

**Ministry of Defence**  
**[Acquisition Wing Secretariat]**

**Subject: Introduction of Standard Operating Procedure (SOP)-Addendum to Offset Guidelines of DPP 2006, 2008 & 2011.**

The DAC in its meeting held on 29<sup>th</sup> October, 2015 considered and approved the DDP [DOMW] proposal for introduction of a Standard Operating Procedure (SOP) for processing contract amendment proposals relating only to rephrasing of offset schedule, change of IOP and change of offset components in respect of all offset contracts governed by DPP 2006, 2008 & 2011. The SOP is reproduced below:

**STANDARD OPERATING PROCEDURE (SOP) FOR PROCESSING OFFSET CONTRACT AMENDMENT PROPOSALS GOVERNED BY DPP 2006, 2008 AND 2011**

1. All contract amendment requests submitted by vendors will be prima facie examined by DOMW and put up to the Collegiate Committee Mechanism (CCM) of Defence offsets under the Chairmanship of JS (DOMW) for consideration.
2. The CCM may constitute a subcommittee consisting of reps from DOMW, concerned SHQ, MoD (Fin) and Acq Wing for detailed examination of the request, if found necessary. The subcommittee may co-opt reps from external agencies like DRDO if required and may also interact with the vendor if required.
3. CCM will make recommendations and put up to Secretary (DP) for approval.
4. Secretary (DP) will be the final authority for approving requests for change of IOP, re-phrasing within the performance period and change of offset component within the avenues available for discharge of offset obligations as per Appendix D of the DPP, for all offset contracts.
5. Any amendments to the offset contract due to the abovementioned changes based on approval of Secretary (DP) shall be incorporated by JS (DOMW) in the offset contract through a Supplementary Contract. JS (DOMW) shall intimate such changes to the concerned Acquisition Manager immediately after they have been approved.

*Note: This supersedes the related provisions in Appendix D of the DPP.*

2. The above SOP is introduced as an addendum to the procedure for implementing offset provisions (Appendix D) of DPPs as :
  - (a) DPP-2006 - Annexure VI to Appendix D
  - (b) DPP-2008 - Annexure VIII to Appendix D
  - (c) DPP-2011(pre-revised) - Annexure VIII to Appendix D
3. These amendments shall come into effect immediately. All concerned authorities may kindly note the same for information and compliance.

  
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CISC                      VCOAS                      VCNS                      VCAS                      DG(CG)

All Joint Secretaries/Additional FAs /Finance Managers/Technical Managers/ DGWE/ ACAS(Plans)/ACNS(P&P)/Directors/Deputy Secretaries.

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Nic-DOD

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To