

No.F. 1/1/2021-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

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264-C, North Block, New Delhi.  
4<sup>th</sup> August, 2022.

**OFFICE MEMORANDUM**

**Subject: Updated Manuals for Procurement of Goods, Services and Works.**

The undersigned is directed to forward copies of the following three updated Procurement Manuals:

- a. Manual for Procurement of Goods,
- b. Manual for Procurement of Works,
- c. Manual for Procurement of Consultancy & Other Services.

These Manuals were comprehensively revised and issued in 2017 & 2019; they have been recently updated and the updated version was issued on 01.07.2022.

2. Instructions on procurement and the GFR amendments issued by Department of Expenditure from time to time, since issuance of last Procurement Manuals, have been incorporated in the current editions. Instructions relating to Public Procurement (Preference to Make-in-India) Order and the Order giving preference to Micro and Small Enterprises (MSEs) and certain other procurement related instructions have been also updated. Further, all erstwhile procurement related instructions issued by Central Vigilance Commission (CVC) have been subsumed into these Procurement Manuals. Vide OM no. 022/VGL/032 (circular no 14/07/22), CVC has also advised that all earlier instructions issued by CVC on public procurement have been withdrawn and all the organizations are required to update/ align their procurement guidelines/ manuals in line with manuals issued by Department of Expenditure.

3. These Manuals are a standard reference document for public procurement across all Ministries/ Departments/ their attached & subordinate offices/ autonomous bodies and Central Public Sector Enterprises (CPSEs) etc. They are to be taken as generic guidelines, which are necessarily broad in nature, except to the extent mentioned in para 5 of this OM.

4. Ministries/ Departments etc may supplement these manuals to suit their local/ specialized needs, by issuing their own detailed manuals or instructions including customized formats, Standard Bidding Documents and Schedule of Procurement Powers as guidance for their own procuring officers.

5. Certain instructions containing "shall" in the Manual for Procurement of Works are mandatory (indicated at the end of respective paragraphs) both for Ministries/ Departments etc as well as CPSEs. Any deviation from these instructions shall require relaxation from this Department (for Ministries/ Departments etc.) or from the Board of Directors (for CPSEs).

6. These Manuals are also available on the website of Department of Expenditure.

7. It is requested that above may be informed to all organizations under your control including autonomous bodies as well as CPSEs.

*y*  
04/08/2022

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To

Secretaries of all Central Government Ministries/ Departments.  
Financial Advisers of Central Government Ministries/ Departments

**Copy to:**

- 1) Secretary, Department of Public Enterprises {with a request for also reiterating these instructions for compliance of all CPSEs in this regard}.
- 2) Chief Secretaries of States and Union Territories: for information.