The enhanced powers will be effective from the date of issue of this order.

13. This issues with the concurrence of IFD vide their diary No. 3402152/ AS& FA (H), dated 13.10.2017; 3180391/ AS&FA (H), dated 22.12.2017 & 3362928/AS&FA (H), dated 27.12.2017 and approval of Competent Authority.


(M. Subramanian) 02/01/18
Deputy Secretary (Prov)
Tel : 23383552

To,

DsG/Directors: AR (through LoAR)/ BSF/ CISE/ CRPF/ ITBP/ NSG /SSB/IB/ NIA
FAs: AR (through LoAR)/ BSF/ CISE/ CRPF/ ITBP/ NSG /SSB / IB/ NIA

Copy to:

- (i) PS to Home Minister
- (ii) PS to MOS(H)
- (iii) PS to Home Secretary
- (iv) PPS to AS&FA (H)
- (v) PPS to JS (PM)
- (vi) PPS to JS (P-II)
- (vii) Director (Fin/Home)/Director (Fin/Pers)/ Director (Police/ Finance)
- (viii) 2I/C (Procurement)/ US (Prov-I)
- (ix) PAO, MHA

Annexure-I

**Checklist for Authorization-cum-Provisioning Sanction of the Competent Authority
in MHA for items beyond the delegated financial powers of CAPFs/NIA/IB**

	Item of Information	Information w.r.t: Col.1	Page no. on the corr. side
	(1)	(2)	(3)
1.	Details of proposal		
2.	Approval of CCS or any other Competent Authority, if any.		
3.	MHA guidelines issued in Feb 2012 and September 2012 by PM Division prescribing pro-forma for authorization/provisioning.		
4.	Operational role and necessity/ purpose for which weapon/ equipment is proposed for authorization		
5.	Variety of equipment available for the stated purpose		
6.	Benchmarks /norms available for the proposal based on authorization of other similar establishments in CAPFs. (deviations from such norms would require justification separately)		
7.	Recommendation of the DG/Director of CAPFs/NIA/IB and concurrence of the concerned FA/IFA		
8.	Unequivocal recommendation of the PM Division		
	i. Proposed quantity for authorization		
	ii. Estimated financial implication.		
9.	Competent authority to approve the Authorization proposal.		
10.	Holding against the authorization		
11.	Availability of QRs/Trial Directives		
12.	i. Quantity proposed for first time procurement based on actual requirement on ground ii. Estimated financial implication.		
13.	Basis of cost estimation		
14.	Proposed mode of procurement (GTE/OTE/LTE/STE/PAC/GeM)		
15.	In case of PAC, the PAC Certificate as per GFR should be signed by IG level officer.		
16.	Applicable Rules of GFR		
17.	Budget head to which expenditure is to be booked		
18.	Budget availability for current procurement		
19.	Procurement cycle (Number of financial years over which the procurement will be spread subject to availability of funds)		
20.	Competent authority to approve the Procurement proposal.		

Note: GFR 2017, Manual for Procurement of Goods-2017 & CVC Guidelines will be the guiding regulations during the procurement process. Procuring entity while making procurement proposal in a procurement cycle should ensure that there should neither be over provisioning nor splitting.

Annexure-II

Guidelines regarding finalization of Qualitative Requirements (QRs)/ Trial Directives (TDs) by CAPFs:

- (i) The formulation of QRs/TDs will be in line with provisions mentioned in Rule 144 and Rule 173 of GFR 2017 which provides fair and equitable treatment to suppliers and promote competition in public interest.
- (ii) The QRs/TDs need to be detailed, realistic, achievable, verifiable, broad based and generic and not, in any case, be vendor specific and must result in procurement of the items that best meet the operational requirement of the Forces. It may be ensured that QRs/TDs should be formulated in such a manner that there is no scope of ambiguity on any parameter of the draft QR/TD.
- (iii) The draft QR/TD should be hosted on MHA website as well as nodal CAPF for a period of 15 days to allow firms to represent/offer their comments on the same.
- (iv) The comments so received from firms/vendors/organizations etc should be properly attended and disposed of by incorporating changes, if required, in draft QRs.
- (v) It will be ensured that after the issue of Tender Enquiry, normally no amendment to the QRs and TDs is permitted unless such changes are necessitated due to advancement in the technology or deliberations at Pre-bid conference. Amendments, if any, should be towards enhancement of the performance or to increase competition and not adversely affect the eligibility of any previously qualified firms.
- (vi) The proposed QRs should be prepared with the adoption of state of the art technology and in consonance with industry norms. Market availability should also be ensured.
- (vii) Representatives from at least 5 CAPFs will be the part of each sub-group. The sub-group must co-opt members from other expert Government organizations such as IIT/AIIMS/BIS/DGQA/DRDO/DCPW/VRDE etc.
- (viii) In case of force specific items, the user CAPFs would formulate/revise the QRs and submit to the Nodal DG for approval. However, during the process of formulation/revision of QRs/TDs of force specific items, participation of representatives of other CAPFs would be ensured. DG of nodal CAPF would also ensure that item is Force specific is not used/ required by any other CAPFs.
- (ix) The Trial Directives should invariably be finalized along with the QRs.
- (x) The nodal CAPFs concerned will be accountable for the correctness of QR/TD and compliance of due procedure.
- (xi) CAPFs may adopt the specifications/QRs approved by any Government organization such as Ministry of Defence, Ministry of Health and Family Welfare, DGS&D, BIS, DRDO etc. subject to condition that these are suitable to them and no amendment will be made to these QRs. Any amendment in these QRs will require the approval of DG of the nodal CAPF. Purchase of obsolete items will be avoided strictly.
- (xii) All procurement being done by CAPFs shall be on the basis of the approved QRs and TDs.
- (xiii) Any amendment to or revision of existing QRs/TDs will follow the same procedure of scrutiny by inter-CAPF Committee as was duly constituted for the purpose of framing them.
- (xiv) Methodology for preparation/revision of QRs/TDS as prescribed in MHA's OM of even number dated 13.06.2012 will remain unchanged.
