



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(सड़क परिवहन और राजमार्ग मंत्रालय)  
**National Highways Authority of India**  
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NHAI/F&A/ Toll/03-04/Cir

Dated: 28.5.2003

**CIRCULAR**

**Sub: Placement of the amount of toll collection in term deposits, Expenditure on toll collection and Audit of Toll operations.**

The matter regarding (i) placement of the amount of toll collection under term deposits and (ii) the method for meeting the expenditure on toll collection has been raised by a number of PIUs/CMUs in the recent past. While these issues have already been addressed in various communications made in the past, the following comprehensive guidelines are once again prescribed for compliance by the PIUs/CMUs. Inter alia, methodology to be adopted for audit of toll operations is narrated for implementation by PIU's/ CMU's.:

**I. Procedure for placement of the amount of toll collection in term deposits**

- (i) NHAI has already taken up the matter with the Government of India (GoI) for retention of toll. Pending such decision, the amount of toll collected by NHAI including interest etc., is shown as payable to GoI (refer policy no.8 of the Significant Accounting Policy of NHAI).
- (ii) PIUs/CMUs are authorized hereby to open one bank account for the purpose of toll collection. The bank may be advised to collect cash from the toll plaza (for this purpose, no expenditure is envisaged to be incurred by NHAI).
- (iii) With a view to efficiently invest the surplus funds, the entire daily collection may be placed in deposits in such a way that the 1<sup>st</sup> day's deposit is made for 90 days, 2<sup>nd</sup> day's for 89 days and so on for a block of 75 days after which again the cycle may start (i.e., each block of 75 days deposit will mature on a common date).
- (iv) On maturity under each cycle, the amount matured may be remitted to NHAI HO by way of demand draft or by way of TT through Canara Bank, Rajouri Garden, New Delhi (A/c No. 5819) /Syndicate Bank, Transport Bhawan, New Delhi (A/c No. 1963). It may be ensured that the amount is remitted promptly without losing a single day after maturity of the funds.

*[Handwritten signature]*

- (v) On the day of transfer of funds, communication through email to the undersigned as well as Shri TK Chattopadhyay, DGM (F)-II may also be sent.
- (vi) It may kindly be noted the transfer of the amount to HO may only be routed through inter-unit account and the original entries in respect of toll collection shall always remain in the books of the PIU/CMU (including the details regarding such toll collection).
- (vii) The PIUs/CMUs will be required to provide details in respect of toll collection as may be required from time to time.
- (viii) In respect of collection otherwise than daily collection, the amount may be transferred immediately on credit of the amount in NHAH account at HQ.
- (ix) In addition to the above, instructions issued vide letter no. 22022/4/97/F&A/Vol-XIII dated 06/05/2003 by Shri TK Chattopadhyay, Dy. GM (F)-II regarding transfer of funds may kindly be complied with immediately.

Not  
relevant  
now.

## II. Expenditure on toll collection

- (i) The entire expenditure on toll collection (both capital and revenue) may be met out of funds provided by HO. For this purpose, PIUs/CMUs are requested to get their estimates/budgets approved from HO in due course of time.
- (ii) PIUs/CMUs are advised to avoid using the toll collection money for the purpose of meeting expenditure on toll collection.
- (iii) The accounting for toll collection expenses (including for toll collection) may be made in accordance with policy no.8 of the Significant Accounting Policy of NHAH.

## III. Audit for toll collection on departmental basis

The PIU are required to maintain separate Book of accounts for toll related cash flows and other matters. As per norms, the Audit plaza is required to maintain the following books of accounts.

A-Books to be maintained at toll plaza

1. Master stock ledger – containing stock details of Toll tickets.
2. Ticket receiving challans
3. Shiftwise Booth collection report
4. Boothwise Shift collection report
5. Boothwise Shift Deployment report
6. Shiftwise Vehicle Wise Report
7. Cancelled Ticket report
8. Cash Book
9. Fixed Deposits Register

B- Appointment of auditors

An independent auditor will be appointed who will be auditing the toll collections and creation of the deposits therefrom . The PIU'S/ CMU's managing toll centers may seek quotations through release of advertisement in two news paper/s, one in the Vernacular and one in English, from Auditors practicing in nearby areas and having the necessary infrastructure in this regard. The work can be awarded to the selected bidder for a period of 1 year to commence with a provision to extend for another year at the option of NH&J.

C. The scope of the audit shall be as under :

- Complete checking of all vouchers / toll tickets at the end of every month.
- Physical verification of cash in hand.
- Physical verification of toll tickets in stock.
- Checking of casting and posting of all books maintained at the toll plaza site i.e. ledger for receiving toll fee tickets, Challans, showing daily issue of tickets to toll collectors, toll tickets issued, un-consumed & amount collected, challan showing shift wise collection from all Booths. Daily collection summary, Cash Books, Monthly Pass Registers. Cash Deposit slips. Bank Statement etc.
- Surprise checking of cash in hand available & toll tickets in stocks and at counter. This surprise check will be made at the time of audit and in addition to this, two surprise checks in every month shall be made separately.
- Remittance of collection into deposits.
- Consultancy for improving internal controls shall be provided in the report if felt necessary.
- Reporting shall consist, audited cash flow statement on monthly basis alongwith physical verification report of cash in hand toll tickets in stock.
- They shall be required to submit a monthly report in respect of the transactions of the month including the observations on the surprise checking conducted by them latest by the 10<sup>th</sup> of the following month.

- The internal audit report should be sent to HQ along with their comments and suggestions for improvements, if any.

#### IV. Reporting to HQ

The PIU's will also be required to submit the following:

1. A monthly report on the collection figures.
2. An annual report covering the total collections for the year, transfers made and outstanding deposits out of toll collections with the PIU.

This issues with the approval of the Member (F)

Yours faithfully,



[G. Suresh]

Dy. General Manager [F]

To

**All the Project Directors**  
PIUs / CMUs