

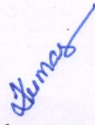
File No.9-ITPO(1)/EI/2020  
**India Trade Promotion Organisation**  
(Administration Division, EI Section)

25.10.2022

**Office Order No. Admin/ 631 / 2022**

It is hereby informed that all award of work on nomination basis by all concerned divisions/sections/units/Regional Offices will be in strict compliance of following rules/guidelines amended from time to time:

- a) General Financial Rules 2017
  - b) Manual for Procurement of Works 2019
  - c) Manual for Procurement OF Consultancy and other Services
  - d) DPE's OM dated 13.04.2021 referring to CVC Circular dated 16.04.2021.
2. All works/purchase/consultancy contracts (other than IECC) awarded on nomination basis should be brought to the notice of the Board of Directors. The report relating to such awards on nomination basis shall be submitted to the CMD, every quarter.
3. A Standing Committee comprising of GM(BDD), GM(Works), GM(Law), OSD, HoD(Finance)/DGM(Finance)-Member Secretary is constituted and the recommendations of the Committee and the user division will be submitted to the Competent Authority for administrative approval and expenditure sanctions as per Delegation of Financial and Administrative Powers.
4. HoD of the User Division will be mandatorily part of the Standing Committee. In case of his absence, an officer authorized by him (not below the rank of SM or Manager) or senior most officer of the user division will be part of the Committee.
5. Presence of at least three members, in addition to Member Secretary will be compulsory to meet the quorum of the Committee.
6. This issues with the approval of the Competent Authority.

  
(Col. Pushpam Kumar, SM)  
OSD (Admn.)

To:

All employees

Copy to:

1. All HoDs/ Office order register/Notice Board
2. IT Services Division: to upload on ITPO website

For information:

1. PS to CMD
2. PS to ED