



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(सड़क परिवहन और राजमार्ग मंत्रालय)
National Highways Authority of India

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

No. 11014/11/2016-HR-I

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06.06.2017

Policy Matter - 1.1.21/2017
(Decision taken on File No. 11041/59/2008-Admn)

In partial modification of earlier Administration/Finance Policy Circular No.57/2009 dated 07.09.2009, it has been decided to modify the following Clauses, as under:-

Part-II-Contingent Expenditure & Connected issues			
Clause	Powers	To whom Delegated & Extent of Delegation	
26.1	Purchase of office equipment including Photocopiers, fax machines, etc.	Member (Admn.) - Full powers	CGM of RO/Regional Officer upto the limit of (i) Rs.60 Lakh in the case of RO, (ii) Rs.25 Lakh in the case of PIU/CMU and (iii) Rs.10 Lakh in the case of Site Office.
31.1	Purchase of furniture & fixtures		

2. These are the maximum limits. The items should be purchased on the basis of actual requirement. The existing norms for procurement of the following furniture, fixture and office equipment has been revised and the same shall be purchased of reputed makes for setting up/furnishing of ROs/PIUs/CMUs/Site Offices, as the case may be:-

(i) Following are fixture/fitting/equipment and other items:-

Sl. No.	Item/Asset Description	Maximum Limit		
		RO	PIU/CMU	Site Office
1.	Telephone with Broad Band Internet Connection	2 (Not exceeding Rs.15000/- p.m.)	2 (Not exceeding Rs.10000/- p.m.)	1 (Not exceeding Rs.5000/- p.m.)
2.	Intercom system/EPABX	One Intercom Extn. for each officer/employee		
3.	Fax Machine	1	1	1
4.	Silent Diesel Generator Set	One (Max. upto 40KVA*)	One (Max. upto 30KVA*)	NA
		*Requirement to assess by Certified by Electrical Engineer in case the DG Set is to be installed above 30 KVA for RO & 15 KVA for PIU/CMU. Where NHAI have own office building-cum-Residential Complex including (including guest block, if any) the maximum capacity of Silent Diesel Generator required may be got assessed by Certified by Electrical Engineer subject to a maximum limit of 40 KVA for ROs and 30 KVA for PIUs. In case the RO as well as PIU co-exist in one building the maximum limit shall not exceed 40 KVA.		
5.	UPS	6-10 KVA	5 KVA	3 KVA
	Battery	15	10	5
6.	Multifunctional Copier with Printer	1	1	01 Desktop Photocopier
7.	Air Conditioner 1.5-2.0 Ton (Split/Window) including for Conference room	8	5	1
8.	Ceiling Fan/Stand Fan/Wall Stand Fan	8	6	3
9.	Water Cooler	1	1	1

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Sl. No.	Item/Asset Description	Maximum Limit		
		RO	PIU/CMU	Site Office
10.	RO/Water Purifier	1	1	1
11.	Refrigerator (165-180 Ltr.)	1	1	1
12.	Microwave Oven	1	1	1
13.	LCD/LED TV (Size-32-42")	1	1	NA
14.	Vacuum Cleaner	1	1	1
15.	Coffee/Tea Machine	1	1	NA
16.	Over Head Projector with LCD Screen	1	NA	NA
17.	TV Set for Video Conferencing 42"	1	NA	NA
18.	Carpet	As per actual requirement (not more than Rs.25000)	As per actual requirement (not more than Rs.20000)	NA
	Venetian blinds	As per actual requirement (not more than Rs.25000)	As per actual requirement (not more than Rs.20000)	As per actual requirement (not more than Rs.15000)
	Curtains	As per actual requirement		
19.	Fire Extinguishers	As per recommendation by Local Fire Office		
20.	Partition	As per actual requirement (max. Rs.25000)	As per actual requirement (max. Rs.20000)	As per actual requirement (max. Rs.10000)
21.	Steel Almirah with locker facility or steel racks	10	8	4
22.	Filing cabinets	10	8	1
23.	Book Case	2	1	NA
24.	Reception Table & Chair	1	1	NA
25.	Visitor's Chairs	20	15	8
26.	Meeting/ Conference Table & chairs	1 with 20 chairs	1 with 12 chairs	NA
27.	Sofa Set [(3+2)/(3+1+1)]	1	1	NA
28.	Small Office Table & Chair for Dispatch Section	1	1	1
29.	Mobile Pedestal/Drawer	One for each Officer/Employee		
30.	Induction	--	--	1

(ii) Following are the furniture items for the officers:-

Sl. No.	Designation	Item Description	Max. Limit
1.	CGM(T)/Regional Officer	(i) Executive Office Table	1
		(ii) Executive Office Chair	1
		(iii) Revolving Mid Back Chair for Visitor	6
		(iv) Sofa Set [(3+2)/(3+1+1)]	1
2.	Project Director	(i) Executive Office Table	1
		(ii) Executive Office Chair	1
		(iii) Revolving Mid Back Chair for Visitor	6
3.	GM	(i) Executive Office Table	1
		ii) Very High Back Revolving Chair	1
		(iii) Visitors Chair	4
4.	DGM	(i) Executive Office Table (4"x7)	1
		(ii) High Back Revolving Chair	1
		Visitors Chair	4
5.	Manager/Dy. Manager/AM	(i) Office Table (3"x6)	1
		(ii) Revolving Mid Back Chair	1
		(iii) Visitor Chair	2
6.	Sr. PPS/PPS/ Accounts Officer	(i) Office Table (3"x6)	1
		(ii) Revolving Mid Back Chair	1
7.	PS/PA/JAO/ Sr. Accountant / or any staff as required on temp. or permanent basis	(i) Office Table (3"x6)	1
		(ii) Revolving Mid Back Chair	1
8.	Steno/Accountant	(i) Office Table (2"x4)	1
		(ii) Revolving Mid Back Chair	1
9.	Office Assistant/Computer Operator	(i) Smaller Computer/Office Table	1
		(ii) Small Revolving Chair with Armrest	1

3. The procurement of above furniture/fitting/fixture/equipment/etc shall be subject to the following condition:-

- (i) The maximum cost of office furniture/fitting/fixture/equipment is fixed upto a maximum limit of **Rs.60 Lakh in the case of RO, Rs.25 Lakh in the case of PIU/CMU and Rs.10 Lakh in the case of Site Office.**
- (ii) ROs/PIUs/CMUs/Site Offices will be allowed to purchase items mentioned in the Policy Circular upto the maximum quantity (as per actual requirement) against each item only. Purchase of any item which are not mentioned in proposed Policy Circular or purchase of items beyond the maximum limit, shall not be allowed.
- (iii) The procurement of above items shall be made through Government e-market place (www.gem.gov.in). ROs/PDs shall ensure to register themselves in respective website within 15 days from the issue of this order. In case items are not available in above portal an email be addressed to GeM for inclusion of required item.
- (iv) If the required items are not available with GeM, a certificate to the effect be obtained by applying online in the above portal. In that case, the provision of GFR 2017 be followed while procuring items not available with GeM.
- (v) In case of non-availability of office furniture, fixture and equipment, etc., within prescribed limit the requirement of procurement items may be reduced by 20% so as to procure within the prescribed ceiling.

- (vi) In case of merger/closure of PIUs/CMUs/Site Offices with another office, the furniture/office equipment be utilized by the respective PIUs/CMUs office and the maximum procurement limit be reduced proportionately.
 - (vii) After following procedure as per GFR rules/Government e-market place (GeM), **responsibility arising out of any irregularity on this account at the time of inspection/audit by HQ teams or otherwise will rest with Regional Officers/Project Directors only.**
 - (viii) The Dead Stock Register (DSR) of the equipment/furniture items must also be maintained at ROs/PIUs/CMUs/Site Offices and action should be taken for disposal of obsolete articles in time as per rules”.
4. This issues with the approval of the Competent Authority.


(A.K. Sadhu)

Chief General Manager (Coord)

To:

All officers and employees of HQ/ROs/PIUs/CMUs/Site Offices