



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Shipping, Road Transport & Highways)

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No.11041/21/2002 – Admn.

November 18, 2004

POLICY MATTERS- ADMINISTRATION / FINANCE (92/2004)

(Decision taken on Finance Division F. No. NHAI/F&A/V/POLICY/ 2004/213/MB)

Subject: Guidelines on maintenance and certification of measurement recorded in the Measurement Book.

With reference to guidelines issued vide sub-para 2 of Para 12 of the Policy Circular No. 84/2004 dated 13.5.2004 regarding Measurement Book, it was felt that the Project Directors being the overall incharge of the work are required to broadly scrutinize the Measurement Books and other technical reports and to ensure that all the contract conditions/guidelines issued have been adhered to before making any payment against the IPCs. This would, however, not mean that the Project Directors/Technical officers have to certify the measurements recorded in the Measurement Books on 100% basis, which is primarily the responsibility of the Supervision Consultants.

2. In order to fulfill the obligations on the part of the Project Directors, the following guidelines, in substitution of sub para 2 of para 12 of the Policy Circular no. 84/2004 dated 13.5.2004, are hereby prescribed for strict compliance by the Project Directors/ Technical Officers at PIUs, before release of payment by the Drawing and Disbursing officers (DDOs): -

- (a) That Measurement Book is maintained by the Supervision Consultants in the standard format and in accordance with the guidelines prescribed/as per the contract conditions.
- (b) That the mandatory percentage checking required to be conducted/certified by the various key personnel of the Supervision Consultants, including the Team Leader, as per the contract conditions have been duly recorded in the Measurement Book.
- (c) That the check test or the repeat test measurements, if requested for by the Project Director/Technical officer, have been conducted in their presence by the Engineer to verify the measurements recorded in the Measurement Books.
- (d) That the abstract Measurement Book is neatly and correctly drawn by the Supervision Consultants and have been signed by the Team Leader.

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- (e) That the items, quantities and rates, etc., in respect of the executed items/ quantities and as claimed under any IPC are as per the contract.
- (f) That all other contract conditions and guidelines issued by HO on the subject have been complied with.
- (g) That all the payments including advances and the recoveries are recorded in the abstract Measurement Book and are duly authenticated by the Project Director and the DDO.
- (h) Before release of payment against IPC, the Project Director and the Drawing & Disbursing officer (DDO) shall ensure that the above necessary requirements have been complied with.

This issues with the approval of Chairman, NHAI.



(V. K. SHARMA)
GENERAL MANAGER (Admn)

To

All Officers in the HQs

All PIUs/CMUs