

भारत के नियंत्रक और महालेखा परीक्षक का कार्यालय,  
Office of the Comptroller and Auditor General of India,  
09, दीन दयाल उपाध्याय मार्ग, नई दिल्ली – 110124  
09, Deen Dayal Upadhya Marg, New Delhi-110124

(For exclusive use in IA&AD)

No.265–FMD/DFPR/01-2018

Dated: 18<sup>th</sup> July 2024

To

1. All the Heads of Department in IA&AD
2. Director General (Hqrs)

**Subject:- Delegation of Financial and Administrative powers in IA&AD - regarding.**

Sir/Madam,

A reference is invited to Circular No.31/2023 issued vide this office letter No.350-FMD/DFPR/01-2018 dated 16<sup>th</sup> October 2023 vide which revised Delegation of financial and administrative cum expenditure powers (DFPR) were implemented in IA&AD.

2. The Comptroller and Auditor General of India has approved the following amendments in Para 6 of DFPR dated 16<sup>th</sup> October 2023:

**Para 6 - Constitution of Purchase/Tender Committee in IA&AD**

In IA&AD, GFR 2017 is being followed for procurement. However, to maintain consistency and uniformity, Purchase/Tender Committee in IA&AD shall be constituted. The committee may establish the necessity of the proposal including quantity/quality/rates, administrative approval etc. The committee may also record specifically whether provisions of GFR and DFP in purchase/tender have been followed by the office. The formation of Purchase/Tender Committee is as under:

**(i) Field offices (HoDs)**

Value of purchase	Purchase/Tender Committee	Accepting authority
Upto ₹ 50,000/-	Without quotation/off the shelf purchase	
> ₹ 50,000/- to ₹ 5,00,000/-	Consisting of three members (Group-A in Level 10/11).	Group Officer (Admin) of the office not below Level 12. However, HoD shall be the accepting authority in case:
> ₹ 5,00,000/- to ₹ 50,00,000/-	Consisting of two members (Group-A in Level 10/11) and chairman (Group Officer) Chairman of the Purchase/Tender Committee and accepting authority should not be the same Group Officer.	i) Accepting authority Group Officer (Admin) is below the Level 12; ii) Members of Purchase/Tender Committee are not available as per prescribed norms and is below the Level 10/11; and iii) In case of non availability of other Group Officer as chairman of Purchase/Tender Committee at the same station and Chairman and accepting authority is same Group Officer.

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Value of purchase	Purchase/Tender Committee	Accepting authority
> ₹ 50,00,000/- to ₹ 75,00,000/-	Consisting of Sr AO (Admin), Group Officer (Admin) of the office and one more Group Officer of which Senior Group Officer will be the Chairperson.	PAG/AG/DG/PD
> ₹ 75,00,000/-	Consisting of three Group Officers + SAO (Admin) as member secretary. Senior most Group Officer will be the Chairperson.	

Where the Group Officer(s) is/are not available for Purchase/Tender Committee (procurement beyond ₹ 50.00 lakh) in concerned office, the office may nominate the Group Officer(s) of other offices of IA&AD. In case of nomination of Group Officer(s) of other office(s), the recommendation(s) of the committee member(s) may be obtained through electronic media (email/e-conference etc.) for approval of accepting authority.

**(ii) Headquarters functional wings (Centralised procurements)**

Value of purchase	Purchase/Tender Committee	Accepting authority
Upto ₹ 50,000/-	Without quotation/off the shelf purchase	
> ₹ 50,000/- to ₹ 5,00,000/-	Consisting of three members (Level 10/11) including one member from functional wing.	DG (HQ)
> ₹ 5,00,000/- to ₹ 75,00,000/-	Consisting of 1 member from functional wing (Level 10/11), 1 Group Officer (Level 12/13) and chairman from functional wing (Level 12 and above)	
> ₹ 75,00,000/-	Consisting of Group Officer from functional Wing or any other Group Officer (Level 12/13), DG (Hqrs) & DG/PD functional wing as Chairman	DAI (HR)

Yours faithfully,



**(Ritika Bhatia)**  
**Director General (Staff)**