

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

**From :** FTST Section <moc\_ftst@nic.in>  
**Subject :** Fwd: Direction of CVC for Updation of Circulars /  
 Guidelines / Manuals - Observance of Vigilance  
 Awareness Week, 2023- reg.  
**To :** cmd@peclimited.com, CMD MMTC  
 <cmd@mmtclimited.com>, CMD- STC  
 <cmd@stclimited.co.in>, cvo@peclimited.com, CVO  
 MMTC <cvo@mmtclimited.com>, CVO STC  
 <cvo@stclimited.co.in>  
**Cc :** pkjain@peclimited.com, RAJIV RANJAN SINHA MMTC  
 <rr.sinha@mmtclimited.com>, Suresh  
 <skmeena@stclimited.co.in>, Rajender Singh  
 <rajender-upsc@gov.in>, moc ftmo nic.in  
 <moc\_ftmo@nic.in>

Thu, Oct 19, 2023 11:20 AM

1 attachment

Sir,

Please refer to trailing email received from Vigilance Section, DoC on the subject mentioned above for strict compliance and for submission of status report directly to CVO by 30.10.2023 under intimation to this Division and Vigilance Section, DoC.

Regards  
 FT(ST) Section  
 Department of Commerce

**From:** "Rajender Singh" <rajender-upsc@gov.in>  
**To:** "Arun Dabas" <dabas.arun@gov.in>  
**Cc:** "FTST Section" <moc\_ftst@nic.in>  
**Sent:** Wednesday, October 18, 2023 11:59:02 AM  
**Subject:** Fwd: Direction of CVC for Updation of Circulars / Guidelines / Manuals -  
 Observance of Vigilance Awareness Week, 2023- reg.

**From:** "Vigilance ." <moc\_vig@nic.in>  
**To:** "PADMANAV BEHERA" <moc\_epagri2@nic.in>, "Sandeep Verma"  
 <moc\_epagri1@nic.in>, "Anurag Goel" <usasean1-doc@nic.in>, "N Poorna Push Kala"  
 <us2euro-doc@gov.in>, "anjali" <anjalianand@nic.in>, "Mahender Chaudhary"  
 <mahender.chaudhary@nic.in>, "PUSHPENDRA KUMAR SHARMA US DoC" <us1euro-  
 doc@gov.in>, "Shyamal Sil" <usrmtr-doc@nic.in>, "Rajender Singh" <rajender-  
 upsc@gov.in>, "Vinod Kumar" <us3euro-doc@gov.in>, "Murlidhar Mishra Natwar"  
 <mm.natwar@nic.in>, "Shayam Lal" <shyam.lal-upsc@gov.in>, "Establishment - I"  
 <moc\_est1@nic.in>, "Jai Prakash Singh" <usnea1-doc@gov.in>, "Sumit Sachan"  
 <sumit.sachan@nic.in>, "Antony Xavier" <moc\_est4@nic.in>, "Trade Promotion Section"  
 <moc\_tp@nic.in>, "moc\_epagri3" <moc\_epagri3@nic.in>, "Naresh Chand"

19/10/23  
 W-Administer  
 PR(V)  
 All VOP.

<moc\_ftam@nic.in>, "Ruchika Bhatt Chaudhuri" <usftlac-doc@gov.in>, "Atul Kumar Pandey" <pandey.ak49@gov.in>, "ASHISH PRAKASH SINHA" <ashishprakash.sinha@nic.in>, "EPZ EPZ" <moc\_epz@nic.in>, "Usha Sreenivasan" <us1tpd-doc@nic.in>, "Om Prakash" <om.prakash67@nic.in>, "Nidhi Pandey Section Officer" <pandey.n13@nic.in>, "akhilesh kumar mishra" <ak.mishra83@nic.in>, "Vivek Jayaswal" <us4euro-doc@gov.in>, "Suresh Kumar V.K" <suresh.vk@gov.in>, "TIKA RAM MAJHI" <tr.majhi@nic.in>, "Keshab Kumar Mushahary" <mushahary.kk@nic.in>, "Mukesh Kumar" <k.mukesh83@gov.in>, "RajeshKumar Sinha" <rksinha.dgsnd@gov.in>, "R Gopala Krishna" <rvgk.dgsnd@gov.in>, "EP GJ Section" <moc\_epgj@nic.in>, "Establishment.II" <moc\_est2@nic.in>, "Cash.I" <moc\_cash1@nic.in>, "moc tfs" <moc\_tfs@nic.in>, "Jitendra Kumar Yadav" <moc\_eplsg@nic.in>, "BSM" <moc-tpd2@nic.in>, "RTI Cell" <moc\_rti@nic.in>, "Cash section" <moc\_cash2@nic.in>  
**Cc:** "Vinod Kumar Singh" <vk.singh65@gov.in>, "US[AVD I] DOPT" <kc.raju@nic.in>  
**Sent:** Wednesday, October 18, 2023 11:33:36 AM  
**Subject:** Direction of CVC for Updation of Circulars / Guidelines / Manuals - Observance of Vigilance Awareness Week, 2023- reg.

Sir/Madam,

Please find attached Vigilance Division's O.M. No. C-31011/11/2023-VIGILANCE dated 18.10.2023.

Regards,  
Amit Chaudhary  
Section Officer  
Vigilance Section,  
Department of Commerce



वसुधैव कुटुम्बकम्  
ONE EARTH • ONE FAMILY • ONE FUTURE

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**Time Bound/By Email/Speed Post****F.No. C-31011/11/2023-VIGILANCE****Government of India****Ministry of Commerce & Industry****Department of Commerce****Vigilance Section****<https://commerce.gov.in>**Room No. 425, Udyog Bhawan  
New Delhi, Dated 18.10.2023**OFFICE MEMORANDUM****Subject: Direction of CVC for Updation of Circulars / Guidelines / Manuals - Observance of Vigilance Awareness Week, 2023 -reg.**

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

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

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

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

contd...2

- 2 -

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

Encl: As above

(K.C. Raju)

Under Secretary to the Government of India  
Telephone No. 23063916

To,

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

Most Immediate

F.No.C-30011/3/2022-Vig.  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Vigilance Section  
<https://commerce.gov.in>

Room No. 425, Udyog Bhawan, New Delhi  
Dated 13/10/2022

OFFICE MEMORANDUM

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

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

2. The CVC in the above Circular has stated that "Central Vigilance Commission and D/o. Expenditure have issued guidelines on public procurement from time to time. After due deliberations, it was decided that for the sake of uniformity and to avoid multiplicity of authorities for issuance of guidelines on procurement related issues, updated Manuals may be issued by D/o. Expenditure only, after taking into consideration the guidelines issued by the Commission. Accordingly, D/o. Expenditure have updated and released (i) Manual on procurement of Goods; ii) Manual on procurement of Works; and iii) Manual on procurement of Consultancy & other services, wherein the guidelines issued by the Commission on public procurement has also been assimilated. The same are available on Commission's website i.e. [www.cvc.gov.in](http://www.cvc.gov.in) under the head "Guidelines" and sub-head "Tender Guidelines".

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

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

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

To,

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

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



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-110023

सं./No.....022/VGL/032

दिनांक / Dated.....11.07.2022

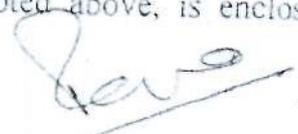
Circular No. 14/07/22

**Subject: Updation of Manual on Procurement of Goods, Services, Works and Consultancy, etc.**

Central Vigilance Commission and D/o Expenditure have issued guidelines on public procurement from time to time.

2. After due deliberations, it was decided that for the sake of uniformity and to avoid multiplicity of authorities for issuance of guidelines on procurement related issues, updated Manuals may be issued by D/o Expenditure only, after taking into consideration the guidelines issued by the Commission. Accordingly, D/o Expenditure have updated and released i) *Manual on Procurement of Goods*; ii) *Manual on Procurement of Works*; and iii) *Manual on Procurement of Consultancy & Other Services*, wherein the guidelines issued by the Commission on public procurement has also been assimilated. The same are available on Commission's website i.e. [www.cvc.gov.in](http://www.cvc.gov.in) under the head "Guidelines" and sub-head "Tender Guidelines".

3. The Commission has desired that all the Chief Vigilance Officers may take note of the updated Manuals and bring the same to the notice of Chief Executive/Management of their organisation, along with other authorities concerned, for strict compliance henceforth. An introductory note relating to updated Manuals, as quoted above, is enclosed for guidance and reference purpose.

  
(Rajiv Verma)  
Director

Encl: As above

