

No. RW/NH-24035/4/2008-P&M/PIC Vol.II
Government of India
Ministry of Road Transport & Highways
(EAP Zone)
Transport Bhawan, 1, Parliament Street, New Delhi-110001

To

Dated, the 23rd February, 2018

1. The Chief Secretaries of all State Governments/UTs
2. The Principal Secretaries/ Secretaries of all States/ UTs Public Works Department dealing with National Highways, other Centrally Sponsored Schemes & State Schemes.
3. The Engineers-in-Chief and Engineers of all States/UTs Public Works Department dealing with National Highways, other Centrally Sponsored Schemes.

Subject: Delegation of powers to Chief Engineer-Regional Officer (CE-RO/ SE-RO/ ELO at MoRT&H Regional Office

References:

- (i) Ministry's Circular no. No. NH-18019/5/2004-P&M(pt.) dated 16.01.2007
- (ii) Ministry's Circular no. No.1-26011/3/2001(12)-P&M(pt.) dated 03.01.2013
- (iii) Ministry's Circular no. No.NH-18011/1/2012-P&M dated 08.02.2013
- (iv) Ministry's Circular no. No.1-26011/3/2001(12)-P&M(pt.) dated:22.02.2016
- (v) Ministry's Circular no. No.NH-18011/1/2012-P&M(Pt. II) dated11.03.2016
- (vi) Ministry's Circular no. No.34035/4/2008-P&M/PIC-EAP dated 31.3.2016
- (vii) Ministry's Circular no. No.NH-11014/7/2013-P&M(pt.) dated 06.05.2016
- (viii) Ministry's Circular no. No.NH-15017/17(2)/2016-P&M dated16.06.2016
- (ix) Ministry's Circular no. No.NH-15017/20/2016-P&M (SP2) dated 15.07.2016
- (x) Ministry's Circular no. No. NH-15017/146/2014-P&M dated 01.08.2016
- (xi) Ministry's Circular no. No. -24035/4/2008-P&M/PIC-EAP dated 22.08.2016
- (xii) Ministry's Circular no. No.NH-18011/1/2012-P&M dated23.09.2016
- (xiii) Ministry's Circular no. No. -24035/4/2008- P&M/PIC-EAP dated 31.10.2016
- (xiv) Ministry's Circular no. No. H-39011/30/2015-P&P(pt.) dated 12.05.2017

Madam/Sir,

1. This is in supersession to the Ministry's circulars referred above.
2. All Regional Officers i.e. CE-RO/ SE-RO shall report to the concerned ADG/ Coordinator at Headquarters and shall exercise the powers delegated vide this Circular.
3. All works shall be classified as NH(M) i.e. NH - Major works, NH(N) i.e. NH - Non-Major works and NH(T) i.e. NH - Technical Consultancy Services from 01.04.2018.
 - 3.1. Major works i.e. NH(M) shall include all civil works including pre-construction activities, where cost of the individual work including centages is more than Rs. 5.0 crore.
 - 3.2. Non-major works i.e. NH(N) shall include works where the cost of the individual work including centages is up to Rs. 5.00 crore.
 - 3.3. All FDR, PR, IRQP, strengthening and widening works where cost of the individual works including centages is more than Rs. 5.0 crore, shall be included under NH(M) i.e. NH - Major works.
 - 3.4. Further, all FDR, PR, IRQP and other strengthening works where cost of the

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Individual work including centages is up to Rs. 5.0 crore, shall be included under NH (N) i.e. NH - Non-Major works.

- 3.5. Technical consultancy services i.e. NH(T) shall include all consultancy services for DPR preparation and project supervision.
- 3.6. All major works involving upgradation/ widening/ strengthening/ Periodic Renewals shall be undertaken through EPC or PPP Mode only.
- 3.7. Any relaxation for execution of NH (M) works in other than EPC or PPP mode shall be with the approval of Secretary (RTH) with concurrence from IFD.

Delegation of Powers and Corresponding Responsibilities:

4. Project Identification for Annual Plan:

- 4.1. The concerned CE-RO/ SE-RO of the Ministry shall prepare the Draft Annual Plan for the State, consisting of projects identified and prioritize in consultation with the State, including the budget requirements.
- 4.2. The CE-RO/ SE-RO shall submit the draft annual plan for the ensuing year to the concerned ADG/ Coordinator at MoRT&H Headquarters by the month of December of the previous year. As for 2018-19, this exercise will be completed/ validated by the concerned officers latest by 15th March 2018.
- 4.3. Based on discussions with the Project Zone, the Planning & Budget Division at Headquarters would compile and finalize the Annual Plan and obtain approval of Competent Authority.

5. Sanction of detailed estimates:

- 5.1. The powers to grant technical sanction, appraisal and approval to the estimates/ projects are given as under:

| Table:1 | | | |
|-------------------------|--|---|---------------------------------------|
| Estimated Cost (Rs. Cr) | Technical Sanction by officer of Designation | Scheme/Project Appraisal by | Scheme / Project Approval by |
| ≤ 25 | Executive Engineer | Dy. FA | Secretary (RT&H) |
| > 25 and ≤ 100 | Executive Engineer | Financial Adviser (FA) | Secretary (RT&H) |
| > 100 and ≤ 300 | Superintending Engineer | SFC/ DIB Chaired by the Secretary (RT&H) | Minister (RT&H) |
| > 300 and ≤ 1000 | Chief Engineer | EFC/ PIB Chaired by the Secretary (RT&H) | Minister (RT&H) |
| >1000 | Director General/ Addl. Director General | EFC/ PIB Chaired by the Expenditure Secretary | Cabinet Committee on Economic Affairs |

- 5.2. For non-major works, the CE-RO / SE-RO in consultation with the State Government will identify individual works to be taken up, and the provisions to be allowed in the estimate under non-major works within 1.5 times the allocation communicated by the Planning & Budget Division. The provision and estimated cost for works to be taken up, shall be communicated to the executing agency

along with Technical Note by the CE-RO / SE-RO, with a copy to the Ministry by the end of November every year.

6. Pre-construction activities:

6.1. The CE-RO/ SE-RO is authorized/ empowered to approve individual estimates of Utility Shifting, Land Acquisition, Tree cutting, Payment towards Micro Plans, Payment of Statutory Charges etc. which are within the provisions made against each item in the original sanction of the project. The CE-RO/ SE-RO shall accord approval to the individual proposal along with the Technical Note.

6.2. In case the total cost of the pre-construction activities exceeds the provisions made in the original sanction, the CE-RO/ SE-RO is empowered to accord approval to the variations subject to the condition that the total variations including Tender Premium, Change of Scope, Extra items and Variations in quantities of various items do not exceed 5% of the amount for civil works, plus the amount for contingencies provided in the sanctioned estimates, subject to the condition that savings due to tender discounts would be excluded for working out such permissible excess as per para-11 of this circular.

6.3. The amount on account of variation/ change of scope shall be determined considering the addition/ deletion of items/ works with proper justification and supporting documents.

7. Invitation of bids:

7.1. Works with sanctioned cost of civil works up to Rs. 300 crores: Tenders may be invited by the State PWD using the requisite bidding document (where applicable) and procedure as per Ministry's extant guidelines.

7.2. Works with sanctioned cost of civil works more than Rs. 300 crores: Tenders will be invited by the CE-RO/ Chief Engineer-Project Zone at HQ.

8. Evaluation of bids:

8.1. Works with sanctioned cost of civil works up to Rs. 5 crores: State PWDs shall evaluate the bids and finalize tenders as per Ministry's extant guidelines.

8.2. Works with sanctioned cost of civil works more than Rs. 5 crores to Rs. 100 crores: Opening and evaluation of bids shall be done by the Evaluation Committee with the composition as mentioned in the following table:

Table: 2

| Sr. No. | Composition of the Committee | Role |
|---------|---|----------|
| 1 | Chief Engineer(NH) of the concerned State PWD/ equivalent or any other officer of equivalent or higher rank, nominated by the Principal Secretary/ Secretary of State PWD/ equivalent | Chairman |
| 2 | Representative of State Finance Department not below the rank of | Member |

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| Table: 2 | | |
|----------|--|------------------|
| Sr. No. | Composition of the Committee | Role |
| | Deputy Secretary | |
| 3 | Officer nominated by the CE-RO/ SE-RO of MoRTH | Member |
| 4 | Superintending Engineer (concerned NH circle) of State PWD/ equivalent | Member |
| 5 | Executive Engineer (concerned NH circle) of the State PWD/ equivalent | Member Secretary |

- 8.3. Works with sanctioned cost of civil works of more than Rs. 100 crores but up to Rs. 300 crores: In Regional Offices headed by CE-RO, the opening and evaluation of bids shall be at the Regional Office by the Evaluation Committee with the composition as mentioned in Table 3. In this case, there will be no Screening Committee.

| Table: 3 | | |
|----------|---|------------------|
| Sr. No. | Composition of the Committee | Role |
| 1 | Chief Engineer-RO | Chairman |
| 2 | Chief Engineer(NH) of the concerned State PWD/ equivalent | Member |
| 3 | Superintending Engineer (concerned NH circle) of State PWD/ equivalent | Member |
| 4 | Representative of Finance Wing(MoRT&H) – may be present at the RO, or via video-conference, for the committee meeting | Member |
| 5 | Executive Engineer (concerned NH circle) of the State PWD/ equivalent | Member Secretary |

In case of Regional Offices headed by SE-RO, the opening and evaluation of bids shall be done by the Evaluation Committee with the composition as mentioned in Table 2, then the evaluated bids shall be further examined by the Screening Committee at MoRT&H Headquarters with composition as mentioned in Table 4.

| Table: 4 | | |
|----------|--|------------------|
| Sr. No. | Composition of the Committee | Role |
| 1 | Chief Engineer, Project Zone | Chairman |
| 2 | Chief Engineer (NH) of the concerned State PWD/ equivalent | Member |
| 3 | Superintending Engineer (MoRT&H) from any other Regional Office or MoRT&H Headquarters nominated by DG(RD)&SS/ ADG/ Coordinator. | Member |
| 4 | Representative of Finance Wing (MoRT&H) | Member |
| 5 | Superintending Engineer/ Executive Engineer (MoRT&H) dealing with the State/ work | Member Secretary |

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8.4. Works with sanctioned cost of civil works of more than Rs. 300 crores: Opening and evaluation of bids shall be done by the Evaluation Committee with the same composition as mentioned in Table 4. In this case, there will be no Screening Committee.

9. Acceptance of bids:

9.1. Works with sanctioned cost of civil works up to Rs. 5 crores: The concerned State PWDs shall finalize and accept the bids up to 5% tender premium. In case the tender premium is more than 5% of sanctioned cost (cost put to tender), the revised sanction shall be obtained from the Ministry before acceptance of tender.

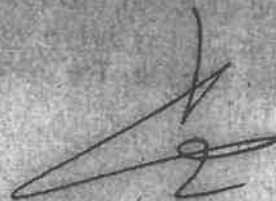
9.2. Works with sanctioned cost of civil works of more than Rs. 5 crores to Rs. 100 crores: The Authority to accept bids having tender premium within 5% of sanctioned cost of works (cost put to tender), based on recommendations of the Evaluation Committee mentioned in Table 2, and for carrying out all the necessary contractual formalities leading up to signing of the contract agreement in a time bound manner, shall be not below the rank of Principal Secretary/ Secretary of the State PWD/equivalent or an officer not below the rank of Chief Engineer nominated by the Principal Secretary/ Secretary State PWD/ equivalent.

9.3. Works with sanctioned cost of civil works of more than Rs. 100 crores to Rs. 300 crores: For Regional Offices headed by CE-RO, the Authority to accept bids shall be the CE-RO. For Regional Offices headed by SE-RO, in case there are five or more qualified bidders, or in case the Screening Committee agrees with the recommendation of the Evaluation Committee, then the Authority to accept bids shall be the Chief Engineer-Project Zone. In cases of difference between the Evaluation Committee and the Screening Committee or there are less than five qualified bidders, the Competent Authority in the Ministry to accept the bids based on the recommendations of Screening Committee will be the DG(RD)&SS/ ADG/ Coordinator, as the case may be.

9.4. Works with sanctioned cost of civil works of more than Rs. 300 crore to Rs. 500 crore: The Competent Authority in the Ministry to accept the bids based on the recommendations of the Evaluation Committee as mentioned in Table 4, shall be DG(RD)&SS/ ADG/ Coordinator, as the case may be.

9.5. Works with sanctioned cost of civil works of more than Rs. 500 crores: The Competent Authority in the Ministry to accept the bids based on the recommendations of the Evaluation Committee as mentioned in Table 4 will be the Hon'ble Minister (RT&H).

9.6. For projects mentioned in para 9.4 and 9.5 above, the file for acceptance of the bid shall be sent by the CE-RO to the concerned ADG/Coordinator at Headquarters.



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10. Issue of Letter of Acceptance/ Award (LOA):

- 10.1. Works with sanctioned cost of civil works up to Rs. 5 crores: The concerned State PWDs shall finalize and accept the bids up to 5% tender premium. In case the tender premium is more than 5% of sanctioned cost (cost put to tender), the revised sanction shall be obtained from the Ministry before acceptance of tender.
- 10.2. Works with sanctioned cost of civil works of more than Rs. 5 crores to Rs. 100 crores: The LOA shall be issued by the appropriate Authority not below the rank of Superintending Engineer (concerned NH circle). Thereafter, the Contract Agreement shall be signed by the appropriate Authority in the State PWD, but not below the rank of Superintending Engineer within the prescribed period mentioned in the RFP.
- 10.3. Works with sanctioned cost of civil works of more than Rs. 100 crores to Rs. 300 crores: The LOA shall be issued by the appropriate Authority not below the rank of Chief Engineer (NH) in the State PWD. Thereafter, the Contract Agreement shall be signed by the appropriate Authority in the State PWD, but not below the rank of Superintending Engineer within the prescribed period mentioned in the RFP.
- 10.4. Works with sanctioned cost of civil works of more than Rs. 300 crores: The LOA shall be issued by the CE-RO/ Chief Engineer-Project Zone, and signing of Contract Agreement shall be done by the appropriate Authority in the State PWD, but not below the rank of Superintending Engineer.
- 10.5. In case the issue of LOA and signing of contract, as mentioned above, is not executed by the State PWD, the Ministry reserves the right to do the same through its CE-RO/ Chief Engineer-Project Zone.
- 10.6. If the work is not awarded within 6 months from the date of sanction:
- (i) CE-RO/ SE-RO shall have the power to extend the validity of the Sanction for a further period of 3 months.
 - (ii) CE-RO/ CE-Project Zone shall have the power to extend the validity of for a further period of 3 months.
 - (iii) In cases when the work is not awarded within 12 months of the date of sanction, the work would automatically stand de-sanctioned.
 - (iv) In special cases where extension of validity is required beyond one year, the Competent Authority to accord approval will be the Secretary (RT&H) with the concurrence of IFD.

11. Variation/ Change of Scope:

- 11.1. As per current delegation, CE-RO/SE-RO are empowered to accept variations/ Change of Scope, extra items in the work, additional cost towards pre-construction activities like land acquisition, micro plans, utility shifting, tree cutting, compensatory afforestation, other statutory charges, etc. which are beyond the original provision made in the sanctioned estimate. The overall permissible excess after considering the

additions/deletions of items/works, which can be accepted by the CE-RO/ SE-RO shall be as follows:

(i) In case of Tender Premium: The excess inclusive of tender premium shall be within 5% over the amounts for civil works plus the amount for contingencies provided in the sanctioned estimates. For example:

Sanctioned Cost of Civil Works: Rs. 100 crore
Contingencies: Rs. 2.8 crore
Total: Rs. 102.8 crore
Permissible excess: 5% of Rs. 102.8 crore = Rs. 5.14 crore

(ii) In case of Tender Discount: The permissible excess shall be within 5% of tender cost plus contingencies. For example:

Sanction Cost of Civil Works: Rs. 100 crore
Tender Cost of Works: Rs. 90 crore
Contingencies: Rs. 2.8 crore
Total: Rs. 92.8 crore
Permissible excess: 5% of Rs. 92.8 crore = Rs. 4.64 crore

11.2 In addition, the CE-RO/ SE-RO are empowered to approve price escalation/ bonus, and any other expenditure to be incurred as per the provision of Contract Agreement, subject to the condition that the total expenditure for the project shall not exceed 5% of the sanctioned TPC (Total Project Cost).

11.3 The CE-RO/ SE-RO is empowered to approve the items from the list of items annexed at Annexure-I covered under Contingencies, Quality Control, Project specific temporary contractual staff, and Agency Charges as per the provisions made in the sanctioned estimates.

11.4 For proposals beyond the delegated powers of CE-RO/ SE-RO, the existing delegations would continue i.e. the CE-RO/ SE-RO shall submit consolidated proposals along with their recommendation on the proposals to the concerned ADG/ Coordinator at Headquarters for seeking approval of the Revised Cost Estimates (RCE) by the Competent Authority at MoRTH Headquarters.

12. Extension of Time:

12.1. The CE-RO/ Chief Engineer-Project Zone are empowered to grant Extension of Time for the scheduled completion date for a maximum period of three months provided that the value of works remains within the original sanctioned cost estimate (OCE) or within the revised sanctioned cost estimates (RCE).

12.2. In case of Extension of Time up to six months, and/ or in case additional financial implication to the extent of 5% over the original sanctioned cost estimate (OCE), or within the revised sanctioned cost estimate (RCE) is required, then the proposal shall be submitted to the concerned ADG/ Coordinator for approval.

12.3. In all other cases for extension of time beyond six months, the proposal shall be

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submitted to the concerned ADG/Coordinator at Headquarters for obtaining the approval of Secretary (RT&H) in concurrence with the IFD.

Additional guidelines for Non-Major Works - NH(N)

13. The additional guidelines for non-major works i.e. NH(N) are as follows:

- 13.1. No separate provision for Project Specific Temporary Contractual Staff, road safety and quality control shall be allowed in the estimates. Road safety and Quality control measures shall be taken from the provision of contingencies made in the estimate.
- 13.2. Responsibility for implementation as per the specifications and provisions allowed in the estimates rests with the executing agency.
- 13.3. Officers from MoRT&H Headquarters shall inspect the works at least once in a year.
- 13.4. CE-RO/ SE-RO shall submit a report on the details of works on a monthly basis. CE-RO/ SE-RO shall also submit a report about timely and effective completion of works sanctioned during the previous year.

Additional guidelines for engaging Technical Consultants - NH(T)

14. DPR Consultants:

- 14.1. Approval of Tender based estimate for DPR/ FS: Tender based estimate shall be approved/ sanctioned by the ADG/ Coordinator/ CE-RO with concurrence of the Deputy Financial Advisor, provided the cost is within the approved tentative cost. The concerned ADG/ Coordinator at Hq. will obtain concurrence of Financial Advisor and Administrative Approval (AA) & Financial Sanction (FS) of Secretary (RT&H).
- 14.2. Preparation, Review and Approval of DPR/FS: The reviewing and accepting authority of DPR/FS report shall be as follows:

| Table: 5 | | |
|----------|--|--|
| Sr. No. | Category of Project | Acceptance of Report (DPR/ Feasibility) |
| | All Highway project other than projects involving bridges/ structure involving bridges/ structures with innovative design like Cable stayed suspension Bridge etc. | (i) Inception Report shall be accepted by CE(NH) PWD/ CE(BRO) in consultation with CE-RO/ SE-RO. (ii) Alignment plan shall be approved by ADG/ Coordinator/ CE-RO. (iii) Draft Feasibility Report/ Feasibility Report/ draft DPR and DPR shall be accepted by CE-NH) PWD/ CE(BRO) in consultation with CE-RO/ SE-RO. |
| | Project involving bridges/ structures involving bridges/ structures with innovative design | Approval by concerned ADG/ Coordinator. |

15. Authority Engineer/ Supervision Consultant

15.1. The works having sanctioned cost of civil works of more than Rs. 5.00 crore and upto Rs. 100 crore shall be supervised by the concerned State PWD and no Authority Engineer shall be appointed separately. The supervision Charges payable to the State PWD shall be 3% of sanctioned cost of civil works in these cases. The agency charges shall be modified accordingly as per existing guidelines.

15.2. The delegation of powers for invitation, evaluation and acceptance of bids for the selection of Authority Engineer for different category of projects shall be as under:

Table: 6

| Sr. No. | Category of Project | Sanctioned cost of project | Invitation and evaluation of bids by | Acceptance of bids by |
|---------|--|----------------------------|--|--|
| 1. | Projects not involving bridges with innovative design like cable stayed, suspension, etc | <300 crore | State PWD as per their own procedure | CE-RO/SE-RO. |
| 2. | | >300 crore | Regional Office/ PIU dealing with state/ work. | |
| 3. | Projects involving bridges with innovative design like cable stayed, suspension, etc | Any amount | Superintending Engineer S&R (Pavement & Bridges), MORT&H | Chief Engineer, S&R (Pavement & Bridges), MORT&H |

15.3. The above delegation shall apply if the Financial Proposal of the bid considered for acceptance is within the ceiling amount available as supervision charges for the project under centage provision. For all other cases, specific sanction of Ministry shall be obtained prior to acceptance of bids.

16. Variation / Change of Scope and Extension of Time for DPR Consultant / AE:

16.1. The delegation of powers for variation / change of scope and extension of time for DPR Consultant / AE are as follows:

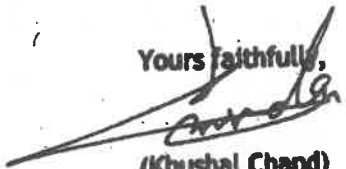
Table: 7

| Sr. No. | Officer | Variation/ Change of Scope | Extension of Time |
|---------|--|--|---|
| (i) | CE-RO/SE-RO | Upto 5% of consultancy contract amount | Up to six months, without financial implications |
| (ii) | ADG / Coordinator | | More than six months, and / or with financial implications upto 5% of consultancy contract amount |
| (iii) | Secretary (RT&H) with concurrence of Financial Advisor | > 5% of consultancy contract amount | > 5% of consultancy contract amount |

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Administrative Functions

17. **Designation of DDO in Regional Office headed by CE-RO:** In Regional Offices headed by a CE-RO, an officer from the Regional Office not below the rank of Superintending Engineer / Executive Engineer, shall be nominated by the CE-RO as the DDO. The proposal for the same shall be sent by the CE-RO to the Establishment Division at MoRTH Headquarters for approval. In other cases, the SE-RO shall continue to act as DDO.
18. **This issues with the approval of the Competent Authority and concurrence of IFD, and shall come into force with effect from 01.04.2018.**

Yours faithfully,

(Khushal Chand)
Superintending Engineer (EAP)

Copy to:

1. All Technical Officers at the Headquarters
2. Secretary General, Indian Road Congress
3. Director, IAHE, Noida
4. All ROs and ELOs of MoRT&H

Copy for information to:

1. PPS to Secretary (RT&S), PPS to DG (RD) & SS, PS to AS&FA, PS to ADG, PS to Coordinator.
2. NIC- with the request to upload in the Ministry's portal

Admissible Expenditure under Project Contingencies, Quality Control, Project Specific temporary contractual staff and Agency Charges

1.1 Contingencies

The contingencies provided for in the estimates are meant to cover unanticipated items related to the work but not provided for in the Bill of Quantities of the sanctioned estimate/accepted contract. Though it may not be possible to identify these unaccounted items as the same would vary from site to site and project to project some of the identified/other items relating to relevant job are as follows:

- 1.1.1 Printing of tender forms including cost of papers & stationery and publicity by advertisement in the newspapers subject to the condition that sale proceeds of tender forms are credited to the Central Government Account.
- 1.1.2 Construction and maintenance of diversion roads.
- 1.1.3 Removal of unsuitable soil/tree trunks etc.
- 1.1.4 Road Safety related items including traffic regulatory measures on the stretch covered under sanction.
- 1.1.5 The expenditure on engagement of man power for proof checking/ peer review of the design/monitoring, subject to the condition that due procedure and guidelines issued on the subject by this Ministry and Ministry of Finance have been followed in engaging man power.
- 1.1.6 Documentation charges including photographs and video filming of the construction activities (no asset will be created).
- 1.1.7 Establishment of temporary site office, store shed, watchman shed and parking places for vehicles including lighting. If required upto 15% of contingencies.
- 1.1.8 The expenditure on engagement of counsel/lawyer/Arbitration so long as the fee is fixed as per rates stipulated by the Ministry of Law/Road Transport & Highways and due procedure has been adopted for their appointment.
- 1.1.9 For incurring expenditure towards Inauguration/ Bhoomi Pujan Foundation Stone Laying/ Any other ceremony in respect of National Highway works as per Ministry's existing guidelines.
- 1.1.10 In order to meet the objectives of public awareness, public safety and public cooperation, it has been decided that expenditure on such public functions, except those on electronic/print media shall be met from the contingencies of sanctioned projects with the power to approve such expenditure vested with the concerned CE-RO/SE-RO.
- 1.1.11 The expenditure on electronic/print media shall also be met from project contingencies at DAVP rates with the approval of CE-RO/SE-RO.

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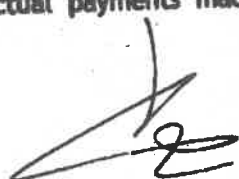
- 1.1.12 In order to exercise economy in expenditure, such function should, however, be restricted only to important works, such as, widening, strengthening/ four-laning expressways, major bridges and bypasses, and the number of invitees should be kept within a reasonable limit.
- 1.1.13 Providing facilities to Competent Authority for Land Acquisition (CALA) and Taluka Inspector of Land Records (TILR) for acquisition of land for NH Projects.
- 1.1.14 For incurring expenditure towards payment of statutory charges, e.g. Net Present Value (NPV), Compensatory Afforestation (CA) to be deposited with the Forest Department for obtaining Forest Clearance for NH works, cost towards Micro Plans for R&R compensation and Railway Charges for ROBs/RUBs to be deposited with Ministry of Railways.
- 1.1.15 Any other item(s) with the approval of the Ministry.

The estimates for carrying out, the above activities will be approved by the CE-RO/SE-RO on assurance/certificate by PWD that the amount provided against contingencies is available and has not been indirectly utilized by accepting higher tender rates. The State PWD will also certify that approval of estimates by CE-RO/SE-RO to be charged to contingencies will not cause revision of the sanctioned estimate.

1.2 Quality control:

1.2.1 The list of items covered under quality control are as under-

- (i) **Staff:**
The main supervisory staff shall be from the organization set up. The quality control field staff specifically recruited/hired/transferred/ shared for the specific job of the project for assisting in collection/preparation of samples, conduct of tests, movement of materials/implements/equipments, etc. depending upon the size and magnitude of the work, can be charged to this provision.
- (ii) **Field Laboratory:** Cost of the new equipment/implements or the book value if transferred from other work(s) or hire charges and maintenance charges including the cost of setting up to field laboratory.
- (iii) **Consumables:**
Cost of the consumables like oil, chemicals, reagents, filter papers and others used for testing the samples and running the laboratory.
- (iv) **Testing Charges:**
The specialized testing which cannot be done by field laboratory, as far as possible, shall be got done through the State, Central or other authorized and approved laboratories. The actual payments made in this regard can be charged.



- (vi) **Transportation:**
Transportation and movement charges for the samples, equipment, staff etc. in respect of the quality control of the work project.
- (vii) **Credit for the salvage/book value of the equipment, materials/implement etc.:**
The credit for the residual value of the usable equipment, implements, materials, etc. which were originally charged to a particular book, determined as per prevailing practice shall be given to the work estimates on completion of the work.
- (viii) **Expenditure incurred on training of field level staff.**
The objective of the training being
(a) Familiarization with the specifications.
(b) Knowledge of correct sampling procedure
(c) Learning testing methodology.
- (ix) **Expenditure on experiment work**
For effective location specific improvement in materials and techniques
- (x) **Purchase of computers:**
The expenditure on purchase of computers up to a limit, not exceeding 20% of the amount provided of quality control under a project can be allowed. However, this amount would be subject to ceiling of Rs. 5 lacs.

1.2.2 Accounting:

The details of the account under this account head shall be maintained separately as is being done in case of the main work, contingencies and Project Specific temporary contractual staff and the expenditure shall be debitible on actual basis.

1.3 Project Specific temporary contractual staff

This provision is meant to cover expenditure on non-supervisory staff (whether regular or casual) employed specifically for execution of work such as personnel engaged on traffic regulation, road diversion, maintenance, watch & ward of stores and field office, collection and handling of samples of materials and survey work etc.

1.4 Agency Charges

The agency charges to be paid to the executing agency are meant to cover the following items broadly:

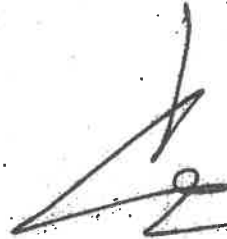
1.4.1 Pay and allowances of supervisory staff engaged in construction including TA/DA.

1.4.2 Office expenses of the PWD establishment including cost of stationery, photostat, telephone bills, electric bills rentals and fax charges etc.

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- 1.4.3 Purchase of petrol/diesel/gas oils and lubricants for cars/ jeeps and other transport/inspection vehicles for supervisory staff.
- 1.4.4 Expenditure on regular staff required for Preliminary Investigator work viz. subsoil/bearing capacity investigation and topographic/ hydraulic survey etc. in preparation of project designs/estimates.

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