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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 - 110 075

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

NHAI/F&A/ work allocation/2010-11/III-7

Dated : 10.11.2010

Office Order

Subject: Standardization of procedure of financial scrutiny of the payment proposals by Finance Division in NHAI HQ.

Procedure for release of payments after requisite financial scrutiny by Finance Division in NHAI HQ have been inter-alia prescribed in Officer Order dated 17.05.2004 as referred in para 8 of Policy Circular No 87/2004 dated 22.07.2004. Further procedure for various recurring payments has also been standardized by prescribing the entitlement norms and reimbursement claims format. Delegation of Powers in NHAI have also been revised vide Policy Circular No. 57 / 2009, dated 7.9.2009 prescribing the competent authority for various payments/expenses. All payment have to be made only after Financial scrutiny/concurrence of such proposals by Finance Division. The designated Officers in Finance Division for financial scrutiny/concurrence of the proposals with monetary ceilings are prescribed as under:-


S.No	Ceiling amount of individual payment proposals	Designated Officer for Financial Scrutiny/ Concurrence
1	All routine/ recurring payment proposals upto Rs 1.00 lakhs in each case	Manager (F&A)
2	All payment proposals upto Rs 10.00 lakhs in each case	DGM (F&A)
3	All payment proposals upto Rs 25.00 lakhs in each case	GM (F&A)
4	All payment proposals upto Rs. 1 crore	CGM (FA)
5.	All payment proposals above Rs. 1 crore	Member (F)

2. However, in case of any doubt in the process of financial scrutiny, approval of CGM (FA)/Member (F) may continued to be solicited. Higher officers will have the inherent power to have financial scrutiny of any financial proposal earmarked to lower functionaries as above.

3. Regarding transfer of funds to PIUs/ CMUs vide para 9 of Policy Circular No. 87/2004 dated 12.7.2004, fresh guidelines have already been issued vide Policy Circular No. 69/2010 dated 30.9.2010.

4. Before releasing the payment, the DDO will ensure that the payments are certified/ approved by the competent authority as per Delegation of Powers Rules, etc and have the financial concurrence as above.

5. All Policy issues will be with the approval of Chairman/Member (F).


(G. Suresh)
CGM (FA)

To

1. All Officers in F&A Division, NHAI (HQ)
2. All GM/ DGM/Mangers, NHAI (HQ)
3. PS to Chairman
4. PS to All Members/CVO/CGM