

FN-15/7/2025-IFD Section- MOWR
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
(Integrated Finance Division)

Room No. 626, Shram Shakti Bhawan,
New Delhi, dated 08.10.2025

OFFICE MEMORANDUM

Subject - Advisory for preparation of annual calendar of events and constitution of committee for selection of vendors in case of engagement on nomination basis- regarding.

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It has been observed that some SMDs are routinely submitting proposals at the last minute for organizing events, workshops, seminars etc., on nomination basis, instead of utilising the services of the GeM portal, citing paucity of time. Occasionally, this is also noticed in cases of well-known annual events, like Independence Day, Republic Day, Mahatma Gandhi Jayanti, Swacchta Pakhwada, Hindi Pakhwada, Vigilance Week, India Water Week, Women's Day etc., where a proper action plan could have been chalked out, well in advance and organizing such an event could have been undertaken through the GeM portal, thereby saving precious resources and bringing about transparency.

2. In view of the above, it is hereby advised that an annual calendar of events/procurement may be prepared by each SMD, so that all the necessary procedures in this regard for procurement through GeM, can be completed in advance and the practice of awarding the work on nomination basis can be avoided, to the extent possible.

3. However, in cases of absolute contingencies, paucity of time and/or non-availability of goods and services on the GeM portal, where nomination becomes inevitable, prior approval of the IFD may be obtained, while securing such nomination by the concerned SMD. Upon receipt of such a proposal, the IFD shall route the said proposal through a Standing Committee consisting of the following officers by way of circulation, before granting financial concurrence:

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| a. | Jt. Secretary (Gen. Admn.), DoWR | - Chairman |
| b. | Dy. Secretary (IFD), DoWR | - Member |
| c. | Director/Dy. Secretary of SMD concerned DoWR - Member Secretary. | |

4. The said Committee shall ensure that all provisions of the extant GFRs with regard to nomination are followed while granting such approvals in addition to ensuring the reasonableness of quality and the price being charged by the supplier of the goods/services, so as to ensure fairness and transparency.

5. This issues with the approval of Secretary (WR, RD & GR).



(Kanneluru Gautam)

Under Secretary to the Government of India

Tel. No. 011-23719302

To

1. All Organization Heads including Autonomous Organizations,
2. SMDs concerned, Wing Heads/ Division Heads/ Branch Heads/ Sections
3. JS (Gen. Admn.), DoWR, RD & GR

Copy for information to:

1. PPS to Secretary, DoWR
2. PPS to Additional Secretary, NWM, DoWR
3. PPS to Additional Secretary (Admn.), DoWR
4. PPS to JS&FA, DoWR