



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

(Ministry of Shipping, Road Transport and Highways)

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04.08.2009

POLICY MATTERS – ADMINISTRATION/FINANCE (56/2009)

(Decision taken on Finance Division File No. NHAI/A&A/Policy Matters/09-10/III-56)

Procedures for payment of claims of contractors/ consultants/ vendors etc, based on Duplicate invoices are prescribed as under:-

- (i) As a general rule the payments should be processed by the concerned Divisions only against the original invoices in a time bound manner; say within a period of three months.
- (ii) If the bill/invoices is processed belatedly or on 'Duplicate Invoices' as an exceptional case, the concerned Division shall ensure from their file that the payment was not released earlier on original invoice and also to record this certification and the reasons for processing the claims belatedly or on Duplicate Invoices before sending the file to Finance Division.
- (iii) In such cases, of processing the payment on duplicate bills, an "UNDERTAKING" should also be obtained from the concerned party to the effect that no payment was received by them against the said invoice/assignment and in case the duplicate payment is found at any later stage, they will be responsible for refund of such amount together with penal rate of interest @ SBI PLR plus 2% prevailing at the time of duplicate payment.

2. This issues with the approval of Chairman.

(S.K. Nirmal)

Chief General Manager (Coord)

To:

1. PS to Chairman
2. PS to All Members
3. PS to All CGMs/CVO
4. All GM/DGMs/Managers, HQ
5. All PIUs/CMUs/SPVs
6. Librarian/Hindi Officer