

**GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT**

No. 19595 \*\*\* /F., Date 11-07-2023  
FIN-COD-RULE-0001-2018

**OFFICE MEMORANDUM**

**Sub.: Rate of Service Charge in Outsourcing of Services.....reg.**

As no minimum rate of service charge has been prescribed, bidders are quoting zero or negligible service charge in respect of outsourcing of services. Hence, many a time, references are being received from various quarters for clarification in this matter.

2. In the meantime, Department of Expenditure, Ministry of Finance, Government of India has fixed the minimum rate of services charge vide OM No F.6/1/2023-PPD dated 06.01.2023.


3. Now, the State Government has been pleased to fix the following rate of service charge in outsourcing of services:

- a. The minimum service charge shall be 3.85% (3% profit plus transaction charge);
- b. The procuring entity can also fix the service charge above 3.85% with proper justification, whenever required. However, such charge should not exceed 7% in any case.

4. These instructions shall be deemed to be part of Odisha General Financial Rules.

This shall be effective from the date of issue.

By orders of the Governor,

  
Principal Secretary to Government

Memo No 19596 /Fin Date 11.07.2023

Copy of the Office Memorandum forwarded to Principal Secretary to Hon'ble Governor/ PS to Hon'ble Chief Minister / PS to Hon'ble Minister Finance / PS to all Hon'ble Ministers / Ministers of State / OSD to Chief Secretary / PS to DC-cum-ACS / PS to Principal Secretary, Finance /Accountant General (A&E) / Accountant General (Civil Audit) Deputy AG (Works) Odisha Puri for information.

Memo No 19597 /Fin Date 11.07.2023

Copy of the Office Memorandum forwarded to PS to Additional Chief Secretaries / Principal Secretaries / Commissioner-cum-Secretaries, all Departments for kind information of Additional Chief Secretaries / Principal Secretaries, / Commissioner-cum-Secretaries.

Memo No 19598 /Fin Date 11.07.2022

Copy of the Office Memorandum forwarded to All Heads of Department / All Collector / All Treasury Officers / All Sub-Treasury Officers / Director, Madhusudan Das Regional Academy of Financial Management, Chandrasekharpur, Bhubaneswar / Director Gopabandhu Academy of Administration Bhubaneswar / Registrar of all Universities for information & necessary action.

Memo No 19599 /Fin Date 11.07.2023

Copy of the Office Memorandum forwarded to all officers / All Branches / Guard file (5 copies) of Finance Department for information.

Memo No 19600 /Fin Date 11.07.2023

Copy of the Office Memorandum forwarded to Head Portal Group, IT Centre, Secretariat Odisha, for information and necessary action. It is requested to take steps for hoisting of the Office Memorandum in Government of Odisha website [www.Odisha.gov.in](http://www.Odisha.gov.in), Finance Department, for general information.

Deputy Secretary to Government