



सत्यमेव जयते

भारत सरकार  
Government of India

रक्षा मंत्रालय  
Ministry of Defence

रक्षा लेखा महानियंत्रक

Controller General of Defence Accounts

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**Circular No.03 of 2015**

No. IFA/212

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To

To all PIFAs/IFAs

**Sub:** Guidelines to all procurement agencies involved in procurement meant for various Defence Services/ Organizations.

MoD (Fin) vide their ID No. 6(I)/C/2012(Pt.) dated 13.01.2015 has intimated the following instructions of the Hon'ble Raksha Mantri to safeguard the decision and to bring clarity in the decision making process:

- (i) After signing of any contract, one ink signed copy of the contract documents should be in physical custody of the Line Directorate concluding the contract and the other ink signed copy immediately be handed over to the MoD/Service HQs for safe custody.
- (ii) The payments terms in the contract terms once approved by the CFA, should not be amended.
- (iii) PNC/CNC minutes need to be recorded accurately and any deviations from the RFP need to be separately justified so that there is no scope of ambiguity.
- (iv) All changes/variations having financial impact that have emerged due to change in scope of supply/service from that of RFP needs to be brought on record while financial recommendations are made to the CFA .

2. All PIFAs/IFAs are requested that the above guidelines may be scrupulously followed and complied by all concerned

  
(V.K. Vijay)  
Jt.CGDA (IFA)