



सत्यमेव जयते

**GOVERNMENT OF JAMMU AND KASHMIR
FINANCE DEPARTMENT**

(CODIFICATION CELL)

**ANNUAL COMPENDIUM
2020**

INDEX

S. No.	Subject	Reference to Notification/SRO/ Govt. Order/ Circular/OM etc.	Reference to Rule	Page No.
1	2	3	4	5
1.	Implementations of General Provident Fund (Central Service) Rules, 1960.	Government Order No. 07-F of 2020 dated 08-01-2020		1
2.	Delegations of Financial Powers.	S. O. 15 dated 09-01-2020		2-10
3.	Procurement of goods and services by Government Department/PSUs/ Aided Institutions produced and provided by Micro and Small enterprises.	Circular No. A/106 (03)-11-244 dated 11-01-2020		11-27
4.	Travelling allowance in favour of members of all India Services serving in connection with affairs of Union Territory of Jammu and Kashmir.	Circular No. 4/02 (2018)-UT-102 dated 21-01-2020		28
5.	Discontinuance of Personal Pay for adoption/promotion of small family norms.	Government Order No. 30-F of 2020 dated 24-01-2020		29
6.	Procurement through Government e-Marketplace (GeM).	Circular No. A/21 (03)-I-Partfile-II-136 dated 24-01-2020		30-31
7.	Authorization of Pensionary benefits under SRO-59 dated 06-02-1990 and Govt. Order 270-PDD of 1996 dated 06-08-1996.	No. A/29 (96)-II-A-741 dated 27-01-2020		32-35

(ii)

1	2	3	4	5
8.	Adherence to rules by the Executive Agencies while according administrative approval.	Circular No. A/GeM (2020)-196 dated 04-02-2020		36-37
9.	Procurement through Government e-Marketplace (GeM).	Circular No. A/21 (03)-I-Partfile-II-220 dated 07-02-2020		38-39
10.	Date of next increment under Rule 10 of J&K Civil Service (Revised) Pay Rules, 2018—clarification regarding.	No. A/PS/DGC/Gen (2018)-1209 dated 07-02-2020		40-41
11.	Clarification regarding grant of Transport Allowance in favour of employees appointed under SRO-202 dated 30-06-2015.	A/Clar(2019)-I-1299 dated 28-02-2020		42
12.	Procurement through Government e-Marketplace (GeM).	Circular No. A/GeM (2020)-316 dated 13-03-2020		43
13.	Delegations of Financial Powers to Municipal Bodies.	S. O. 137 dated 24-04-2020		44-45
14.	Rationalization of pension of retired Judicial Officers.	Government Order No. 182-F of 2020 dated 17-06-2020		46
15.	Amendments in General Financial Rules (GFRs), 2017-Global Tender Enquiry.	Circular No. A/GFR (2019)-Arrears-532 dated 19-06-2020		47

1	2	3	4	5
16.	Performance Security in terms of Rule 171 of General Financial Rules (GFR), 2017- Guidelines regarding.	Circular No. A/GFR (2019)-Arrears-533 dated 19-06-2020		48-49
17.	Amendment in J&K Civil Service (Leave) Rules, 1979.	S. O. 234 dated 21-07-2020		50
18.	Clarification on Children Education Allowance/Hostel subsidy.	No. A/Clar (2019)- 676/J dated 14-08-2020		51-56
19.	Revision of Rate of Interest on General Provident Fund.	Government Order No. 245-F of 2020 dated 09-09-2020		57
20.	Revision of Pay/ Pension in respect of Employees/ Pensioners of J&K Industries Ltd.	No. A/Clar (20 18)-I- 106/S dated 24-09-2020		58
21.	Implementation of General Provident Fund (Central Services) Rules, 1960.	Government Order No. 266-FD of 2020 dated 28-09-2020		59-61
22.	Public Procurement from any bidder from a country sharing a land border with India-regarding.	Circular No. A/4 (20 18)- 782/J dated 01-10-2020		62-78
23.	Economy Instructions- Printing Activities.	Circular No. A/PS/ DG C/2020-792/J dated 0 1-1 0-2020		79-80
24.	Amendment in Article 226(2) of J&K CSR- Vol.-1.	S. O.-324 dated 22-10-2020		81-87

1	2	3	4	5
25.	Potential of procurement.	O. M. No. A/GeM (20 19)-826/J dated 10-11-2020		88-91
26.	Clarification regarding break in daily wage capacity in favour of employees of JKI.	O. M. No. A/Clar (2020)-Sgr-I-920/J dated 17-12-2020		92
27.	1. Additional Performance Security in case of Abnormally Low Bids (ALBs).	Circular No. A/Misc (2018)-III-895/J dated 22-12-2020		93-97
	2. Bid Security/ Earnest Money Deposit.			98-99
	3. Performance Security.			100-101
28.	Enhancement in Existing features and functionalities and deployment of new features and functionalities by Government e-Marketplace (GeM).	Circular No. A/50 (2016)-1-857/J dated 28-12-2020		102-107
29.	SHG Products on Government e-Marketplace (GeM) and their procurement by all departments.	No. A/GeM (2019) Sgr.-888 dated 30-12-2020		108-109

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Implementation of General Provident Fund (Central Services)
Rules, 1960.

Government Order No. 07-F of 2020

Dated 08-01-2020.

Consequent upon repeal of the Jammu and Kashmir Provident Funds Act (Svt.), 1998 as per Jammu and Kashmir Reorganisation Act, 2019, the General Provident Fund (Central Services) Rules, 1960 shall apply in the Union Territory of Jammu and Kashmir with effect from 31st October, 2019.

By order of the Lieutenant Governor.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,
Finance Department.

No. A/09(2019)-1217

Dated 08-01-2020.

Copy to the :—

Standard Endorsements.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Notification

Jammu, the 9th of January, 2020.

S.O.-15.—In exercise of the powers conferred under section 67 of the Jammu and Kashmir Reorganisation Act, 2019, the Lieutenant Governor, Union Territory of Jammu and Kashmir is pleased to delegate his financial powers to accord Administrative Approval, Technical Sanctions and Sanction of contracts, to the Administrative Departments, Major Heads of Departments, Class-I Officers (Other Officers) and Class-II Officers, to the extent as indicated in Annexure-I, to this notification.

The financial powers delegated are subject to the condition that all Codal Formalities shall be followed as per the provisions laid down in General Financial Rules, 2017, Manual for Procurement of Goods and Services, 2017, Manual for Procurement of Works, 2019, Manual for Procurement of Consultancy and Other Services, 2017, issued by Ministry of Finance, Department of Expenditure, GoI, and, other instructions/orders/guidelines issued by Government of Jammu and Kashmir.

By order of the Lieutenant Governor.

(Sd.) DR. A. K. MEHTA, IAS,

Financial Commissioner,
Finance Department.

No. A/PS/DC/2019-62

Dated 09-01-2020.

Copy to the :—

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Annexure-I to Notification S.O.-15 dated 09-01-2020.

**Delegation of powers to Administrative Departments/Major Heads of Departments/Class-I Officers
(Other Officers) and Class-II Officers.**

(A) Powers to accord Administrative Approval :

S. No.	Nature of Power	To whome Delegated	Extent	Remarks
1	2	3	4	5
1.	Administrative approval to expenditure on individual works	Administrative Departments	Up to Rs. 20.00 Crores with concurrence of Director Finance/ FA&CAO	AA in respect of works/projects above Rs. 20.00 crore shall be accorded with the approval of Hon'ble Lt. Governor after concurrence of F. D. Note 1 :—Accord of AA is an Administrative-cum-Financial decision which needs to be taken after due consideration. In no case shall AA be accorded unless the
		Chief Engineer	Up to Rs. 10.00 Crore with concurrence of FA/CAO	
		Major Heads of	Up to Rs. 5.00 Crores	

1	2	3	4	5
		Departments including District Development Commissioner		<p>work/project has been approved in the Capex/ Revenue Component of the budget, as the case may be, and funds are available for the purpose.</p> <p>Note 2 :—Where a scheme/project is sanctioned by GoI on the basis of Detailed Project Report and which is 100% funded by GoI, it shall be construed as AA by the Government of Union Territory as well.</p>
		Superintending Engineer	Up to Rs. 3.00 Crore	
2.	Execution of petty works, repairs and day to day maintenance of Government buildings	Administrative Department,	Full powers within budgetary limits	Subject to the condition that the work is executed through PW (R&B) Department
		Major Head of Departments including Chief Engineer		

1	2	3	4	5
		Class-I Officer (Other Officers)		

(B) Powers to accord Technical sanction :

1.	To accord technical sanction to detailed estimates of cost of original works or parts thereof including special repairs, renovations, additions and alterations and improvements not chargeable to maintenance	Chief Engineer	Full powers	Subject to condition that— (a) estimated cost technically sanctioned does not exceed the corresponding administratively approved cost by more than 10% subject to a monetary limit of Rs. 5.00 lakhs for estimates up to Rs.100.00 lakhs and 5% of the cost administratively approved subject to a monetary limit of Rs. 10.00 lakhs for estimates above Rs. 100.00 lakhs. (b) plans and designs for individual works costing
		Chief Hospital Engineers (SKIMS)	Full powers	
		Superintending Engineer	Up to Rs. 1.00 Crore	
		Ex. Engineer Assistant Executive Engineer	Up to Rs. 40.00 lakh Up to Rs. 1.00 lakh	

1	2	3	4	5
				<p>over Rs. 2.50 lakhs and Rs. 10.00 lakhs are approved by S. E. and C. Es respectively before technical sanction is accorded by Executive Engineer, Superintending Engineer respectively.</p> <p>(c) post of Chief Hospital Engineer, SKIMS is held by a regular deputationist Chief Engineer from PWD.</p>
2.	To accord technical sanction to detailed estimates chargeable to maintenance and repairs	Chief Engineer	Full powers	<p>Provided that the estimates sanctioned by the Superintending Engineer/Executive Engineer, Asstt. Executive Engineer are within the corresponding Provision approved by the Chief Engineer in the Annual Distribution Statement of maintenance grant.</p>
		Chief Hospital Engineers (SKIMS)	Full powers	
		Superintending Engineer	Up to Rs. 5.00 lakh	
		Ex. Engineer	Up to Rs. 2.50 lakh	
		Assistant Executive Engineer	Up to Rs. 0.50 lakh	

1	2	3	4	5
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(C) Powers to sanction/award contracts :

1.	To sanction contracts for purchase of Stores, Supplies, Services on the recommendations of Purchase Committee	Administrative Departments,	Full powers within budgetary limits	Subject to the condition that 100% funding has been accorded/committed.
		Major Head of Departments		
		Class-I Officers (Other Officers)		
		Class-II Officers		
2.	To grant contracts for individual works	Contract Committee	Full powers	Subject to the condition that AA has already been accorded and 100% funding has been accorded/committed.
		Departmental Contract Committee	Up to Rs. 40.00 Crore	
		Chief Engineer	Up to Rs. 20.00 Crore	
		Superintendent Engineer	Up to Rs. 7.00 Crore	
		Executive Engineer	Up to Rs. 1.50 Crore	
3.	To form Purchase Committee in the Departments, under them	All Departments	Provided that senior and experienced officer in the Department are selected as its members, Director Finance/Financial Advisor or an Accounts Officer, if any, available in the Department and a representative from Industries and Commerce	

1	2	3	4	5
			<p>Department should also be selected as two of its members. In respect of rate contract the rates fixed will remain valid for a period as may be specified by the committee but not beyond one year from the date of issue of orders determining the contract. Where the period of validity of rates has not been mentioned by the committee the same will be valid for one year from the date of issue of the order. For individual contracts the rates will be valid till completion of the contract, as per the terms of the agreement and/or supply order.</p>	
4.	To form Contract Committee	General Administration Department, on the proposal of the Administrative Departments	<p>The Contract Committee shall comprise the following members :—</p> <ol style="list-style-type: none"> 1. Administrative Secretary concerned. 2. Representative from Finance Department. 3. Secretary (Technical), PW (R&B)/ Development Commissioner (Works). 4. Chief Engineer, PW (R&B) Department/PHE (I&FC) Department/PDD. 5. Chief Engineer of Inspections, Quality Control and Designs. 6. Chief Engineer (Mech.) for such works as involves purchase of Mechanical Equipments. 	

1	2	3	4	5
			7. Director/Joint Director, PD&M Department. 8. Director, Finance/Financial Advisor. 9. Representative from Industries and Commerce Department, not below the rank of Additional Secretary.	
5.	To constitute Departmental Contract Committee	General Administration Department, on the proposal of the Administrative Departments	The Departmental Contract Committee shall have the following constitution :— 1. Development Commissioner, Public Works Department. 2. Chief Engineer, PW (R&B) Department. 3. Chief Engineer (Mech.) for such works as involves purchase of Mechanical Equipments. 4. Chief Engineer of Inspections, Quality Control and Designs. 5. Director, Finance/Financial Advisor. 6. Director/Joint Director, PD&M Department. 7. Special Secretary/Addl. Secretary of the Department. 8. Representative from Industries and Commerce Department, not below the rank of Additional Secretary.	

1	2	3	4	5
6.	To constitute an Empowered Committee for high value and prestigious projects for supervision and monitoring	General Administration Department	<p>The Empowered Committee shall comprise of the following :—</p> <ul style="list-style-type: none"> (i) Chief Secretary. (ii) Administrative Secretary, Finance Department. (iii) Administrative Secretary, Planning, Development and Monitoring Department. (iv) Principal Secretary to Lieutenant Governor. (v) Administrative Secretary, PWD/ PHE/PDD. (vi) Administrative Secretary, Housing and Urban Development Department. (vii) Administrative Secretary concerned. <p>The Committee shall co-opt a Chief Engineer as and when necessary. The selection of the projects as would be monitored by the above Committee shall be approved by the Hon'ble Lieutenant Governor.</p>	

Copy to the :—

Standard Endorsements.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

CIRCULAR

Subject :—Procurement of goods and services by the Government Departments/PSUs/Aided Institutions produced and provided by Micro and Small Enterprises.

Attention of all the Administrative Departments is invited to ‘Public Procurement Policy in respect of goods and services produced and provided by Micro and Small Enterprises (MSEs)’ notified by the Ministry of Micro, Small and Medium Enterprises vide S. O.-581 (E) dated 23rd March, 2012 which stipulates as under :—

1. Every Department or Public Sector Undertaking shall set an annual goal of procurement from Micro and Small Enterprises with the objective of achieving an overall procurement of minimum of 20 per cent, of total annual purchases of products produced and services rendered by Micro and Small Enterprises in a period of three years.
2. After a period of three financial years i. e. from 1st April, 2023, overall/procurement goal of minimum of 20 per cent shall be made mandatory.
3. Out of 20 per cent target of annual procurement from Micro and Small Enterprises, a sub-target of 20 per cent (i. e., 4 per cent out of 20 per cent) shall be earmarked for procurement from Micro and Small Enterprises owned by the Scheduled Caste or the Scheduled Tribe Entrepreneurs.
4. In tender, participating Micro and Small Enterprises quoting price within price band of L1+15 % shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro, Small and Medium Enterprises and such Micro and Small Enterprises shall be allowed to supply up to 20 % of total tendered value. In case of more than one such

Micro and Small Enterprise, the supply shall be shared proportionately (to tendered quantity).

5. All the Government Departments or PSUs shall procure 358 items (forming Annexure) from Micro and Small Enterprises, which have been reserved for exclusive purchase from them.

Accordingly all the Administrative Secretaries are requested to direct their line departments to strictly adhere to the said provisions of the Public Procurement Policy notified by the Ministry of Micro, Small and Medium Enterprises for procurement through MSMEs.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,
Finance Department.

No. A/106(03)-II-244

Dated 11-01-2020.

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ANNEXURE

LIST OF ITEMS RESERVED FOR PURCHASE FROM SMALL
SCALE INDUSTRIAL UNITS
INCLUDING HANDICRAFT SECTOR

1. AAC and ACSR Conductor up to 19 strands
2. Agricultural Implements—
 - (a) Hand Operated tools and implements
 - (b) Animal driven implements
3. Air/Room Coolers
4. Aluminium builder's hardware
5. Ambulance stretcher
6. Ammeters/ohm meter/volt meter (Electro magnetic up to Class-I accuracy)
7. Anklets Web Khaki
8. Augur (Carpenters)
9. Automobile Head lights Assembly
10. Badges cloth embroidered and metals
11. Bags of all types i. e. made of leather, cotton, canvas and jute etc. including kit bags, mail bags, sleeping bags and water-proof bag.
12. Bandage cloth
13. Barbed Wire
14. Basket cane (Procurement can also be made from State Forest Corporation and State Handicrafts Corporation)
15. Bath Tubs
16. Battery Charger
17. Battery Eliminator

18. Beam Scales (up to 1.5 tons)
19. Belt leather and straps
20. Bench Vices
21. Bituminous Paints
22. Blotting Paper
23. Bolts and Nuts
24. Bolts Sliding
25. Bone Meal
26. Boot Polish
27. Boots and Shoes of all types including canvas shoes
28. Bowls
29. Boxes Leather
30. Boxes made of metal
31. Braces
32. Brackets other than those used in Railways
33. Brass Wire
34. Brief Cases (other than moulded luggage)
35. Brooms
36. Brushes of all types
37. Buckets of all types
38. Button of all types
39. Candle Wax Carriage
40. Cane Valves/stock valves (for water fittings only)
41. Cans metallic (for milk and measuring)
42. Canvas Products :
 - (a) Water Proof Deliver, Bags to spec. No. IS-1422/70
 - (b) Bonner Covers and Radiators Muff, to spec. Drg. Lv7/

NSN/IA/130295

43. Capes Cotton and Woolen
44. Capes Waterproof
45. Castor Oil
46. Ceiling roses up to 15 amps
47. Centrifugal steel plate blowers
48. Centrifugal Pumps suction and delivery 150 mm x 150 mm
49. Chaff Cutter Blade
50. Chains lashing
51. Chappals and sandals
52. Chamois Leather
53. Chokes for light fitting
54. Chrome Tanned leather (Semi-finished Buffalo and Cow)
55. Circlips
56. Claw Bars and Wires
57. Cleaning Powder
58. Clinical Thermometers
59. Cloth Covers
60. Cloth Jaconet
61. Cloth Sponge
62. Coir fibre and Coir yarn
63. Coir mattress cushions and matting
64. Coir Rope hawserlaid
65. Community Radio Receivers
66. Conduit pipes

67. Copper nail
68. Copper Napthenate
69. Copper sulphate
70. Cord Twine Maker
71. Cordage Others
72. Corrugated Paper Board and Boxes
73. Cotton Absorbent
74. Cotton Belts
75. Cotton Carriers
76. Cotton Cases
77. Cotton Cord Twine
78. Cotton Hosiery
79. Cotton Packs
80. Cotton Pouches
81. Cotton Ropes
82. Cotton Singlets
83. Cotton Sling
84. Cotton Straps
85. Cotton tapes and laces
86. Cotton Wool (Non-absorbent)
87. Crates Wooden and plastic
88. (a) Crucibles up to No. 200
(b) Crucibles Graphite up to No. 500
(c) Other Crucibles up to 30 kgs.
89. Cumblies and blankets
90. Curtains mosquito

91. Cutters
92. Dibutyl Phthalate
93. Diesel engines up to 15 H. P.
94. Dimethyl Phthalate
95. Disinfectant Fluids
96. Distribution Board up to 15 amps
97. Domestic Electric appliances as per BIS Specifications-Toaster Electric, Elect. Iron, Hot Plates, Elect. Mixer, Grinders, Room heaters and convectors and ovens
98. Domestic (House Wiring) P. V. C. Cables and Wires (Aluminium) Conforming to the prescribed BIS Specifications and up to 10.00 mm sq. nominal cross section
99. Drawing and Mathematical Instruments
100. Drums and Barrels
101. Dust Bins
102. Dust Shield leather
103. Dusters Cotton all types except the items required in Khadi
104. Dyes :
 - (a) Azo Dyes (Direct and Acid)
 - (b) Basic Dyes
105. Electric Call bells/buzzers/door bells
106. Electric Soldering Iron
107. Electric Transmission Line Hardware items like steel cross bars, cross arms clamps arching horn brackets. etc.
108. Electronic doorbell
109. Emergency Light (Rechargeable type)
110. Enamel Wares and Enamel Utensils

111. Equipment camouflage Bamboo support
112. Exhaust Muffler
113. Expanded Metal
114. Eyelets
115. Film Polyethylene - including wide width film
116. Film spools and cans
117. Fire Extinguishers (wall type)
118. Foot Powder
119. French polish
120. Funnels
121. Fuse Cut outs
122. Fuse Unit
123. Garments (excluding supply from Indian Ordnance Factories)
124. Gas mantels
125. Gauze cloth
126. Gauze surgical all types
127. Ghamellas (Tasllas)
128. Glass Ampules
129. Glass and Pressed Wares
130. Glue
131. Grease Nipples and Grease guns
132. Gun cases
133. Gun Metal Bushes
134. Gum tape
135. Hand drawn carts of all types
136. Hand gloves of all types

137. Hand Lamps Railways
138. Hand numbering machine
139. Hand pounded Rice (polished and unpolished)
140. Hand presses
141. Hand Pump
142. Hand Tools of all types
143. Handles wooden and bamboo (Procurement can also be made from State Forest Corpn. and State Handicrafts Corporation)
144. Harness Leather
145. Hasps and Staples
146. Haver Sacks
147. Helmet Non-Metallic
148. Hide and country leather of all types
149. Hinges
150. Hobnails
151. Hold all
152. Honey
153. Horse and Mule Shoes
154. Hydraulic Jacks below 30 Ton capacity
155. Insecticides Dust and Sprayers (Manual only)
156. Invalid wheeled chairs
157. Inverter domestic type up to 5 KV A
158. Iron (dhobi)
159. Key board wooden
160. Kit Boxes
161. Kodali

- 162. Lace leather
- 163. Lamp holders
- 164. Lamp signal
- 165. Lanterns Posts and bodies
- 166. Lanyard
- 167. Latex foam sponge
- 168. Lathies
- 169. Letter Boxes
- 170. Lighting Arresters - up to 22 kv
- 171. Link Clip
- 172. Linseed Oil
- 173. Lint Plain
- 174. Lockers
- 175. Lubricators
- 176. L. T. Porcelain KITKAT and Fuse Grips
- 177. Machine Screws
- 178. Magnesium Sulphate
- 179. Mallet Wooden
- 180. Manhole covers
- 181. Measuring Tapes and Sticks
- 182. Metal clad switches (up to 30 Amps)
- 183. Metal Polish
- 184. Metallic containers and drums other than N. E. C. (Not elsewhere classified)
- 185. Metric weights
- 186. Microscope for normal medical use

187. Miniature bulbs (for torches only)
188. M. S. Tie Bars
189. Nail Cutters
190. Naphthalene Balls
191. Newar
192. Nickel Sulphate
193. Nylon Stocking
194. Nylon Tapes and Laces
195. Oil Bound Distemper
196. Oil Stoves (Wick stoves only)
197. Pad locks of all types
198. Paint remover
199. Palma Rosa Oil
200. Palmgur
201. Pans Lavatory Flush
202. Paper conversion products- paper bags, envelopes, ice-cream cup, paper cup and saucers and paper Plates
203. Paper Tapes (Gummed)
204. Pappads
205. Pickles and Chutney
206. Piles fabric
207. Pillows
208. Plaster of Paris
209. Plastic Blow Moulded Containers up to 20 litre excluding Poly Ethylene Terephthalate (PET) Containers
210. Plastic cane
211. Playing Cards

- 212. Plugs and Sockets electric up to 15 Amp
- 213. Polyethylene bags
- 214. Polyethylene Pipes
- 215. Post Picket (Wooden)
- 216. Postal Lead seals
- 217. Potassium Nitrate
- 218. Pouches
- 219. Pressure Die Casting up to 0.75 kg.
- 220. Privy Pans
- 221. Pulley Wire
- 222. PVC footwears
- 223. PVC pipes up to 110 mm
- 224. PVC Insulated Aluminium Cables (up to 120 sq. mm) (ISS:694)
- 225. Quilts. Razais
- 226. Rags
- 227. Railway Carriage light fittings
- 228. Rakes Ballast
- 229. Razors
- 230. RCC Pipes up to 1200 mm. dia
- 231. RCC Poles Prestressed
- 232. Rivets of all types
- 233. Rolling Shutters
- 234. Roof light Fittings
- 235. Rubber Balloons
- 236. Rubber Cord

- 237. Rubber Hoses (Unbranded)
- 238. Rubber Tubing (Excluding braided tubing)
- 239. Rubberised Garments Cap and Caps etc.
- 240. Rust/Scale Removing composition
- 241. Safe meat and milk
- 242. Safety matches
- 243. Safety Pins (and other similar products like paper pins, staples pins etc.)
- 244. Sanitary Plumbing fittings
- 245. Sanitary Towels
- 246. Scientific Laboratory glass wares (Barring sophisticated items)
- 247. Scissors cutting (ordinary)
- 248. Screws of all types including High Tensile
- 249. Sheep skin all types
- 250. Shellac
- 251. Shoe laces
- 252. Shovels
- 253. Sign Boards painted
- 254. Silk ribbon
- 255. Silk Webbing
- 256. Ski boots and shoes
- 257. Sluice Valves
- 258. Snap fastner (Excluding 4 pcs. ones)
- 259. Soap Carbolic
- 260. Soap Curd
- 261. Soap Liquid

- 262. Soap Soft
- 263. Soap washing or laundry soap
- 264. Soap Yellow
- 265. Socket/pipes
- 266. Sodium Nitrate
- 267. Sodium Silicate
- 268. Sole leather
- 269. Spectacle frames
- 270. Spiked boot
- 271. Sports shoes made out of leather (for all Sports games)
- 272. Squirrel Cage Induction Motors up to and including 100 KW 440 volts 3 phase
- 273. Stapling machine
- 274. Steel Almirah
- 275. Steel bedsstead
- 276. Steel Chair
- 277. Steel desks
- 278. Steel rack/shelf
- 279. Steel stools
- 280. Steel trunks
- 281. Steel wool
- 282. Steel and aluminium windows and ventilators
- 283. Stockinet
- 284. Stone and stone quarry rollers
- 285. Stoneware jars

- 286. Stranded Wire
- 287. Street light fittings
- 288. Student Microscope
- 289. Studs (excluding high tensile)
- 290. Surgical Gloves (Except Plastic)
- 291. Table knives (Excluding Cutlery)
- 292. Tack Metallic
- 293. Taps
- 294. Tarpaulins
- 295. Teak fabricated round blocks
- 296. Tent Poles
- 297. Tentage Civil/Military and Salitah Jute for Tentage
- 298. Textiles manufactures other than N. E. C. (not elsewhere classified)
- 299. Tiles
- 300. Tin Boxes for postage stamp
- 301. Tin can unprinted up to 4 gallons capacity (other than can O. T. S.)
- 302. Tin Mess
- 303. Tip Boots
- 304. Toggle Switches
- 305. Toilet Rolls
- 306. Transformer type welding sets conforming to IS : 1291/75 (up to 600 amps)

- 307. Transistor Radio up to 3 band
- 308. Transistorised Insulation- Testers
- 309. Trays
- 310. Trays for postal use
- 311. Trolley
- 312. Trollies-drinking water
- 313. Tubular Poles
- 314. Tyres and Tubes (Cycles)
- 315. Umbrellas
- 316. Utensils all types
- 317. Valves Metallic
- 318. Varnish Black Japan
- 319. Voltage Stabilizers including C. V. T' s
- 319. Washers all types
- 321. Water Proof Covers
- 322. Water Proof paper
- 323. Water tanks up to 15,000 litres capacity
- 324. Wax sealing
- 325. Waxed Paper
- 326. Weighing Scale
- 327. Welded Wiremesh
- 328. Wheel barrows
- 329. Whistle
- 330. Wicks cotton
- 331. Wing Shield Wipers (Arms and Blades only)
- 332. Wire brushes and Fibre Brushes
- 333. Wire Fencing and Fittings

- 334. Wire nails and Horse shoe nails
 - 335. Wire nettings of gauze thicker than 100 mesh size
 - 336. Wood Wool
 - 337. Wooden ammunition boxes
 - 338. Wooden Boards
 - 339. Wooden Box for Stamps
 - 340. Wooden Boxes and Cases N. E. C. (Not elsewhere classified)
 - 341. Wooden Chairs
 - 342. Wooden Flush Door Shutters
 - 343. Wooden packing cases all sizes
 - 344. Wooden pins
 - 345. Wooden plugs
 - 346. Wooden shelves
 - 347. Wooden veneers
 - 348. Woolen hosiery
 - 349. Zinc Sulphate
 - 350. Zip Fasteners
 - 351. Cane furniture Handloom
 - 352. Bamboo file tray, Baskets, Pencil stand, side racks etc.
 - 353. Artistic Wooden Furniture
 - 354. Wooden paper weight, racks etc.
 - 355. Glass covers made and grass jute of wood
 - 356. Jute furniture
 - 357. Jute bags, file cover
 - 358. Woolen and silk carpe
-

Government of Jammu and Kashmir
Civil Secretariat, Finance Department
Srinagar/Jammu.

Subject :—Travelling Allowance in favour of members of All India Services serving in connection with the affairs of the Union Territory of Jammu and Kashmir.

CIRCULAR

Consequent to issuance of Government Order No 494-F of 2019 dated 20-12-2019 regarding Travelling Allowance (TA) entitlements of members of All India Services serving in connection with the affairs of the Union Territory of Jammu and Kashmir, all the Departments are advised to strictly observe the following instructions in addition to the regulation of Travelling Allowance of members of All India Services in accordance with Office Memorandum No. 19030/1/2017-E.IV dated 13-07-2017 read with Office Memorandum of even No. dated 01-02-2018 issued by Department of Expenditure, Ministry of Finance, Government of India :—

1. In case of visit to Delhi or some other places on official tour where Government of Jammu and Kashmir provides accommodation for Government Officers, No Objection Certificate, shall be obtained from the Resident Commissioner, J&K Government, New Delhi/Joint or Deputy Resident Commissioner concerned to the effect that “No accommodation is available during the visit of the officer” in case the officer stays elsewhere.
2. The visit shall be planned well in advance to achieve cost efficiency.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,
Finance Department.

No. A/2(2018)-UT-102

Dated 21-01-2020.

Copy to the :—

Standard Endorsements.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Discontinuance of Personal Pay for adoption/promotion of small family norms.

Government Order No. 30-F of 2020

Dated 24-01-2020.

The Central Government has implemented the recommendations of the 7th Central Pay Commission regarding abolition of Family Planning Allowance to Central Government employees vide O. M. F. No. 12(4)2016-EIII.A dated 7th July, 2017.

In the Union Territory of Jammu and Kashmir, the employees are also entitled to special incentive in the form of Personal Pay for undergoing sterilization operation. Need has been felt for reviewing continuance of this incentive in favour of employees of Union Territory of Jammu and Kashmir in light of recommendations of 7th Central Pay Commission. The issue has accordingly been examined and, it is hereby ordered that :

“The special incentive available to employees of Union Territory of Jammu and Kashmir in the form of Personal Pay for undergoing sterilization operation in terms of Government Instruction No. 5 below Article 74 of J&K Civil Service Regulations is hereby withdrawn with immediate effect. The relevant provisions of J&K Civil Service Regulations Volume-I shall stand amended accordingly.”

By order of the Lieutenant Governor.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,
Finance Department.

No. A/50(86)-III-139

Dated 24-01-2020.

Copy to the :—

Standard Endorsements.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Procurement through Government e-Marketplace (GeM).

CIRCULAR

Attention of all the Administrative Departments is invited to the Circular regarding procurement of Goods and Services through GeM portal issued vide No. A/21(2003)-I-Part file-II-927 dated 17-09-2019 wherein it was directed that Government Organizations including Autonomous Bodies shall immediately register with GeM for procurement.

Some of the Departments have brought into the notice of Finance Department that while purchasing through GeM some items are at significant higher rates than market rates.

All Departments are therefore, directed to take into consideration following points while procuring Goods and Services on Government e-Marketplace (GeM) :—

- (1) Buying from single vendor shall generally be avoided, and the departments shall not split the requirements which is against the principles of financial propriety.
- (2) Number of vendors on GeM (Govt. e-Marketplace) is large enough for discovery of competitive price.
- (3) Specifications shall be laid down to meet functional requirement without being restrictive as per CVC guidelines.
- (4) Generally the items are available at GeM at the rates lesser than the market rates. However, if the rates at GeM are higher, the same shall be brought into the notice of the GeM authorities and Finance Department.
- (5) All the principles of financial propriety shall be adhered to for procurement of goods.

All the Administrative Departments shall furnish the list of items which are not either available on GeM or are costlier than the prevailing market price to the Finance Department.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,
Finance Department.

No. A/21(03)-I-partfile-II-136

Dated 24-01-2020.

Copy to the :—

Standard Endorsements.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

The Senior Deputy Accountant General,
O/o Accountant General,
J&K, Srinagar.

No. A/29(96)-II-A-741

Dated 27-01-2020.

Subject :—Authorization of pensionary benefits under SRO-59 dated 06-02-1990 and Govt. Order No. 270-PDD of 1996 dated 06-08-1996.

Sir,

Kindly refer your letter No. PNR-I/S-1/2019-20/916 dated 04-07-2019 on the subject cited above. In this connection it is to state that the issue among others was discussed threadbare in the meeting held on 17-09-2019 between Director (Codes) and Deputy Accountant General (Pensions), wherein it was agreed that the pension cases of concerned employees/pensioners shall be settled by the Accountant General's Office in accordance with the provisions of the SRO-59 of 1990 and SRO-393 of 1997 read with SRO-231 of 2003, Government Order No. 165-F of 2003 dated 11-08-2003 and clarifications thereon issued by Finance Department from time to time.

The undersigned is accordingly directed to request to settle the pending pension cases as per the mechanism agreed to in the meeting. A copy of the Minutes of the Meeting is enclosed herewith for reference.

Encl. as above.

Yours faithfully,

Accounts Office (Codes),
Finance Department.

Copy to the Administrative Secretary, _____ Department with the request to advise the subordinate authorities to ensure that the benefit accorded to the concerned employees/pensioners is covered under the provisions of relevant rules, orders and clarifications. A copy of minutes is also enclosed for reference.

Minutes of the meeting held between Director, Codes and Deputy Accountant General (Pensions) in the Office Chambers of the Deputy Accountant General (Pensions) on 17-09-2019 to discuss various issues including the issue arising of SRO-59 of 1990.

Reference :—Deputy Accountant General (Pensions) No. PNR-I/S-I/2019-20-916 dated 04-07-2019.

An informal meeting was held in the Accountant General's Office on 17-09-2019 between Director, Codes and the Deputy Accountant General (Pensions), J&K in the office chambers of Deputy Accountant General (Pensions), wherein besides Deputy Accountant General (Pensions), and Director, Codes, some other officers from the Audit Organization and Accounts Officer (Codes) also participated. The issues discussed and the view taken/recommendations suggested thereto are as under :—

Item No. 1 : SRO-59 of 1990 read with SRO-393 of 1997—Admissibility/regulation of benefit(s) thereof.

After threadbare discussions it was agreed that the cases of the concerned eligible employees/pensioners shall be settled by the AG Office in accordance with the provisions of the said SROs read with the norms prescribed by the concerned Administrative Departments and clarifications issued by Finance Department in this regard from time to time. However the Audit Office advised that the concerned departments shall issue instructions to their subordinate offices to extend the benefits to the eligible employees/pensioners only in accordance with the rules/instructions issued in this behalf from time to time.

Item No. 2 : Special treatment posts-Admissibility of In-Situ promotions to the incumbents thereof.

The placements in next tier/pay scale in such cases do not entitle them to the benefit of fixation of pay under Article 77-B, as such does not constitute promotion as has been clarified in the past and departments having implemented the said criteria till date. Further, the two tier structure was not existing prior to 1-4-1990, instead these posts were previously existing in the upper tier/upper pay scale, and the two tier system was invented from 1-4-1990 vide SRO-75 of 1992. Therefore the incumbents

of such posts shall be entitled to In-Situ promotional benefits on completion of prescribed 9 years of service in the post to be reckoned from the date of their initial appointment in the said post including the period/service rendered in the lower tier/lower pay scale. Thus the service rendered in both the two tiers shall count for calculation of prescribed 9 years of service. However, the Audit Office is of the view that this is an administrative matter to be decided by the Finance Department.

Item No. 3 : Stepping up of pay and pay scale of senior counterpart vis-a-vis junior counterpart where senior counterpart had entered the service at higher stage/post and senior counterpart having entered service from a lower stage/post besides having already availed three promotions.

Since the two categories of employees do not have entry in service/cadre at identical stage/post, as such cannot be considered as counterparts for purpose of claim or grant of pay parity or pay scale parity. The parity arises only when both the categories of employees have entry in service/cadre at same stage/post and the claim of senior/junior is substantiated by the appropriate sanctioned seniority lists. The Audit Office advised to instruct the Administrative Departments delegated to sanction stepping up of pay not to issue any sanction in such cases.

Item No. 4 : Counting/reckoning of notional pay for purpose of grant of Pension and other Retirement Benefits.

The grant of benefit of promotion or upgradation or placement in higher pay scale/grade notionally for certain period of time is arisen to avoid payment of arrears of pay thereof in view of associated financial implications, but not to deny the pensionary benefits/other retirement benefits earned thereto. Thus the pay arrived at by virtue of such notional pay fixation shall be construed as pay due, hence shall count and qualify/reckon for grant/calculation of pension and other retirement benefits to the concerned employees as admissible under rules. The Audit Office observed that fixation of pension/retirement benefits on notional pay is in contravention with rule 242 of J&K CSRs Vol. I which provides that the pension must not be increased of pay not actually drawn. However, in order to extend the benefit of SRO-42 dated 02-02-2011 to pre 01-01-2011

(01-01-2006 to 31-12-2010) retire/deceased Government servants in terms of G. O. No. 222-F of 2018 dated 22-04-2018 an addendum to the said Government Order may be issued.

Item No. 5 : Grant of promotion/In-Situ promotion notionally for certain period of time which was otherwise due and admissible from actual date and the delay in sanctioning/grant of the said benefit were purely due to procedural delay and not attributed to the employee concerned.

If it is established that the delay arised is attributed to procedural delay, not to the employee concerned the montory benefit of any such promotion/placement shall be granted from the due date without any notional effect. The Audit Office advised that this being purely a matter of financial implications and Audit Office has no objection for payment of monetary benefits from the due date.

(Sd.).....

(Sd.).....

Deputy Accountant General
(Pensions).

Director, Codes,
Finance Department.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Adherence to rules by the Executing Agencies while according administrative approval.

CIRCULAR

Attention of all the Administrative Departments is invited to the detailed instructions laid down in the provisions of General Financial Rules, 2017 regarding procedures to be followed for according administrative approval.

2. In terms of Rule 136(1) of General Financial Rules, 2017, no work shall be commenced and liability incurred in connection with it until administrative approval is obtained from appropriate authority in each case. The powers to accord administrative approval have been delegated vide S. O.-15 of 2020 dated 09-01-2020. The following aspects shall be taken into consideration while according the administrative approval :—

- i. Work to be initiated is necessary.
- ii. Necessary funds are available in the Budget Estimate.
- iii. Unnecessary items of expenditure in the proposal shall be avoided.
- iv. Per unit cost of construction is calculated taking into account rates adopted for similar earlier works as well as normative cost of construction.
- v. Maintenance and upkeep of the project is factored in the proposal.
- vi. Technical sanction is duly accorded.
- vii. Expected date of commencement and completion of works are clearly mentioned.

- viii. Subsequent changes in scope of work are strictly avoided.
- ix. Comprehensive proposal is considered for approval instead of a part, so that intended outcome is fully achieved on completion of activities proposed.

3. It is imperative for all the departments to adhere to the procedures laid down in the General Financial Rules, 2017 and S. O.-15 of 2020 dated 09-01-2020 for prudence and bringing transparency in the process of execution of works.

4. These instructions shall be strictly adhered to.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,
Finance Department.

No. A/GeM(2020)-196

Dated 04-02-2020.

Copy to the :—

Standard Endorsements.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Procurement through Government e-Marketplace (GeM).

CIRCULAR

In continuation to Circular instructions issued vide No. A/21 (03)-I-partfile-II-1136 dated 24-01-2020, it is hereby brought into the notice of all Administrative Departments that Rule 21 of General Financial Rules, 2017 stipulates as under :—

“Every officer incurring or authorizing expenditure from public moneys should be guided by high standards of financial propriety. Every officer should also enforce financial order and strict economy and see that all relevant financial rules and regulation” are observed, by his own office and by subordinate disbursing officers. Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.

Accordingly, departments are requested to take into consideration following instructions while purchasing Goods and Services through GeM :—

- (1) The procuring authorities will certify the reasonability of the rates.
- (2) Reasonability of rates shall be ascertained by using the Business Analytics (BA) tools available on GeM including the last purchase price on GeM, departments own last purchase price, market price etc.

- (3) In order to ensure that the rates are competitive and reasonable, the departments are advised to use option of bidding, reverse auction provided on the GeM.

(Sd.) DR. ARUN KUMAR MEHTA, LAS,

Financial Commissioner,
Finance Department.

No. A/21(03)-I-Partfile-II-220

Dated 07-02-2020.

Copy to the :—

Standard Endorsement.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

O. M. No. A/PS/DGC/Gen (2018)-1209

Dated the 7th of February, 2020.

Subject :—Date of next increment under Rule 10 of J&K Civil Service (Revised) Pay Rules, 2018—Clarification regarding.

A number of references were received in Finance Department seeking clarifications regarding drawl of next increment by the employees' appointed or promoted/granted financial upgradation (In-Situ promotion) on 1st January or 1st July. The matter was examined and clarified vide O. M. No. A/PS/DGC/Gen/2018-1268 dated 16-01-2019 as under :—

“In case an employee is granted promotion whether functional or non-functional (viz. In-situ/time bound promotion) on 1st January or 1st July, where the pay is fixed in the level applicable to the post on which promotion is made in accordance with the Rule 12 of the J&K Civil Service (Revised) Pay Rules, 2018, the first increment in the level applicable to the post on which promotion is made shall accrue on the following 1st July or 1st January, as the case may be, subject to the condition that the completion of six months' qualifying service is strictly fulfilled. The next increment shall however, accrue only after completion of one year of incremental service.”

Consequent upon issue of above O. M., further clarification in the matter on accrual of next increment in case of promotion/financial upgradation (In-Situ Promotion) of an employee on any date other than the date of annual increment, i. e., 1st January or 1st July and option for fixation of pay is exercised under Rule 13 of J&K Civil Service (Revised) Pay Rules, 2018 has been felt necessary especially keeping in view provisions of stepping up of pay arising there from between senior and junior employee on mass scale.

‘The matter has been examined in light of Ministry of Finance, Department of Expenditure Office Memorandum No. 4.21/2017IC/E.IIIA dated 28-11-2019’ and accordingly, it is clarified that the

employees promoted/granted financial upgradation (In-Situ promotion) on any date other than the date of his/her annual increment in lower grade can exercise the option under Rule 13 of J&K Civil Service (Revised) Pay Rules, 2018 for fixation of pay from the date of accrual of next increment in the scale of pay in lower post/grade. In such a situation, he/she may be allowed the 1st increment in promotional post on ensuing 1st January/1st July as the case may be, after completion of 6 months' qualifying service after such fixation on 1st January/1st July. The next increment, thereafter, shall however, become due after completion of one year.

In order to enable the employees who have been promoted/granted financial upgradation (In-Situ Promotion) on or after 01-01-2016 but could not exercise the option for pay fixation under Rule 13 of J&K Civil Service (Revised) Pay Rules, 2018 because of lack of clarification, shall be given an opportunity to exercise or re-exercise option thereunder, if they desire so. The option shall be exercised within three months of issue of this O. M.

(Sd.)

Director General (Codes),
Finance Department.

Copy to the.—

Standard Endorsements.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

O. M. No. A/Clar(2019)-1-1299

Dated 28-02-2020.

Subject :—Clarification regarding grant of Transport Allowance in favour of employees appointed under SRO-202 dated 30-06-2015.

Doubts have been raised as to whether the employees appointed under SRO-202 dated 30-6-2015 are entitled to the benefits of monthly Transport Allowance. The issue has been examined in consultation with General Administration Department and is clarified as under :—

“Employees appointed under SRO-202 of 2015 dated 30-06-2015 are not entitled to the grant of Transport Allowance sanctioned vide Government Order No. 472-F of 2019 dated 28-11-2019 issued by Finance Department. However, these employees shall be entitled to all such allowances after completion of 05 years period of service covered under Rule 9 (1) of J&K Special Recruitment Rules, 2015.”

All the departments are, therefore, requested to proceed in the matter accordingly.

(Sd.) S. L. PANDITA,

Director General (Codes),
Finance Department.

Copy to the :—

Standard Endorsements.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Procurement through Government e-Marketplace (GeM).

CIRCULAR

Attention of all the Administrative Departments is invited to the circular instructions regarding procurement of Goods and Services through (GeM) portal issued vide No. A/21(2003)-1-Partfile-11-927 dated 17-09-2019 wherein it was directed that Government Organizations including Autonomous Bodies shall immediately register with GeM for their procurement.

It has been brought into the notice of Finance Department that most of the Departments/Offices including attached/subordinate offices etc. are not sending their respective monthly procurement details as per the prescribed format. All the departments are therefore, directed to adhere to the following guidelines while procuring Goods and Services through Government e-Marketplace (GeM) :—

- (1) 100% procurement shall be ensured through (GeM) portal and information of every month in prescribed format shall be submitted by 7th of following month in respect of procurement made through Government e-Marketplace (GeM).
- (2) Payments to vendors of Government e-Marketplace (GeM) shall be made within the stipulated time limits prescribed by GeM authorities.
- (3) Reflection of work done through GeM by the officer reported upon shall be made in the APRs of the officer.

(Sd.) DR. ARUN KUMAR MEHTA, LAS,

Financial Commissioner,
Finance Department.

No. A/GeM(2020)-316

Dated 13-03-2020.

Copy to the :—

Standard Endorsements.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Notification

Jammu, the 24th of April, 2020.

S. O. 137.—In exercise of the powers conferred under section 67 of the Jammu and Kashmir Reorganization Act, 2019, the Lieutenant Governor, Union Territory of Jammu and Kashmir is pleased to delegate his financial powers to the Municipal Bodies to the extent as indicated in Annexure-I, to this notification subject to the condition that all codal formalities shall be followed as per the provisions laid down in General Financial Rules, 2017, Manual for Procurement of Goods and Services, 2017, Manual for Procurement of Works, 2019, Manual for Procurement of Consultancy and Other Services, 2017, issued by Ministry of Finance, Department of Expenditure, GoI, and other instructions/orders/guidelines issued by Government of Jammu and Kashmir.

By order of the Lieutenant Governor.

(Sd.) DR. A. K. MEHTA, IAS,

Financial Commissioner,
Finance Department.

No. A/BoFP(2019)-Part-I-247

Dated 24-04-2020.

Copy to the :—

Standard Endorsements.

Annexure-I to Notification S. O. 137 dated 24-04-2020.

Delegation of Financial Powers to the Municipal Bodies

i. Enhancement of the powers of Municipal Corporations under section 159 of the Jammu and Kashmir Municipal Corporation Act, 2000 to enter into contracts up to an amount of Rs. 20 Crore without reference to the Administrative Department/ Government.

ii. Revision of financial powers of Municipal Councils and Municipal Committees as under :—

	COUNCIL		COMMITTEE		GOVERNMENT
	Full Council	President Jointly with CEO	Full Committee	President Jointly with Executive Officer	
Accord of Administrative Approval	Rs. 5.00 crore	Rs. 10.00 lakh	Rs. 5.00 crore	Rs. 5.00 lakhs	Full powers
To enter into contracts for purchase of stores, supplies and services.	Full powers	Rs. 5.00 lakh	Full powers	Rs 2.00 lakhs	

iii. The powers as may be exercised by the President and the Chief Executive Officer/Executive Officer as per the above delegation in (ii) shall be subject to subsequent ratification by the Council/Committee.

iv. The Municipal Committees/Councils shall exercise the powers strictly as per the provisions of the Jammu and Kashmir Municipal Act, 2000, applicable rules/norms/instructions of the Government from time to time and within the budgetary limits.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Rationalization of pension of retired Judicial Officers.

Government Order No. 182 of 2020

Dated 17-06-2020.

In supersession of Government Order No. 202-F of 2013 dated 12-09-2013, sanction is hereby accorded to the following :—

- i. In case of Judicial Officers who retired prior to 01-01-1996, the consolidated revised pension shall not be less than 50% of the minimum of the revised pay of the post held by the Judicial Officers at the time of retirement who have put in full qualifying service at the time of retirement, notionally w. e. f. 01-01-1996 and monetarily w. e. f. 01-07-1996.
- ii. With effect from 01-01-2006, the existing pension of all the pensioners who retired after 01-01-1996 and pensioners whose pensions were consolidated as per Karnataka Model shall be raised by 3.07 times at par with other pensioners subject to minimum of 50% of the pay in the revised pay scale of the post held at the time of retirement as revised from time to time.

By order of the Lieutenant Governor.

(Sd.) DR. A. K. MEHTA, IAS,

Financial Commissioner,
Finance Department.

No. A/71(2009)-III-89

Dated 17-06-2020.

Copy to the :—

Standard Endorsements.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Amendment in General Financial Rules (GFRs), 2017—Global Tender Enquiry.

CIRCULAR

Attention of all Administrative Departments is invited to Ministry of Finance, Government of India O. M. No. F.12/17/2019-PPD dated 15-05-2020 read with O. M. of even No. dated 28-05-2020 wherein Rule 161 (IV) of General Financial Rules (GFRs), 2017 was amended specifying that no Global Tender Enquiry shall be invited for tenders up to Rs. 200 crore. It was further stipulated that for tenders below Rs. 200 crore, where Ministry or Department feels that there are special reasons for Global Tender enquiry, it may record its detailed justification and seek prior approval for relaxation from the Competent Authority to be specified by Department of Expenditure, Ministry of Finance, Government of India.

Further, in terms of F. 12/17/2019-PPD dated 28-05-2020, restrictions on Global Tenders as specified in Revised Rule 161 (IV) will be applicable on all procurements including goods, non-consultancy services, consultancy services and works including turnkey projects. These instructions are applicable with immediate effect i. e. for all the tenders published in newspapers or websites after 15-05-2020.

It is hereby directed that above rules shall also apply to the Union Territory of J&K.

Accordingly, all Administrative Secretaries are requested to direct their subordinate departments to adhere to above rules issued by Government of India and in case any relaxation is required, matter shall be referred to Finance Department.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,
Finance Department.

No. A/GFR(2019)-Arrears-532

Dated 19-06-2020.

Copy to the :—

Standard Endorsements.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Performance Security in terms of Rule 171 of General Financial Rules (GFR), 2017—Guidelines Regarding.

CIRCULAR

Ministry of Finance, Government of India, has vide Office Memorandum No. F.18/4/2020-PPD dated 13-05-2020 issued guidelines regarding performance security in terms of Rule 171 of General Financial Rules, 2017 (GFR) which are reproduced as follows :—

1. Rule 171 of the GFR, 2017 prescribes conditions for obtaining performance security for the execution of goods and work contracts. The rule prescribes that performance security is to be obtained from the successful bidder which is awarded the contract amounting to 5%-10% of the value of contract as specified in the bid documents. The validity of the performance security is for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligation.
2. Attention is drawn to Department of Expenditure's O. M. No. F.18/4/2020-PPD dated 19-02-2020 wherein it was clarified that disruption of supply chains due to spread of Corona Virus in China or any other country would be considered as extraordinary events or circumstances beyond human control and would be termed as a natural calamity. It was therefore, advised that wherever considered appropriate, after following due procedure as stated in para 9.7.7 of the Manual for Procurement of Goods, 2017, "Force Majeure Clause" (FMC) may be invoked.
3. Since the issue of the said O. M., restrictions have been placed on the movement of goods, services and manpower on account of the lockdown situation prevailing in the country in terms of guidelines issued by Ministry of Home Affairs (MHA) in terms of the Disaster Management Act, 2005 (D. M. Act, 2005) and executive orders of the respective States and U. T. Governments. Under such situations the

payment cycle too has got disrupted due to the restrictive measures, on account of which some contractors, who have otherwise fulfilled their contractual obligations, are facing liquidity problems impacting their future performance. In some cases, it may not have been possible for a contractor/supplier to fulfill all his contractual obligations in terms of the contract. Public interest lies in quick resumption of economic activity.

4. Therefore, in the following circumstances :—

- (a) where an application is made by a contractor who is not in default of any contractual obligations ; or
- (b) where FMC is invoked by a contractor and the requirements of FMC are fulfilled,

the contractee (Government Department/Agency) may return the value of performance security to the contractor/supplier as is proportional to the supplies made/contract work completed to the total contract value.

- 5. It is clarified that if the contractor/supplier is in violation of the contractual obligation, the contractee shall be under no obligation to take action as per these guidelines. It is further clarified that the guidelines contained in the present OM shall apply only in respect of such non-performance as can be attributable to a lockdown situation or restrictions imposed under any Act or executive order of the Government/s on account of COVID-19 global pandemic.
- 6. These guidelines are issued under Rule 6(1) of GFR, 2017.
- 7. Accordingly, all the Administrative Departments are advised to follow the above guidelines issued by Ministry of Finance, Government of India. Any action under these guidelines shall be taken by the department in consultation with Financial Advisor/Director, Finance posted in the department.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,
Finance Department.

No. A/GFR(2019)-Arrears-533

Dated 19-06-2020.

Copy to the :—

Standard Endorsements.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Notification

Jammu, the 21st July, 2020.

S. O.-234.—In exercise of the powers conferred by the proviso to Article 309 of Constitution of India, the Lieutenant Governor of Union Territory of Jammu and Kashmir is pleased to direct that the following amendment shall be made in the Jammu and Kashmir Civil Services (Leave) Rules, 1979, namely :—

In clause (i) of sub-rule (4) of Rule 61 of “The Jammu and Kashmir Civil Services (Leave) Rules, 1979”, the words “three year’s” shall be substituted with the words “five year’s”.

By order of the Lieutenant Governor of Jammu and Kashmir.

(Sd.) DR. A. K. MEHTA, IAS,

Financial Commissioner,
Finance Department.

No. A/27(2017)-IV-532

Dated 21-07-2020.

Copy to the :—

Standard Endorsements.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Clarification on Children Education Allowance/Hostel Subsidy.

Consequent upon the implementation of Seventh Pay Commission Allowances after the Reorganization of the State of Jammu and Kashmir, Finance Department has issued Govt. Order No. 473-F dated 28-11-2019 wherein CEA/Hostel Subsidy was granted in favour of the employees of Union Territory of Jammu and Kashmir. Various queries have been received in the Finance Department from certain quarters regarding CEA/Hostel Subsidy.

After examining the issue, it has been decided to issue the following clarification on the subject of Children Education Allowance and Hostel Subsidy :—

1. The maximum ceiling amount for reimbursement of Children Education Allowance is Rs. 2250/- per month per child and Rs. 6750/- per month per child for Hostel Subsidy. The CEA amount is fixed irrespective of actual expenses incurred, but for claiming Hostel Subsidy a certificate from the institute, where the child is studying shall indicate the amount of lodging and boarding charges paid by the employee to the residential educational institute. The reimbursable amount of the Hostel Subsidy will be the actual expenses incurred or Rs. 6750/- per month whichever is less.
2. Children Education Allowance and Hostel Subsidy can be claimed by only one employee if both spouses are employed.
3. The reimbursement of CEA and Hostel Subsidy will be made only once in a year after the completion of financial year i. e., in the month of April/May. For example claim of CEA and Hostel Subsidy for the financial year 2020-21 shall be submitted in April/May, 2021.
4. The application for claiming the reimbursement is attached as Annexure “A”. In addition a *bona fide* certificate is to be obtained from Head of Educational Institution confirming that

the child studied in the school during the period of the claim (Annexure “B”). In case such a certificate cannot be obtained, a self-attested copy of the report card and receipt/e-Receipt of the institute can be produced as a supporting document.

(Sd.) S. L. PANDITA,

Director General (Codes),
Finance Department.

No. A/Clar(2019)-676/J

Dated 14-08-2020.

Copy to the :—

Standard Endorsements.

Annexure 'A'

**PROFORMA FOR REIMBURSEMENT OF CHILDREN
EDUCATION ALLOWANCE/HOSTEL SUBSIDY FOR THE
ACADEMIC YEAR _____**

I hereby apply for the reimbursement of Children Education Allowance for my child/children and relevant particulars are furnished below :—

1.	Name of the Employee	:	
2.	P. F. No./Employee No.	:	
3.	Designation	:	
4.	Present Department/Office	:	
5.	Name of Spouse	:	
6.	If spouse is employed, state whether in Central Govt., PSU, State Govt. (give details)	:	
7.	Name, Designation and Office address of the Spouse	:	
8.	Details of the children for whom CEA/Hostel Subsidy claimed	:	

S1. No.	Sequence	Name	DoB	Age
1.	1st Child			
2.	2nd Child			

9. Name of School/Residential School and class in which children studied :

1st Child	2nd Child

10. Distance of Hostel of child from residence of employee (in case Hostel Subsidy is claimed)_____

11. The Academic year for which CEA/Hostel Subsidy is applied now _____
12. (a) Whether the child for whom the CEA is applied for is a disabled child : Yes/No
(b) If yes, indicate the nature of disability :
(c) Date of disability certificate :
(d) Indicate the percentage of disability :
13. Whether the *bona fide* certificate from Head of Institution has been attached : Yes/No
14. For Hostel Subsidy, the *bona fide* certificate from mentioning the amount is attached : Yes/No
15. If Yes at Item No. 14, amount claimed for Hostel Subsidy_____
16. (i) Certified that the fee/amount indicated above had actually been paid by me.
(ii) Certified that my wife/husband is/is not a Government Servant.
(iii) Certified that my husband/wife Shri/Smt. is presently working as _____ in _____ and that he/she shall not apply/has not applied for the Children Education
(iv) Allowance Certified that I or my wife/husband has not claimed the reimbursement from any other source and will not claim the same in future.
17. Certified that my child in respect of whom reimbursement of Children Education Allowance is applied is studying in the School/ Jr. College which is recognized and affiliated to Board of Education/ University.
18. The information furnished above are complete and correct and I have not suppressed any relevant information. In the event of any change in the particulars given above which affect my eligibility for reimbursement of Children Education Allowance, I undertake to intimate the same promptly and also to refund excess payments,

if any made. Further, I am aware that if at any stage the information/documents furnished above is found to be false, I am liable for disciplinary action.

Signature :

Name :

Designation :

Date :

The details of child/children for whom the present claim is submitted by the official has been verified from the official records and found correct.

Signature of Administrative Authority
with office stamp.

*Annexure 'B'***BONA FIDE CERTIFICATE FROM THE HEAD OF
INSTITUTION/SCHOOL**

This is to certify that Master/Baby/Mr./Miss _____
son/daughter of Shri/Smt. _____ Roll No. _____
Admission No. _____ is a *bona fide* student of this school and
studied in Class _____ during the academic year _____ and as per
school records his/her date of birth is _____.

**This is further certified that during the year Master/Baby/Mr./
Miss _____ had resided in the residential complex (Hostel) of
the school and paid an amount of Rs. _____ towards boarding
and lodging in the residential complex.

This Institution/School is affiliated to/recognized by _____
vide affiliation/recognition Number _____.

Dated :

Place :

Signature of Head of the
Institution/School
(with Stamp and Seal)

**(Strike out it if not applicable)

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Revision of Rate of Interest on General Provident Fund.

Government Order No. 245-F of 2020

Dated 09-09-2020.

Pursuant to the Notification No. 5(2)-B(PD)/2019 dated 15-01-2020, read with Notification No. 5(2)-B(PD)/2020 dated 07-04-2020 and Notification No. 5(2)-B(PD)/2020 dated 13-07-2020 issued by the Department of Economic Affairs, Ministry of Finance, Government of India, it is hereby ordered that the accumulations at the credit of subscribers to General Provident Fund shall carry interest as follows :—

S. No.	Period	Rate of Interest
1.	4th quarter of the year 2019-2020 (01-01-2020 to 31-03-2020)	7.9%
2.	1st quarter of the year 2020-2021 (01-04-2020 to 30-06-2020)	7.1%
3.	2nd quarter of the year 2020-2021 (01-07-2020 to 30-09-2020)	7.1%

By order of the Government of Jammu and Kashmir.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,
Financial Commissioner,
Finance Department.

No. A/GPF(2020)/J-780

Dated 09-09-2020.

Copy to the :—

Standard Endorsements.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

The Deputy Accountant General (P)
J&K, Srinagar.

No. A/Clar(2018)-I-106/S

Dated 24-09-2020.

Subject :—Revision of Pay/Pension in respect of Employees/Pensioner
of J&K Industries Ltd.

Sir,

Kindly refer your Letter No. PNR-3/2019-20/JKI/1072-73 dated 08-01-2020 regarding the subject cited above. In this context, it is stated that Finance Department has already conveyed to Industries and Commerce Department, vide U. O. No. A/8(98)-506 dated 24-08-2004, as under :—

“The department is advised to implement the Supreme Court decision in letter and spirit by treating these employees as State Government employee’s *ab initio* and they may be allowed presumptive pay which they would have drawn had they not been in the employment of the corporation. The difference between the presumptive pay and the pay actually drawn shall be accounted for and the excess pay, if any, drawn be recovered or otherwise arrears paid.

The pensionary benefits shall also be paid on the basis of presumptive pay”.

Accordingly, JKI has allowed the pay structure of the State Govt. employees to its retired employees. However in case of employees presently working in JKI, the pay structure as notified vide Govt. Order No. 278-F of 2018 dated 6-06-2018 is applicable. Once they retire, their pension cases will be settled on the same analogy as has been done in case of employees retired before 01-01-2016.

Yours faithfully,

Accounts Officer (Codes),
Finance Department.

Copy to the :—

Standard Endorsements.

—————

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Implementation of General Provident Fund (Central Services) Rules, 1960.

Government Order No. 266-FD of 2020

Dated 28-09-2020.

Consequent upon the implementation of General Provident Fund (Central Services) Rules, 1960 vide Government Order No. 07-F of 2020 dated 08-01-2020 issued by Finance Department, the following guidelines are hereby issued :—

- a. GPF (Central Services) Rules, 1960 shall not apply to the Government servants appointed on or after 01-01-2010.
- b. The employees covered under NPS (appointed on or after 01-01-2010) who have been allowed to open GPF accounts and make contributions towards GPF on voluntarily basis vide SRO-12 dated 11-01-2018 will not make further contribution to GPF accounts. The balance at the credit of the GPF accounts of all such employees shall be refunded after the locking in period is over. Road map for payment of balance in their favour shall be notified separately.
- c. When a subscriber quits service/retires or dies during the service, amount standing to his/her credit in the fund shall become payable to him/her or his/her nominees. The interest thereon up to the end of the month preceding that in which the payment is made or up to the end of six months after the month in which such amount becomes payable, whichever of these periods be less, shall be payable to the person to whom such amount is to be paid.
- d. The payment of interest on the fund balance beyond the period of six months may be authorised by the Director General, Funds Organization up to the period of one year and by the Administrative Department up to any period with the consent of Finance Department.

- e. In case of final refund cases of employees who have already retired from services/died, two or more than two years before date of implementation of General Provident Fund (Central Services) Rules, 1960 i. e. 31-10-2019, whose cases have remained unsettled, the interest shall be paid for a period of two years as per erstwhile GPF rules.
- f. In case of final refund cases of employees, who have already retired from service/died less than two years but more than six months before implementation of General Provident Fund (Central Service) Rules, 1960 i. e. 31-10-2019, whose cases have remained unsettled, the interest shall be paid up to 31-10-2019.
- g. In case of employees who have retired/died during service six months/less than six months before the implementation of General Provident Fund (Central Service) Rules, 1960 i. e., 31-10-2019, whose cases have not been settled till issuance of these guidelines, interest shall be paid up to the end of the month preceding that in which the payment is made or up to the end of 06 months after the month in which such amount became payable, whichever of these periods is less.
- h. In case of final refund cases, where the employee has retired from the service/died during the service after implementation of General Provident Fund (Central Service) Rules, 1960 i. e. 31-10-2019, interest shall be paid up to the end of the month preceding that in which the payment is made or up to the end of six months after the month in which such amount becomes payable, whichever of these periods be less.
- i. When the amount standing to the credit of the subscriber in the fund becomes payable (in case of superannuation), it shall be the duty of the Drawing and Disbursing Officer to make sure that the payment is made on the date of superannuation. The authority for the amount payable to the subscriber is issued at least one month before the date of superannuation but payable on the day of superannuation. In case the General Provident Fund balance is not paid on the

date of retirement, the interest on GPF balance is required to be paid beyond the date of retirement also. Where interest for first six months can be allowed by the District Fund Officer in normal course, approval of the Director General Funds is required for payment of interest beyond six months and that of Administrative Department concerned with the consent of Finance Department beyond the period of one year.

- j. In all such cases, the Administrative Department will fix responsibility at all levels to take appropriate action against the Government servant who are found responsible for delay in payment of GPF.

By order of the Lieutenant Governor.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,
Finance Department.

No. A/09(2019)-800/J

Dated 28-09-2020.

Copy to the :—

Standard Endorsements.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Public Procurement from any bidder from a country sharing a land border with India-regarding.

CIRCULAR

Attention of all Administrative Departments is invited to Office Memorandum F. No. 6/18/2019-PPD dated 23-07-2020 of Department of Expenditure, Ministry of Finance, Government of India, wherein Rule 144 of General Financial Rules (GFR), 2017 entitled “Fundamental principles of public buying” has been amended by inserting sub-rule (xi) as under :—

“Notwithstanding anything contained in these Rules, Department of Expenditure may, by order in writing, impose restrictions, including prior registration and/or screening, on procurement from bidders from a country or countries, or a class of countries, on grounds of defence of India, or matters directly or indirectly related thereto including national security ; no procurement shall be made in violation of such restrictions.”

The procedure and methodology for implementation of Rule 144 (xi) has been provided in Order (Public Procurement No. 1) dated 23-07-2020. Order (Public Procurement No. 2) dated 23-07-2020 and Order (Public Procurement No. 3) dated 24-07-2020 issued by Department of Expenditure. Ministry of Finance, Government of India. It has been specified that—

Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with Competent Authority. The Competent Authority in terms of this order is Registration Committee to be constituted by Department of Promotion of Industry and Internal Trade.

It is hereby directed that above orders shall apply *mutatis mutandis* to the Union Territory of J&K.

The detailed guidelines issued by Department of Expenditure, Ministry of Finance, Government of India regarding the Public procurement from the countries sharing land Borders with India are enclosed as Annexure "A" to this circular.

Accordingly, all Administrative Secretaries are advised to direct their subordinate offices to adhere to above orders issued by Government of India.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,
Financial Commissioner,
Finance Department.

No. A/4(2018)-782/J

Dated 01-10-2020

Copy to the :—

Standard Endorsements.

ANNEXURE “A” TO CIRCULAR

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


161, North Block,
New Delhi
23rd July, 2020

Office Memorandum

Subject: Insertion of Rule 144 (xi) in the General Financial Rules (GFRs), 2017

Rule 144 of the General Financial Rules 2017 entitled 'Fundamental principles of public buying', has been amended by inserting sub-rule (xi) as under:

Notwithstanding anything contained in these Rules, Department of Expenditure may, by order in writing, impose restrictions, including prior registration and/or screening, on procurement from bidders from a country or countries, or a class of countries, on grounds of defence of India, or matters directly or indirectly related thereto including national security; no procurement shall be made in violation of such restrictions.


(Sanjay Prasad)
Joint Secretary (PPD)
Email ID: js_pfc2_doe@gov.in
Telephone: 011-23093882

To,
(1) Secretaries of All Ministries/ Departments of Government of India
(2) Chief Secretaries/ Administrators of Union Territories/ National Capital Territory of Delhi

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

161, North Block,
New Delhi
23rd July, 2020

Order (Public Procurement No. 1)

Subject: Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017

Attention is invited to this office OM no. 6/18/2019-PPD dated 23rd July 2020 inserting Rule 144 (xi) in GFRs 2017. In this regard, the following is hereby ordered under Rule 144 (xi) on the grounds stated therein:

Requirement of registration

1. Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority, specified in **Annex I**.
2. This Order shall not apply to (i) cases where orders have been placed or contract has been concluded or letter/notice of award/ acceptance (LoA) has been issued on or before the date of this order; and (ii) cases falling under **Annex II**.

Transitional cases

3. Tenders where no contract has been concluded or no LoA has been issued so far shall be handled in the following manner: -
 - a) *In tenders which are yet to be opened, or where evaluation of technical bid or the first exclusionary qualificatory stage (i.e. the first stage at which the qualifications of tenderers are evaluated and unqualified bidders are excluded) has not been completed: No contracts shall be placed on bidders from such countries. Tenders received from bidders from such countries shall be dealt with as if they are non-compliant with the tender conditions and the tender shall be processed accordingly.*
 - b) *If the tendering process has crossed the first exclusionary qualificatory stage: If the qualified bidders include bidders from such countries, the*

entire process shall be scrapped and initiated *de novo*. The *de novo* process shall adhere to the conditions prescribed in this Order.

- c) As far as practicable, and in cases of doubt about whether a bidder falls under paragraph 1, a certificate shall be obtained from the bidder whose bid is proposed to be considered or accepted, in terms of paras 8, 9 and 10 read with para 1 of this Order.

Incorporation in tender conditions

- 4. In tenders to be issued after the date of this order, the provisions of paragraph 1 and of other relevant provisions of this Order shall be incorporated in the tender conditions.

Applicability

- 5. Apart from Ministries / Departments, attached and subordinate bodies, notwithstanding anything contained in Rule 1 of the GFRs 2017, this Order shall also be applicable
 - a. to all Autonomous Bodies;
 - b. to public sector banks and public sector financial institutions; and
 - c. subject to any orders of the Department of Public Enterprises, to all Central Public Sector Enterprises; and
 - d. to procurement in Public Private Partnership projects receiving financial support from the Government or public sector enterprises/ undertakings.
 - e. Union Territories, National Capital Territory of Delhi and all agencies/ undertakings thereof

Definitions

- 6. "Bidder" for the purpose of this Order (including the term 'tenderer', 'consultant' 'vendor' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies). every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.
- 7. "Tender" for the purpose of this Order will include other forms of procurement, except where the context requires otherwise.
- 8. "Bidder from a country which shares a land border with India" for the purpose of this Order means

- a) An entity incorporated, established or registered in such a country; or
- b) A subsidiary of an entity incorporated, established or registered in such a country; or
- c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d) An entity whose *beneficial owner* is situated in such a country; or
- e) An Indian (or other) agent of such an entity; or
- f) A natural person who is a citizen of such a country; or
- g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

9. "Beneficial owner" for the purpose of paragraph 8 above will be as under:

- (i) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.

Explanation—

- a. "Controlling ownership interest" means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company;
- b. "Control" shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;

- (ii) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership or entitlement to more than fifteen percent of capital or profits of the partnership;

- (iii) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

- (iv) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

(v) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

10. "Agent" for the purpose of this Order is a person employed to do any act for another, or to represent another in dealings with third persons.

Sub-contracting in works contracts

11. In works contracts, including turnkey contracts, contractors shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority. The definition of "contractor from a country which shares a land border with India" shall be as in paragraph 8 above. This shall not apply to sub-contracts already awarded on or before the date of this Order.

Certificate regarding compliance

12. A certificate shall be taken from bidders in the tender documents regarding their compliance with this Order. If such certificate given by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law.

Validity of registration

13. In respect of tenders, registration should be valid at the time of submission of bids and at the time of acceptance of bids. In respect of supply otherwise than by tender, registration should be valid at the time of placement of order. If the bidder was validly registered at the time of acceptance / placement of order, registration shall not be a relevant consideration during contract execution.

Government E-Marketplace

14. The Government E-Marketplace shall, as soon as possible, require all vendors/ bidders registered with GeM to give a certificate regarding compliance with this Order, and after the date fixed by it, shall remove non-compliant entities from GeM unless/ until they are registered in accordance with this Order.

Model Clauses/ Certificates

15. Model Clauses and Model Certificates which may be inserted in tenders / obtained from Bidders are enclosed as **Annex III**. While adhering to the substance of the Order, procuring entities are free to appropriately modify the wording of these clauses based on their past experience, local needs etc. without making any reference to this Department.

(Sanjay Prasad)
Joint Secretary (PPD)
Email ID: js.pfc2.doe@gov.in
Telephone: 011-23093882

To

- (1) Secretaries of All Ministries/ Departments of Government of India for information and necessary action. They are also requested to inform these provisions to all procuring entities.
- (2) Secretary, Department of Public Enterprises with a request to immediately reiterate these orders in respect of Public Enterprises.
- (3) Secretary DPIIT with a request to initiate action as provided under Annex I
- (4) Chief Secretaries/ Administrators of Union Territories/ National Capital Territory of Delhi

Annex I: Competent Authority and Procedure for Registration

- A. The Competent Authority for the purpose of registration under this Order shall be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT)*
- B. The Registration Committee shall have the following members*:
 - i. An officer, not below the rank of Joint Secretary, designated for this purpose by DPIIT, who shall be the Chairman;
 - ii. Officers (ordinarily not below the rank of Joint Secretary) representing the Ministry of Home Affairs, Ministry of External Affairs, and of those Departments whose sectors are covered by applications under consideration;
 - iii. Any other officer whose presence is deemed necessary by the Chairman of the Committee.
- C. DPIIT shall lay down the method of application, format etc. for such bidders as stated in para 1 of this Order.
- D. On receipt of an application seeking registration from a bidder from a country covered by para 1 of this Order, the Competent Authority shall first seek political and security clearances from the Ministry of External Affairs and Ministry of Home Affairs, as per guidelines issued from time to time. Registration shall not be given unless political and security clearance have both been received.
- E. The Ministry of External Affairs and Ministry of Home Affairs may issue guidelines for internal use regarding the procedure for scrutiny of such applications by them.
- F. The decision of the Competent Authority, to register such bidder may be for all kinds of tenders or for a specified type(s) of goods or services, and may be for a specified or unspecified duration of time, as deemed fit. The decision of the Competent Authority shall be final.
- G. Registration shall not be granted unless the representatives of the Ministries of Home Affairs and External Affairs on the Committee concur*.
- H. Registration granted by the Competent Authority of the Government of India shall be valid not only for procurement by Central Government and its agencies/ public enterprises etc. but **also for procurement by State Governments and their agencies/ public enterprises etc. No fresh registration at the State level shall be required.**

- I. The Competent Authority is empowered to cancel the registration already granted if it determines that there is sufficient cause. Such cancellation by itself, however, will not affect the execution of contracts already awarded. Pending cancellation, it may also suspend the registration of a bidder, and the bidder shall not be eligible to bid in any further tenders during the period of suspension.
- J. For national security reasons; the Competent Authority shall not be required to give reasons for rejection / cancellation of registration of a bidder.
- K. In transitional cases falling under para 3 of this Order, where it is felt that it will not be practicable to exclude bidders from a country which shares a land border with India, a reference seeking permission to consider such bidders shall be made by the procuring entity to the Competent Authority, giving full information and detailed reasons. The Competent Authority shall decide whether such bidders may be considered, and if so shall follow the procedure laid down in the above paras.
- L. Periodic reports on the acceptance/ refusal of registration during the preceding period may be required to be sent to the Cabinet Secretariat. Details will be issued separately in due course by DPIIT.

[*Note:

- i. In respect of application of this Order to procurement by/ under State Governments, all functions assigned to DPIIT shall be carried out by the State Government concerned through a specific department or authority designated by it. The composition of the Registration Committee shall be as decided by the State Government and paragraph G above shall not apply. However, the requirement of **political and security clearance as per para D shall remain and no registration shall be granted without such clearance.**
- ii. Registration granted by State Governments shall be valid only for procurement by the State Government and its agencies/ public enterprises etc. and shall not be valid for procurement in other states or by the Government of India and their agencies/ public enterprises etc.]

Annex II: Special Cases

- A. Till 31st December 2020, procurement of medical supplies directly related to containment of the Covid-19 pandemic shall be exempt from the provisions of this Order.
- B. *Bona fide* procurements made through GeM without knowing the country of the bidder till the date fixed by GeM for this purpose, shall not be invalidated by this Order.
- C. *Bona fide* small procurements, made without knowing the country of the bidder, shall not be invalidated by this Order.
- D. In projects which receive international funding with the approval of the Department of Economic Affairs (DEA), Ministry of Finance, the procurement guidelines applicable to the project shall normally be followed, notwithstanding anything contained in this Order and without reference to the Competent Authority. Exceptions to this shall be decided in consultation with DEA.
- E. This Order shall not apply to procurement by Indian missions and by offices of government agencies/ undertakings located outside India.

Annex III

Model Clause /Certificate to be inserted in tenders etc.

(While adhering to the substance of the Order, procuring entities and GeM are free to appropriately modify the wording of the clause/ certificate based on their past experience, local needs etc.)

Model Clauses for Tenders

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
- II. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- III. "Bidder from a country which shares a land border with India" for the purpose of this Order means: -
 - a. An entity incorporated, established or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established or registered in such a country; or
 - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d. An entity whose *beneficial owner* is situated in such a country; or
 - e. An Indian (or other) agent of such an entity; or
 - f. A natural person who is a citizen of such a country; or
 - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- IV. The *beneficial owner* for the purpose of (iii) above will be as under:
 1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.
Explanation—
 - a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company;

- b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. *[To be inserted in tenders for Works contracts, including Turnkey contracts]* The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

Model Certificate for Tenders (for transitional cases as stated in para 3 of this Order)

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I hereby certify that this bidder is not from such a country and is eligible to be considered."

Model Certificate for Tenders

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the

Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]

Model Certificate for Tenders for Works involving possibility of sub-contracting

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

Model Certificate for GeM:

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I certify that this vendor/ bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this vendor/ bidder fulfills all requirements in this regard and is eligible to be considered for procurement on GeM. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

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

161, North Block
New Delhi
23rd July, 2020

Order (Public Procurement No. 2)

Subject: Exclusion from restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 –regarding.

In Order (Public Procurement No. 1) dated 23rd July 2020, orders have been issued requiring registration of bidders from a country sharing a land border with India in order to be eligible to bid in public procurement.

2. Notwithstanding anything contained therein, it is hereby clarified that the said Order will not apply to bidders from those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects.

3. Updated lists of countries to which lines of credit have been extended or in which development projects are undertaken are given in the website of the Ministry of External Affairs.


(Sanjay Prasad)
Joint Secretary (PPD)
Email ID: js.pfc2.doe@gov.in
Telephone: 011-23093882

To,

- (1) Secretaries of All Ministries/ Departments of Government of India for information and necessary action. They are also requested to inform these provisions to all procuring entities.
- (2) Secretary, Department of Public Enterprises with a request to immediately reiterate these orders in respect of Public Enterprises.
- (3) Chief Secretaries/ Administrators of Union Territories/ National Capital Territory of Delhi

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

161, North Block,
New Delhi
24th July, 2020

Order (Public Procurement No. 3)

Subject: Clarification to Order (Public Procurement No.1) dated 23rd July 2020

Attention is invited to paragraph 3(b) of the Order (Public Procurement No.1), under the heading "Transitional provisions" which reads as follows:

- b) If the tendering process has crossed the first exclusionary qualificatory stage: If the qualified bidders include bidders from such countries, the entire process shall be scrapped and initiated de novo. The de novo process shall adhere to the conditions prescribed in this Order.*

It is hereby clarified that for the purpose of paragraph 3 (b), "qualified bidders" means only those bidders who would otherwise have been qualified for award of the tender after considering all factors including price, if Order (Public Procurement No. 1) dated 23rd July 2020 had not been issued.

2. If bidders from such countries would not have qualified for award for reasons unconnected with the said Order (for example, because they do not meet tender criteria or their price bid is higher or because of the provisions of purchase preference under any other order or rule or any other reason) then there is no need to scrap the tender / start the process de novo.

3. The following examples are given to assist in implementation of the Order.

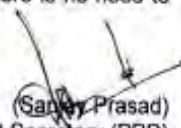
Example 1: Four bids are received in a tender. One of them is from a country which shares a land border with India. The bidder from such country is found to be qualified technically by meeting all prescribed criteria and is also the lowest bidder. In this case, the bidder is qualified for award of the tender, except for the provisions of the Order (Public Procurement No. 1) dated 23rd July. In this case, the tender should be scrapped and fresh tender initiated.

Example 2: The facts are as in Example 1, but the bidder from such country, though technically qualified is not the lowest because there are other technically qualified bidders whose price is lower. Hence the bidder from such country would not be

qualified for award of the tender irrespective of the Order (Public Procurement No. 1) dated 23rd July 2020. In such a case, there is no need to scrap the tender.

Example 3: The facts are as in Example 1, but the bidder from a country which shares a land border with India, though technically qualified, is not eligible for award due to the application of price preference as per other orders/ rules. In such a case, there is no need to scrap the tender.

Example 4: Three bids are received in a tender. One of them is a bidder from a country sharing a land border with India. The bidder from such a country does not meet the technical requirements and hence is not qualified. There is no need to scrap the tender.


 (Sanjay Prasad)
 Joint Secretary (PPD)
 Email ID: js.pfc2.doe@gov.in
 Telephone: 011-23093882

To,

- (1) Secretaries of All Ministries/ Departments of Government of India for information and necessary action. They are also requested to inform the clarification to all procuring entities.
- (2) Secretary, Department of Public Enterprises with a request to immediately circulate this clarification among Public Enterprises.
- (3) Chief Secretaries/ Administrators of Union Territories/ National Capital Territory of Delhi

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Economy Instructions—Printing activities.

CIRCULAR

Attention of all Administrative Departments is invited to Office Memorandum No. 7 (02)/E. Coord/2020 dated 2nd September, 2020 issued by Department of Expenditure, Ministry of Finance, Government of India regarding the economy instructions on printing activities. The Government of India has decided that there will be no further activities towards printing of wall calendars, desktop calendars, festival greeting cards and similar materials by all Ministries/Departments/Autonomous Bodies and other organs of the Government. All such activities including materials which were earlier printed in physical format shall be done digitally online. The printing of Coffee Table Books is also banned and appropriate use of e-books is encouraged.

It is hereby directed that above instructions shall apply *mutatis mutandis* to the Union Territory of J&K.

The instructions issued by Department of Expenditure, Ministry of Finance, Government of India regarding the Economy Instructions-Printing activities are enclosed as Annexure to this circular.

Accordingly, all Administrative Secretaries are advised to direct their subordinate offices to adhere to above instructions issued by Government of India.

These instructions will come in to force with immediate effect.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,
Finance Department.

No. A/PS/DGC/2020-792/J

Dated 01-10-2020

Copy to the :—

Standard Endorsements.

No. 7(2)/E.Coord/2020
 Government of India
 Ministry of Finance
 Department of Expenditure

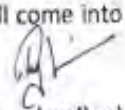
North Block, New Delhi
 Dated 2nd September, 2020

OFFICE MEMORANDUM

Subject: - Economy Instructions - Printing activities

As the world is increasingly moving towards adopting digital force multipliers for productivity and given the fact that using technological innovations for planning, scheduling and forecasting is known to be economical, efficient and effective, the Government of India has decided that there will be no further activities towards printing wall calendars, desktop calendars, diaries, festival greeting cards and similar materials by all Ministries/Departments/Autonomous Bodies and other organs of the Government. All such activities including materials which were earlier printed in physical format shall be done digitally online. The printing of Coffee Table books is also banned and appropriate use of E-Books is encouraged. Therefore, all concerned are directed to make efforts to adopt innovative means to use digital or online method for the above activities.

2. This issues with the approval of Secretary (Expenditure) and will come into force with immediate effect.


 (Thanglemlian)

Joint Secretary to the Government of India

All Secretaries of the Government of India

Copy to:-

1. Principal Secretary to the Prime Minister
2. Cabinet Secretary
3. CEO, NITI Aayog
4. All the Financial Advisors
5. Secretary, Department of Public Enterprises – with a request to reiterate the same to all PSEs
6. Secretary, Department of Financial Services – with a request to reiterate the same to all Public Sector Banks.

GOVERNMENT OF JAMMU. KASHMIR,
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Notification

Srinagar, the 22nd October, 2020

S.O.-324.—In exercise of powers conferred under proviso to Article 309 of the Constitution of India, the Lieutenant Governor is pleased to direct that Article 226(2) of the Jammu and Kashmir Civil Service Regulations may be substituted as follows :—

“226 (2) : (a) Notwithstanding anything contained in these Regulations. Government may, if it is of the opinion that it is in the public interest to do so, require any Government servant other than one working on a post which is included in Schedule-II of these Rules, to retire at any time after he has completed 22 years of qualifying service or on attaining 48 years of age :

Provided that the Appropriate Authority shall give a notice to Government servant at least 3 months before the date on which he is required to retire or 3 months of pay and allowance in lieu of such notice.

Such a Government servant shall be granted pensionary benefits admissible under these rules on the basis of qualifying service put in by him on the date of such retirement.

Explanation :—A Government servant who is retired immediately after allowing him pay and allowances in lieu of notice will be entitled to pension from the date of such retirement and the pension shall not be deferred till after the expiry of the three months for which he is paid pay and allowances.

(b) **Time Schedule to be followed** :— The exercise of review of performance of the Government servants

will be initiated for each Government Servant for the first time after his/her completion of 22 years of service or attaining 48 years of age and any time subsequently, as may be required.

- (c) **Maintenance of Register** :—A register of the Government servants who are due to attain the age of 48 years or to complete 22 years of service, has to be maintained by the Administrative Department. The register should be scrutinized at the beginning of every year by officers to be nominated by the Administrative Department concerned and the review be undertaken as mentioned in sub-clause (b).
- (d) Government may, at any time after a Government servant has attained the age of 48 years or completed 22 years of service, as the case may be, retire him in public interest.
- (e) **Subsequent Review**.—There is also no bar on the Government to review any such case again where it was decided earlier to retain the officer, but the Administrative Department is of the opinion that it is expedient to undertake the review again on account of changed circumstances, in public interest.
- (f) **Review Committee**.—The cases of Government servants for consideration under clause (a) shall be placed before the General Administration Department by Review Committee (s) constituted under clause (g) of this Regulation for placing its recommendations. The recommendations of the Review Committee shall be processed by the GAD for orders of the Competent Authority in accordance with clause (k) for its approval.

- (g) **Composition of Review and Representation Committee** :—For the purpose of this regulation, the Review Committee(s) shall be as follows :—

(A) In case of officers holding Grade of Under Secretary and above, the Review Committee shall consist of :—

- (i) An Officer of the rank of Chief Secretary or Principal Secretary to be nominated by Lieutenant Governor -(Chairperson) ;
- (ii) Principal Secretary to Lieutenant Governor ;
- (iv) Administrative Secretary, Home Department ;
- (v) Administrative Secretary, General Administration Department ; -(Member-Secretary)
- (vi) Administrative Secretary, Department of Law, Justice and Parliamentary Affair ;
- (vii) One senior Administrative Secretary to be nominated by the Lieutenant Governor ; or
- (viii) Any other member(s) to be co-opted by the Committee.

(B) In case of Non-Gazetted Officials, the Review Committee shall consist of :—

- (i) Concerned Administrative Secretary ; -(Convener)
- (ii) Administrative Secretary, Home Department ;
- (iii) Administrative Secretary, General Administration Department ;
- (iv) Administrative Secretary, Department of Law, Justice and Parliamentary Affair ;

- (v) One senior Administrative Secretary to be nominated by the Chief Secretary ; or
- (vi) any other member(s) to be co-opted by the Chairman ;
- (vii) Special Secretary/Additional Secretary of the concerned department ; -(Member-Secretary)

Senior most Administrative Secretary to be the Chairperson of the Committee.

A defect in the composition or vacancy in the Review Committee shall not invalidate its proceedings.

- (h) **Representation Committee.**—There shall be a Representation Committee for examination of representations as provided in clause (m) of these regulations. The composition of Representation Committee shall be as follows :—

- i. Chief Secretary.

- ii. Two senior Secretaries to Government who are not members of the relevant Review Committee constituted under clause (g).

- (i) **Constitution of Internal Committee** :— There will be an Internal Committee in each Administrative Department comprising of the following :—

- (a) Administrative Secretary ;

- (b) Concerned Head of the Department ;

- (c) Two Senior Officers to be nominated by the Administrative Secretary.

The Internal Committee will ensure that the service records of the Government servants being reviewed,

along with a summary, bringing out all relevant information, is placed before the Review Committee.

(j) **Broad Criteria to be followed by the Review Committee** :— The broad criteria to be followed by the Review Committee while making the recommendations are as follows :—

- (i) The integrity of the Government servant is doubtful ;
- (ii) The Government servant is found to be ineffective in his/her work. The basic consideration in identifying such Government servants should be their fitness/competence to continue in the post held and their utility for the purpose for which they are employed ;
- (iii) A Government servant retiring on superannuation within a period of one year from the date of consideration of his case, may be retired under these regulations, where there is a sudden and steep fall in the competence, efficiency or effectiveness of the Government servant ;
- (iv) Retiring a person is in public interest and his/her continuance is not serving any public purpose ;
- (v) A Government servant is ineffective, if his service during the preceding 5 years or since his last promotion, has deteriorated suddenly or substantially. This is not a consideration, however, where the Government servant is to be retired on grounds of doubtful integrity ;
- (vi) All relevant portions of the entire service record of a Government servant may be considered at

the time of review. The review should not be confined to the consideration of the ACRs/APARs dossier only. The personal file of the Government servant may contain valuable material. Similarly, his work and performance could also be assessed by looking into files dealt with by him or in any papers or reports prepared and submitted by him. Even un-communicated remarks in the ACRs/ APARs may be taken into consideration as well as any other records which are material to the decision.

- (k) **Approval of Competent Authority.**—The recommendations of Review Committee will be put up for consideration and orders of the Lieutenant Governor in coordination.
- (l) **Recommendations of the Review Committee to be reasoned.**—While considering the case of the Government employees, the Review Committee shall ensure that there is sufficient material in support of its recommendation clearly outlining the grounds for such retirement and supported by well reasoned recommendations. The recommendations shall be the basis for the order to be issued by the Appropriate Authority under these regulations.
- (m) **Representation against Premature Retirement .**— After issue of the orders of premature retirement, the concerned Government servant may put up representation for orders otherwise, within three weeks from the date of service of order and the matter may be placed before the Representation Committee to be constituted for the purpose, along with fresh inputs, if any. The examination of the representation should be completed by the Administrative Department within eight weeks from the date of receipt of the represen-

tation and the Administrative Department shall thereafter submit its report to the General Administration Department for its placement before the Representation Committee. The Representation Committee shall forward its recommendations to General Administration Department for orders of Lieutenant Governor in coordination.”

Explanation :—For the purpose of this regulation, the ‘Appropriate Authority’ shall mean the Government in the General Administration Department.

By order of the Lieutenant Governor.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,
Financial Commissioner,
Finance Department.

No. A/36(2020)-Part-C-270/(S)

Dated 22-10-2020

Copy to the :—

Standard Endorsements.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

O. M. No. A/GeM(2019)-826/3

Dated 10-11-2020.

Subject :—Potential of procurement.

The undersigned is directed to invite attention of all Administrative Secretaries to DO No. 200/CEO-GeM/2020 dated 23rd Oct, 2020 received from Ministry of Commerce and Industry, Government e-Marketplace Government of India regarding the potential of procurement of different goods and services for various departments/organizations/PSUs under the jurisdiction of Union Territory of Jammu and Kashmir with GeM. The CEO, GeM has requested to share the potential of procurement of different goods and services for various departments/organizations/PSUs under the jurisdiction of Union Territory of Jammu and Kashmir along with the target of procurement through GeM.

The instruction issued by Ministry of Commerce and Industry, Government e-Marketplace, Government of India regarding the potential of procurement of different goods and services are enclosed as Annexure-A.

Accordingly, all Administrative Secretaries are advised to furnish the information in the format attached with Annexure-A to Finance Department by 12-11-2020 positively.

Matter be treated urgent.

(Sd.)

Deputy Director Codes,
Finance Department.

Administrative Secretary,
All Department.

4. I shall also be requesting you to hold meetings with GeM soon to review the procurements made by various departments/Organizations/PSUs with reference to the target and the potential scope of procurement through GeM.

With regards,

Yours sincerely,


23/10/2020
(Talleen Kumar)

Chief Secretaries of all States and UT's.

Proforma for Potential of Procurement

Details	Value of Annual Procurement Plan for 2020-21 (Rs. in crore)	Annual Targeted Inward GeM for 2020-21 (Rs. in crore)	Total procurement in 2020-21 made till date (Rs. in crore)	Procurements in 2020-21 through GeM till date (Rs. in crore)	Procurements in 2020-21 made outside GeM till date (Rs. in crore)
Annual procurement plan of 202-21 (A)					
Imports (B)					
Through works contracts (C)					
Total universe of procurement through GeM (D)(A-B-C)					
Procurement of General Goods (D-I) (Attach product wise details with values)					
Procurement of General services (D-II) (Attach product wise details with values)					
Procurement of standardized engineering goods and services (D-III) (Attach product wise details with values)					
Procurement of non-standardized goods and services (D-IV) (Attach details)					

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

The Accountant General (A&E),
Jammu and Kashmir, Srinagar.

O. M. No. A/Clar(2020)-Sgr-1-920/J

Dated 17-12-2020.

Subject :—Clarification regarding break in daily wage capacity in favour
of employees of JKI.

Reference :—Letter No. PNR-I/S-4/2020-21/1022-23 dated 17-08-2020.

Sir,

Apropos to the subject and reference cited above, Finance Department conveys that as the Corporation has paid the wages for the period 15-09-1990 to 26-11-1990 to its daily wage workers, and as such, the period may be reckoned accordingly for calculation of pensionary and other retirement benefits in favour of retired/retiring employees of J&K Industries Limited.

Yours faithfully

(Sd.)

Accounts Officer (Codes),
Finance Department, J&K,
Jammu.

Copy to the :—

Standard Endorsements.

,

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—(1) Additional Performance Security in case of Abnormally Low Bids (ALBs).

(2) Bid Security/Earnest Money Deposit.

(3) Performance Security.

CIRCULAR

Attention of all Administrative Departments is invited to DO No. 9/4/2020-PPD dated 12-11-2020 of Department of Expenditure, Ministry of Finance, Government of India, wherein Government of Union Territory of J&K has been advised to issue instructions in respect of procurement by the Government Bodies, Government Public Undertakings, Local Bodies and all agencies controlled by them in line with O. M. No. F.9/4/2020-PPD dated 12-11-2020, issued by Department of Expenditure, Ministry of Finance, Government of India.

Keeping in view the exceptional circumstances created due to pandemic and acute financial crunch faced by many commercial entities and contractors, which in turn is affecting timely execution of contracts, Government of India has issued following instructions :—

- (a) Reduction in Performance Security from existing 5-10% to 3% of the value of the contract for all existing contracts. The benefit of reduced performance security will not be given to Contracts under dispute. All tenders/contracts issued/ concluded till 31-12-2021 should also have the provision of reduced performance security ;
- (b) No provisions regarding Bid Security should be kept in the Bid Documents in future and only provisions for Bid Security Declaration should be kept in the Bid Documents. Wherever there are compelling circumstances to ask for Bid Security,

the same should be done only with the approval of next higher authority to the authority competent to finalize the particular tender. These instructions shall be applicable to all tenders up to 31-12-2021 ;

- (c) No provisions should be kept in the Bid Documents regarding Additional Security Deposit/Bank Guarantee (BG) in case of Abnormally Low bids.

The detailed guideline in this regard issued by Government of India, are enclosed as Annexure "A".

It is hereby ordered that all these instructions shall apply *mutatis mutandis* to the Union Territory of Jammu and Kashmir.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,
Financial Commissioner,
Finance Department.

No. A/Misc(2018)-III-895/J

Dated 22-12-2020.

Copy to the :—

Standard Endorsements.



Dated 12th November 2020

The Government of India has received many representations that, on account of slowdown in economy due to the pandemic, there is an acute financial crunch among many commercial entities and contractors, which in turn is affecting timely execution of contracts. It has also been represented that this may affect the ability of contractors to bid in tenders and hence reduce competition. Requests are being received for reduction in quantum of various deposits which contractors are required to make in the Government contracts.

10. Reduction in Performance, Savings from existing Δ value = 10.7% at the value of the

(c) No provision should be kept in the Bid Documents regarding Additional Security Deposit. Bank Guarantee/Bond case of which will cover Bids.

State Governments are requested to kindly consider issuing similar instructions in respect of procurement by the State Government, by State Government public undertakings, local bodies and all agencies controlled by them.

Chief Secretaries of all States
(14 seats each)

1944/45

2001

7/12 2018

7

AAO-47

72

A/Hiss (2017)
6/1/2018

No. F.9/4/2020-PPD
 Government of India
 Ministry of Finance
 Department of Expenditure
 Procurement Policy Division

512, Lok Nayak Bhawan, New Delhi
 Dated the 12th November 2020

OFFICE MEMORANDUM

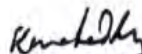
Subject: Additional Performance Security in case of Abnormally Low Bids (ALBs).

The Government is in receipt of many representations that on account of slowdown in economy due to the pandemic, there is acute financial crunch among many commercial entities and contractors, which in turn is affecting timely execution of the contracts. It has also been represented that this may affect the ability of contractors to bid in tenders and hence reduce competition. Requests are being received for reduction in quantum of Security Deposits in the Government contracts.

2. In this context, it is noted that Additional Performance Security in case of Abnormally Low Bids (ALBs) is being taken from the contractors by various Ministries/ Departments though there is no provision for the same in General Financial Rules (GFRs) 2017 or the Manuals for Procurement issued by this Department.
3. As per para 7.5.7 of the Manual for Procurement of Goods 2017 issued by this Department, *an Abnormally Low Bid is one in which the bid price, in combination with other elements of the Bid, appears so low that it raises material concerns as to the capability of the bidder to perform the contract at the offered price. Procuring Entity may in such cases seek written clarifications from the bidder, including detailed price analyses of its bid price in relation to scope, schedule, allocation of risks and responsibilities, and any other requirements of the bids document. If, after evaluating the price analyses, Procuring Entity determines that the bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, the Procuring Entity may reject the bid/ proposal. However, it would not be advisable to fix a normative percentage below the estimated cost, which would be automatically be considered as an abnormally low bid. Due care should be taken while formulating the specifications at the time of preparation of bid document so as to have a safeguard against the submission of abnormally low bid from the bidder.*
4. In view of above, it is reiterated that no provisions should be kept in the Bid Documents regarding Additional Security Deposit/ Bank Guarantee (BG) in case of Abnormally Low Bids.
5. Wherever, there are compelling circumstances to ask for Additional Security Deposit/ Bank Guarantee (BG) in case of ALBs, the same should be taken only with

the approval of the next higher authority to the authority competent to finalise the particular tender, or the Secretary of the Ministry/ Department, whichever is lower.

6. These instructions will be applicable for all kinds of procurements viz. Goods, Consultancy, Works, non-consulting Services etc.



(Koturu Narayana Reddy)

Deputy Secretary to the Govt. of India

Tel: 24821305

Email: kn.reddy@gov.in

To,

All the Secretaries and Financial Advisers to Government of India

Copy to: Secretary, Department of Public Enterprises with a request to issue the same instructions to Central Public Sector Undertakings (CPSUs).

No. F.9/4/2020-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

512, Lok Nayak Bhawan, New Delhi
Dated the 12th November 2020

OFFICE MEMORANDUM

Subject: Bid Security/ Earnest Money Deposit.

The Government is in receipt of many representations that on account of slowdown in economy due to the pandemic, there is acute financial crunch among many commercial entities and contractors, which in turn is affecting timely execution of the contracts. It has also been represented that this may affect the ability of contractors to bid in tenders and hence reduce competition. Requests are being received for reduction in quantum of Security Deposits in the Government contracts.

2. As per Rule 170 of General Financial Rules (GFRs) 2017, Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministries/ Departments are exempted from submission of Bid Security. Further, in lieu of Bid Security, Ministries/ Departments may ask bidders to sign "Bid Security Declaration" accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents. Similar provisions also exist in the Manuals for Procurement of Works 2019 and Manual for Procurement of Consultancy & other Services 2017.

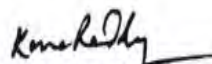
3. In this context it is noted that Bid Security (also known as Earnest Money Deposit) is still being taken from the contractors by the various Ministries/ Departments, though the relaxations have already been provided in General Financial Rules (GFRs) 2017.

4. In view of above, it is reiterated that notwithstanding anything contained in Rule 171 of GFRs 2017 or any other Rule or any provision contained in the Procurement Manuals, no provisions regarding Bid Security should be kept in the Bid Documents in future and only provision for Bid Security Declaration should be kept in the Bid Documents.

5. Wherever, there are compelling circumstances to ask for Bid Security, the same should be done only with the approval of the next higher authority to the authority competent to finalise the particular tender or the Secretary of the Ministry/ Department, whichever is lower.

6. The above instructions will be applicable for all the tenders issued till 31.12.2021.

7. These instructions will be applicable for all kinds of procurements viz. Goods, Consultancy, Works, non-consulting Services etc and are issued under Rule 6(1) of the GFRs 2017.



(Kotluru Narayana Reddy)

Deputy Secretary to the Govt. of India

Tel: 24621305

Email: kn.reddy@gov.in

To,

All the Secretaries and Financial Advisers to Government of India

Copy to: Secretary, Department of Public Enterprises with a request to issue the same instructions to Central Public Sector Undertakings (CPSUs).

No. F.9/4/2020-PPD
 Government of India
 Ministry of Finance
 Department of Expenditure
 Procurement Policy Division

512, Lok Nayak Bhawan, New Delhi
 Dated the 12th November 2020

OFFICE MEMORANDUM

Subject: Performance Security.

As per Rule 171 of General Financial Rules (GFRs) 2017, Performance Security is to be obtained from the successful bidder awarded the contract for an amount of five to ten percent of the value of the contract to ensure due performance of the contract. Similar provisions also exist in the Manual for Procurement of Works 2019 and Manual for Procurement of Consultancy & other Services 2017 issued by this Department.

2. The Government is in receipt of many representations that on account of slowdown in economy due to the pandemic, there is acute financial crunch among many commercial entities and contractors, which in turn is affecting timely execution of the contracts. It has also been represented that this may affect the ability of contractors to bid in tenders and hence reduce competition. Requests are being received for reduction in quantum of Security Deposits in the Government contracts.

3. In view of all above, it is decided to reduce Performance Security from existing 5-10% to 3% of the value of the contract for all existing contracts. However, the benefit of the reduced Performance Security will not be given in the contracts under dispute wherein arbitration/ court proceedings have been already started or are contemplated.

4. Further, all tenders/ contracts issued/ concluded till 31.12.2021 should also have the provision of reduced Performance Security.

5. In all contracts where Performance Security has been reduced to 3% in view of above stipulations, the reduced percentage of Performance Security shall continue for the entire duration of the contract and there should be no subsequent increase of Performance Security even beyond 31.12.2021.

Similarly, in all contracts entered into with the reduced percentage of Performance Security of 3%, there will be no subsequent increase in Performance Security even beyond 31.12.2021.

6. Wherever, there is compelling circumstances to ask for Performance Security in excess of three percent as stipulated above, the same should be done only with the approval of the next higher authority to the authority competent to finalise the

particular tender, or the Secretary of the Ministry/ Department, whichever is lower. Specific reasons justifying the exception shall be recorded.

7. These instructions will be applicable for all kinds of procurements viz. Goods, Consultancy, Works, non-consulting Services etc and are issued under Rule 6(1) of the GFRs 2017.


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

To,

All the Secretaries and Financial Advisers to Government of India

Copy to: Secretary, Department of Public Enterprises with a request to issue the same instructions to Central Public Sector Undertakings (CPSUs).

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Enhancements in existing features and functionalities and deployment of new features and functionalities by Government e-Marketplace (GeM).

CIRCULAR

Attention of all Administrative Departments is invited to DO No. 215/CEO-GeM/2020 dated 10-11-2020 of Government of India, Ministry of Commerce and Industry, Government e-Marketplace, regarding the existing features and functionalities and deployment of new features and functionalities by Government e-Marketplace (GeM). In recent months GeM has introduced following major features and functionalities :—

- (a) Implementation of the Unified Procurement System in which the next version of GeM viz. GeM 4.0 is anchored
- (b) Seeking clarification from bidders
- (c) Introduction of challenge rejection window for transparency and for curbing unjust and unfair rejection during technical evaluation
- (d) Adding new specifications to categories at the time of creating bids
- (e) Uploading drawings/scope of work in bids
- (f) Staggered delivery
- (g) Supplementary Bill/Invoice/CRAC
- (h) Implementation of OM dated 23-01-2020 regarding timely payments
- (i) Implementation of OM dated 30-07-2020 of Department of Expenditure regarding charging of interest on delayed payments
- (j) Visibility of all contracts on GeM homepage

- (k) Introduction of advanced bid search module
- (l) Single view of participants in a bid
- (m) Rating of sellers by including the feedback of buyers and consignees apart from the transaction history on the platform
- (n) Flexibility in procurement life-cycle
- (o) Invitation to certain sellers to participate in specific bids
- (p) Revamping of bid module
- (q) Consignee-Wise Item-Wise bidding
- (r) Demand aggregation
- (s) Seller invitation module
- (t) Crowd Sourcing of categories and sellers
- (u) Bypassing of email uniqueness validation when adding a secondary buyer
- (v) Creation of categories in a time bound manner in GeM
- (w) Introduction of local filter for difficult areas
- (x) Introduction of caution money deposit
- (y) Introduction of GeM Seller ID

The detailed features and functionalities introduced by Government of India, Ministry of Commerce and Industry, Government e-Marketplace are enclosed as Annexure to this circular.

All the departments are accordingly advised to make use of functionalities, so as to derive full potential of GeM and also share their feedback for further improvement.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,
Finance Department.

No. A/50(2016)-I-857/J

Dated 28-12-2020.

Copy to the :—

Standard Endorsements.



अलीन कुमार, मा.प्र.सं.
प्र. कार्यकारी अधिकारी
ALLEEN KUMAR, IAS
Self-Executive Officer



माननीय मंत्री
व्यक्तिगत एवं सचिवालय मंत्रालय
सचिवालय ई-मार्केटप्लेस
विशेष बजट, 'जीवन तारा' विभाग
संसद मार्ग, नई दिल्ली-110014
Government of India
Ministry of Commerce & Industries
Government e-Marketplace
2nd Floor, Jeevan Tara Building
Sansad Marg, New Delhi-110014
Tel : 911-23349188, 4022361
E-mail : ceo-gem@gov
Web : https://gem.gov

DO No.215/CEO-GeM/2020

10th November, 2020.

Dear Sir/Madam,

As you are kindly aware, the Government e-Marketplace (GeM) has been established by the Government of India as the National Public Procurement Portal.

2. In order to meet the aspirations of all the buyers and sellers and the other stakeholders, GeM is continuously working towards improvements and enhancements in existing features and functionalities and deployment of new features and functionalities that can address diverse procurement needs while ensuring the basic principles of transparency and efficiency in public procurement.
3. I would like to inform you that in recent months GeM has introduced the following major features and functionalities:

- A. **Implementation of the Unified Procurement System in which the next version of GeM, viz., GeM 4.0 is being anchored:** In accordance with OM dated 23/1/2020 issued by the Department of Expenditure, all Central Government buyers will be required to obtain a "GeM Availability Report and Past Transaction Summary" to take informed procurement decisions. GeM will prompt buyers of Ministry of Defence, Railways and CPSEs to publish a "custom bid" on GeM itself for estimated order value exceeding INR 50 lakhs if the goods or services that a buyer is looking for is not on the platform. If a buyer decides to publish the bid outside GeM on the Central Public Procurement Portal (CPPP) for example, the corresponding ID of GeM Availability Report will be required as a mandatory input before publishing of a bid can be allowed on platforms such as CPPP. This ID will be validated in real time with GeM. After validation, a copy of the published tender will be returned to GeM for analysis. The integration of GeM with CPPP is live. The functionality of "custom bid" went live on October 7, 2020. The feature of "custom bid" will be in operation till all categories of products and services required by diverse buyers are made available on GeM. This feature will provide a single user experience to buyers under the Unified Procurement System mentioned in para 48 of the budget speech for FY 2020-21. This will also enable vendors to respond to bids for goods and services from GeM with the resultant advantages of better price discovery, economies of scale and dissemination of best practices.
- B. **Seeking clarification from bidders:** It is now possible to seek clarifications from Bidders, on-line through GeM portal, with complete audit trail, if the Buyer is unable to decide on the technical suitability of a bidder based on the available information.

- C. **Introduction of a challenge rejection window for transparency and for curbing unjust and unfair rejection during technical evaluation:** Visibility of reasons of rejections to all sellers has been provided with a 48 hour challenge rejection window after technical evaluation, thereby increasing transparency and avoiding possibly erroneous / unfair decision.
- D. **Adding new specifications to categories at the time of creating bids:** Buyers in CPSEs, Railways and Defence can now add up to five new specifications parameters to create an instance of category with these new specifications for a particular bid. This will remove the constraint of not being able to add essential specifications in a category that a buyer might be looking for.
- E. **Uploading drawings/ scope of work in bids:** Upload of drawings / scope of work in bids is now allowed in certain categories (need based).
- F. **Staggered delivery:** Staggered Delivery is now enabled on GeM.
- G. **Supplementary Bill/ Invoice/ CRAC:** Generation of Supplementary Bill/ Invoice/ Consignee Receipt and Acceptance Certificate (CRAC) is now enabled on GeM.
- H. **Implementation of OM dated 23/1/2020 regarding timely payments:** As part of the implementation of this OM, generation of Auto PRC + Auto CRAC have been enabled. Milestone based payments will go live by November, 2020.
- I. **Implementation of OM dated 3/7/2020 of Department of Expenditure regarding charging of interest on delayed payments:** The OM regarding charging of interest on delayed payments is also being implemented and the interest charged on account of delayed payments for orders placed on or after October 1, 2020 will be shown on the buyers' dashboard by November, 2020.
- J. **Visibility of all contracts on GeM homepage:** In order to further enhance transparency and enable buyers to access details of all procurements happening on GeM and take informed procurement decisions, visibility of all contracts on GeM homepage has been provided.
- K. **Introduction of advanced bid search module:** An advanced bid search module has been introduced to enable sellers to look for additional opportunities and diversify their businesses and grow with GeM, which, in turn, will result in wider seller participation and better price discovery for buyers due to increased participation of sellers.
- L. **Single view of participants in a bid:** Buyers can now compare the technical specifications of all participants in a single view with a download option for an easier evaluation.
- M. **Rating of sellers by including the feedback of buyers and consignees apart from the transaction history on the platform:** Buyers / consignees can now rate sellers based on their procurement experience. The feedback from buyers and consignees along with the transaction history on the platform will be taken into account while rating sellers on the platform in a transparent and objective manner. The model of rating of sellers of products has already been finalized. The model of rating of service providers is expected to be finalized shortly.

- N. **Flexibility in procurement lifecycle:** Flexibility in procurement lifecycle has been introduced by allowing extension of Offer Validity, Bid Lifecycle and Delivery Period on Buyer dashboard.
- O. **Invitation to certain sellers to participate in specific bids:** A separate module has been built on GeM to enable buyers to invite sellers to participate in bids thereby increasing competition, price discovery and savings.
- P. **Revamping of bid module:** Introduction of pre-bid queries / clarification module anonymizing complaints, queries, clarifications from sellers is planned to go live by November 2020.
- Q. **Consignee Wise Item Wise bidding:** Consignee wise and item wise bidding will be enabled by December, 2020.
- R. **Demand aggregation:** Demand Aggregation within an organization is expected to go live by December 2020 for economies of scale and more efficient price discovery.
- S. **Seller invitation module:** GeM has created a seller invitation module to enable buyers to invite new sellers to onboard GeM and accelerate the process of onboarding of vendors on GeM.
- T. **Crowd sourcing of categories and sellers:** GeM has created a separate module for enabling buyers and sellers to suggest the creation of a new category on GeM. This will help in a faster and focused creation of categories.
- U. **Bypassing of email uniqueness validation when adding a secondary buyer:** This will enable the tagging of a secondary buyer with multiple primary buyers as the email uniqueness validation of a secondary buyer has been bypassed.
- V. **Creation of categories in a time bound manner in GeM:** A system has been set up in GeM whereby a buyer can request for category creation on GeM with complete specifications, which will be acknowledged, and the category will be created within a pre-defined timeframe and notified to the buyer. This will be in addition to the requests for categories received through the module of "crowd sourcing of categories and sellers" which was went live in March 2020.
- W. **Introduction of local filter for difficult areas:** As per OM dated 30/9/2020 of the Department of Expenditure, local filter is being enabled for difficult areas for one year subject to use by buyers in appropriate circumstances (by recording detailed justification) and where buyers found the prices of local sellers reasonable. This will enable a buyer to apply such a filter at district level. Further, in all cases before finalizing, the purchaser will be required to obtain and upload financial concurrences for buying the items at higher rates whenever required. This will go live by December, 2020.
- X. **Introduction of caution money deposit:** In order to deter sellers from declining/refusing orders up to INR 5 lakhs in the Marketplace, a provision for one time caution money from sellers on GeM to cover the requirement of Performance Security etc. in respect of contracts that are not governed by the requirement of Performance Bank Guarantee (PBG) is being implemented with concurrence of the Department of Expenditure. This will go live by November, 2020. All sellers on GeM will be required to deposit a one-time amount as under as caution money:

- i. Seller Turnover less than 1 Crore: Rs 5,000/-
- ii. Seller Turn over > 1 Crore but < 10 Crore: Rs 10,000/-
- iii. Seller Turn over > 10 Crore: Rs 25,000/-

Y. **Introduction of GeM Seller ID:** According to instructions contained in Department of Expenditure OM no. 6/9/2020 - PPD dated 24.08.2020, it is now mandatory for sellers providing Goods and Services to Central Government Organizations (except Railways and for order value exceeding INR 25 lakhs) to be registered on GeM and obtain a unique GeM Seller ID, at the time of placement of order / acceptance of contract. This ID shall invariably be incorporated in every Supply Order / Contract / Agreement / Purchase Order, while awarding any contract / order for procurement by any Central Government Organization wef 1/11/2020. All sellers registered on GeM have now been assigned with a Unique GeM Seller ID. Sellers can check their Unique GeM Seller ID in the 'My Profile' section on seller dashboard. This ID has to be used by the sellers in all bids outside GeM also in which they participate and in which they are awarded contracts.

4. It is requested that all Departments / PSEs / other Buyer Organizations under the State government may kindly be made aware of these features and functionalities to accelerate their onboarding on GeM, to enable them to derive the full potential of GeM and share their feedback so that further improvements and enhancements of these processes can be taken up according to requirements.

With regards,

Yours sincerely,


10/11/2020
(Talleen Kumar)

To all Chief Secretaries of States and Union Territories

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—SHG Products on Government e-marketplace (GeM) and their procurement by all departments.

CIRCULAR

Ministry of Rural development, Government of India vide D. O. S-11057/03/2018/SVEP(363500) dated 18-11-2020 has advised that all the departments and district administration in the Union Territory of J&K, may be directed to procure products from GeM “Saras Collections” for departmental needs specially hostels, schools, hospitals, reform homes, jails etc. and all offices in general to ensure that all money reaches to the rural women entrepreneurs.

The Deendayal Antodaya Yojana- National Rural Livelihood Mission (DAY-NRLM), the flagship livelihood programme of the Ministry of the Rural Development, GoI is one of the worlds largest institutional platforms of the poor. As on date, 7.4 crore women have been mobilized into 66 lakh SHGs and are engaged in various activities to improve their livelihood and quality of life.

The livelihood initiatives of the mission are supporting business run by women both small and large, including Farmer Producer Organization (FPOs) that are engaged in producing food products, Handicrafts, Handlooms textiles etc.

As the part of the efforts to connect producers to market, NRLM has set up “The Saras Collection” exclusive market place for curated SHG products from across the country on GeM. There are as of now 700 products made by SHG women from 15 states under five categories of Handicrafts, Handlooms Textiles, Office Accessories, Grocessory and Pantry and Personnel hygiene and care on GeM.

Therefore, it is enjoined upon all the Administrative Secretaries to instruct all line departments/PSUs/Autonomous Bodies/Boards to procure products from “Saras Collections” for their departmental needs, specially

the curated SHG products on Government e-market place (GeM) as per norms .These products can also be accessed at <https://gem.gov.in/saras-ajeevika>.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,
Financial Commissioner,
Finance Department.

No. A/GeM/(2019)-Sgr-888

Dated 30-12-2020.

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