

22

2.1

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(जल-भूतल परिवहन मंत्रालय)

National Highways Authority of India

(Ministry of Surface Transport)

1, EASTERN AVENUE, MAHARANI BAGH, NEW DELHI-110065

Fax : 91-11-6924383, 6928523 • Website : <http://www.nhai.org> • E-Mail : nhai@vsnl.com

Ref / File No.

110-11/6/2000-Admin.

2nd March, 2000

दिनांक / Dated

OFFICE ORDER

Subject: Delegation of powers for managing Civil Works and Supervision Consultancy Contracts.

The following guidelines/delegation of powers with regard to procedures to be followed for efficient and effective management of Civil Works Contracts and Supervision Consultancy Contracts are conveyed for compliance. All powers delegated are subject to the overall delegation given to the authority by the Government in respect of variations in the approved cost estimates of projects.

Sl. No.	Item	Delegation approved			Remarks
		Project Director (Not below the rank of DGM)	CGM	Member	
Civil Work Contracts					
1.	Variations limit in aggregate subject to the limits mentioned below at para 1.1 for different types of variations.	3% of contract value	7% of contract value including approvals at lower level.	10% of contract value including approvals at lower level.	Chairman - Full powers subject to overall delegation given to the Authority.
(i) Limits for different types of variations					
(a) New items (extra or additional items) and substituted items					
	Limit for each item	Rs. 5.0 lakhs	Rs. 30 lakhs	Rs. 50 lakhs	Chairman-Full Powers subject to overall delegation given to the Authority.
	Limit in aggregate for entire contract	1% of contract value	3% of contract value including approvals at lower level.	5% of contract value including approvals at lower level.	Chairman-Full Powers subject to overall delegation given to the Authority.

(b) Existing items				
(i) Limit for each item	Rs. 25 lakhs	0.5% of contract value including approvals at lower level.	1% of contract value including approvals at lower level.	Chairman-Full Powers subject overall delegati given to the Authority.
(ii) Limit for entire contract	3% of contract value.	7% of contract value including approvals at lower level.	10% of contract value including approvals at lower level.	Chairman-Full Powers subject t overall delegatio given to the Authority.

NOTE:

1. Revised Cost Estimates should be prepared and submitted to HQs at appropriate time as per guidelines of MOST for obtaining the sanction of the Competent Authority.
2. Monthly information on variations should be reported to the Finance Division and concerned Technical Division at HQ.
3. No variation shall be approved unless recommended by the Engineer. The Engineer should explain the financial implications alongwith detailed reasons and justification. The Engineer should furnish the following information and details alongwith the proposal.
 - 3.1 Vouchers and proper quotations should be submitted in support of the market rates.
 - 3.2 Analysis of rates should be self-explanatory and supported by proper drawings.
 - 3.3 Recommendations given should be self-explanatory and nomenclature of the items should also be properly worded.
 - 3.4. Copy of analysis of rate given by the contractor.
4. In order to avoid delays in the sanction of variations, it should not be necessary for the Project Director to completely exhaust his powers before sending the cases to Member/CGM. He should set aside some amount for sanction of extra/substituted items of small monetary value arising towards the end of the work under his own powers.

2.	Approval to sublet any part of the works	NIL	Full Powers upto the limit specified in contracts	Full Powers upto the limit specified in contracts	Chairman - Full Powers upto the limit specified in contracts
3.	Removal and replacement of staff of the consultant	Full Powers for domestic other/support staff	Full Powers for key staff (excluding Team Leader)	Full Powers for key staff (excluding Team Leader)	Chairman - Full Powers for all the staff including Team Leader and expatriate/domestic key staff.

The guidelines contained in the Office Order No.14037/1/96/COS dated 20th November, 1996 issued in respect of Central Project Unit (PU) for ADB NH Project (Loan No.1274-IND) shall stand modified to the extent indicated above.

This issues with the approval of Board of NHAI.

S. Loganathan
(S. Loganathan)

General Manager (Admin.)

1. EA to Chairman.
2. PS to Chairman
3. PS to Member (PI)
4. PA to Member (Fin.)
5. PA to Member (Admn.)
6. PS to Member (Tech.)
7. CGM (Tech.)
8. CGM-cum-CE (WB)
9. GM(Fin.)
10. DCIM(Admn.)
11. Project Director, All PIUs
12. Office Order File.