

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

दूरभाष / Phone: 91-11-25074100/25074200

फैक्स / Fax: 91-11-25093507 / 25093514

एक्स. / Extn.: 2223 / 2318 / 2468 / 2553

**NHAI/F&A/Annual Accounts 2010-11/193 11<sup>th</sup> Jan. 2011**

To  
All ROs/SLOs/PIUs/CMUs

.....  
NHAI

**Sub: Finalization of accounts for the FY 2010-11.**

Sir,

As per NHA Act Annual Report of NHA is placed before the Parliament by 31<sup>st</sup> of December each year. Considering the delay in the past in laying of Annual Report of NHA in the Parliament and subsequent review by COPLOT (Committee on Paper Laid on Table)-Rajy Sabha, Administration Division has issued two circulars No. 11041/3/2002-Admn dated 18.12.2009 and dated 17.06.2010 (copy enclosed) wherein a clear time-line has been defined for various finalization related activities. The time-line specified in the circular is to be followed meticulously. More over Ministry will be reviewing finalization related activities vis-à-vis the time lines set for achieving them.

To adhere to the time schedule prescribed in the Office Order, following is suggested:-

- (i) In all the units where the post of Accountant is vacant, as a stop gap measure, the concerned Project Director may locally appoint an Accountant through a CA firm/placement agency for initial period of three months on short term contract basis which may be extended with the approval of RO.
- (ii) Apart from considering approval for appointment of accountant on short term contract basis for the field units where the post of Accountant is vacant, ROs may also explore and decide, as far as possible, on additional charge of a vacant post of senior officer like Manager (F)/ Sr. AO/AO by that of adjoining/nearby units falling under their jurisdiction.

- (iii) In all the units where Senior Officer like Manager (F)/Sr.AO/AO, is not posted on regular basis, Project Director may locally appoint a Chartered Accountant Firm for Accounting and finalization related work for FY 2010-11 for a lump sum payment up to Rs.30,000/-.

ROs may ensure that Accounting and finalization related activities is completed by respective ROs/PIUs/CMUs/SLOs within the time frame prescribed by HO. Based on circumstances one or more measures as suggested above may be resorted to.

This issues with the approval of Chairman.

Yours faithfully



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

**Encl. As above**



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

(Ministry of Shipping, Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110 075

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

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

एक्स. / Extn. : 2223 / 2318 / 2468 / 2553

No: 11041/3/2002-Admn

Dated 18.12.2009

**CIRCULAR**

**Sub: Laying of the Annual Reports and Audited Accounts of the Authority on the Table of the Houses of Parliament – Examination by the Committee on Papers Laid on the Table (COPLAT), Rajya Sabha – reg.**

National Highways Authority of India (Budget, Accounts, Audit, Investment of Funds and Powers to Enter Premises) Rules 1990 provides that Annual Accounts and the Auditor's Report thereon along with the Annual Report shall be submitted to Central Government by 31<sup>st</sup> day of December of the following year to which the accounts relate. The submission of Annual Accounts have been reviewed by Committee on Papers Laid on the Table (COPLAT), Rajya Sabha, and it has been observed by the Committee that the Annual Reports and Audited Accounts of the Authority have been submitted to Parliament, with a lot of delay in the previous years. The delay in submission of the Annual Report and audited accounts has been viewed seriously. To ensure presentation of the Annual Report in the Parliament before 31<sup>st</sup> December of the following year, the following time schedule has been laid down.

Finalisation/Consolidation of accounts at PIUs/ CMUs/SLO and RO.	15 <sup>th</sup> May
Consolidation and Finalisation of Annual Accounts at HQ.	30 <sup>th</sup> June
Submission for approval of Annual Accounts before the Board of the Authority.	10 <sup>th</sup> July
Submission of approved accounts to C&AG for audit.	15 <sup>th</sup> July
Submission of approved accounts (un-audited) to Admn. Division for preparation of Annual Report.	15 <sup>th</sup> July
All the audit observations on the accounts shall be replied within a week of receipt of the observation.	--
Likely date of the receipt of audited accounts from C&AG.	31 <sup>st</sup> October
Submission of Management reply together with the audited accounts to Admn. Division for finalization of Annual Report.	07 <sup>th</sup> November

Cont...2

K. K. [Signature]

2. As far as possible concurrent processing of preparation of text of annual report and process of printing should be resorted to. Thus, the following time lines are laid down for processing of the text portion of the annual report

Collection of material for preparation of text of annual report	15 <sup>th</sup> July
Preparation of text of the annual report	15 <sup>th</sup> August
Calling of bids for printing of annual report and short listing of bidder	10 <sup>th</sup> September
Approval of draft annual report by Board	14 <sup>th</sup> November by circular
Printing of Annual Report	22 <sup>nd</sup> November
Forwarding of annual report to Ministry	1 <sup>st</sup> December

3. All the concerned divisions & Officers at HO and RO/SLO/PIU/CMUs will strictly comply with the above time schedule for preparation of Audited Accounts and Annual Report of the Authority.

4. This issues with the approval of Member (Admn).

*K. Venkara Ramana*  
18/12/09  
(K Venkara Ramana)  
General Manager (Coord)

**To:**

PS to Chairman  
PS to all Members  
All CGMs/GMs  
All ROs/PIUs/CMUs  
Librarian/Hindi Division

**Copy to :**

Director (PPP), MoRT&H

98



**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

दूरभाष / Phone: 91-11-25074100/25074200  
 फैक्स / Fax: 91-11-25093507 / 25093514  
 एक्स. / Extn.: 2223 / 2318 / 2488 / 2553

No.: 11041/3/2002-Admn

17th June 2010


**CIRCULAR**

**Sub: Laying of Annual Reports and Audited Accounts of the Authority on the Table of the Houses of Parliament - Recommendation of the Committee on Papers Laid on the Table (COPLLOT), Rajya Sabha - reg.**

Based on the recommendation of the Committee on Papers Laid on the Table (COPLLOT), Rajya Sabha, our circular No. 11041/3/2002-Admn dated 18.12.2009 is partially modified as under: -

Activities	Revised completion date
Finalization/Consolidation of accounts at PIUs/CMUs/SLO and RO.	10th May
Consolidation and Finalization of Annual Accounts at HQ.	20th June
Submission for approval of Annual Accounts before the Board of the Authority.	25th June
Submission of approved accounts to C&AG for audit.	30th June
Submission of approved accounts (un-audited) to Admn. Division for preparation of Annual Report.	30th June
Likely date of the receipt of audited accounts from C&AG.	15th October

- All other time schedule remain unchanged.
- This issues with the approval of Chairman, NHAI.

  
 (S.S. Nahar) 17.6.10

Chief General Manager (Coord)

**To:**

- PS to Chairman
- PS to All Members
- Dy. Dir. Resident Audit, NHAI
- All CGMs/GMs
- All ROs/PIUs/CMUs
- Librarian/Hindi Division

**Copy to:**

Director (PPP), MoRT&H