

Office of the CGDA, West Block-V, R.K.Puram, New Delhi-66  
Pr. IFA Wing

INSTRUCTION NO. 09 OF 2010

No. IFA/225

Dated: 16<sup>th</sup> June 2010

To

All PCsDA/CsDA/IFAs(Dedicated and Nominated)/RTC

**Sub: Guidelines / detailed instructions on stitching of OG Uniform – PBOR - Army.**

Guidelines / detailed instructions on stitching of OG Uniform – PBOR – Army have been prepared and are forwarded herewith for information and guidance of all concerned.

Jt. CGDA (IFA) has seen.

*Solha*  
(R. K. Kaul)  
ACGDA(IFA)

Copy to:

1. ADG FP AHQ, South Block, New Delhi
2. ACAS (Fin-P), Dte. of Fin. Plg. Vayu Bhawan, New Delhi
3. ACNS (P&P) Naval HQrs., South Block, New Delhi
4. ACIDS (FP), HQrs. CIDS South Block, New Delhi
5. ADGBR, HQrs. BR, New Delhi
6. DDG Coast Guard CG HQrs. New Delhi
7. JS & Addl. FA (A), MoD(Fin.) N. Delhi
8. JS & Addl. FA (S), MoD (Fin.) N. Delhi .
9. IHQ MoD (Army) MGO Branch(OS II)
10. DDG OS (Coord)
11. Jt. CGDA (AT-I), 12. Jt. CGDA (AT-II),
13. Jt. CGDA (AT-III), 14. Jt. CGDA (A & B)
15. Jt. CGDA (Trg.-I),

for kind information.

16. Sr. Dy. CGDA (EDPS) - with the request to place the circular on the website.
17. Hindi Cell (Local)- for issuing Hindi version.

*R. K. Kaul*  
(R. K. Kaul)  
ACGDA(IFA)

## **Guide lines/detailed instructions on Stitching of OG Uniform- PBOR-Army**

**I. Introduction:-** Grant of Reimbursement of stitching charges of cloth OG uniform to PBOR towards Pilot project for one third of Army (4,21,377 PBOR) has been sanctioned by Govt. of India vide their No A/20635/Clo-I/OS-PII/Stitching/30/10/d (O-I)/KCT dated 12-02-2010 (copy enclosed for ready reference). This would be operative with effect 01-04-2009 for a period of two years. The cloth will be centrally purchased by the designated ordnance depot & booked to central control head i.e 01/416/02 and distributed to all Ordnance depots for further issue to their dependant units. A separate record will be maintained by the Ordnance depot/echelon to record receipt & issue of cloth of each unit under its dependency.

### **II. Methodology for implementation:-**

(a) Unit will place a special demand on dependant Ordnance depots (echelon) for supply of OG uniform depending on quantities earmarked by respective Formation Hqrs. Ordnance depots shall issue the quantities allotted by Formation HQrs to respective units, as per distribution list.

(b) In each Military station, Number of Military pockets and Strength of troops in each Military pocket and Military Station would be identified.

(c) **Quantity:-** Number of uniforms to be stitched per Military Pockets/ Station per month will be as per scale of life of uniforms.

(d) **Dimension of cloth:-** The dimension of a piece of OG cloth for uniform would be 1.5 meters width x 3.4 meters length.

(d) **Empanelment of Tailors:-** Station HQrs will convene a Board of Officers to identify panel of tailors for each Mly pocket/station. Depending on the strength of Mly pocket/station, two to three tailors may be empanelled for each Mil pocket/station, as far as possible. The details of tailors empaneled along with terms and conditions including instructions for

maintenance of requisite records by them will be promulgated by the Station Hqrs.

(e) **Criteria for selection of Tailors:-** The following broad parameters may be considered for empanelment of tailors.

- (i) Easy accessibility to the troops
- (ii) Capacity to stitch, number of uniforms in a day
- (iii) Good standard of stitching uniforms as per the prescribed specifications
- (iv) Adequate infrastructure/ machines availability
- (v) Reasonableness of the cost of stitching
- (vi) It is mandatory that they have an account in scheduled Bank
- (vii) Past records to be maintained

(f) **Price for stitching charges:-** The ceiling price for stitching charges should not exceed of Rs 180/- per uniform.

Note:- There should be no variation of stitching charges between the empanelled tailors in the same station.

**III. Budget Head:-** The amount on account of stitching charges of OG uniform will be debitible to Major Head -2076, Minor Head- 110 -C, and detailed code head-01/416/01 (LP code head-clothing). Budgetary allotment would be made by the OS Dte depending on the strength of the troops by way of fixed amount indicated separately with the allotment so as to enable them to monitor the expenditure on stitching charges separately from other LP procurement of clothing expenditure under 01/416/01

**IV. Schedule of Financial Powers:-** The amount of expenditure will be sanctioned by the CFAs as per the financial powers delegated under XII (E) (2) of schedule of delegation of financial powers-2006 for Army. The financial limit of CFA (s) will be per transaction.

**V. Procedure:-** The following procedure would be followed

- (i) The unit will receive the cloth pieces of OG from Ordnance depot/echelon and shall take on charge on OM ledger maintained by them. Necessary endorsements shall also be made in unit clothing ledger

as well as individual clothing cards of individuals, for which the piece of cloth is sought, for necessary audit of LAO, when due.

(ii) The concerned unit will initiate a work order (akin to ULPO) (four copies) on its parent Ordnance depot/echelon for sanction of the CFA as per schedule of financial powers delegated under Sch XII (E) (2) (OF RDFP-2006-Army, along with size roll and nominal roll of the nominated strength chosen.

**Note:-** Units will initiate cases for sanction to the atleast one month in advance for ULPO sanction.

(iii) The Ord. CFA will scrutinise the work order and will issue a work order sanction letter, similar to ULPO sanction letter so that the allotted pieces of cloth are handed over to units. The cloth would be issued to PBORs/JCOs who in turn would give them to civilian firm (tailors) for stitching. The stitching will be as per work order placed on the tailoring firm mentioning the relevant details.

(iv) PBOR will be free to have the uniform stitched from any empaneled tailor(s) in the Military pocket/ station and the stitching is to be done by the tailor firms to the complete satisfaction of the individuals.

(v) Tailoring firm(s) will have to produce the details of individuals who have got their uniform stitched from them each month quoting the relevant sanction letter no and date etc.

(vi) PBOR will produce the pre-receipted bill from the tailor firm and submit satisfactory completion of the job, by the tailor, to the unit QM. A board of officers will be detailed by the UNIT Commanding Officer(s) who shall check the quality of stitching, size fitting to the concerned individual, etc and confirm satisfactory completion of stitching of uniform by the tailoring firm(s)

(vii) Unit QM will prepare Transfer Voucher (TV) to convert cloth into pair of OG Uniform and complete receipt and issue transaction as per Stores Accounting Procedure.

(viii) Unit QM will compile all bills, each tailor wise, ULPO sanction wise and prepare a consolidated contingent bill. This will be checked by the OC Unit and after ensuring the satisfactory completion of stitching of uniform, the same will be forwarded to dependant Ordnance depot/echelon CFA(s) for sanction.

(ix) The respective CFA will scrutinise the documents and accord expenditure and sanction with/without concurrence of IFA, as the case may be, as per Sch XII (E) (2) of Delegation of Financial Powers-2006-Army duly taking in to account the fund availability. The consolidated bill be forwarded to PCsDA/CsDA with a request for payment to the tailoring firm(s) directly under intimation to them.

**Note (1)** If the estimated cost of the stitching charges is within Rs 15,000/- to Rs 1,00,000/- then Rule 146 GFR/ Para 2.4.10 of DPM 2009 would be followed.

**Note (2)** If the estimated cost of the stitching charges are more than Rs one lakh but less than Rs 25 lakh, then Limited Tendering (LTE) would be resorted to in terms of Rule 151 GFR/ Para 4.3.1 of DPM 2009.

**Note (3)** The financial limit of CFA (s) will be per transaction basis.

**VI. Pre-Audit or Post Audit:-** The claims on stitching of uniforms will be pre-audited and paid by PCsDA/CsDA and the cheque will be issued directly in the account of the tailoring firm(s) drawn on any scheduled bank operated by the firm(s).

**VII. Documents to be furnished to PCsDA/CsDA:-** The following documents shall be forwarded to the PCsDA/CsDA by Ordnance Unit(s)

- (i) Units work order
- (ii) Ordnance unit work order sanction letter and the Schedule of powers in which it is sanctioned and the code head to which it is to be booked
- (iii) Nominal roll and size roll duly countersigned by unit CO
- (iv) Civilian tailor firm bill/invoice with account number of nationalised bank in which payment is to be made
- (v) Copy of Transfer Vouchers (TVs)
- (vi) Certificate of satisfactory completion of stitching of uniform (s) by the BOO at unit level, duly certified by the Unit CO(s)
- (vii) Contingent bill prepared by the unit and counter signed by CO, Ordnance echelon.
- (viii) Station board office's proceedings for nominated tailor and charges approved by Station Commander.