



# भारतीय राश्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport & Highways)

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

Phone : 91-11-25074100/25074200

Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2468/2553

No. 11041/21/2002/Admn.-III

July 12, 2004

### POLICY MATTERS-ADMINISTRATION/FINANCE (87/2004)

(Decision taken on Finance Division file no. NHAI/F&A/Policy Matters/2003/210)

Sub: **Guidelines for approval of variations, grant of EOT, sanction of estimates, award of work orders/contracts, release of payments, etc.**

It has been decided that the following proposals shall be considered by the Variation Committee comprising of Chairman, Member (F) and Member concerned in its meetings.

- (i) All the proposals for approval of variations (positive or negative) in civil works/maintenance contracts beyond the limits (individual items and overall variations) up to which such variations can be approved by the Engineer to the project as prescribed in policy circular (31/2002).
  - (ii) All the proposals for grant of extension of time (EOT) to a contractor under the civil works/maintenance contract, involving financial implications like waiver of liquidated damages or payment of escalation, etc. on account of such EOT.
  - (iii) All the proposals in respect of BOT/Annuity projects like, final approval of change in scope/change in contract conditions involving financial implications and extension of time.
  - (iv) All the proposals for deferment of recovery of advances and for payment of additional advances over and above the contract conditions, subject to interest as per the prevailing norms.
2. Proposals for additional man-months/additional financial implication, etc. in respect of the supervision consultants, commensurate with the EOT for civil works, shall be put up on file by the concerned Divisions, routing through Finance Division seeking financial concurrence, for the approval of the Chairman, NHAI.
3. The proposals for grant of EOT to the contractors or the consultants (including DPR consultants) or any other agencies under various contracts, without involving any financial implications like waiver of liquidated damages or payment of escalation, etc. on account of such EOT, shall be approved by the Member concerned. However, the above proposals involving any financial implications (except in case of proposals covered under para 1 above) shall be put up on file by the concerned Divisions, routing through Finance Division seeking financial concurrence, for the approval of Chairman, NHAI.
4. The proposals for sanction/approval of all the estimates (except for estimates for land acquisition and the estimates for shifting of utilities furnished by a Government Department/agency), award of work order/contracts, and other financial approvals, etc., shall be put up on file by the concerned Divisions, routing through Finance Division seeking financial concurrence, for the approval of the Chairman, NHAI.

5. Technical Divisions may process the estimates in respect of land acquisition and shifting of utilities furnished by a Government Department/agency and obtain the approval of the Chairman, NHAI. Based on such approval, the PIUs may deposit the requisite funds in the joint bank account or otherwise for land acquisition and with the concerned Government Department/ agency or otherwise in respect of utility shifting.

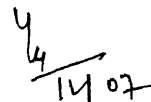
6. The proposals for payments on account of mobilization advances and bonus to the civil works/maintenance contractors, DPR and supervision consultants and other agencies and for payment of grant to the Concessionaire in the case of a BOT project shall be put up on file by the concerned Divisions, routing through Finance Division seeking financial concurrence, for the approval of the Chairman, NHAI. Upon approval, the payments shall, unless approved otherwise, be released from HO.

7. All the payments, other than those covered under para 6 above, like progress payments, payments/release of funds to various departments/agencies on account of pre-construction activities including deposit in the joint bank account or otherwise for land acquisition on the basis of estimates already approved by Chairman, NHAI (as per para 4 and 5 above), release of retention money, release of payment against final bill, etc., shall be made by the respective Project Directors at the PIUs/CMUs (as per policy circular no.32/2003). The establishment/other payments may be released by the Project Directors as per the existing delegation of powers.

8. On the lines of the powers exercised by the Project Directors at the PIUs/CMUs for release of payments in respect of projects handled by them (as per para 7 above); all the payments being handled at the headquarters like payments to DPR consultants, payments under any contract/work order or against sanction/approval of the Chairman, NHAI, except for payments covered under 6 above, subject to the approval of Chairman, NHAI as per para 4 above, may be made by the DDO at HO on the basis of certification/approval of the General Manager concerned and GM(F)[or .DGM(F)/Mgr(F) as per the office order no.NHAI/F&A/2000/Work Allocation/100 dated 17/5/2004]. However, where any such payment on each occasion exceeds Rs.50 lakh, the same may be released with the approval of the Member (Finance) and the Member concerned.

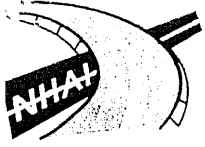
9. Transfer of funds to the Project Implementation Units (PIUs) and Corridor Management Units (CMUs) may continue to be made by the GM(F) against the requisitions of the respective PIUs/CMUs and subject to the budgetary limits.

10. This issues with the approval of Chairman.

  
[VK Sharma]  
General Manager [Admn.]

All Members  
All CGMs/CVO/GMs  
All DGMs/Managers  
All PIUs/CMUs/SPVs

Copy for information to-  
PS to Chairman  
Librarian/Hindi officer  
Director, RAP, NHAI



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(सड़क परिवहन और राजमार्ग मंत्रालय)

**National Highways Authority of India**

(Ministry of Road Transport & Highways)

G-5 & 6, SECTOR-10, DWARKA, NEW DELHI-110045

PHONE : 91-11-25074100/25074200

Fax : 91-11-25093507/25093514

Extn. : 2223/2318/2468/2553

NHAI/F&A/2000/Work Allocation/100

May 17, 2004

Office Order

Further to office order of even number dated February 24, 2004 regarding work allocation in Finance Division at HO, the following reallocation of work is prescribed to divide the work relating to DDO/PAO between Shri TK Chattopadhyay, DGM (F)-II and Shri Ram Singh, Mgr (F)-II as under-

Works to be handled by Shri Ram Singh, Mgr(F)-II

- (i) Release of payments based on the approval of Chairman, NHAI
  - (a) All payments to local consultants
  - (b) All payments relating to advertisement
  - (c) All payments relating to purchase of vehicles, furniture and fixtures, equipments, etc.
  - (d) Purchase of computers
  - (e) Advances to suppliers, other agencies, etc.
  - (f) Payments for attending seminars/meetings
  - (g) Release of funds for maintenance of highways to PWDs
- (ii) Release of payments based on the approval/certification of the concerned Divisions as per the existing delegation of powers after concurrence of DGM (F)-I [DGM (F)-III in case of item (j)]
  - (h) All payments relating to electricity, water, telephone, car hiring and other recurring expenses
  - (i) All payments relating to repairs and maintenance of equipments (including mobile phones), furniture & fixtures, vehicles, etc.
  - (j) All payments relating to repairs and maintenance of computers, software, IT services; purchase of computer accessories, consumables, software, recoupment of imprest, etc., of IS&P Division
  - (k) Purchase of stationery, printing and binding, photocopy charges, etc.
  - (l) All payments relating to legal and professional charges (with the approval of Chairman only in case of payments in excess of schedule of fees prescribed)
  - (m) All payments relating to Library (books & periodicals, news papers, etc.) as per the approval of the Library Committee/Competent Authority
  - (n) Purchase of office equipments
  - (o) All payments relating rent, rates and taxes for hired buildings/guest houses, house keeping, security services, canteen facility, etc.
  - (p) All payments relating to Corporate Office Building

- (iii) Release of payments after scrutiny at his level based on the existing work allocation
  - (q) All employee payments (including payments on account of LTC advance for which Admn. Division may send the files directly to him)
  - (r) All payments relating DR & QC Cell
  - (s) Payments on account of postal imprest / other imprest (after obtaining approval of GM (F) as per the delegation of powers)
  - (t) All cash payments
- (iv) Payment of all local taxes (except of foreign consultants) and filing of returns

**Works to be handled by Shri TK Chattopadhyay DGM (F)-II**

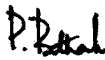
- (v) Funds Management, Financial Accounting, Book / Record Keeping, PFMS, Annual & Qtrly Accounts, etc.
- (vi) Release of payments to civil works contractors / foreign consultants, including joint ventures of foreign and local consultants (deposit of withholding taxes and filing of returns).
- (vii) Release of funds to PIUs (including for LA, Utility Shifting, etc.) including PIU establishment matters
- (viii) Payments to the Bond Holders (repayments, interest payments, bond issue expenses, etc.)
- (ix) Payment of GOI loan and interest

2. As regards payments/issues covered under (ii) above [except for (ii)(j) above], Administration Division shall send all the files/proposals, after approval, directly to DGM (F)-I [Shri G Suresh].

3. As regards payments/issues covered under (ii)(j) above, IS&P Division may send all the files/proposals, after approval, directly to DGM (F)-III [Shri Ajay S. Singh].

4. In view of the above reallocation, Shri TKChatopadhyay shall oversee the work relating to Coordination of Government Audit functions and other tasks directly being handled by Shri BS Rawat, Mgr (F)-III prescribed in the officer order dated February 24, 2004.

This issues with the approval of Chairman.

  
[P. Pathak]  
GM (F)

To

All Officers & Staff of Finance Division at NHAI Headquarters

Copy to-

CGM (IS&P)

GM (A)

PS to Chairman

PS to Member (A)/PS to Member (T)

Resident Audit Party, NHAI

Internal Auditors, NHAI