


Tele: 011-25684846
ASCON: 36830
Fax: 011-25682392
e-mail: dirpfcechs-mod@nic.in

Central Organisation, ECHS
Adjutant General's Branch
ECHS Bhawan, Thimayya Marg
Near Gopinath Circle
Delhi Cantt - 110010

B/49791/Bud Gen/AG/ECHS

 Mar 2022

IHQ of MoD (Navy) (SO ECHS)
Air Headquarters (VB) (For D Fin P)
HQ Southern Command (A)
HQ Eastern Command (A)
HQ Western Command (A)
HQ Central Command (A)
HQ Northern Command (A)
HQ South Western Command (A)
ECHS Branch EOI Kathmandu Nepal (For AMA)

**FINANCIAL INSTRUCTONS FOR ALLOTMENT AND EXPENDITURE UNDER
MAJOR HEAD 2076, 4076 MINOR HEAD 107 REVENUE & CAPITAL HEADS
(ECHS FINANCIAL DOCUMENT: FY 2022-23)**

References:-

- (a) Delegation of Financial Powers for Ex-servicemen Contributory Health Scheme (ECHS) issued vide GoI MoD letter No. 24(3)/03/US(WE)/D(Res)(i) dated 08 Sep 2003.
- (b) Financial procedure for Ex-Servicemen contributory Health Scheme (ECHS) issued vide GoI MoD letter No. 24(3)/03/US(WE)/D(Res)(ii) dated 09 Sep 2003.
- (d) DPM-2009.
- (e) DFPDS-2016.
- (f) GFR-2017.
- (g) Schedule - 24 of ASP of DFPDS 2021.
- (h) DGFP letter No. A/89591/Outsourcing/FP-1 dated 01 Oct 2021.

Appendices:-

- A** Receipt and Recoveries
- B** Sub Head - A Pay & Allowances of Contractual Staff
- C** Sub Head - B Transportation.
- D** Sub Head - C Stores
- E** Sub Head - D Information Technology
- F** Sub Head - E Medical Treatment Related Expdr
- G** Sub Head - F Miscellaneous
- H** Sub Head - G Rev Works
- J** Sub Head - H Outsourcing of Services
- K** Capital Head
- L** List of High-Pressure Polyclinics
- M** Frequently Asked question (FAQ)

1. **BE Allocation for FY 2022-23.** Provisional BE 2022-23 has been received from DG FP vide ION No. 88896/Gen/GS/FP-2 dated 03 Mar 2022 and is being allotted. Final BE confirmation will be communicated separately.

2. **Budget Estimates.** Allotment of **Budget Estimates (BE) 2022-23** in Respect of Major Head 2076, Minor Head 107 (Revenue) and Major Head 4076, Minor Head 107 (Capital Head) are made according to the projections, past expenditure vis a vis availability of Funds.

3. **Norms for Allotment.** The norms for allotment of funds by Central Organisation for Polyclinics and RCs are as per the following details:-

(a) **Naval HQ, Air HQ and Army Command HQs.** Allotment of fund to Naval HQs, Air HQs and Army Command HQs are made for further sub-allocation to incur expenditure for the following categories:-

- (i) Payment of Remuneration for Contractual Staff.
- (ii) Purchase of Emergent & Life Saving Medicines through Authorised Local Chemist (ALC).
- (iii) Payment of Travelling Allowances: ECHS Polyclinics Staff.
- (iv) Payment of Travelling Allowances: ECHS Patients.
- (v) Purchase of IT Equipment & Consumables.
- (vi) Miscellaneous and Contingent Expenditure for day to day functioning of Polyclinics.

(b) **Regional Centres.** RCs are allotted funds for the following:-

- (i) Clearance of Online Medical Claims/Bills.
- (ii) Information Technology & up gradation of IT infrastructure.
- (iii) Miscellaneous and Contingent Expenditure for day to day running of Regional Centres.

(c) **O/o DGAFMS.** O/o DGAFMS is allotted funds for the following:-

- (i) Purchase of bulk medicine for ECHS Polyclinics through SEMO and SEDO.
- (ii) Purchase of Domiciliary Medical Equipment.
- (iii) Purchase of Medical Equipment.

(d) **O/o DGDE.** O/o DGDE is allotted funds for the following:-

- (i) Payment of Rental to Hired Polyclinics Building.
- (ii) Purchase of Land.

(e) **MGS Branch.** O/o MGS Branch is allotted fund for Purchase of vehicles, ambulance & equipment for ECHS.

4. Receipt & Recovery and Revenue Sub Head wise objects of expenditure is placed at **Appendix 'A' to 'J'** and Capital Head objects of expenditure is placed at **Appendix 'K'**.

5. **Financial Powers.** Refer GoI, MoD (Finance) letter No. 231(7)/2020/DFPDS/Budget-II dated 07 Sep 2021 (**Schedule-24 of ASP of DFPDS 2021**).

For reimbursement of Med Treat & Purchase of ALC Medicines.

- (i) MoD letter No. 25(01)/2017/US(WE)/D(Res-)-Part I dated 04 Aug 2014. (Manual Med Bills & for purchase of ALC Medicine).
- (ii) MoD letter No. 25(02)/2012/(WE)/D (Res) dated 10 Sep 2013 (For Nepal manual Med Bills Para 3 (a)).
- (iii) MoD letter No. 25(01)/2018/WE/D(Res) dated 09 Jul 2019 (For Nepal online Med Bills).

6. **Financial Powers for SEMOs/SEDOs.** Schedule 2 of MSP, DFPDS 2016 for funds allotted under code head 363/01.

7. **High Pressure Polyclinics.** Special consideration has been given to all identified high pressure Polyclinics (**Screened on the basis of Average DASR**) by allotting them additional funds. The list of high pressure Polyclinics is placed at **Appendix 'L'**.

8. **Sub-Allotment of Funds.** A number of lower formations / units have represented that their **allotments are received quite late from the Controlling Command HQ**. Such delay by Budget Holders defeats the very purpose of allotments being made at the commencement of the Financial Year. It will therefore be ensured that **all sub allotments are made expeditiously and acknowledge to this HQs within 03 days of allotment.**

9. **Caution for Sub Allotment.** Extreme care should be taken for sub allotment of funds under all Heads. Service HQrs/HQ Commands may consider actual requirement of funds by Polyclinics, depending upon the load. High Pressure Stations should be given preference and unnecessary expenditure should be curtailed. **Actual requirements calculated according to staff actually employed under salary Heads only to be allotted to Stn HQs concerned and remaining amount to be kept as reserve by Service HQs/HQ Commands.** Sub allotments for FOL, Mov of pers, Stores etc should be made considering the geographical location of Polyclinics as well as electricity supply position and available electricity backup. **Usage of the Ambulance should be closely monitored and be limited only within municipal limits and expenditure rationalized. To exercise control over the fund allotted, it is proposed that sufficient reserves should be held by Service HQs/HQ Commands and release funds gradually after close monitoring of expenditure instead of bulk allotment at initial stage and thereafter report to the process of re-appropriation.**

10. **Earmarking of Funds.** All Budget Holders will ensure, that within the overall BE allotment 2022-23, committed liabilities take precedence over other categories of expenditure. Adequate budget provisions will have to be made for all items, where proposals for expenditure (if any), were cleared in anticipation of additional allotment.

11. **Pace of Expenditure in FY 2022-23 & Additional Allotment of Funds.** ECHS is a growing scheme and the utilization of funds has seen quantum jump in each successive year. The ECHS budget initially sanctioned is not the final. Hence, it is pertinent to mention that MoD considers only the **CGDA compiled bookings** as expenditure figure and not the actual expenditure as reported by Service HQrs/HQ Commands/spending agencies. Therefore, additional funds for Current Financial Year can be sought from the MoD only when the desired booking by

CsDA is achieved. It is imperative that **at least 80%** funds are booked by the CsDA for ECHS to seek additional funds from the MoD at the RE stage. Projection of funds be strictly followed Command and Control matrix to avoid infructuous correspondence.

12. Additional funds can be allotted only if the desired targets of expenditure are met by the spending agencies by the due dates. To ensure adequate and timely booking of expenditure, the following actions are required to be taken: -

(a) Cash Accounts and paid vouchers are to be submitted by Station HQ/Regional Centres to the concerned CDA by 7th of the following month. **Monthly Expenditure Return (MER) are to be submitted by Stn HQ to respective Service/Command HQs. MER by Regional Centres and Consolidated MER of units under the Service/ Command HQs to be submitted to Central Org ECHS by the 3rd working day of the following month.** Service HQs/Command HQs are requested to strictly deal with the Stations defaulting to comply with this requirement.

(b) Medical bills are to be expeditiously processed and paid to ensure that bills do not pile up at the close of the Financial Year. **'First in First out'** system of payment be implemented to maintain optimum age of outstanding bills.

(c) Service HQs & Command HQs need to closely monitor the expenditure by the Station HQ and withdraw funds from Stations wherever monthly expenditure and bookings do not progress proportionately as per the target of expenditure/booking.

(d) Funds not likely to be utilised can be surrendered in a consolidated form by Service HQs, HQ Commands, O/o DGAFMS, DGDE and Regional Centres even before the Revised Estimates stage so that they can be re-appropriated well in time.

(e) Monthly Expenditure Returns (MER) for the above allotted funds will be forwarded by the **Service HQs/Command HQs and the Regional Centres only** to this HQ by **3rd working day (R) 3RD Working day** of the following month by **Fax on No. (011-25682392) or by e-mail on (dirpfcechs-mod@nic.in)** followed by ink signed copies through normal post/SDS.

13. **Request for Additional Funds.** Request for additional funds may be forwarded by the DGAFMS, Service HQ, Command HQ, Regional Centres, DGDE after achieving an expenditure of 80% of the allotted budget except under Code Head 365/00 (MTRE). Request for additional funds should be projected with full justification. **No SOC is required for additional allocation of funds, only justification will serve the purpose. Service HQs/ Command HQs may re-appropriate funds within their AoR before projection for additional funds to Central Org.**

14. **Booking of Expenditure.** Excess bookings in certain Code Heads have come under audit scrutiny. It is a serious budgetary process and financial impropriety. To avoid such anomalies, reconcile records and liaise with the concerned CsDA for timely correction of any irregularity.

15. **Surrender of Unexpended Funds at the End of FY.** Surrender of unexpended funds at the end of FY is to be carried out through letter or MRO to concern CDA and the same is to be acknowledged by the concern budget holders.


16. **Budgetary Reports & Returns.** Periodic Budget Reports & Returns of FY 2022-23 have to be submitted to Central Organisation ECHS as mentioned below: -

Sl No.	Subject	Due Date
(a)	Pre-Revised Estimate of CFY and Forecast Estimate of Ensuing FY	05 Jul 2022
(b)	Revised Estimate of CFY and Budget Estimate for ensuing FY	05 Sep 2022
(c)	Modified Appropriation	05 Feb 2023

Note:- Above timeline to be strictly adhered.

17. The last dates for surrender and additional demand of funds will be on or before **05 Feb 2023 No (R) No surrender of funds will be accepted after submission of MA 2022-23.**

18. The important contents of this letter may please be circulated to all concerned within your AOR.


(Arun Chaudhary)
Gp Capt
Offg Dir (Proc & Fin)

Copy to:

All Regional Centres ECHS

DGAFMS - with Appendix 'D' and 'K' only.

DGDE - with Appendix 'H' and 'K' only.

Internal

Copy To:-

Dir (Stats & Auto)- For uploading in ECHS website.

RECEIPTS & RECOVERIES
MAJOR HEAD: 0076 MINOR HEAD 107

1. **ECHS Contribution Code Head 405/01:** ECHS contribution of ESM are deducted from the pensionary benefits at the time of retirement by PCDA/ACDA/JCDA concerned and deposited in this code head.

2. In case a pre 2003 retiree, who is still not a member and desires to join the scheme he can do so by paying the contribution at the prevailing rates as follows:-

SL No.	Category	One Time Contribution
(a)	Recruit to Havs & equivalent in Navy & AF	Rs. 30,000/-
(b)	Nb Sub/Sub Maj or equivalent in Navy& Air Force (Including Hony Nb Sub/MACP Nb Sub and Hony Lt/Capt)	Rs. 67,000/-
(c)	All officers	Rs. 1,20,000/-

3. The payment is to be made through MRO and the code head mentioned should be 405/01. There is a provision of e-MRO also and can be accessed through CGDA site at www.cgda.nic.in. The following should be selected in the drop down menu and other field is to be filled and online payment can be made.

(a) The e-MRO can be accessed in the CGDA page at Division Tab=> Accounts => SBI CMP & e-MRO=> Log in to e-MRO and the SBI Collect page will open.

(b) The following field is to be selected from dropdown as follows :-

- (i) Name of Corporate/Unit = All India
- (ii) Type of Corporate/Unit = Govt Department
- (iii) Govt Dept Name = e-MRO
- (iv) Select Controller Concern = Select PCDA/CDA of your zone
INDIVIDUAL
- (v) Name of the sub office = sub office of your zone
- (vi) Name of the Organisation= EX SERVICEMAN CONTRIBUTORY
HEALTH SCHEME
- (vii) Nature of Payment = ECHS CONTRIBUTION
- (viii) Then fill all respective columns.

4. **Receipts from Auction of ECHS Stores/Eqpt Code Head 405/02.** All receipts from auction of stores and equipment procured out of ECHS funds to be deposited into code head through MRO/ e-MRO.

5. **Miscellaneous Receipts Code Head 405/03.** All other receipts are to be accounted for this code head. **Recoveries due to overpayments to hospitals are required to be accounted under this code head** whenever any deposit is made by the hospital. The deposits can be made through MRO and code head mentioned should be 405/03. In case of e-MRO the following should be selected in the drop

down menu and other field is to be filled and online payment can be made as mentioned follows:-

(a) The e-MRO can be accessed in the CGDA page at Division Tab=> Accounts => SBI CMP & e-MRO=> Log in to e-MRO and the SBI Collect page will open.

(b) The following field is to be selected from dropdown as follows :-

- (i) Name of Corporate/Unit = All India
- (ii) Type of Corporate/Unit = Govt Department
- (iii) Govt Dept Name = e-MRO
- (iv) Select Controller Concern = Select PCDA/CDA of your zone
INDIVIDUAL
- (v) Name of the sub office = sub office to which e-MRO relates
- (vi) Name of the Organisation = EX SERVICEMAN CONTRIBUTORY
HEALTH SCHEME
- (vii) Nature of Payment = Miscellaneous
- (viii) Then fill all respective columns.

OBJECT OF ALLOTMENT AND EXPENDITURE: SUB HEAD - A

1. **Pay & Allowances of Employed/Contractual Staff.** Remuneration to the contractual staff employed at Polyclinic will be paid from this sub head as per the manpower held at Polyclinics and as per the remuneration approved by GoI. The contracted polyclinic staffs are sub-divided into following three categories:-

(a) Code Head 361/01: Salary/Remuneration to the Polyclinic Staff: Officers.

(b) Code Head 361/02: Salary/Remuneration to the Polyclinic Staff: Para-Medical Staff.

(c) Code Head 361/04: Salary/Remuneration to the Polyclinic Staff: Non-Medical Staff.

2. Remuneration to the Polyclinic staff will be paid on the last day of every month by the Officer-In-Charge (O IC) Polyclinic through **NEFT**. Remuneration for the month of Mar will be paid on or after first of April. Remuneration will be paid to the polyclinic staff on pay bill-cum-acquaintance roll raised in three copies by the O I/C Polyclinic. The polyclinic staff will sign a receipt as having received the remuneration. Remunerations bill-cum-Acquaintance Roll duly completed, will be signed by the officer in charge polyclinic. The details of object of Expenditure is placed at **Annexure 1-3**.

3. **Allocation.** The allocation of funds for the Remuneration of the staff will be made to the HQ Navy, Air HQ and Headquarters Commands by Central Organisation, ECHS. The Commands will thereafter sub allocate the funds to the respective Station Headquarters according to the actual employment of contractual staff.

4. **Financial Powers.** The Station Commanders will have powers for payments to polyclinic staff in accordance with procedures as approved by the Govt of India MoD letter No. 24(3)/03/US(WE)/D(Res)(ii) dated 09 Sep 2003.

Annexure 1
(Refer to Para 2 of Appx B)

**OBJECT OF ALLOTMENT AND EXPENDITURE: PAY &
ALLOWANCES OF EMPLOYED/CONTRACTED STAFF: OFFICERS**

Code Head 361/01. The O IC Polyclinic, Medical Officer, Dental Officer, Medical Specialist, Gynecologist and Radiologist will be paid remuneration from this code head. The approved remuneration vide GoI MoD letter No.22(D)(19)/2017/WE/D(Res) dated 16 Aug 2017 & GoI MoD letter No. 22D(19)/2017/(WE)/D(Res-I) dated 06 Jun 2018 and 22D(19)/2017/WE(D(Res-I) dated 24 Jan 2019 is as follows:-

Ser No	Category	Remuneration (Rs. Per Month)
(a)	Medical Officer	75,000
(b)	Dental Officer	75,000
(c)	Medical Specialist	1,00,000
(d)	Gynaecologist	1,00,000
(e)	Radiologist	1,00,000
(f)	Officer-in-Charge Polyclinic	75,000

Annexure 2
(Refer to Para 2 of Appx B)

**OBJECT OF ALLOTMENT AND EXPENDITURE: PAY & ALLOWANCES OF
EMPLOYED/CONTRACTED STAFF: PARA-MED STAFF**

Code Head 361/02. Radiographer, Lab Technician, Lab Assistant, Physiotherapist, Pharmacist, Nursing Assistant and Dental/Tech/Hygienist will be paid remuneration from this code head. The approved remuneration vide GoI MoD letter No. 22D(25)2017/(WE) /D(Res-I) dated 20 Nov 2017 (applicable wef 16 Aug 2017) is as follows:-

Ser No	Category	Remuneration (Rs. Per month)
(a)	Radiographer	28,100
(b)	Lab Tech	28,100
(c)	Lab Asst	28,100
(d)	Physiotherapist	28,100
(e)	Pharmacist	28,100
(f)	Nursing Asst (Gen)	28,100
(g)	Dental Hygienist/Dental Asst/Dental Tech	28,100

Annexure 3
(Refer to Para 2 of Appx B)

**OBJECT OF ALLOTMENT AND EXPENDITURE: PAY & ALLOWANCES OF
EMPLOYED/CONTRACTED STAFF: NON-MED STAFF**

1. **Code Head 361/04.** Driver, Chowkidar, Female Attendant, Peon and Safaiwala will be paid remuneration from this code head. Clerks authorised for ECHS branch EoI Nepal also will be paid remuneration from this code head. The approved remuneration vide GoI MoD letter No. 22D(25)2017/(WE) /D(Res-I) dated 20 Nov 2017 (applicable wef 16 Aug 17) is as follows:-

Ser No	Category	Remuneration (Rs. Per month)
(a)	Clerks(ECHS Branch EoI Nepal)	22,500
(b)	Driver	19,700
(c)	Chowkidar	16,800
(d)	Female Attendant	16,800
(e)	Peon	16,800
(f)	Safaiwala	16,800

EPF. As per the present remuneration structure, **No** ECHS contractual staff falls within the EPF bracket. However, the staff who were drawing remuneration of Rs. 15000/- or below prior to 16 Aug 2017 and are continuing with the same terms and conditions of service (Contract) will continue to be within the ambit of EPF. Auth. B/49760/ECHS/WC/2017 dated 14 Dec 2017.

OBJECT OF ALLOTMENT AND EXPENDITURE: SUB HEAD-B

1. **Transportation.** Transportation of stores and transportation of personnel are dealt in this code head. The Transportation is sub-divided into following categories: -

(a) **Code Head 362/01 (Movement of Personnel).** When a polyclinic staff is detailed by Station Headquarters to visit any other Station for official work, Travelling Allowance will be admissible in accordance with entitlement of service personnel of equivalent pay scales in the Armed Forces. No Daily Allowance is admissible for contractual staff. TA claims to be submitted to Stn HQ by the staff. The TA bill will be cleared by the Stn HQ according to the prevailing TA rules for service personnel.

(b) **Allocation.** Fund will be allotted to Naval HQ, Air HQ (VB), all Army Commands and EoI Nepal for further sub-allocation to Station Headquarters. Funds allotted @ Rs.10,000/- per PC per annum. However efforts should be made not to detail Polyclinic Contractual staff for activity not related to Polyclinic. **Polyclinic staff should be called for only absolutely essential conference by Stn HQ & Regional Centres.** Additional funds will be released as and when projection of funds is received subject to expenditure of 80% and availability of funds.

(c) **Code Head 362/02 (Movement of Store).** Funds are meant be utilised by Station Headquarters to collect the drugs and consumables from the SEMO/SEDO for use by Polyclinics. No funds are being allotted to SEMO and SEDO for the purpose. However, SEDO should co-ordinate with SEMO in order to facilitate Stn HQ for consolidated/single collection from SEMO & SEDO.

(d) **Allocation.** Fund will be allotted to Naval HQ, Air HQ (VB), all Army Commands and EoI Nepal for further sub-allocation to Station Headquarters. @Rs. 20,000/- per PC per annum will be allotted to polyclinics not co-located with SEMO. Additional funds will be released as and when projection of funds is received subject expenditure of 80%.

(e) **Code Head 362/04 (Hiring of Transport including Ambulance).** This code has been incorporated in Major Head 2076, Minor Head 107 Sub Head B (Transportation) by MoD and circulated by CGDA vide CS NO. 08/2020 letter No. A/B/I/13626/XXXI/55 dated 23 Jan 2020.

(f) **Allocation.** The responsibility for hiring of civil transport is that of the station HQ. Bill will be cleared through contingent bills Allotment of fund will be made by Cent Org ECHS to IHQ of MoD Navy, Air HQ (VB), Army Commands and EOI Nepal & RCs. Funds will be allotted according to requirement projected with justification by Stn HQ through their respective command/Service HQ. Fund for RCs & EoI Nepal will also be made as per projection received from the RC against firm demands with justification. No SOC is required to be forwarded for allocation of funds.

Financial Powers

GoI, MoD (Finance) letter No. 231(7)/2020/DFPDS/Budget-II dated 07 Sep 2021 (**Schedule-24.1 of ASP of DFPDS 2021**).

OBJECT OF ALLOTMENT AND EXPENDITURE: SUB HEAD-C

1. **Stores.** This sub-head is further sub-divided into four categories viz. purchase of Medical Stores (code head. 363/01), Other Stores (code head 363/02), Furniture & Air Conditioners (code head 363/03) and Vehicle & Generators (code head 363/04).

2. Procurement of these stores are to be carried out as per laid down rules and procedures of FR Part-I, FR Part II, GFR 2017, DPM 2009 and **through GeM** only.

3. **GFR 2017.** Chapter 6 of GFR 2017 lays down procedure for procurement of Goods & Services. The Rule 149, according to rule procurement of Good and services by ministry or departments will be **mandatory** for goods and services available on **Government e-Market places (GeM)**. The Financial limit for different types of procurements are as follows:-

(a) **On-line Purchase through GeM (Rule 149).**

- | | | | |
|-------|---|---|---|
| (i) | Upto Rs. 25,000/- | - | Any available supplier on GeM. |
| (ii) | Above Rs. 25,000/-
and upto Rs. 5,00,000/- | - | Seller having lowest price amongst available sellers of at least three different manufactures on GeM. |
| (iii) | Above Rs. 5,00,000/- | - | Through online bidding or reverse auction. |

(b) **For Purchase Outside GeM (Rule -154 and 155 of GFR 2017).**

- | | | | |
|-------|---|---|---|
| (i) | Upto Rs. 25,000/- | - | Purchase can be made without inviting quotation. |
| (ii) | Above Rs. 25,000/-
and upto Rs. 2,50,000/- | - | Local purchase committee consisting of three members after market survey to ascertain reasonableness of rates. A certificate as per rule 155 is to be rendered. |
| (iii) | Above Rs. 2,50,000/-
and upto Rs.25,00,000/- | - | Limited Tender Enquiry & published in CPP portal. |
| (iv) | Above Rs. 25,00,000/- | - | Advertised Tender Enquiry and published in CPP Portal. |

(c) **E-Publishing & E-Procurement.** It is mandatory for all ministry/Dept of the Central Govt, their sub-ordinate officers and autonomous bodies to publish/their tender enquires and details of bid award on CPP portal. However, procurement made through GeM and/or upto Rs. 2,50,000/- through LPC may not be published in CPP portal.

4. Code head wise objects of expenditure and relevant Financial Power are placed at **Annexure 4 to 7.**

OBJECTS OF ALLOTMENT & EXPENDITURE: MEDICAL STORES

(1) **Code head 363/01(Medical Stores).** Procurement of Medical Eqpt, Medicine, Drugs & consumables, Special Medicines, Repair & Maintenance of Medical Eqpt including AMC, Artificial limbs, Surgical and other implants, joint replacement implants, Special consumables and implants for cardiology, cardio thoracic surgery, renal dialysis and surgery and Domiciliary Medical Equipment is to be carried out from this code head. The purchase of medical store is sub divided into three categories i.e. Bulk purchase, local purchase and emergent purchase. The responsibility for the bulk procurement and local procurement of medical stores has been delegated to SEMO vide DGAFMS letter No. 19189/DGAFMS/DG-2C/ECHS dated 10 Oct 2016. Local purchase of emergent drugs & consumable through Authorised Local Chemist is to be carried out through Stn HQ of the polyclinic according to GoI letter No. 22D(01)/2016/WE/D(Res-I) dated 22 Aug 2017. All Stn HQs are required to enter into a MoA with the Authorised Local Chemist to purchase emergent medicine.

(2) **Allotment of Fund.** Allocation of fund for bulk purchase and local purchase of medicine will be made by Cent Org ECHS to O/o DGAFMS which will be sub-allocated to SEMOs & SEDOs. O/o DGAFMS should allocate funds to SEMOs based on daily average sick report and other criteria like geographic location, no of patient suffering from chronic diseases etc. Allotment for fund for purchase of drugs & Consumable through Authorised Local Chemist will be made to IHQ of MoD Navy, Air HQ (VB), Army Commands. , EOI Nepal for sub allocation to Stn HQ. 100% of the authorization will be allocated initially. However, the expenditure state will be reviewed in the month of Oct 2021 or by the end of IInd Qtr of FY 2021-22 and the less expenditure/ low booking of funds by the concerned PCDA/ CDA will entail withdrawal of funds unilaterally by this HQ. The details of initial allocation is as follows:-

Command	Calculation for Allotment (Rs. in Lakhs)			
	A&B (@2.50 PM)	C (@1.50 PM)	D (@1.00PM)	Total Proposed
(1)	(2)	(3)	(4)	(5)
Navy	3	5	13	336.00
AF	1	4	19	330.00
SC	15	22	74	1734.00
EC	1	3	30	444.00
NC	0	1	7	102.00
WC	20	21	32	1362.00
CC	11	16	67	1422.00
SWC	10	6	29	756.00
Nepal	3	0	0	90.00
			TOTAL	6576.00

(3) **Financial Power** Powers delegated for procurements of drugs and medical stores, domiciliary equipment according to Schedule 2 of Medical Schedule of Powers 2016 of DFPDS-2016 is to be exercised by SEMOs & SEDOs. The financial power for purchase of emergent medicine and consumable are as follows according to GoI Dept of ESW MoD letter No. 25(01)/2014/US(WE)(Res)-Part-I dated 04 Aug 2014 (Refer to para 21 of Appendix to GoI MoD letter No.

24(10)/ 03/US(WE)/D(Res) dated 25 Nov 2003 as amended vide GoI MoD letter No.22D(01)/2016/WE(D(Res-I) dated 22 Aug 2017):-

Ser No.	Competent Authority	Financial Limits	Consultation with IFA/MoD Finance
(a)	Station Commander		
	(i) Lt Col/Col	Upto Rs. 1,00,000/-	No
	(ii) Brig	Upto Rs. 2,00,000/-	No
(b)	Sub Area Commander/ Chief of Staff Area HQ (Maj Gen)	Upto Rs. 3,00,000/-	No
(c)	Dy MD, ECHS	Upto Rs. 5,00,000/-	Yes
(d)	MD ECHS	Upto Rs. 10,00,000/-	Yes
(e)	Joint Secretary (ESW)	Upto Rs. 25,00,000/-	Yes
(f)	Secretary	Above Rs. 25,00,000/-	Yes

OBJECTS OF ALLOTMENT & EXPENDITURE: OTHER STORES

1. **Code Head 363/02 (Other Stores)**. Purchase of FOL, Clothing items, Non-Medical Stores and Eqpt, Repair & Maintenance including AMC for equipment procured from ECHS code head is to be done from this code head.

2. **Allotment of Fund**. Allocation of fund will be made by Cent Org ECHS to IHQ of MoD Navy, Air HQ (VB), Army Commands, EOI Nepal & RCs. The guideline for initial allocation is as under:-

- | | | |
|-----|-----------------------------|------------------------|
| (a) | <u>All Mil Polyclinics.</u> | Rs. 30,000/- per annum |
| (b) | <u>Non Mil Polyclinics.</u> | |
| | (i) Type A & B. | Rs. 60,000/- per annum |
| | (ii) Type C & D. | Rs. 30,000/- per annum |

3. **Financial Powers.**

GoI, MoD (Finance) letter No. 231(7)/2020/DFPDS/Budget-II dated 07 Sep 2021 (**Schedule-24.2 of ASP of DFPDS 2021**).

OBJECTS OF ALLOTMENT & EXPENDITURE: FUR & AC

1. **Code Head 363/03 (Furniture & Air Conditioners).** Procurement of Furniture for the polyclinics will be carried out through MES, as per the authorised scale vide GoI MoD No. 24 (5)/04/US(WE)/D(Res) dated 26 Aug 2004.
2. **Allotment of Fund.** Allotment of fund will be made by Cent Org ECHS to IHQ of MoD Navy, Air HQ (VB), Army Commands and EOI Nepal & RCs. Funds will be allotted according to requirement projected with justification by Stn HQ through their respective command/Service HQ. Fund for RCs & EOI Nepal will also be made as per projection received from the RC against firm demands with justification. No SOC is required to be forwarded for allocation of funds.
3. **Financial Powers.** For procurement of Furniture and Air Conditioners for Polyclinics, powers of MES as defined in MES regulation will be utilized. Cent Org ECHS, RCs & EOI Nepal will utilise Financial Power vested as per Schedule 24.2 of ASP of DFPDS 2021 dated 07 Sep 2021.

OBJECTS OF ALLOTMENT & EXPENDITURE: VEHICLE & GEN

1. **Code Head 363/04.** Procurement of Vehicle and Generator is made from this code head. The expenditure on repair and Maintenance of vehicle & generators including AMC is also to be catered from this code head.
2. **Allotment of Fund.** Allotment of fund will be made to MGO branch for procurement of Vehicles and Generators and allotment for repair and Maintenance of Vehicle & generators including will be made to IHQ of MoD Navy, Air HQ (VB), Army Commands and EOI Nepal & RCs. Funds calculated Rs. 15,000/-per annum per PC. However, due to paucity of funds, 50% of the calculated amount is allotted initially and for Regional Centres Rs. 30,000/- per RC will be allotted initially. Additional funds will be released as and when projection of funds is received subject to expenditure of 80% and availability of funds.
3. **Financial Power.** Powers of MGO will be used for procurement of Vehicles and Generators. Repair and Maintenance is to be carried out accordance to Dte Gen of EME (Ops & Plans) letter No. A/32697/ECHS/EME Ops-3 dated 11 Jan 2012 or subsequent instruction issued from time to time by Stn HQs. ECHS functionaries will exercise GoI, MoD (Finance) letter No. 231(7)/2020/DFPDS/Budget-II dated 07 Sep 2021 (**Schedule-24.2 of ASP of DFPDS 2021**).

OBJECT OF ALLOTMENT AND EXPENDITURE: SUB HEAD-D

1. **Information Technology.** Purchase, Repair and maintenance of IT items for ECHS Organizations will be made from this code head. This sub-head is further sub-divided into 10 categories. Purchase of IT Hardware (Local Purchase) (364/01), IT Hardware (Central Purchase) (364/02), IT Software (Local Purchase) (364/03), IT Software (Central Purchase) (364/04), IT Maintenance (Local Purchase) (364/05), IT Maintenance (Central Purchase) (364/06), Computer Stationery and Consumable (Local Purchase) (364/07), Computer Stationery and Consumable (Central Purchase) (364/08), IT Training (Local Purchase)(364/09) and IT Training (Central Purchase) (364/10).
2. Procurement of these items are to be carried out as per laid down rules and procedures of FR Part-I, FR Part-II, GFR -2017 (as per the details mentioned in Appx 'C') and DPM 2009.
3. Code head wise objects of expenditure are as follows:-
 - (a) **Code Head 364/01(IT Hardware) Local Purchase.** Procurement of computer and connected stores will be made from this code head as per the requirement of the Polyclinics and Regional Centres.
 - (i) **Allotment of Fund.** Allocation fund will be made to IHQ of MoD Navy, Air HQ (VB), Army Commands, EOI Nepal and RCs as per requirement. The allotment will be made after consultation of the requirement by Dir Stats & Auto at Central Org ECHS.
 - (b) **Code Head 364/03 (IT Software) Local Purchase.** Procurement of software will be made from this code head as per the requirement of the Polyclinics and Regional Centres.
 - (i) **Allotment of Fund.** Allocation fund will be made to IHQ of MoD Navy, Air HQ (VB), Army Commands, EOI Nepal and RCs as per requirement. The allotment will be made after consultation of the requirement by Dir Stats & Auto at Central Org ECHS.
 - (c) **Code Head 364/05 (IT Maintenance) Local Purchase.** Maintenance of computers including AMC will be made from this code head.
 - (i) **Allotment of Fund.** Fund will be allotted to Naval HQ, Air HQ (VB), all Army Commands and EoI Nepal for further sub-allocation to Station Headquarters. Funds allotted @Rs.30,000/- per High Pressure Polyclinic (Details as per Appx L) and Rs. 15,000/- for rest of the Polyclinics per annum will be allotted initially. Funds calculated @Rs.20,000/- per Regional Centre per annum will be allotted initially.
 - (d) **Code Head 364/07 (Computer Stationery) Local Purchase.** Procurement of Computer Stationery and consumable items will be made from this code head.

(i) **Allotment of Fund.** Fund will be allotted to Naval HQ, Air HQ (VB), all Army Commands and EoI Nepal for further sub-allocation to Station Headquarters. Funds allotted @Rs.50,000/- per A&B, Rs. 30,000/- per C&D and Rs. 5,000/- per E Polyclinics per annum will be allotted initially. An average rate of Rs.60,000/- per Regional Centres per annum will be allotted initially. Fund will be utilized only for those Type E Polyclinics which are operational.

Financial Powers (For Stn HQs)

Refer GoI letter No. 231(7)/2020/DFPDS/Budget-II dated 07 Sep 2021 (**Schedule-24.3 of ASP of DFPDS 2021**).

OBJECT OF ALLOTMENT AND EXPENDITURE: SUB HEAD-E

1. **Code Head 365/00 (Medical Treatment Related Expenditure)**. Payment to empanelled hospitals, nursing homes, diagnostic centres and other empanelled facilities will be made from this code head. Medical advances, Re-imburement to patient for emergent treatment, purchase of specific medical equipment for patient, medical comforts to ex-servicemen patients and travelling expenditure for patients and attendants also will be made from this code head.
2. **Allocation of Fund:** Allotment of fund under this code head will be made to Naval HQ, Air HQ (VB) and Command HQ for clearing the TA bills of the ECHS beneficiaries and fund will be made available to all Regional Centres to clear online medical bills by BPA.
3. **Financial Powers.** The Financial Power mentioned in GoI MoD Do ESW letter No. 25(01)/2018/WE/D(Res-I) dated 09 Jul 2019 will be used for clearing online medical bills by ALL RCs and Central Org ECHS and 25(01)/2018/WE/D(Res-I) dated 09 Jul 2019 (For Nepal) will be used for clearance of Online Medical Bills. Para 3 (a) of GoI MoD letter No.25(02)/2012/(WE)/D(Res) dt 10 Sep 2013(For Nepal) will be used for Manual Med Bills of Nepal Domiciled Gorkha (NDG) ESM pensioner. **No funds are allotted to Stn HQ for clearance of manual bill wef 01 Apr 2018.**

OBJECT OF ALLOTMENT AND EXPENDITURE: SUB HEAD F

1. **Code Head 366/00 (Miscellaneous).** Purchase of stationery and consumables, local printing of stationery, purchase of service labels (stamps), official postage, telegrams/telex, speed post and registration charges., installation and payment of telephone bills/fax and internet, cost of law suits/medico-legal cases, Penalty charges imposed by IT Department/ EPF commissioner cost of photographs and identity cards to polyclinic employees, annual contingency grants, purchase of library books, purchase of hot weather/cold weather appliances including establishment charges, washing charges of polyclinics linen, bedding and patient clothing, funeral expenses in respect of death while in polyclinic (limited to linen used, preservation of body and mortuary charges), Gardening and area upkeep, other expenses for establishment not covered under any head, insurance charges of vehicle drivers of polyclinic, purchase of office equipment and maintenance of office equipment including AMC, insurance charges of ambulance, vehicle registration and other local charges, MACT claims, department conferences and connected expenditure, publicity including expenditure on web site, installation/de-installation of equipment excluding transportation and Annual Training Grant are incurred from this code head. Procurement and repair of furniture and air conditioner should not be made from this code head. The fund should be utilized very judiciously. Its expenditure will be briefed during visit of Central Org ECHS reps.

2 **Allotment of Fund.** The allotment will be made as per following details:-

(a) **Naval, Air HQ (VB) and Command HQs.** An average allotment of Rs. 3,00,000/- per annum for type A & B, Rs. 2,00,000/- per annum for type C&D and Rs. 25,000/- per annum type E Polyclinics will be made. An additional allotment of Rs. 1,00,000/- per annum for High Pressure Polyclinics, will be made (those included in Appendix L). However, due to paucity of funds, 80% of above calculated funds are allotted initially.

(b) **Regional Centres & EoI Nepal.** An average allotment of Rs. 6,00,000/- per annum for Regional Centres will be allocated.

Financial Powers (For Stn HQs)

Refer GoI letter No. 231(7)/2020/DFPDS/Budget-II dated 07 Sep 2021 (**Schedule-24.5 of ASP of DFPDS 2021**).

OBJECT OF ALLOTMENT AND EXPENDITURE: SUB HEAD -G

1 **Code Head 367/00 (Revenue Works)**. Expenditure including minor works, special works, special repairs, emergency repairs, hiring of building, property tax, water and electricity charges and maintenance of building are to be made from this code heads.

(a) **Allotment of Fund** . The allotment details are as follows:-

(i) **Air HQ (VB), Naval, Army Comd HQs and EoI Nepal.** An average allotment of Rs. 1,00,000/- per annum for hired/constructed Non-Mil Polyclinic building will be made for paying the water & electricity charges. Additional fund will be allotted as per the projection made by the Air HQ (VB), Naval, Army HQs and EoI Nepal.

(b) **O/o DGDE.** Fund Will be allotted for hiring of building to O/o DGDE as per the projection made by O/o DGDE.

(b) **Financial Powers** . The financial power mentioned in GoI letter No. 24 (3)/103/US(WE)/D (Res)(i) dated 08 Sep 2003 as well as MES regulation DWP 2007 will be used for this code head by Stn HQs.

OBJECT OF ALLOTMENT AND EXPENDITURE: SUB HEAD -H

1 **Code Head 368/00 (Outsourcing of Services)**. The expenditure under this Code Head includes repair of all types of Stores and vehicles, consultancy services, security services, catering services, Conservancy, housekeeping and laundry services, Cafeterias, Messed and kitchen, victuals and catering, cargo handling, office/secretarial assistance and other services.

(a) **Allotment of Fund**. Allotment of fund will be made by Cent Org ECHS to IHQ of MoD Navy, Air HQ (VB), Army Commands, EOI Nepal and RCs. Funds will be allotted according to requirement projected with full justification by Stn HQ through their respective command/Service HQ. Fund for RCs & EOI Nepal will also be made as per projection received from the RCs against firm demands with justification. A copy of SOC is required to be forwarded to Dir (Proc & Fin) through Dir (Ops & Coord) for allocation of funds. Additional expenditure on outsourcing of Services should not be over and above PE/WE authorization strength.

(b) **Financial Powers**

GoI, MoD (Finance) letter No. 231(7)/2020/DFPDS/Budget-II dated 07 Sep 2021 (**Schedule-24.6 of ASP of DFPDS 2021**).

OBJECT OF ALLOTMENT AND EXPENDITURE: CAPITAL HEADS

1. **907/38 (Purchase of Land).** The responsibility of Purchase of Land and acceptance of gifted land for construction of non mil polyclinics is that of DGDE. Fund will be allotted to O/o DGDE as per the projection made by O/o DGDE.
2. **907/39 (Construction of Building).** Fund under this code head will be allotted for construction of building of polyclinics works classified as capital works as per classification of works of DWP-2007 (Ref Para 3 to 11 of DWP-2007) made for purpose of budget. Allotment under code head 907/39 (Construction of Building) will be made to all spending agencies i.e. Naval HQ, Air HQ (VB), and Army Command HQs on receipt of copy of Adm approval along with PDC, financial year wise breakdown of fund requirement and progress of the work.
3. **907/40 (Purchase of Med Eqpt & Vehicle).** Procurement of medical equipment and equipment costing 10 lakhs or more each and which have a life span of more than 7 years will be done under this code head. Allotment under this code head will be made as per the demand from O/o DGAFMS and MGS Branch for purchase of Med Eqpt and vehicle respectively.

LIST OF HIGH PRESSURE POLYCLINICS

SL No	Polyclinics	Type	Services/Comd
1	Kanpur	C	AF
2	Ghaziabad (Hindon)	D	AF
3	Bangalore (Urban)	A	AF
4	Lucknow	C	CC
5	Meerut	B	CC
6	Rurkee	D	CC
7	Dehradun	A	CC
8	Agra	C	CC
9	Allahabad	D	CC
10	Khadki	D	SC
11	Trivandrum	A	SC
12	Pune	B	SC
13	Jodhpur	B	SC
14	Jaipur	B	SWC
15	Delhi Cantt (BHDC)	A	WC
16	Noida	A	WC
17	Mohali	C	WC
18	Ropar	B	WC
19	Yol	A	WC
20	Amritsar	A	WC
21	Chandigarh	B	WC
22	New Delhi (Lodhi Road)	A	WC
23	Jalandhar	A	WC
24	Gurdaspur	A	WC
25	Jammu	A	WC
26	Gurgaon	A	WC
27	Ludhiana	A	WC
28	Gurgaon (Sohana Rd)	B	WC
29	Chandimandir	C	WC
30	Ambala	C	WC

FREQUENTLY ASKED QUESTION (FAQ)

Q.1. Who can approach CO ECHS directly for additional funds projection?

Ans:- **Commands HQs and Regional Centres only** can approach directly CO ECHS for additional funds. Stn HQs and PCs will approach respective Commands only.

Q.2. Can budget holders re-appropriate funds between Code Heads?

Ans:- No budget holders can re-appropriate the funds between Code Head even CO ECHS can not re-appropriate the funds without approval of DGFP.

Q.3. Who will be responsible for hiring of building?

Ans:- O/o DGDE will be responsible for hiring of building and correspondence regarding payment of rent of ECHS building is to be processed by DGDE.

Q.4. What is the minimum amount for projection and surrender of funds?

Ans:- The minimum amount for projection and surrender of funds to be round off to Rs. 1000. Any projection and surrender of funds to be calculated accordingly.

Q.5. How many Cash Assignment Account can be operated by a Stn HQ (ECHS Cell) having two or more ECHS Polyclinics?

Ans Only a single Cash Assignment Account can be operated by Stn HQ (ECHS Cell) for all ECHS Polyclinics irrespective of any strength fall under their AoR.

Q.6. Can Command HQ make the allotment of ECHS Funds under various Code Head directly to ECHS Polyclinics?

Ans. No, Comd HQ makes the sub allocation of ECHS Funds under various Code Head to Stn HQ (ECHS Cell) where necessary cash assignment will be placed at the disposal of respective Station Commander to their nominated bankers by PCsDA/CsDA to make payment of all the expenditure as specified including running expenditure of ECHS Polyclinics.

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Q.7. Who is the authority to give the ECHS funds to ECHS Polyclinic in their Public Fund Account and how much?

Ans. Cash Assignment Account Holder at Stn HQ (ECHS Cell) with the approval of CFA, under whose jurisdiction the Polyclinic falls, may place certain specified amount to the Polyclinic to meet urgent contingent expenditure which can be recouped from their cash assignment holder with reference to the paid vouchers.

Q.8. What is the purpose behind use of a Public Fund Account at ECHS Polyclinic?

Ans. ECHS Public Fund Account is maintained at ECHS Polyclinic for running petty expenditure as specified in the Financial Procedures.

Q.9. Can Fixed Medical Allowance be granted to ECHS beneficiaries if his district covered by ECHS Polyclinic / Armed Forces Clinic / MI Room upgraded to accommodate ESMs.

Ans. No. FMA will only be applicable to those ECHS beneficiaries whose districts are not covered by ECHS Polyclinic / Armed Forces Clinic / MI Room upgraded to accommodate ESMs, if they opt.

Q.10. Can an ECHS beneficiary, who are drawing FMA, take OPD facility through empanelled facility or ECHS Polyclinic / Armed Forces Clinic / MI Room upgraded to accommodate ESMs?

Ans. No.

Q.11. Can an ECHS beneficiary, who are drawing FMA, take IPD treatment through empanelled facility / service hospitals in case of emergency or on required basis for major diseases for which IPD treatment is necessary?

Ans. Yes.

Through E-mail Only

(S)

Tele: 011-20892915
Fax: 25682392
e-mail: dirpfcechs-mod@nic.in

Central Organisation, ECHS
Adjutant General's Branch
ECHS Bhawan, Thimayya Marg
Near Gopiniath Circle
Delhi Cantt -110010

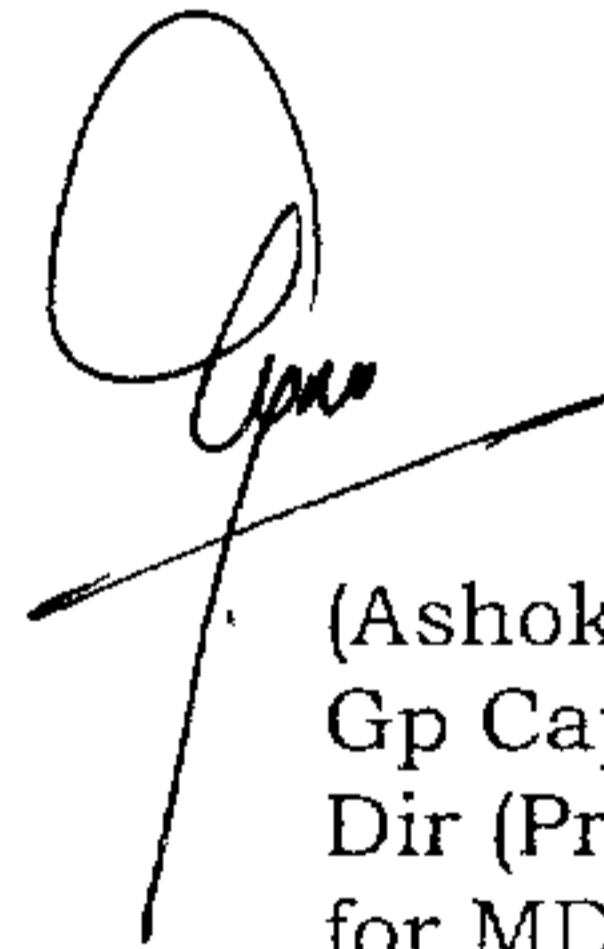
B/49791/Bud Gen/AG/ECHS

21 Oct 2021

**All Services/Command HQs (SO ECHS)
All Regional Centres, ECHS (For Dir)**

OUTSOURCING: CLARIFICATION ON PART OUTSOURCING.

1. Refer DGFP Letter No. A/89591/Outsourcing/FP-1 dated 01 Oct 2021 and CGDA letter No. IFA/17/Vol.II dated 14 Feb 2017 respectively (Copy enclosed).
2. The clarification regarding part outsourcing of a service for which authorisation have already been made in the PE/WE, but for deficiency held in the strength of that particular trade, is as attached.
3. This letter may be circulated to all Budget Holders with in your AOR..



(Ashok Nigam)
Gp Capt
Dir (Proc & Fin)
for MD ECHS

Encl: As stated

Internal copy:

Dir (O & C)
Dir (S & A)
Dir (C & L)
Dir (Med)
Dir (Vig) } For information with encl.

Tele : 23018063
SCON : 33931

PFC

(S3)
Dte Gen of Fin Plg
Gen Staff Br
IHQ of MoD (Army)
Room No 422, A Wing
Sena Bhawan, New Delhi-11


A/89591/Outsourcing/FP-1

01 Oct 2021

Col FP
All Comds

OUTSOURCING : CLARIFICATION ON PART OUTSOURCING

1. Reference is invited to queries recd from the envt w.r.t. part outsourcing of a service for which authorisation have been made in the PE/WE but for deficiency in the held strength of that particular trade.
2. It is reiterated that outsourcing is distinct from hiring and may be undertaken/ calculated with reference to the shortfall in workforce due to deficiency in posted strength. A copy of **CGDA IFA Wing Itr No. IFA/17/vol/IT dt 14/02/2017** is enclosed for ready reference in this regard.
3. Workforce as brought out above should be measured as per the laid down scaling and the projection in the RFP should be the quantum of Work/ Service thus calculated and NOT the manpower tantamounting to Hiring.
4. The same may be widely disseminated.


(RK Singh)
Dy Director
FP-1 & Coord

Copy to:

DG OL & SM : Wrt minutes of mtg circulated vide letter No.
05122/Outsourcing/OL-1 dt 09 Aug 2021.

BHs

DCOAS (IS&T) Sectt/Dir Budget

DCOAS(CD&S)Sectt /Dir P&M Cell

AG/Budget Cell

QMG/Budget Cell

MGS/Budget Cell

E-in-C/E-5 Budget

SO-in-C/Dir Sigs-2

MI-15

ADG Mov/Mov Ops Plg-Trg & Budget/Jt Dir Budget

Dte Gen OL & SM/ Coord

TA-3	OL-2	DGMS/DG3H	ECHS ✓
Mil Farms	ECHS	ST-17(B)	DGBR(Budget)
RV-2	OS-28	DGAFMS / DG 2C	CAO (Budget)
DGMS / DG 3H	ESP-1	MGS Avn	Apvl & Plg Br/ Apvl-2, (MT-6 & MT-11)
DDG IT	HQ ARTRAC (TT)	DG RR/RR-4	DG LWE /Plg (Land)
DG MAP	DG LWE (Wks & Bud)	CCE Projects	MO-4

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Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt - 110010

Ph No. 011 - 25665571, 25665572, FAX No. 011- 25674779.

(IFA WING)

E-Mail : cgdanewdelhi@nic.in & cgdaifa@gmail.com



No. IFA/17/Vol.II

Dated: 14.02.2017

To

The Director
FP-I & Coord ,IHQ of MoD (Army)
Sena Bhawan,New Delhi-110011

Sub: SOP on " Outsourcing of Services" : Army.

Ref: FP Dte. Case File No. A/89591/Outsourcing/SOP/FP-I dated 03.10.2016.

The SOP on Outsourcing of Services for Army received from FP Dte. vide letter cited above, is returned herewith along with the comments suggestions of the Audit Wing of CGDA office (Annexure) and taking up with MoD (Fin) for approval please.

2. As the outsourcing is to optimize Defence expenditure both on manpower and logistic services may review their intensions on outsourcing especially in holding of stores & spares and also repair & overhaul of heavy engines/machineries and accessories etc in non-sensitive areas in view of the specialized and professional agencies are available now to undertake such tasks.

This issues with the approval of Addl. CGDA (Finance).


(Lakshmi Krishna)
SAO (IFA)

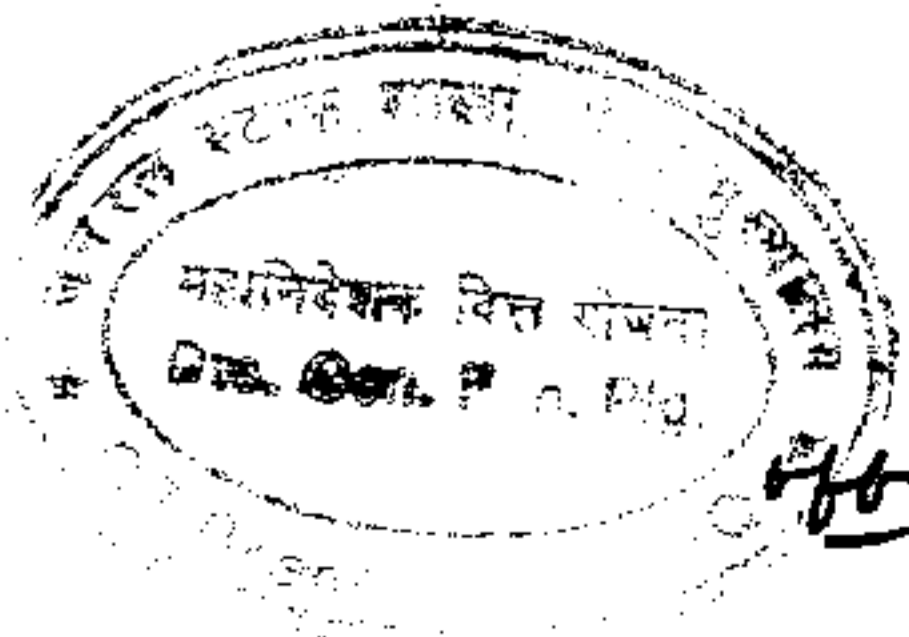
Copy to:

- 1. PIFA (Army-M), New Delhi
- 2. PIFA (IDS), New Delhi
- 3. PIFA (Army-O), New Delhi
- 4. PIFA (Navy), New Delhi
- 5. PIFA (Air), New Delhi

For kind information w.r.t Para 2 above.

This issues with the approval of Addl. CGDA (Finance).


(Lakshmi Krishna)
SAO (IFA)



Handwritten notes:
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16/3
A/89591

17FP-1

CGDA IFA Wing letter No. IFA/17/Vol.II dated 14.02.2017

Amendments of Audit Wing on SOP for " Outsourcing of Services"

Outsourcing of Services implies engagement of workforce which shall be based on necessity.

All types of services are governed by the peace establishment authorization. The deficiency shall be worked out with reference to the existing strength and authorized strength.

c). If the authorized strength is to be enhanced, the concerned Unit/Formation shall undertake suitable action to get the authorization enhanced. Therefore the outsourcing shall always be calculated with reference to the shortfall in workforce due to deficiency in posted strength.

d). All the areas of activities where the authorization has not been worked out, the same shall be sourced on tender basis with stipulation that the permanent establishment of authorization shall be calculated unless the activity falls exclusively through outsourcing of service. In such cases the IFA will approve the requirement of services for outsourcing based on overall parameter espoused in the Govt. orders for procurement on e-platform.

2. Further the following amendments also need to be incorporated in the draft SOP which are as under:-

Sl. No.	Amendments proposed (Army)
1.	Para 6(C) Logistic Management- " <u>Insert Category 'A'</u> in Para 6(c) in place of Cat 'A' & 'B' in terms of Para 8 of MoD letter dated 13.04.2012
2.	Refer Para 10 and other Paras in the SOP. Replace DFPDS-2015 by DFPDS-2016 wherever it is mentioned.

