



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
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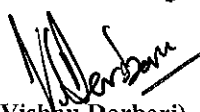
No. 11041/217/2007-Admn.

Date: 30.9.2010

POLICY MATTERS: ADMINISTRATION/FINANCE (69/2010)
[Decision taken on F&A Division File No. NHAI/F&A/Fund /2010-11/II-44]

Sub: Operation of Bank Account, accounting and disbursement by Zonal Office, Regional Office, SLO, PIUs/CMUs.

1. The Procedure for operation of bank accounts in PIUs/CMUs has already been prescribed vide Office Order No. NHAI/11028/19/2001 dated 25.5.2004 (**Annexure I**) and No. NHAI/ F&A/Bank/A/cs/ 2006-07/28 dated 06.11.06 (**Annexure II**). It is reiterated that Bank Accounts should invariably be operated on joint signatory basis. No Bank accounts either of existing PIUs or newly established PIUs should be operated on single signatory basis without the approval of HQ. Cases where approval has not been obtained, ex-post facto approval have to be solicited from HQ.
2. Zonal Offices/ Regional Offices: The ROs have also been authorized to have a separate bank accounts to meet their establishment expenses as per the provision prescribed vide letter No. NHAI/F&A/Bank-PIU/2009-10/II-39 dated 10.02.2010 (**Annexure III**). Same procedure will also be applicable for Zonal Offices.
3. State Level Offices (SLOs): The SLOs where no RO/ PIU/ CMU is located, the SLO will open bank account for meeting their establishment expenses and they will maintain separate books of accounts. The procedure vide letter No. NHAI/F&A/Bank-PIU/2009-10/II-39 dated 10.02.2010 for RO will be applicable for such SLO also. The releases for SLOs for their establishment expenses will be made as per the budget approved by RO. However, if RO/PIU is located in same station in which SLO is established, the establishment expenses of SLO may be met from the PIU/RO as convenient and no separate Bank account will be opened for such SLOs.
4. The funds are released to PIUs/CMUs based on their budget provision. In the cases where requirement is exceeding their budget provision, funds are released based on the recommendation of the concerned RO/Technical Division at HQ or with the specific approval of competent authority for LA, utility shifting, grant, annuity, etc. In respect of PIUs/ROs covered under CBS system, it is stipulated in the Policy circular No. 51/2009, dated 8.7.2009 that the concerned PD/DDO should ensure that the payment released under CBS system are within the budget provision and in case there is no budget provision or the budget is inadequate, the budget provision should first be approved/ enhanced from concerned RO/Technical Division at HQ before incurring expenses in CBS system.
5. Regarding establishment expenses of RO/ ZO, no fixed norms have been formulated. The expenses are to be incurred by the ROs/ZOs as per actual requirement and within their delegated powers. Funds will be released based on their requisition or through CBS.
6. All concerned officers will strictly follow the above guidelines which are subject to verification during the course of internal audit/Govt. Audit and subsequent inspection as already prescribed in OM No. NHAI/F&A/Fund management/2010-11/II-39 dated 05.05.2010 (**Annexure- IV**).


(Vishnu Darbari)
General Manager (Coord)

To:

All Zonal Offices/ Regional Officers/ SLOs
All Project Directors PIUs/CMUs.

Copy:

PS to Member (F)
GM (A&A) and GM (F)

S. No. 1

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(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport & Highways)

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

No.NHAI/11028/19/2001

May 25, 2004

Office Order

Presently, the bank accounts at the PIUs/CMUs are required to be operated jointly by the Project Directors and Mgr (F)/Sr. AO/AO. Every time either a new PIU is opened or any of the above two signatories proceeds on leave, PIUs are required to seek permission of Head Office (Finance Division) for designating the authorized signatories for operation of the bank accounts in the absence of the officer proceeding on leave. With a view to standardize the operation of bank accounts at the PIUs/CMUs by the designated officers, it has been decided to prescribe the following procedure for operation of the bank accounts for strict compliance by all the PIUs/CMUs.

Sr.	Particulars	Authorized Signatories for operation of Bank Account at the PIU/CMU
1	When PD & Mgr (F)/Sr. AO/AO are in position in the PIU/CMU.	The bank account shall be jointly operated by (a) PD and (b) Mgr (F)/ Sr. AO/AO. The Mgr (F)/Sr. AO/AO shall be the DDO.
2	When PD alone is in position and no Manager (F)/ Sr. AO/ AO has been posted at PIU/CMU.	(i) The bank account shall be jointly operated by (a) PD and (b) DGM (T)/ Mgr (T) in position. The PD shall be the DDO. (ii) When no other officer [DGM(T)/ Mgr(T)] is in position and PD alone is in position, the bank account shall be operated by PD on single signatory basis. The PD shall be the DDO.
3	When PD is on leave.	(i) The bank account shall be jointly operated by the PD (in-charge) during the leave of regular PD, duly designated by HO (by Admn. Divn) in writing and Mgr (F)/Sr. AO/AO. The Mgr (F)/Sr. AO/AO shall be the DDO. (ii) Where Mgr (F)/Sr. AO/AO or other officer(s) are not in position, the bank account shall be operated by the PD (in-charge) during the leave of the regular PD, duly designated by HO (Admn. Divn) in writing, who shall also be the DDO.
4	When Manager (F)/Sr.AO/AO is on leave.	(i) The bank account shall be jointly operated by (a) PD and (b) DGM (T)/ Mgr (T) in position. The PD shall be the DDO. (ii) When no other officer [DGM(T)/ Mgr(T)] is in position and PD alone is in position, the bank account shall be operated by PD on single signatory basis. The PD shall be the DDO.

2. PIUs/CMUs shall ensure strict adherence to the above guidelines for operation of the bank accounts. The bank account shall always be operated on joint signatory basis, except in some cases as stated, and any deviation from the above would require the approval of the Competent Authority for which specific references, with due justification, may be made to Finance Division at Head Office.

This issues with the approval of Chairman, NHAI


(T. K. Chattopadhyay)
Dy. GM(Finance)

To

All Project Directors, PIUs/CMUs
All Mgr (F)/Sr. AO/AO, PIUs/CMUs

S No. 2.

Am. II

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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No. NHAI/F&A/Bank A/cs/ 2006-07/28

Dated: 06.11.2006

Office Order

Subject : Operation of Bank Accounts by PIUs/CMUs.

In the Office Order No. NHAI/11028/19/2001, dated 25th May, 2004 procedure for operation of Bank Accounts at the PIUs/CMUs & Authorized signatories, have been prescribed. Copy of the Order is enclosed for ready reference. It was emphasized that the Bank accounts shall always be operated on Joint Signatory basis except in some rare specified cases wherein the Project Director have been authorized to operate the Bank Accounts on single signatory basis. It may again be reiterated that in no circumstances the Bank Accounts can be operated on single signatory basis wherein any of the officer e.g. Manager (Finance), Sr. Accounts Officer, Accounts Officer or Manager (Technical) is posted in the PIUs/CMUs. Cases where none of these officers is posted at PIUs/CMUs, joint operation of bank accounts may also be explored by the officers of nearby PIUs / CMUs.

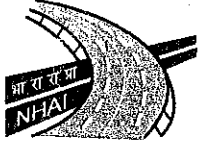
All the Project Directors are requested to ensure strict adherence of the prescribed procedure. Deviation if any, from the prescribed procedure, would require the prior approval of the Competent Authority.

This issues with the approval of Competent Authority.

J. K. Chattopadhyay
(T.K.Chattopadhyay)
GM (A&A)

To,

1. All GMs at HQ.
2. All Project Directors, PIUs/CMUs
3. All Mgr(F); Sr.AO / AO



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NHAI/F&A/Bank-PIU/2009-10/II-39

Dated: 10.02.2010

To

The Chief General Manager(T)
Regional Office
National Highways Authority of India
Jaipur/ Lucknow/ Chandigarh/ Bombay/ Bangalore/
Bhopal/Hyderabad / Chennai / Kolkata /Guwahati /Patna / Delhi

Subject: Operation of Bank Account for Regional Offices, release of funds,
Budget provision & Accounts of regional office.

Sir,

It has been decided by the competent authority that operation of Bank Account, release of funds, Budget provision & Accounts of regional office will be as under:-

- The Regional Offices will open the Bank account either in Canara or Syndicate Bank in the name of Regional Office for incurring Establishment expenses of the RO.
- Accounts will be operated invariably on joint signatory basis by the officers of Regional Offices to be authorized by the CGM (T) RO as per office order no NH/F&A/Bank A/c / 2006-07/ 218 dated 06.11.2006.
- Funds will be provided to ROs to meet the establishment expenses for 2009-10 as per the requisition of ROs. However for 2010-11 funds will be released to ROs as per the budget provisions.
- The accounts of RO with either Canara Bank or Syndicate Bank will also be covered under CBS system from the financial year 2010-11 as per the mechanism prescribed in policy circular no. 51/2009 dated 08.07.2009 and separate instruction will follow.
- The RO Office will be treated as a separate accounting unit and accounts will be submitted to HQ accordingly.
- All project related payments within the delegated powers to RO, will be released from the concerned PIUs.

You are requested to kindly initiate the action accordingly. This issues with the approval of Member (Finance).

Yours faithfully


(T.K.Chattopadhyay)
General Manager (A&A)



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NHAI/F&A/Fund Management/2010-11/II-39

Dated: 5.5.2010

Office Memorandum

Sub: Budget provisions of ROs, PIUs & CMUs and release of funds based on the budget provisions.

Based on the proposals received from the concerned PIUs/CMUs, / Technical Divisions, the budget provisions for FY 2010-11 for each PIUs/CMUs have been finalized by Finance Division at HQ and approved by the Authority. The PIU/CMU- wise BE provisions for FY 2010-11 are circulated herewith as per enclosed statement (Annexure I) for necessary action by the Project Directors.

2. Funds will be released from HQ as per budget provisions of PIUs/CMUs. Similarly in respect of PIUs/CMUs covered under CBS system with Zero balance mechanism, it is the responsibility of the Project Directors to ensure that funds are drawn by them under CBS system within the ceiling limit of budget provisions as provided in para 2(h) of policy circular no. Admn/Finance -51/2009, dated 8.7.2009.

3. All Project Directors are requested to review their budget provisions. In case the BE provision found inadequate or no provisions have been made, proposal for enhancement of the Budget provisions, giving full details may be furnished to this office duly recommended by the Concerned Regional Officer, so that BE provision are accordingly revised. The revised budget proposal should contain all expenditure of the PIU including fund requirement for LA, utility shifting, VGF and Annuity (grant and annuity payment to concessionaire) etc as per format enclosed (Annexure II). The due date for payment of Annuity may also be intimated. It may be ensured that the self contained revised budget proposals of PIUs/CMUs in the enclosed format, may be forwarded by ROs to GM (A&A) HQ latest by **31st May 2010** so that releases are made accordingly. It will be convenient if the requisite details of all PIUs under the RO are first compiled at RO level and forwarded to HQ in a single batch.

4. Reference is invited to Office Order No NHAI/F&A/CBS/2007-08/II-8, dated 17th March, 2010 in which all Project Directors were requested that for any drawl under CBS system for more than Rs. 5.00 crore in a day, confirmation for availability of funds have to be obtained from HQ in advance through Fax/e-mail. The Project

P. T. D.

Directors are requested to send the intimation duly mentioning the reference no. of approval of competent authority where ever required (LA, utility shifting, VGF and annuity etc.) at least two working days in advance. It is reiterated that payments for exceeding Rs. 5.00 Crores in a day may not be made in any circumstances without the confirmation from HQ.

5. Reference is also invited to this Office letter No. NHAI/F&A/Bank-PIU/2009-10/II-39 dated 10.02.2010 regarding accounting and budget of Regional Offices. It is reiterated that the bank account of RO should be in joint signatory basis. RO will incur expenses towards establishment expenses of RO Office only and all project related payments within the delegated powers of RO will be released from the concerned PIU. No establishment related expenses of RO will be booked in PIUs. Regarding budget provision of RO, funds for incurring actual expenditure within the delegated powers of RO will be released from HQ to ROs on receipt of detailed demands from the ROs. The accounts of ROs will gradually be covered under CBS system for which separate instructions to banks will be issued in due course of time.

6. It may be ensured that expenses are made as per the delegation of powers of the RO/PIUs and shall be within the budget estimates / projected expenditure which will be reviewed during the course of subsequent inspection/audit of the PIU/RO.


(N.R.Dash)
CGM(F&A)

To

1. All Regional Officers
2. All Project Directors/SLO

Copy

- 1, PS to Member (F)
2. GM (A&A) and GM (F)

ANNEXURE II

Proforma for Revised Budget Estimates for 2010-11.

Name of the PIU.....

I Projects Under Implementation (including O&M):-

	Name of the Project	Awarded cost	Estimated expenditure during 2010-11
a			
b			

II. Projected Expenditure:-

S.No	Particulars	Projected expenditure during 2010-11 (Rs. In lakhs)				
		Ist Quarter	2 nd quarter	3 rd quarter	4 th quarter	Total for 2010-11
1	Project Expenditure					
2	O&M Expenditure					
3	Toll related expenditure					
4	LA Payment					
5	BOT Grant					
6	BOT Annuity (with Due Date/ likely due date of payment)					
7	Establishment expenditure					
	Total					

Certified that the above projected expenditure have been calculated on reasonably realistic basis which may be considered as budget estimates for this unit for FY 2010-11.

Project Director