

**NODAL CELL  
FINANCE DEPARTMENT  
NDMC : NEW DELHI**

**Sub : Process simplification, rationalization and standardization**

A. Finance Department has taken various measures for speedy disposal of cases, simplifying the procedures and also for stage reduction so as to speed up the process as the same has direct impact on project completion time.

B. All such orders /circulars/delegation etc. Are uploaded on NDMC website (NDMC> Departments> Finance> Nodal Cell> Order/ Circulars/ Delegation of Power). The circulars/instructions/orders on the following issues have been issued with the prior approval of Council/ Chairperson, NDMC. The list is only illustrative and is not exhaustive:-

1. Cases where 'Approval in Principle' shall be sought
2. Streamlining of contract renewal/extension in NDMC
3. Clarification reg. verification of Performance Certificate from the issuing authority during technical evaluation of tender/bid
4. Introduction of Checklists to ensure that concurrence/examination ready cases are submitted in Finance Department so as to avoid multiple returns of files.
5. Council Resolution to dispense with the need of expenditure sanction in r/o 'Annual Repair and Maintenance' works, which are based on Council Approved norms
6. Instructions for compliance of guidelines on 'Procurement and Project Management' as circulated by MoF, DoE for regulating procedures and practices in execution
7. Revision of 'Delegation of Financial Powers' to facilitate smooth and speedy execution/disposal of cases by departmental officers
8. Instructions regarding expeditious disposal of cases along with list of common irregularities being committed by the departments
9. Administrative action in case of delay in release of payment and/or loss of Municipal Record.

I/50639/2022

10. Centralization of services w.r.t. grant of LTC and annual increment to all regular employees of NDMC
11. Stage reduction within Finance Department
12. Timely closure of work files and capitalization of assets
13. Use of digital modes of payment and prohibiting issue of physical cheques
14. Constitution of Committee w.r.t. execution of works of inescapable nature
15. Constitution of Committee for verification of AR-MO works of Fire Department
16. Organized various sessions of 'Training on GeM' for officers/officials of NDMC
17. To discourage mooting of part files/duplicate files in r/o same work
18. Procedure to be followed in S/I/T/C of electrical equipments

C. It has, however, been observed that the instructions are not being complied in letter and spirit. It is enjoined upon all Heads of Departments to ensure compliance of laid down provisions as well as guidelines and instructions being issued from time to time with the prior approval of Council/ Chairperson, NDMC. All out efforts shall be made to educate/sensitize subordinate officers and officials in this regard.

D. This issues with the prior approval of Chairperson, NDMC

**Signed by Ram Singh**  
 Director Finance  
**Date: 20-12-2022 14:21:19**

**All Heads of Departments**

**P.S.** The instructions as per aforementioned list are enclosed for ready reference.

**Copy to :**

1. P.S. to F.A. - for information of F.A., NDMC
2. P.S. to Secretary - for information of Secretary, NDMC
3. P.S. to Chairperson - for information of Chairperson, NDMC
4. E 123169

**NODAL CELL  
FINANCE DEPARTMENT  
NDMC : NEW DELHI**

**Reg. : Cases in r/o Approval-in Principle shall be sought**

It has been observed that a number of proposals in r/o accord of 'in principle approval' are being processed by various departments with resultant duplicity of examination/approval at AIP stage as well as at AA-ES stage.

2. Proposal in r/o accord of 'in principle approval' should be initiated only if the proposal is in r/o Introduction of new item of work in NDMC or as per guidelines for grant of AIP under relevant provisions of CPWD Works Manual / GOI orders / existing order(s) of NDMC.

3. In all other cases, AIP should not be sought and AA-ES should be mooted directly.

4. In case, a scheme finds mention in Budget Book or has been announced in Budget speech, approval to concept note shall be processed instead of AIP (As circulated vide E 317279 - copy enclosed).

This issues with the approval of Chairperson

Jt. F.A. (Nodal Cell)

Copy to :

1. CE (C-I)
2. CE (C-II)
3. CE (E-I)
4. CE (E-II)
5. Director - Horticulture (N)
6. Director - Horticulture (S)
7. M.O.H.
8. Director - Finance
9. P.S. to FA - for informatin of FA
10. P.S. to Secretary - for information of Secretary
11. P.S. to Chairperson - for information of Chairperson

Signed by Veena Sharma

Date: 21-02-2022 10:49:45

**Concept Note and timeline for Project announced in Budget Speech**

1. Name of the Department : \_\_\_\_\_
2. Name of the Scheme / Project : \_\_\_\_\_
3. Ref. of Para of Budget Speech : \_\_\_\_\_
4. Concept Note (Comprising of  
summary of Proposal containing  
a brief description of the idea of  
project and objectives) : \_\_\_\_\_
5. Scope of work : \_\_\_\_\_
6. Timelines : \_\_\_\_\_

S.No.	Milestone	Expected date of occurrence
A.	AA/ES by Competent Authority	
B.	Inviting, Tender /	
C.	Expected date of start	
D.	Expected date of completions	
E.	Budget Requirement	
	(i) Ensuring/current financial year (ii) Subsequent year(s) (if required)	Amount

Signature of HoD



**FINANCE (BUDGET) DEPARTMENT**No. 1185/Fin(B)Date: 28.02.20**Sub.: Status of implementation of Budget Announcement 2020-21**

Chairperson, NDMC each year while presenting annual budget before the Council announces various projects/ schemes/ new initiatives through his Budget Speech. These projects/ schemes / new initiatives are required to be implemented by respective departments in a time bound manners and as per deadlines given in the Budget Speech. This year also, while presenting Budget 2020-21, Chairperson has announced several schemes/ projects / new initiatives to be executed in the coming financial year. On 21.02.2020 a demonstration of such department- wise schemes were also shown to all HODs in the council room. The progress of these schemes would be monitored on monthly basis.

In order to monitor the progress of these schemes in an efficient way, the concerned department needs to provide input such as target date of completion/ date of launch etc. Basically, there are three types of schemes announced in the budget as per detailed below:-

1. **Ongoing schemes :** These schemes are those schemes which are already going on at the time of announcement , but yet to be completed. As such, their target date of completion needs to be provided.
2. **New Schemes:** These schemes are new and would be executed within the next FY 2020-21. As such, the inputs with respect to date of start/ completion etc should be provided for monitoring on monthly basis.
3. **Scheme where concept note is required :** These are those schemes which are announced in the Budget Speech but the action such as modalities for its implementation, scope of work etc, is to be worked out / finalized. In such cases, department needs to prepare a concept note and get it approved from competent authority. A copy of such concept note is attached at **annexure-A**

For up-dation of above schemes and to have the monthly status of each one, the announced schemes pertaining to each department, category wise is being circulated here for necessary action. To begin with, all departments are requested to provide a target date for completion against each scheme and

forward the same in Budget Department for compilation. Further based on these target completion date the department should define monthly targets also starting April, 2020 for FY 2020-21. Monthly targets can be either in terms of physical milestones or financial progress as applicable.

Chairperson has further desired that in all cases where concept note is required, the same should be got approved before 31.3.2020. Progress of these budget announcements would be reviewed in every monthly HOD's meeting henceforth. The information in this regard should reach in Budget Department by 31.3.2020 positively.

Any clarification regarding projects etc. in this regard may be obtained from Budget Branch room no.1316 ( Extn. No.3316).

**(This issues with the approval of Chairperson)**

  
**(Financial Advisor)**

**Circulation as per list enclosed**

Copy for kind information to:-

1. Chairperon, NDMC
2. Secretary, NDMC.

I/1514/2021

**OFFICE OF THE FINANCIAL ADVISOR  
NEW DELHI MUNICIPAL COUNCIL**

Previous Standing order	Date	Current Standing Order	Date
Streamlining Financial Instruction(s): Standing Orders		Streamlining of Contract Renewal/Extension in NDMC -	
No. 01 of 2021	01.02.2021	No. 02 of 2021	10.03.2021

It is observed that significant number of cases pertaining to renewal/extension of ongoing contracts/ services, annual maintenance contracts of IT, Electrical etc. are being processed in a routine manner and forwarded to Finance Division. A large number of cases are being received for extension/renewals much after the lapse of original contracts, sometimes as much as two years after expiry of contract, by violating the guidelines circulated by the Secy, NDMC vide Circular No. 221/PS/Secy./D/05 dated. 22.08.2005.

2. Attention of all administrative/financial authorities is drawn to the provision of Rule 22 of GFR 2017 regarding expenditure from public funds, which specifically prohibits incurring of any expenditure or entering into any liability involving expenditure unless the same has been sanctioned by the competent authority.

3. On one hand, allowing service providers to continue their services after validity is fundamentally wrong in terms of the rule 22 of GFR, on the other, it makes difficult to confirm veracity of past services in such cases.

4. Financial prudence necessitates that services being obtained by NDMC must be based on current prevalent rates leveraging competition. Extensions to ongoing contracts in a routine manner limit the scope for NDMC to benefit from competition. It is expected that the period of contract/service be decided pragmatically keeping in view the actual requirement and extensions need to be a matter of exception than of rule.

5. In view of above, following directions are issued for strict compliance henceforth :-

- All HODs should immediately review the existing ongoing contracts in respective divisions/departments and keep a close watch on the period of validity.
- All proposals for renewal/extension must be initiated sufficiently in advance and must reach in FD, six weeks before expiry of validity. (wherever concurrence of FD is required).
- All cases for ex-post facto renewals/extension must indicate the reasons for non initiation of proposal in time causing violation of Rule 22 and documented proof indicating rendition of service by the provider, during the part period.
- All HODs are requested to immediately get prepared a list of all contracts which are operating beyond their period of validity and render to the Finance, Department by 15.03.2021

(PUSKAL UPADHYAY)  
F.A, NDMC

1. All HODs
2. PS to Secretary for kind information
3. PS to Chairman for kind information

Digitally signed by PUSKAL  
UPADHAYAY  
Date:Wed Mar 10 11:53:18 IST 2021  
Reason:Approved

**NODAL CELL  
FINANCE DEPARTMENT  
NDMC : NEW DELHI**

**Sub : Verification of Performance Certificate by the issuing authority during technical evaluation of tenders/bids**

The Council vide Item No. 15 in its meeting held on 28.09.2022 accorded approval to the Agendum placed by Nodal Cell, Finance Department in r/o subject matter.

2. The Council approved recommendations of Finance Department which are reproduced as under :

**A. Before resorting to verification of Performance Certificate from the issuing authority, following procedure shall be adopted :-**

**(i) Execution of works by participating bidders may be established by additional means like relevant Letter of Award, SOQ (if applicable) and obtaining Statement in Form 26 AS of Income Tax as these can be provided by the agency. These may be listed as mandatory document in the respective NITs. The TEC/Tender Opening Authority/HOD may seek similar information depending on type of project to convince itself of veracity of documents furnished.**

**(ii) Verification of Performance Certificate of bidder from issuing authority is to be resorted to only in exceptional circumstances e.g. when authenticity of document remains doubtful despite of scrutiny of bid documents as enunciated at A (i) above. The verification shall be got done after recording specific reasons/ doubt with the prior approval of Head of Department (HoD).**

**(iii) Request for verification shall be sent to issuing authority seeking response within a week (in case the authority is located in Delhi/NCR) and ten days (in case the authority is located outside Delhi) with copy to respective bidder/agency. While sending request, all available modes of communication i.e. authorized e-mail, phone/mobile call/electronic mode, speed post shall be utilized.**

**(iv) All out efforts for speedy evaluation of offers received shall be made so as to retain competition in the bid. This shall be without prejudice to any bidder and personal efforts may be made for verification of document(s) from Issuing Authority.**

**(v) In case of no response or lack of satisfactory response, final opportunity may be extended to the Issuing Authority with a copy to the bidder to furnish requisite clarification/ document within five days failing which the offer shall be rejected.**

I/48206/2022

**B. The procuring/executing entity shall ensure that tender evaluation is done in fair, transparent and uniform manner.**

**C. In any case, onus for authenticity of documents shall vest with the bidder. NIT/RFP shall invariably provide that the bid is liable to be rejected in case of wrong tendering practices or use of other non-bonafide methods in order to acquire a contract, including other penal consequences as deemed fit.**

**D. Suitable amendments in the NITs may be introduced to this effect henceforth.**

3. The above may be noted by all procuring/executing authorities for strict compliance while evaluating tenders/bids. All HoDs are requested to ensure that suitable amendments are incorporated in all NITs to be published henceforth.

#### **4. This issues with the prior approval of Financial Advisor**

Signed by Monika Khatwani

Date: 25-11-2022 16:37:35

Jt. Financial Advisor-II

All HoDs

All Accounts functionaries

Copy to :

- |                        |  |
|------------------------|--|
| 1. Director Finance    | - for information                            |
| 2. P.S. to F.A.        | - for information of Financial Advisor, NDMC |
| 3. P.S. to Secretary   | - for information of Secretary, NDMC         |
| 4. P.S. to Chairperson | - for information of Chairperson, NDMC       |
| 5. Copy in E 105889    |  |

**NODAL CELL  
NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA : NEW DELHI**

<b>Previous Order</b>	<b>Standing</b>	<b>Date</b>	<b>Current Order</b>	<b>Standing</b>	<b>Date</b>
<b>Standing Order No. 2</b>	<b>of</b>	<b>10.03.2021</b>	<b>Standing Order No. 3</b>	<b>-</b>	
<b>Streamlining</b>	<b>in</b>		<b>Checklists</b>		
<b>contract</b>					
<b>Renewal/extension</b>					
<b>NDMC</b>					

**Sub : Checklists**

During examination of cases received in F.D., it has been observed that necessary information/documents are not made available. As a result, the proposals are returned not once but a number of times thereby delaying requisite approvals and the projects.

2. In order to speed up disposal of files in F.D., Nodal Cell has prepared checklists in r/o various proposals e.g. Procurement, AA-ES to Works, Tender cases, spot quotations etc. The purpose of providing checklists is to ensure that the cases are submitted for examination/scrutiny/approval as per laid down procedure and are supported with relevant documents.

3. Before finalizing, comments of Civil & Electrical Chief Engineers, Director (Horticulture) – North & South, were solicited to no inputs. The checklists so prepared are majorly based on the checklists provided in the CPWD Works Manual as well as those circulated earlier vide No. Dir(Fin)/218/2005 dated 07.06.2005, with the very purpose to reduce number of observations / number of times a case file is returned for clarifications.

4. Considering that financial powers are to be exercised in consultation with associate finance, it is imperative that in the first instance the checklist is examined by concerned A.O. / Sr. A.O. / Associate Finance while forwarding the proposal to HoD for examination in Finance Department.

It is enjoined upon all concerned to fill in each and every column of relevant checklist as ready reference for examination. If 'not applicable', N/A should be recorded instead of leaving a column blank. Reference of page number where relevant information/document is placed shall also be mentioned for ease of reference.

5. The HoDs will ensure that the checklists and case specific requirements have been attended to. It is, however, mentioned that the checklists are only illustrative and not exhaustive.

6. All cases in r/o which checklist(s) have been issued, shall be examined only along with checklist with immediate effect. Cases without checklists or incomplete checklists will be returned by concerned Dy. Financial Advisor.

**This issues with the approval of Chairperson, NDMC.**

**Jt. Financial Advisor**

Copy to :

1. All H.o.D.s
2. Director (Finance) – for information
3. P.S. to F.A. – for information fo F.A.
4. P.S. to Secretary – for information of Secretary
5. P.s. to Chairperson – for information of Chairperson

## **CHECKLISTS**

### **Checklist No. 1**

Reg. Procurement of Goods and devices - generally applicable to Health, IT and other procuring units.

This includes procurement on nomination basis as such cases do not require tender stage and are done with OEM certificate as per Manual or PAC (GFR 166)

### **Checklist No. 2**

Reg. Tender cases processed in r/o SL 1 and includes the tender checklist in practice

### **Checklist No. 3**

Reg accord of AA-ES in r/o works

### **Checklist No.4**

Reg. Accord of expenditure sanction for particular project of Health Deptt on PPP mode for collection and transportation of municipal solid waste in selected NDMC circles

### **Checklist No. 5**

is in r/o Establishment matters

### **Checklist No. 6**

Reg. extension of contract

### **Checklist No. 7**

Is in r/o 'Approval in Principle' cases forwarded by Secretary/Chairperson only

### **Checklist No. 8**

For spot quotations/quotations

### **Checklist No. 9**

Reg. arbitration award

### **Checklist No. 10**

Scrutiny of tender cases in r/o works

### **Checklist No. 11**

In r/o execution of deviations

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### **Checklist No. 1 - For procurement of Goods/Services – Preliminary Estimate**

S. No.	Item of Information	Information wrt Col.2	Page No. on the noting/
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(1)	(2)	(3)	correspondence side (Referencing) (4)
1.	Name of the department/ division/ User Department.		
2.	Name of work		
3.	Expenditure- Capital or Revenue – as per Rule 98 of GFR 2017		
4.	Details of Budget Provision and availability of funds.		
5.	Whether the item(s) of procurement is against fresh requirement or replacement against condemnation.		
6.	If it is a fresh requirement – prior Approval In Principle and justification thereof.		
7.	If it is against condemnation, condemnation report may be enclosed. (GFR-217)		
8.	If replacement before completion of prescribed life – prior AIP and Justification thereof.		
9.	Whether buy back provision has been made – GFR 176		
10.	Whether the item is available on GeM.		
	If not available on GeM, NA certificate in this regard		
	Reasons for procurement outside GeM		
11.	Estimated cost of procurement.		
11a.	Specifications of the item are general in nature, not indicating a requirement for a particular trade mark, trade name or brand.		
11b.	Proposed quantity for procurement is not in excess of requirement to avoid inventory carrying cost.		
11c.	Proposed item/items to be procured should meet the requirement of the user department in all respect.		
12.	Mode of procurement. i.e. Open Tender/limited tender/Global Tender/nomination based with Proprietary Article Certificate (PAC)/nomination based without PAC/GeM.		
13.	Reasons for procurement other than GeM.		

14.	Whether procurement is proposed on a PAC/nomination/single source basis. a. Detail of AA-ES		
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	b. Proprietary Article Certificate (PAC) in terms of GFR 166 (reproduced at <b>Note</b> below)		
15.	Whether procurement involves AMC/CAMC. Details thereof		
16.	All the papers in the file should be properly indexed and linked.		
17.	Any other information specific to the proposal		
18.	Specific recommendations of the department		
19.	Certification that the medicines/material taken in the Estimate is not more than the average of last three years. Details be added		
20.	Stock position of medicines/materials as on date recorded.		
21.	Scrutiny by Associate Finance		
22.	Specific recommendations of HOD		

Note :

“Proprietary Article Certificate in the following form is to be provided by the department before procuring the goods from a single source under the provisions of sub Rule 166(i) and 166(iii) as applicable:

- i. The indented goods are manufactures by M/s .....
- ii. No other make or model is acceptable for the following reasons:  
  
.....
- iii. Concurrence of finance wing to the proposal vide: .....
- iv. Approval of the competent authority vide : .....

Signature of the Indenting Officer  
With date and designation”

**Checklist No. 2 - Tender cases in r/o Procurement of Goods/Services**

S. No.	Item of Information	Information wrt Col.2	Page No. on the noting/ correspondence side (Referencing)
	(2)	(3)	(4)

(1)			
1.	A/A & E/S by the competent authority with reference of Budget Provision & HoA for this work in Budget Book		
2.	Whether Bid document/tender document/RFP/NIT has been approved by the competent authority.		
3.	Budget Provision and availability of funds		
4.	Mode of procurement. i.e. Open Tender/limited tender/Global Tender/nomination based with Proprietary Article Certificate (PAC)/nomination based without PAC/GeM		
5.	Reasons for procurement outside GeM		
6.	Certificate w.r.t. non availability on GeM		
7.	Earnest Money Deposit		
8.	Whether justification for mode of procurement in terms of GFR has been provided		
9.	Whether the minutes & recommendations of the Technical Evaluation and Financial Tender committee enclosed.		
10.	Criteria for selecting L-1 (along with comparative statement of both technical and financial bids duly signed and certified.		
11.	Validity of tender/bid upto		
12.	Whether all the terms and conditions of the NIT/RFP/Bid documents have been complied with		
13.	Name and Quoted rates of L-1		
14.	Whether reasonability/justification of rates has been established		
	Certificate w.r.t. reasonableness of offer of L-1 as also circulated by Finance vide circular 17.9.2020		
15.	Number of call i.e. 1 <sup>st</sup> call or otherwise If otherwise, detail of previous call		
16.	Whether procurement involves AMC/CAMC. Details thereof		
17.	Whether warranty/guarantee clauses of the tender have been complied with		
18.	Whether MoU signing is involved, if yes, details thereof.		
19.	All the papers in the file should be properly indexed and linked.		
20.	Any other information specific to the proposal		
21.	Whether tender checklist duly filled in and signed by Associate Finance and concerned A.O. (copy enclosed)		
22.	Scrutiny by Associate Finance		

23.	Specific recommendations of HOD		
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**Checklist No. 3 – In r/o Administrative Approval and Expenditure Sanction for Preliminary Estimate/ Revised Preliminary Estimate (General)**

S. No.	Item of information	Information w.r.t. Col (2)	Page No. for reference
(1)	(2)	(3)	(4)
1.	Details of the proposal – whether Detailed Project Report prepared and got approved from the competent Authority, if applicable		
2.	Whether Approval in Principle obtained. If otherwise, reasons thereof		
3.	Details of directions/instructions issued by any other authority i.e. Govt. of NCT/CPWD etc., if any, in this regard.		
4.	Whether Budget Provision exists under appropriate COA. May be mentioned.		
5.	Justification for requirement of the proposal – Whether the estimate prepared in accordance with the requirement of the User Deptt. keeping in view the norms approved for such works.		
6.	Whether the title of land is clear? Whether site is available to start the work?		
7.	Whether approvals of Central Electricity Authority/DUAC/NGT or any other authority is required, if yes, a copy of the same be added.		
8.	Estimate prepared on DSR/SIR/Market/PAR/STT rates/Last approved rates/others – Basis of cost estimation		
9.	Lay out plan/Drawings/existing/proposed duly signed by the HOD		
10.	If PE is for replacement/ strengthening/augmentation of existing service		
	Has prescribed and useful life been served and survey report got approved		
	Recommendation of Condemnation committee appointed for the purpose needs to be added.		
11.	If the assets/system has not served their useful life approval of the competent authority obtained for replacement with justification thereof.		
12.	Proposal checked by Planning.		
13.	Whether in case of Revised Estimate due justification for expenditure in excess of permissible limits of A/A & E/S has been given? Whether prior approval of the authority has been obtained for committing liability in		

	excess of laid down limit? If not, detailed reasons thereof.		
14.	Whether Clearance of the project from Chief Architect is required, if so, the same may be added.		
15.	Certificate to the effect that estimate is prepared as per (i) Standard Scales/specifications, (ii) actual requirement and is not inflated, (iii) correctness of data and information.		
16.	If higher specification over the prescribed one is taken, reasons along with approval of the competent authority may be added.		
17.	Estimate for addition and alterations processed in terms of provisions of CPWD Manual as amended from time to time, Detail of previous repairs and. Wherever cost of work is chargeable to occupants, provision take in the estimate accordingly – has been recorded		
18.	In case where Works covered under MP/MLA LAD Fund, certificate duly signed by the concerned deptt. to the effect that the work covered under which para of guidelines issued by Govt. of NCT for this purpose be recorded and added.		
19.	Whether consent and funds have been received for execution of work under MP/MLA Fund.		
20.	Specify HoA and whether expenditure can be charged on Smart City Project/JNNURM or any other scheme of Central/State Govt.		
21.	In case of Revised P.E., reasons for cost enhancement beyond codal permissible limit of 10% of AA-ES		
22.	All the papers in the file should be signed/ authenticated by concerned department.		
23.	Examination from Planning/HDM.		
24.	Scrutiny by Associate Finance.		
25.	Specific recommendation of the Administrative Division/HOD.		

**Check List No. 4 – Reg. E/S for the work “PPP Project for the collection and transportation of Municipal Solid Waste in selected NDMC circles”– Monthly payment thereof to the Concessionaire i.e. Metro Waste Handling Pvt. Ltd. (Public Health Deptt.)**

S. No.	ITEMS	YES/NO	PAGE NO.	REMARKS
1.	NAME OF WORK			
2.	Month of the Bill			
3.	Amount of Expenditure Sanction			

4.	Whether Associate Finance i.e. AAO(PH) and A.O.(PH) has scrutinized the case.			
5.	Whether following reports relating to O& M requirement of Concession Agreement are attached:- a) Health Awareness activities report b) Repairing of bin report c) Bin washing report d) Painting of bins report e) Complaint redressal log report f) Vehicle distance report g) Stock register report for PPE distribute.			
6.	Whether satisfactory report received from Independent Consultant is as per Schedule E of the agreement and the same is verified by the CMO/MOH. A certificate duly signed by CMO/MOH to this effect may be added.			
7.	The work has been done satisfactorily as per the terms and conditions of the agreement and as per O&M requirements as per Schedule 'D' of the agreement.			
8.	Whether satisfactory report (as per S.No.7 above) attached in respect of all the terms and conditions of agreement including OSRT duly signed by CMO/SMO/MOH. The same may be added			
9.	Is there any penalty imposed as per Annexure I of O & M requirement as per agreement? Reasons/justification thereof			
10.	Whether copy of earlier Council Resolution in which the information of total expenditure incurred in every quarter attached			
11.	Sufficient budget exists under concerned HOA in the financial year			
12.	Certification attached for Correctness of data, facts and calculations of the bills			

13.	The bill produced /submitted by the Independent Consultant has been checked/verified with the weighment slips duly signed/stamped by authorized NDMC officials. A certificate to this effect may be added			
14.	Certification wrt Satisfactory Performance of Independent Consultant as per Part B of Schedule E of the agreement			
15.	Whether CMO/SMO/MOH checked the weighment bridge as per terms and conditions of agreement			
16.	Whether CMO and SMO follow the terms and conditions of Agreement			

**Check list No. 5 – In r/o Establishment Matters**

<b>S. No.</b>	<b>Item of Information</b>	<b>Information wrt Col.2</b>	<b>Referencing/ Page No.</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>
1.	The proposal is on the request of Individual/Cadre.		
2.	The request considered is covered under the FR/SR or Govt. orders, specify		
3.	Recruitment Rules, if required, have been enclosed		
4.	Financial implication/Recurring Financial implication worked out by the department and placed in the file.		
5.	Provisions as per NDMC Act 1994		
6.	Opinion of Law Deptt., if required in particular case		
7.	Scrutiny by Associate Finance.		
8.	Specific Recommendations of the HOD		

**Check List No. 6 - for Extension of Contract**

<b>S. No.</b>	<b>Item</b>	<b>Information wrt Col.2</b>	<b>Reference page No.</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>
1.	Name of work		
2.	Name of Agency to whom the work was awarded.		
3.	A/A & E/S amount, approval of the competent authority.		
4.	Tendered amount of the work		
5.	Stipulated date of start and completion and contract period		
6.	Detail of all previous extensions.		
7.	Period of proposed extension.		
8.	Financial implication over the Agreement amount		

	due to extension of contract		
9.	Justification of extension/reasons for not going for e-tender or GeM portal		
10.	Provisions of the contract under which extension is proposed.		
11.	Satisfactory work report		
12.	Default, if any (details)		
13.	Consent of the agency to take up the work as per existing terms and conditions of the agreement in respect of proposed extension.		
14.	Entering of supplementary agreement for the extended period mentioning the period/terms and conditions/agreement amount, wherever applicable		
15.	Availability of sufficient funds as per relevant COA.		
16.	Overall expenditure on work including extension of contract remains within the codal limit of AA& ES or otherwise.		
17.	Examination/recommendations of concerned planning/HDM, if any.		
18.	Scrutiny by Associate Finance.		
19.	Recommendations of the HOD to the proposal.		

**Check list No. 7 - for Approval in Principal Cases (Only if referred by approving authority)**

S. No.	Item of Reference	Details wrt No.2	Reference/ Page No.
1.	Name of the work to which AIP is required.		
2.	Reasons for seeking AIP from the competent authority		
3.	Whether fresh or replacement work?		
4.	If replacement work, whether the existing one has served its useful life or not.		
5.	If existing one has not served its useful life, justification of the proposal		
6.	Justification for the proposed work		
7.	Title of land		
8.	Availability of site		
9.	Detailed Project Report, if any		
10.	Whether execution of the proposed work is responsibility of NDMC.		



11.	Details of directions/instructions issued by any other authority i.e. Govt. of NCT etc., if any, in this regard.		
12.	Feasibility of the proposed work		
13.	Whether the proposal is based on the request of user deptt. If yes, the same may be incorporated		
14.	Proposed expenditure is chargeable to Smart City/JNNURM/Chart of Account/Others		
15.	Comments/recommendations of HOD concerned.		

**Checklist No. 8 - for spot quotation/quotation**

S. No.	Item of Reference	Details w.r.t col.2	Referencing/ page no.
1.	Name of work		
2.	Estimated amount		
3.	Detail of AA-ES		
4.	Whether proposed work falls under Inescapable nature as per CPWD Manual Chapter 1 clause 1.5		
5.	Certificate in r/o Emergency work by CE/HOD in terms of CPWD Circular No.DG/MAN/408 dated 23.06.2021.		
6.	Prior approval for inviting quotations.		
7.	Authority competent for proposed award as per DoFP.		
8.	Whether replacement work, if yes, the existing one has served its useful life. If not, reasons thereof.		
9.	Certificate to the effect that estimate is prepared as per Standard Scales/specifications.		
10.	If higher specification over the prescribed one is taken, reasons along with approval of the competent authority may be added.		
11.	Date of inviting/opening of quotations.		
12.	Date of preparation of justification (as per manual)		
13.	No. of quotations and eligible firms.		
14.	Justification of rates		
15.	Last approved rates		

16.	Certificate w.r.t. Reasonability of rates		
17.	Examination by Planning		
18.	Checked by Associate Finance		
19.	Recommendation of HOD		

**Check List No. 9 - for Arbitration Award**

S. No.	Item of Reference	Details w.r.t col.2	Referencing/page no.
(1)	(2)	(3)	(4)
1.	Name of the work		
2.	A/A&E/S, Tendered amount of the work, Name of the agency to whom the work was awarded		
3.	Stipulated/Actual date of start/completion of work		
4.	Details of the Arbitrator, approval of the competent authority for appointment of Arbitrator, date of appointment of Arbitrator		
5.	Relevant Clause(s) of Agreement		
6.	Whether pre-arbitration procedures as per Clause 25 of the GCC/as per Agreement are complied with before appointment of Arbitrator/s.		
7.	Whether time schedule as per SOP5/31 has been followed for processing and deciding the Arbitration Award.		
8.	Whether procedure and steps have taken for properly preparation and defending the arbitration cases before Arbitrator, as are given in SOP 5/31 Chapter 5 of CPWD Manual.		
9.	Whether the contractor has given application seeking appointment of arbitrator in Standard application form as per Annexure-39 of SOP, CPWD Manual-2019		
10.	Whether there is no ground to challenge the award under Section 34(2) of the Arbitration and Conciliation Act, 1996. (details attached)		
11.	Amount of initial award, interest thereon, if any.		

12.	Copy6 of award announced by the Arbitrator		
13.	Whether Opinion/advice of Law Deptt. has been obtained		
14.	Competent Authority for acceptance of Arbitration award		
15.	Checked by Associate Finance		
16.	Specific Recommendations of HOD		

### Central Government Act

#### Section 34 in THE ARBITRATION AND CONCILIATION ACT, 1996

34 Application for setting aside arbitral award. —

(1) Recourse to a Court against an arbitral award may be made only by an application for setting aside such award in accordance with sub-section (2) and sub-section (3).

(2) An arbitral award may be set aside by the Court only if—

(a) the party making the application furnishes proof that—

(i) a party was under some incapacity, or

(ii) the arbitration agreement is not valid under the law to which the parties have subjected it or, failing any indication thereon, under the law for the time being in force; or

(iii) the party making the application was not given proper notice of the appointment of an arbitrator or of the arbitral proceedings or was otherwise unable to present his case; or

(iv) the arbitral award deals with a dispute not contemplated by or not falling within the terms of the submission to arbitration, or it contains decisions on matters beyond the scope of the submission to arbitration:

Provided that, if the decisions on matters submitted to arbitration can be separated from those not so submitted, only that part of the arbitral award which contains decisions on matters not submitted to arbitration may be set aside; or

(v) the composition of the arbitral tribunal or the arbitral procedure was not in accordance with the agreement of the parties, unless such agreement was in conflict with a provision of this Part from which the parties cannot derogate, or, failing such agreement, was not in accordance with this Part; or

(b) the Court finds that—

(i) the subject-matter of the dispute is not capable of settlement by arbitration under the law for the time being in force, or

(ii) the arbitral award is in conflict with the public policy of India.

Explanation. —Without prejudice to the generality of sub-clause (ii) it is hereby declared, for the avoidance of any doubt, that an award is in conflict with the public policy of India if the making of

the award was induced or affected by fraud or corruption or was in violation of section 75 or section 81.

(3) An application for setting aside may not be made after three months have elapsed from the date on which the party making that application had received the arbitral award or, if a request had been made under section 33, from the date on which that request had been disposed of by the arbitral tribunal: Provided that if the Court is satisfied that the applicant was prevented by sufficient cause from making the application within the said period of three months it may entertain the application within a further period of thirty days, but not thereafter.

(4) On receipt of an application under sub-section (1), the Court may, where it is appropriate and it is so requested by a party, adjourn the proceedings for a period of time determined by it in order to give the arbitral tribunal an opportunity to resume the arbitral proceedings or to take such other action as in the opinion of arbitral tribunal will eliminate the grounds for setting aside the arbitral award.

**Check List No. 10 - for scrutiny of tender cases (for works)**

S. No.	Items of information	Information wrt col.2	Referencing/ page No.
(1)	(2)	(3)	(4)
1.	Name of Work		
2.	Whether A/A & E/S has been obtained? If yes, indicate Authority, amount, Resolution No. & date of sanction. PE file containing copy of Resolution be added.		
3.	Reference of budget provision & Head of Account for this work in Budget Book.		
4.	Whether technical sanction obtained, details thereof – Authority, No. & date and Amount.		
4a.	Mode of calling of tender, whether Item rate/Percentage Rate/lump Sum Rates/Annual Rates/others.		
4b.	Whether bids are invited in Single/Two/Three bid system.		
5.	NIT/RFP approved by– Authority, Date, Estimated cost put to tender.		
6.	Date on which NIT was placed on Website/newspaper/Divisional Office/actually advertised.		
7.	Whether first call of tender or otherwise, details of previous calls, if any.		
8.	Date and time of uploading on website and scheduled date of opening		
9.	Pre Bid conference, if any, - date & time, name of the bidders in the prebid conference, decisions taken in the prebid conference.		
10.	No. of days between publicity of tender on website and opening of tenders.		

	If the banks are closed on the last date of submission of tenders, the date shall be postponed suitably to next working day.(Para 4.13 of chapter 4 of Manual 2019)		
	No. of days prescribed in CPWD Manual for publicity of tender, complied or otherwise		
11.	Whether all the tenderers have deposited EMD in proper form, as per NIT/RFP? Amount of Earnest money. (Ref Para 5.1 of Chapter 5 of CPWD Manual 2019 read with SOP 5/1)		
12.	Scheduled Date & time of opening of Technical Bid & Actual date and time of opening of technical bid.		
13.	Authority who approved the technical bid.		

14.	List of bidder whose technical bid approved/successful bidders		
15.	List of bidders who are not technically qualified		
16.	Whether all the eligible tenderers fulfill the eligibility criteria as per NIT/RFP. Technical criteria/technical evaluation statement may be annexed with TEC recommendation duly signed or recommendations of the department as the case may be.		
17.	Date & time of opening of Financial bid. (due & actual)		
18.	Authority actually opened the financial bid.		
19.	Name of the bidders present at the time of opening of Financial bids.		
20.	List of persons/bidders who tendered for the job, with their tendered amount/Financial comparative statement with mandatory certificate recorded by AAO concerned.		
21.	Name and offer of L-1 agency		
22.	Justified percentage as worked out by planning/department/HDM (before opening of technical/financial bid as the case may be)		
23.	Date on which validity/extended validity of tender of lowest bidder expires.		
24.	Discrepancy in offer, if any		
25.	Availability of site.		
26.	Availability of stipulated materials		
27.	Approval of layout plan		
28.	Status of Architectural/structural/services drawings		
29.	Approval of building plan clearance from DUAC/local body/other requisite NOC		
30.	Comment on the capabilities of lowest tenderers including financial and technical resources/scrutiny		

	performa.		
31.	List of works in hand with lowest tenderer indicating the name of works, tendered amount, date of start, stipulated period, progress made, and remarks.		
32.	Period of completion		
33.	Certificate wrt reasonability of rates.		
34.	Last Approved Rates.		
35.	Recommendations of Engineer in Charge/tender inviting authority.		
36.	Tender checklist duly filled in and signed by Associate Finance/A.O./Sr. A.O. (enclosed)		
37.	Recommendation of SE (Planning) /HDM		
38.	Specific certificate that CVC guidelines have been followed		
39.	Checked/scrutinized by Associate Finance		
40.	Recommendations of HOD concerned		

-

#### **Check List No. 11- For Extra/Additional/Substituted Items**

<b>S. No.</b>	<b>Item of Information</b>	<b>Information wrt Col.2</b>	<b>Page No. on the noting/ correspondence side (Referencing)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
1.	Name of work		
2.	Sub-head		
3.	Date of Commencement and Completion of work		
4.	whether all the statements have been prepared on the prescribed performa and complete in all respects.		
5.	Whether prior approval to deviations was obtained from the appropriate authority or otherwise.		
6.	Certificate w.r.t. execution of deviations on same site		

	If otherwise, due justification/ prior approval				
7.	Work as per specified scope of work in the agreement or otherwise, specify				
8.	Reason(s) for execution of deviation are due to (i) change of drawings (ii) on the recommendation of Architectural drawings (iii) on the recommendation of Consultant (iv) on the recommendation of sub-committee (v) others, specify				
9.	Appropriate reasons against each item in compliance of para 5.11.1(3) of cpwd works manual 2019 have been recorded.				
10.	Rates finalized prior to execution, in compliance of OM no. DG/MAN/Misc/31 dated 17.10.2019 of CPWD or otherwise				
11.	Rates in consonance with manual/agreement provisions, specify.				
12.	Basis of rates	within deviations	beyond deviations		
(a)	extra items				
(b)	additional quantities				
(c)	substituted items				
13.	Detail of low rated items less executed / not executed with reasons				
14.	Expenditure within a/a & e/s or revised a/a & e/s is required.				
15.	Certificate - (i) Delegated powers to departmental officers have exhausted while mooted the proposal in the competency of Council / Chairperson (ii) No undue benefit is extended to the agency (iii) Execution of proposed items was essential for completion of assigned scope of work or otherwise, specify. (iv) Correctness of facts, data and information				
16.	Enclose: agreement file P.E. file Work file				

17.	Quotations in support of market rate(s)		
18.	reasons for not considering proposed item at the time of framing of P.E.		
19.	Final statement(s) or otherwise		
20.	Completion certificate		
21.	If extension of time is involved, competency and status thereof		
22.	Scrutiny by Associate Finance		
23.	Examination by Planning / HDM		
24.	Recommendation of HoD		



**NODAL CELL**  
**FINANCE DEPARTMENT**

**Sub : Expenditure sanction in r/o Annual repair and Maintenance of (AR-MO) Works based on norms approved by the Council.**

The Council vide Item No. 12 in meeting held on 25.05.2022 accorded approval to the Agendum placed by Nodal Cell in r/o subject matter.

2. The Council has Resolved :

- i. *" Divisions/ Departments having allocated budget under AR & MO heads will be authorized to incur expenditure in cases where the norms have already been approved by the Council. No separate approval to the AR & MO estimates shall be necessary.*
- ii. *HOD / Divisional Officer shall be responsible for ensuring expenditure strictly in r/o 'AR-MO works based on Council approved norms'.*
- iii. *HOD/Divisional Officer in consultation with Associate Finance to also ensure that expenditure beyond allocated budget in r/o respective financial year, is not incurred for execution of aforementioned AR-MO works.*
- iv. *HOD/Divisional Officer to ensure that no works of capital nature are undertaken.*
- v. *Execution of 'AR-MO works based on Council approved norms' only and no diversion of funds shall be permissible".*

3. Accordingly departments are now authorized to incur such expenditure from the beginning of ensuing financial year.

4. Considering that the departments have been authorized to incur expenditure equivalent to allocated budget under AR & MO heads, appropriateness of allocation proposed under AR-MO head shall be examined by Budget Department. Detailed checklist will be issued by Budget Department in this regard.

5 . The proposal/request for allocation under AR-MO head in the budget shall be supported by the following certificate :

"The amount in r/o expenditure to be incurred under AR&MO head for FY \_\_\_\_ has been worked out on the basis of norms approved by the Council. and has approval of Chief Engineer in consultation with A.O./Sr. A.O. concerned".

6. This certificate will be issued and signed by both, the Chief Engineer and the SAO/AO concerned and in no case any certification below the prescribed authorities shall be accepted.

**(This issues with the approval of Financial Advisor)**

**Jt. Financial Advisor-II**

Copy to :

1. C.E.(Civil)-I
2. C.E. (Civil)-II
3. C.E.(Electrical)-I
4. C.E.(Electrical)-II

I/32606/2022

5. Director-Finance-for information
6. P.S. to F.A. – for information of FA
7. P.S. to Secretary – for information of Secretary
8. P.S. to Chairperson – for information of Chairperson

1/27866/2022

**NODAL CELL**  
**FINANCE DEPARTMENT: NDMC**

**Sub : General Instructions on Procurement and Project Management  
as circulated by MoF, DoE vide No. F.1/1/2021-PPD dated 29<sup>th</sup> October, 2021**

Department of Expenditure, Ministry of Finance vide communiqué aforementioned addressed the concerns and challenges to execute public projects on time, within the approved cost and with good quality.

2. The OM mentioned compliance of the provisions within a year of the date of issue i.e. the deadline for implementation of provisions is 28<sup>th</sup> October, 2022.

3. However, the action initiated by various departments in this regard has not been brought to light or implementation thereof is not in the knowledge of Finance Department.

4. The instructions are available at the link - <https://doe.gov.in/sites/default/files/General%20Instructions%20on%20Procurement%20and%20Project%20Management.pdf> .

5. It is enjoined upon all concerned to take note of the instructions aforementioned for strict compliance and adhere to prescribed timelines.

6. Further, the following shall also be noted by all HODs for compliance in respective departments:

SL	Reference Para No. of the OM	Action by
1.	SL 5- General Instructions	All concerned for better understanding
2.	SL 6 - Feasibility Study / Ground survey	Project Executing Authority
3.	SL 7 - Detailed Project Report	Project Executing Authority
4.	SL 8 - Availability of Land and Statutory Clearances	Project Executing Authority
5.	SL 9 - Pre-tender Activities and empanelment of contractors (9.3)	Project Executing/Procuring Authority
6.	SL 10 - Tender documents	Project Executing Authority in consultation with Planning /HDM etc. Procuring Authorities to also take note
7.	SL 11- Project Management and Sub contracting (11.7), Rejection of single bid (11.8), Electronic Measurement books (11.9), Extension of time for completion of projects (11.10), Delay in taking timely decisions (11.11), awarding of works in stalled contracts (11.13)	1. Project Executing Authority (PEA) 2. Procuring authority 3. IT department to formulate a system for IT enabled project management / monitoring, implementation of eMBs
8.	SL 12 - Delay in payment to the	1. Project executing/Procuring

I/27866/2022

	contractors, payment of interest in case of delayed payment (12.2 onwards) and online bill monitoring (12.5)	authorities 2. Accounting units (Associate finance i.e. AAO/AO/ Sr.AO) and 3. IT department for effectiveness of eBill/paper less bill module as it is mandatory for all contractors' bills to be entered into the system with date of submission and date of payment. Such system shall be put in place within one year of issue of these instructions
9.	SL 13 - Engineering, Procurement and Construction (EPC) contracts	Project Executing Authority
10.	SL 14 Substitution of key personnel during execution of consultancy contract	Project Executing Authority
11.	SL 15 - Additional methods of procurement 15.1 Fixed budget - based Selection (FBS) for consultancy services 15.2 Quality cum Cost based Selection (QCBS) for Works and Non-Consultancy Services :	Procuring entity/Project Executing Authority
12.	SL 16 - Arbitration and dispute resolution	1. Project Executing Authority 2. Law Department
13.	SL 17 - Aligning the interests of stakeholders	Project Executing Authority

8. A copy of the instructions is attached herewith for reference, perusal and strict compliance.

**This issues with the approval of Chairperson**

Jt. F.A. (NODAL CELL)

**All HODs**

Copy to :

1. P.S. to FA - for information of FA
2. P.S. to Secretary - for information of Secretary
3. P.S. to Chairperson - for information of Chairperson

Signed by Monika Khatwani

Date: 09-05-2022 13:41:27

**No.F.1/1/2021-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division**

264-C, North Block, New Delhi.  
29<sup>th</sup> October, 2021.

**Subject: General Instructions on Procurement and Project Management**

It has always been a concern and challenge for the Government and its agencies to execute public projects on time, within the approved cost and with good quality. As the Government strives to step up the pace of economic development, the role of procedure and rules, and the incentives and disincentives they create, warrants careful examination.

2. The Central Vigilance Commission (CVC) and the Comptroller & Auditor General (CAG) are among the institutions which have, at various times, had occasion to comment on procurement and project management. Taking cognizance of these issues, CVC issued a Concept Paper on Alternative Procurement Strategy suggesting various reforms. Later after elaborate consultations with various stakeholders and a reform workshop held on 18.12.2020, CVC prepared Draft Guidelines on "Reforms in Public Procurement and Project Management". The draft guidelines inter alia stated: "Endeavour should be to explore the possibility of employing alternative procurement methods and other emerging trends apart from regularly used methods of procurement".

Separately, the CAG held a workshop on 27<sup>th</sup> February, 2020, soliciting ideas to improve procurement and project management. In that workshop, the then CAG himself observed: "It is also important to examine the information available with the decision maker at the time of taking the procurement decision. Post facto wisdom is easy and costs of indecision high". He hoped that the "focus of the presentations would be on discussing the challenges faced in procurement, especially that of adhering to the L1 requirement and related quality issues and new mechanisms/ strategies of procurement to overcome these challenges".

The National Institution for Transforming India (NITI) Aayog also prepared in August, 2020 a detailed paper entitled "Indian Public Procurement: Alternative Strategies and Way Forward" with various proposals.

3. A common theme arising in all these deliberations was a need to improve procurement and project management rules and procedures, to update them to present day needs, and empower those implementing projects to take better decisions, while adhering to probity and fairness. The fact that two premier institutions overseeing probity and accountability and India's premier policy think-tank felt the need to improve public procurement and project management procedures indicates the importance of the issue.

4. The Draft Guidelines prepared under the aegis of the CVC provided a sound platform for initiating reforms for empowering executing agencies and officers to take effective decisions in public interest, not only without favour but also without fear. These Draft Guidelines were considered by the Committee of Secretaries, and it was decided that the Department of Expenditure (DoE) would consider and issue guidelines, after soliciting and incorporating comments from Ministries/ Departments. Comments were solicited from all Ministries/ Departments and after due and detailed consideration of the comments received, instructions as contained in the subsequent paragraphs are being issued for compliance. While the primary source of these instructions is the draft guidelines prepared by the CVC, the views expressed in the CAG's workshop, by NITI Aayog, and in other comments received have also been duly considered and incorporated wherever appropriate.

5. The instructions below are "general instructions" within the meaning of Rule 6(1) of the GFR. They shall prevail in case of any general or case-specific conflict with the existing provisions of the Manual for Procurement of Goods, 2017, Manual for Procurement of Consultancy and other Services 2017, Manual for Procurement of Works 2019 or any other instruction issued by DoE in the past. For the purpose of these instructions:

- (i) Instructions containing 'may' are to be considered desirable or good practices which procuring entities/ project executing agencies are encouraged to implement but not mandatory.
- (ii) Instructions containing 'should' are required to be followed in general. However, there may be circumstances where it may not be practical/ desirable to implement them. In such cases, the concerned officer/ agency may deviate by recording reasons in writing for not implementing the same.

- (iii) Instructions containing 'shall' are mandatory; any deviation shall require relaxation of rules from the DoE (for Ministries/ Departments etc.) or from the Board of Directors (for Central Public Sector Enterprises).
- (iv) Instructions containing "allowed" indicate an optional course of action to be decided upon on merits.
- (v) "Procuring Entity" or "Project Executing Authority" or "Project Executing Agency" means Central Government Ministries/ Departments, Attached/ Subordinate bodies including Autonomous Bodies or Central Public Sector Enterprises (CPSEs) (etc) executing projects/ works.
- (vi) "Public Authority" means the client organization, which may be asking a "Procuring Entity" or "Project Executing Authority" or "Project Executing Agency" to execute a project or work on their behalf. For example, in case a University executes the works through Central Public Works Department (CPWD), then the said university will be the public authority and CPWD will be the Procuring Entity or Project Executing Authority or Project Executing Agency. (The public authority and the project executing authority may also be the same.)

**6. Feasibility Study/ Ground Survey:** Before undertaking a project Feasibility study/ Preliminary Project Report (PPR) may be prepared by the Project Executing Agency as prescribed in Para 2.2.1 of the Manual for Procurement of Works 2019 (*hereinafter called Manual*). A presentation on the findings of the feasibility study/ PPR may be made by a team (which may include engineers/ consultants/ outside experts, finance officers etc.) before the public authority/ or designated competent authority. This is to provide an opportunity to the public authority to have an overall assessment of the situation, appraisal of various options as well as likely challenges and mitigation measures. In the case of very large projects, such presentation may be made to the head of the public authority. The record of discussions during the presentation may become part of the Detailed Project Report (DPR) and tender file/ project record.

## **7. Detailed Project Report (DPR):**

7.1 As prescribed in Para 2.4 of the Manual, once the project is considered viable and the competent public authority gives approval, a DPR/ Detailed Estimate should be prepared with due care and accuracy, using latest technological tools collecting all relevant ground information including consultation with the field units, wherever applicable.

7.2 Presentation may be made about the DPR before the public authority, for projects above a threshold value, as decided by Project Executing Authorities. The presentation may include salient features of the project including general layout, architectural drawings, broad specifications, cash flow (over the life of the project), composition of the project team, quality management plan for the project, important milestones in the project execution, obligations of the authority and the contractor/ concessionaire (hereinafter referred to as "contractor") and possible risks and mitigation measures. In the case of very large projects such presentation may be made to the head of the public authority. The record of discussions during the presentation shall become part of tender file/project record.

7.3. Wherever consultants are appointed for preparation of DPR, field units of the public authorities should also be associated with the process. The inputs from these field units can be useful in proposing best solutions for design and execution of the work as they are the custodian of legacy data, which may not be available with the consultants, as they may not be operating regularly in that geographical region.

7.4. Endeavour may be made to enlarge the base of the 'Schedule of Rates' published by various organizations to bring a maximum number of items under its ambit. For non-scheduled items, rates may be finalized by a committee constituted by the organization concerned/ consultants as the case maybe.

## **8. Availability of Land and Statutory Clearances:**

8.1 It is desirable to have 100% of the required land in possession before award of contract; however, it may not always be possible to have the entire land due to prevailing circumstances. Also, it may not be prudent to put the entire process of award of contract on hold for want of the remaining portion of land, which in the assessment of public authority or the project executing



authority, could possibly be acquired in a targeted manner after award of the contract, without affecting progress.

8.2 Minimum necessary encumbrance free land should be available before award of contract. The minimum may be determined based on the circumstances of each case or general guidelines, issued by the concerned authorities. Only such land, non availability of which, will prevent essential components of work from execution, should be insisted upon.

8.3 Time taken in grant of statutory and other clearances also contributes to the time and cost of public projects. These clearances are required to achieve specific objectives like concern for the environment, aviation safety, preservation of national heritage, conservation of forest and wildlife etc. Public Authorities/ Project Executing Authorities should plan for obtaining all necessary clearances quickly and closely monitor the progress.

## **9. Pre-Tender activities:**

9.1 Architectural and structural drawings: Architectural and structural drawings (fit for construction) are among the core requirements for projects. Finalization of these drawings at the earliest, preferably at the time of preparation of the cost estimate itself, can help to determine quantities of various items of the work. Adverse consequences of not preparing these drawings before invitation of tenders may manifest in the form of delay in execution of the work and deviations in quantities of the items of work. Hence, approved architectural and structural drawings should be available before invitation of tenders. Fit for construction (sometimes called Good for construction) drawings means the architectural and structural drawings approved by the project executing authority as well as by the authority governing the extant rules/ laws, including byelaws, such as local authorities.

9.2 Pre-Notice Inviting Tender (NIT) Conference: In complex and innovative procurement cases or where the procuring entity may not have the required knowledge to formulate tender provisions, a pre-NIT conference may help the procuring entity in obtaining inputs from the industry. Such conferences should be widely publicised so that different potential suppliers can attend.

9.3 Empanelment of contractors: Public authorities may empanel/ register contractors of those specific goods and services which are required by them regularly. Performance of such empanelled contractors should be reviewed

periodically. The list of registered contractors shall be updated on a regular basis. The category/ class of contractors may be upgraded/ downgraded or contractors may be de-listed based on their performance. Empanelment of contractors shall be done in a fair and equitable manner, preferably online after giving due publicity. The practice of inviting bids for works tenders only from empanelled contractors may be confined to tenders up to certain threshold value, as decided by the project executing authorities.

## **10. Tender documents:**

10.1 The tender document is the fundamental document in the public procurement process as after award of the contract it becomes part of the contract agreement. All necessary provisions governing the contract should be clearly provided in the tender document. Examples are technical specifications, drawings, commercial terms and conditions including payment terms, obligations of the procuring entity and the contractor, timeframe/milestones for execution of the project, tax implications, compliance framework for statutory and other norms, reporting on progress/quality of the work, dispute resolution. Provisions/clauses in the tender document should be clear to avoid differences in interpretation and possible time overrun, cost overrun and quality compromises. Comprehensive survey & soil investigation report, area grading & mapping of underground facilities, where project is to be executed, may be made available and made part of tender document. Model Tender Documents issued by the DoE may be used, with due customisation.

10.2 In tenders containing General Conditions of Contract (GCC), additional/ special conditions to be incorporated in the tender document, shall be need based and specific. The GCCs should not be altered and changes, if any, in conditions of contract should only be made through the Special Conditions of Contract.

10.3 Identification of milestones may be done in an optimal and sequential manner and the same may be stipulated in the tender document along with enabling provisions.

10.4 Payment terms prescribed in the tender document should be such that the payment made to contractors at every stage is commensurate to quantum of work done, subject to any requirements for initial mobilisation.

10.5 Procuring entities may issue instructions regarding appropriate delegation of authority for approval of deviations, variations and changes in the scope of the contract.

10.6 Provision of price variation, wherever considered appropriate, as well as methodology for calculation of the same shall be clearly stipulated in the tender document.

10.7 Quality Assurance Plan (QAP) may be incorporated in the tender document/ contract. Schedule of visit by various levels of officials should also form part of the QAP.

10.8 Technical and Financial eligibility Criteria for the bidders are important in the public procurement process. They shall be clear and fair, having regard to the specific circumstances of the procurement. Appropriate parameters should be prescribed in the eligibility criteria for bidders, to enable selection of the right type of bidders in public interest, balancing considerations of quality, time and cost.

10.9 Open online tendering should be the default method to ensure efficiency of procurement. Public authorities should also keep the experience criteria broad based so that bidders with experience in similar nature of works in various sectors can participate.

10.10 Pre-bid conference may be conducted for large value tenders by Procuring Entities. The Place and time of pre-bid conferences should be mentioned in the tender document and/ or publicized through the website of the procuring entity and/ or through newspaper publication.

## **11. Project Management**

11.1 The quality of project works significantly depends on supervision and monitoring. For completion of the projects within the stipulated time and cost and with specified quality standards, periodical review should be done by various levels of the officers.

11.2 Information Technology (IT) enabled project management systems can help in improving efficiency, transparency and aid faster decision making in execution of projects. These systems may be used for maintenance of records for the progress of work (including hindrance register), variations, etc., wherein reasons for delays are also to be captured on real time basis. Such

systems may be used for capturing progress and quality of work, site records/ photographs/ videos etc. including geo tagging.

11.3 Wherever applicable, the role of the Project Management Consultant (PMC) should be clearly defined in the contracts. Deployment of the PMC does not absolve the project executing authority of the responsibility to supervise the quality and timelines of the project.

11.4 The credentials and deployment schedule of key and other technical personnel to be engaged by PMC on the work should be taken along with the bid. During execution, adherence to deployment of key and other technical personnel as per the schedule of deployment should be ensured.

11.5 Execution of the work shall primarily be the responsibility of the officials designated with such responsibility. However, for large contracts senior officers shall also review the progress and quality of the work at various stages of construction. To this effect, presentations on the project performance may be made periodically before the senior officers depending upon the value of the project and progress of the project vis-à-vis schedule. Project executing authorities should put in place detailed instructions in this regard.

11.6 Project executing authorities should put in place a system for capturing the photographs and videos of important and critical activities of construction. This may be implemented in projects above a threshold value or, if possible, in all projects. Such photos/ videos may be uploaded in IT based project monitoring system to facilitate monitoring the progress and quality of work as well as assessment of delay in execution of work by stakeholders and senior management. Apart from this, photographs and videos may serve as permanent record of the project for posterity in case needed for any eventuality including litigation or enquiry/investigation.

11.7 **Sub-contracting:** As per Para 6.1.6 of the Manual, the works contract may provide for the contractor to get specified works executed from sub-contractors included in the pre-qualification application or later agreed to by the Procuring Entity, with a caveat that the responsibility for all sub-contract work rests with the prime contractor. Sub-contracting may be for specialized items of work, such as reinforced earth retaining walls, pre-stressing works, and so on. Procurement of material, hiring of equipment or engagement of labour will not mean sub-contracting. The total value of subcontracted work should not exceed the percentage of the contract price specified in the

contract (say 25%). Sub-contracting by the contractor without the approval of the Procuring Entity shall be a breach of contract, unless explicitly permitted in the contract.

**11.8 Rejection of Single Bid:** It has become a practice among some procuring entities to routinely assume that open tenders which result in single bids are not acceptable and to go for re-tender as a 'safe' course of action. This is not correct. Re-bidding has costs: firstly the actual costs of re-tendering; secondly the delay in execution of the work with consequent delay in the attainment of the purpose for which the procurement is being done; and thirdly the possibility that the re-bid may result in a higher bid.

Lack of competition shall not be determined solely on the basis of the number of Bidders. Even when only one Bid is submitted, the process should be considered valid provided following conditions are satisfied:

- (i) the procurement was satisfactorily advertised and sufficient time was given for submission of bids;
- (ii) the qualification criteria were not unduly restrictive; and
- (iii) prices are reasonable in comparison to market values.

**11.9 Electronic-Measurement Books(e-MBs):** Project executing authorities should, as early as possible, implement e-MBs and the same should be integrated with IT based project monitoring system, being used by the procuring entities.

**11.10 Extension of time for completion of projects:** Procuring entity may put in place a graded authority structure whereby extension of time for completion of contract, beyond a specified threshold value of contract, may be granted by the next higher authority.

**11.11 Delay in taking timely decisions:** Delay in decision making by the officials of the project executing authority on various changes in the project scheme arising out of emerging situations during execution of the work is also one of the contributors to the delay in completion of projects. Sometimes timely decisions on these changes are so crucial that the next step could only be taken after addressing the change. Delay in decisions by the project executing authority can also lead to litigation due to inadequate utilization/ idling of resources of the contractor. There is frequently a feeling among officials that indecision is safe while a decision may lead to adverse

consequences for the decision maker. Therefore, there is a need for project executing authorities to put in place a system of resolution of the issues coupled with timelines for various levels to take decisions.

11.12 Project executing authorities may review the flow chart of decision making and remove redundancies for faster decision making. They may also fix timelines for taking decisions on variations, extra items and changes in scope and specifications, etc. to avoid delay and litigation arising out of delayed decisions.

**11.13 Awarding of works in stalled contracts:** It is noted that in cases, where a contractor abandons or stops the work mid-way, either due to insolvency or a dispute or other reason, engagement of the new contractor takes considerable time and in the meanwhile public money is locked up in assets which cannot be utilized, apart from inconvenience and loss of amenities to the general public due to such half completed works. Notwithstanding anything in the GFR or the Manual, procuring entities should devise methods (including limited/ single tenders) to deal with part completed contracts, wherever the work is abandoned by the contractor mid-way. However, for issuance of limited/ single tenders in such cases, at least 20%, of work should have been billed by the contractor who has abandoned the work. Procurement approval of such limited/ single tender should be at the next higher level or such level as may be prescribed.

## **12. Delay in payment to the contractors:**

12.1 Delay in eligible payments to contractors leads to delay in execution of projects, cost overruns and disputes. Hence, ad-hoc payments of not less than 75% of eligible running account bill/ due stage payment, shall be made within 10 working days of the submission of the bill. This period of 10 days is for completion of all processes including prima facie scrutiny and certification by the engineer in-charge (as declared by procuring entities). The remaining payment is also to be made after final checking of the bill within 28 working days of submission of bill by the contractor. In case the payment has not been released within 10 working days as prescribed above, it shall be made as soon as possible, and after payment a written explanation for the delay shall be submitted to the next higher authority within three working days.

12.2 Public authorities may put in place a provision for payment of interest in case of delayed payment of bills by more than 30 working days after

submission of bill by the contractor. Where interest is to be paid, the rate of interest should be the rate of interest on General Provident Fund.

12.3 In case of unwarranted discretionary delays in payments, including failure to authorise / make ad hoc payments as prescribed in para 12.1 above, responsibility shall be fixed on the concerned officers. Project executing authorities should have a system to monitor delays in payments and to identify such unwarranted delays.

12.4 The Final bill should also be paid to the contractor within three months after completion of work.

12.5 All project executing authorities implementing works contracts involving aggregate payments of more than Rs.100 crore per annum shall have an online system for monitoring of the bills submitted by contractors. Such system shall have the facility for contractors to track the status of their bills. It shall be mandatory for all contractors' bills to be entered into the system with date of submission and date of payment. Such system shall be put in place within one year of issue of these instructions.

### **13. Engineering, Procurement and Construction (EPC) contracts:**

13.1 In EPC contracts, since primary responsibility to execute the work lies with the EPC contractor, success of the project also depends upon the quality of the tender document wherein enough clarity on the broad framework for execution of the work and the obligations of the contractor needs to be built in.

13.2 Milestones for payment to the contractor should be fixed in a manner that facilitates smooth cash flow for the contractor as well as for progress of the work. Milestones fixed should avoid excessive front loading or back loading, i.e., amount of payment should be commensurate with stage-wise quantum of work/ cost incurred. Milestones for payment to the contractor should also be linked with the deliverables.

13.3 In case of EPC contracts, only general arrangement drawings and architectural control parameters should be part of the EPC tender document. In case of EPC contracts, timelines for submission of drawings by the contractors and approval thereof by the competent authority should be clearly prescribed in the tender document, wherein, damages for non-adherence of such timelines in this regard may also be incorporated.

13.4 EPC contracts shall specify broad technical specifications and key output parameters. Over-specification of design may lead to increase in cost. Technical specifications shall be framed in such a manner to allow sufficient freedom to the contractor to optimize design. Provisions on the following should be included in commercial conditions:

- (i) Limitation of liability for procuring entity as well as contractor.
- (ii) Deviation limits and procedure for change of scope.
- (iii) Contract closing timelines and procedure to ensure timely closing of the contract.
- (iv) Performance parameters and liquidated damages for shortfall in performance.
- (v) Risk matrix and responsibilities of the contractor and the procuring entity.

In addition, a latent defect period beyond the defect liability period may be included to protect the procuring entity and public authority interest in case of any design/ engineering defect after the defect liability period is over, wherever appropriate.

13.5 To mitigate the risk involved in the methodology proposed by the contractor, the project executing authority shall either have an in-house engineering, quality assurance and project management expert or alternatively hire an experienced engineer to intensively examine the proposal submitted by the contractor. Project executing authorities are to ensure that optimal technological solutions are provided by the contractor.

13.6 To ensure quality, regular inspection and quality checks must be carried out. The Project executing authority shall carry out stage inspections in manufacturing of critical equipment/ critical activities of the project.

**14. Substitution of key personnel during execution of consultancy contract:**

- (i) Quality in consultancy contracts is largely dependent upon deployment and performance of key personnel, during execution of the contract.



- (ii) The following conditions should be incorporated in Tender Documents for procurement of Consultancy Services:
  - a) Substitution of key personnel can be allowed in compelling or unavoidable situations only and the substitute shall be of equivalent or higher credentials. Such substitution may ordinarily be limited to not more than 30% of total key personnel, subject to equally, or better, qualified and experienced personnel being provided to the satisfaction of the procuring entity.
  - b) Replacement of first 10% of key personnel will be subject to reduction of remuneration. The remuneration is to be reduced, say, by 5% of the remuneration which would have been paid to the original personnel, from the date of the replacement till completion of contract.
  - c) In case of the next 10% replacement, the reduction in remuneration may be equal to (say) 10% (ten per cent) and for the third 10% replacement such reduction may be equal to (say) 15% (fifteen per cent). In case such percentages are not relevant, or for some other practical considerations, for a particular contract, the procuring entity may formulate a suitable mechanism following the above logic, which should be specified in the tender documents.
- (iii) Public authorities may make use of IT enabled systems at the designated place of deployment to ensure presence of key personnel as per the schedule of deployment.

## **15. Additional Methods of Procurement:**

### **15.1 Fixed Budget – based Selection (FBS) for consultancy services:**

15.1.1 GFRs 2017 provide three methods for selection/evaluation of consultancy proposals viz. Quality and Cost Based Selection (QCBS), Least Cost System (LCS) and Single Source Selection (SSS). The Fixed Budget-based Selection (FBS) method is hereby also allowed for selection of consultants. Under this method, cost of the consulting services shall be specified as a fixed budget in the tender document itself. FBS may be used when:

- (i) the type of consulting service required is simple and/or repetitive and can be precisely defined; and
- (ii) the budget can be reasonably estimated and set based on credible cost estimates and/ or previous selections which have been successfully executed; and
- (iii) the budget is sufficient for the consultant to perform the assignment.

15.1.2 Under FBS, the selection of the consultant shall be made by one of the following two methods:-

- (i) By a competitive selection process, based only on quality, using specific marking criteria for quality in the manner indicated in Rule 192(i) of the GFR. The proposal with the highest technical score that meets the fixed budget requirement shall be considered for placement of contract.
- (ii) In cases of repetitive or multiple assignments, by empanelling suitable consultants, through an open advertised process with specified quality criteria. Thereafter, selection of a specific consultant for a specific assignment from such panel shall be based on overall considerations of public interest including timeliness, practicability, number of other assignments already given to that consultant in the past, etc. In such cases the budget for each assignment shall also be fixed by the procuring entity.

## **15.2 Quality-cum-Cost based Selection (QCBS) for Works and Non-Consultancy Services:-**

15.2.1 Procuring entities are hereby allowed to use QCBS for procurement of works and non-consultancy services in the following cases:

- (i) where the procurement has been declared to be a Quality Oriented Procurement (QOP) by the competent authority or
- (ii) for procurement of Non-Consulting Services, where estimated value of procurement (including all taxes and option clause) does not exceed Rs 10 crore.

*Note: In cases where estimated value was less than Rs 10 crore, but on tendering, following QCBS process, it is proposed to place contract for more than Rs 10 crore, the following procedure shall be adopted:*

*(a) In case the difference between estimated value ( including taxes etc as above) and value of the proposed contract (including taxes etc) is less than 10% of the estimated value, there will be no bar on placement of contract.*

*(b) In all other cases, the procurement process is to be scrapped and restarted either as QOP or on non QCBS basis.*

The principles of QCBS shall be as provided in Rule 192(i), (ii) and (iii) of the GFR. However, the maximum weight of the non-financial parameters shall in no case exceed 30%.

15.2.2 The Competent Authority for allowing QCBS shall be as follows:-

- (i) For declaring a procurement as QOP:
  - a) Where the procuring entity/ project executing authority is covered by Rule 1 of GFR, the Secretary of the Ministry/ Department, to which the procuring entity belongs.
  - b) Where the procuring entity is a CPSE, the Board of Directors of the CPSE.
- (ii) For Non-consulting Services not exceeding Rs.10 crore in value:
  - a) Where the procuring entity is covered by Rule 1 of GFR, by the officer or authority two levels above the officer/ authority competent to finalize the particular procurement, or the Secretary of the Ministry/ Department whichever is lower.
  - b) Where the procuring entity is a CPSE, the authority or officer two levels above the officer competent to finalize the particular procurement, or the Board of Directors of the CPSE whichever is lower.

15.2.3 In all cases of QOP, a Special Technical Committee (STC) shall be constituted with the following composition:-

- (i) Two or more persons who have expert knowledge and/or long experience relevant to the procurement in question;
- (ii) One or more persons with extensive experience in handling public projects and/or public finance in the Government or State/Central Public Sector;
- (iii) One or more persons with experience in financial management/ financial administration/audit/accountancy;
- (iv) Not more than one member representing the procuring entity who may *inter alia* provide administrative support to the Committee.
- (v) Any person who is a member of the STC shall not associate himself in any manner with any bidder for the procurement concerned.
- (vi) The persons referred to in sub paras (i) to (iii) shall be persons not working under the Competent Authority specified in para 15.2.2 and shall not belong to any organization under the control of, or receiving funding from, the procuring entity or the Ministry/ Department to which such procuring entity belongs.

15.2.4 The names of members of the Special Technical Committee shall be decided either by the Competent Authority specified in para 15.2.2 above or by any other authority to whom such power is delegated by the competent authority; however, powers shall not be delegated to the officer or authority competent to finalize the particular procurement. Sitting fee may be paid to the members of the STC. Incidental costs including travel shall be paid by the procuring entity.

15.2.5 The STC shall make specific recommendations on the following matters:-

- (i) The weight to be given to non-financial parameters (not exceeding 30%).
- (ii) The specific quality/ technical parameters, their weights, their scoring methodology, the minimum qualification score etc. and other relevant criteria necessary for ensuring fair and transparent quality/ technical evaluation of the bids.

The recommendations of the STC shall be followed except where there are special grounds in public interest for deviating from them. However, every case of deviation from the recommendations of the STC shall require approval of the Competent Authority specified in para 15.2.2(i) above who approved the declaration of the procurement as QOP.

15.2.6 In respect of QCBS for Non-Consultancy Services not exceeding Rs.10 crore, a Technical Committee shall be constituted to carry out functions mentioned in para 15.2.5 in lieu of the STC. The composition of the Technical Committee shall follow the provisions of para 15.2.3 (i) to (v). The provisions of 15.2.3 (vi) shall however not be applicable in such cases.

15.2.7 *Grounds for Declaring a Procurement to be Quality Oriented Procurement:* A procurement should be declared as a QOP only if there is enough justification in terms of value addition or enhancement of delivery or paramount importance of quality. Reasons for not adopting two cover/ pre-qualification-based/ least cost system shall be documented.

15.2.8 Tender Documents – Fixing/ Selection of the Evaluation/ Qualification Criteria

- (i) To ensure quality, some of the criteria used in marking may be made mandatory and if a bidder does not meet those, then bids shall not be evaluated further.
- (ii) Weightage may also be given for timely completion of past projects of similar nature by the bidder.
- (iii) In all cases of QOP, a pre-bid meeting shall be held in which the technical criteria including the marking scheme shall be discussed with the potential bidders. If any changes in the criteria are necessitated by such consultation, such changes shall require the recommendation of the STC. In Non-Consultancy Services, pre-bid meetings may be held at the discretion of the public authority.

15.2.9 Fixing of Scoring/ Marking Criteria:

- (i) The scoring should not be a variable that relies on the subjective opinion of the evaluating panel. The marking scheme should enable achievement of almost similar scores irrespective of the persons/ experts being involved in the evaluation process. When

the outcomes are consistent for the available information, the QCBS parameters are more reliable. Unambiguous description and criteria help to avoid grey areas so as to ensure that there is only one possible score for the item. As far as possible, the criteria should be so specific and clear that bidders can self-mark their own bids.

- (ii) It is better to specify minimum marks for meeting the qualifying criteria specified.
- (iii) Examples of fixed quality parameters that ought not to be considered for relative scoring include organizations' ISO/standards' accreditation, etc. These are required to establish the credentials of the service provider but cannot be used for relative comparison between various bidders.
- (iv) Bidders should be asked to produce certificates for the past performance. A format may be given in the tender itself outlining the contract details, completion, sustainability of service etc and bidders may be asked to fill it and give evidence to that effect.
- (v) Bidders may be asked to submit a detailed presentation on their proposals in the form of soft copy along with the bid so as to facilitate better understanding of their proposal and to ensure commitment.
- (vi) Besides the Bill of Quantity (BOQ) output criteria for payment, Key Performance Indicators (KPIs) may be specified with minimum achievement levels for payment so as to ensure quality compliance.

15.2.10 *Evaluation of QCBS Bids*: For evaluation, a suitable committee shall be constituted. However, members of the STC shall not be involved.

15.2.11 Joint ventures in QCBS:

- (i) In conventional tenders, some bidders adopt "name borrowing" and Joint Ventures (JV) often do not function in letter and spirit. This results in lack of quality and accountability. JVs often end in one-sided participation, diluting the essence of the tender evaluation during its performance. Since quality is given weightage in the evaluation itself, in QCBS procurement, it is

even more important to guard against such tendencies. Therefore, Joint Ventures may be avoided in QCBS procurements as far as possible. Joint Ventures could, however, become necessary in high technology or innovative projects where a single entity may not be able to execute the work alone.

- (ii) If JVs are allowed, adequate safeguards should be provided. Since weightage for quality/ experience influences the award itself, measures should be taken to ensure that all the JV partners are present and deliver services all through the contract period. An Implementation Board with participation of all JV partners may be provided for wherein the Project Manager from the procuring entity shall also be allowed audience when required. Meeting of JV partners with the project executing authority for quarterly progress review may be made as a criterion linked to achievement of key dates or even payment.

## **16. Arbitration and dispute resolution:**

16.1 During operation of the contracts, issues and disputes arising due to lack of clarity in the contract become the root cause for litigation. Litigation has adverse implications on the timelines and overall cost of the project. Before resorting to arbitration/ litigation, the parties may opt for mutual discussion, mediation, and conciliation for the resolution of disputes.

16.2 Arbitration/ Court awards should be critically reviewed. In cases where there is a decision against Government/Public Sector Enterprise (PSE), the decision to appeal should not be taken in a routine manner but only when the case genuinely merits going for the appeal and there are high chances of winning in the court/ higher court. There is a perception that such appeals etc. are sometimes resorted to postpone the problem and defer personal accountability. Casual appealing in arbitration/court cases has resulted in payment of heavy damages/ compensation/ additional interest cost, thereby causing more harm to the exchequer, in addition to tarnishing the image of the Government.

16.3 The procuring entity should monitor the success rate of appealing against arbitration awards. There should be a clear delegation to empower officials to accept arbitration/ court orders. A special board/committee may be set up to review the case before an appeal is filed against an order. Arbitration/Court awards should not be routinely appealed without due

application of mind on all facts and circumstances including realistic probability of success. The Board/Committee or other authority deciding on the matter shall clarify that it has considered both legal merits and the practical chances of success and after considering the cost of, and arising through, litigation/appeal/further litigation as the case may be, it is satisfied that such litigation/appeal/further litigation cost is likely to be financially beneficial compared to accepting the arbitration/court award.

16.4 Statistics have shown that in cases where the arbitration award is challenged, a large majority of cases are decided in favour of the contractor. In such cases, the amount becomes payable with interest, at a rate which is often far higher than the Government's cost of funds. This results in huge financial losses to the Government. Hence, in aggregate, it is in public interest to take the risk of paying a substantial part of the award amount subject to the result of the litigation, even if in some rare cases of insolvency etc. recovery of the amount in case of success may become difficult. Instructions have been issued in this matter in the past but have not been fully complied with. The GFRs have now been amended accordingly.

16.5 All procuring entities and public authorities are required to comply with Rule 227A of GFRs. The only circumstances in which such payment need not be made is where the contractor declines, or is unable, to provide the requisite Bank Guarantee and /or fails to open escrow account as required. Persons responsible for not adhering to the Rule 227A of the GFRs are liable to be held personally accountable for the additional interest arising, in the event of the final court order going against the procuring entity.


## **17. Aligning the interest of stakeholders**

17.1 The incentive structure for all the key stakeholders of public procurement ought to be such that the system itself will ensure timely delivery of the projects/works in a qualitative manner within approved cost. A balanced framework and work culture, where risks and rewards are properly shared amongst stakeholders and timely completion of quality projects is the common goal, can be the bedrock of efficient project management. An incentive structure, which may include pecuniary as well as non-pecuniary aspects (including public recognition), linked with measurable parameters of outcome/output, can help align the interests of stakeholders. An ethics-based regime, wherein integrity of all the stakeholders is nurtured, can help increase efficiency in all aspects of project management.



17.2 Public authorities may devise strategies to provide incentives to contractors/ concessionaires/ consultants/ architects/ other stakeholders by various means, including bonus, better rating and recognition for early/ timely and quality completion of projects. Similar strategies may be devised for recognition of engineers/ officers/ other team members for early/ timely and quality completion of the projects. The practice of mentioning the names of contractor and the project in-charge publicly at work sites may be implemented. Such recognition may be in a form which has long shelf life so as to associate the contractor and project in-charge with the life of the project.

17.3 "Coming together is a beginning; keeping together is progress; working together is success." It is an accepted fact that the success of any project is dependent on a well-co-ordinated team working towards a common goal. For successful execution of any project within specified time, cost and quality, the interest of all the stakeholders needs to be aligned. Coordinated efforts of all stakeholders such as contractors, consultants, public authority and project executing authority and public representatives will bring about the best possible outcome.

  
29.10.2021

(Kanwalpreet)  
Director (Procurement Policy)  
Tel.: 23093811  
E-mail: kanwal.irss@gov.in

To

- (i) Secretaries to All Central Government Ministries/ Departments
- (ii) Secretary, Department of Public Enterprises with a request for reiterating these instructions to all Central Public Sector Enterprises

**Copy to:**

- (i) Cabinet Secretary
- (ii) Secretary, Central Vigilance Commission.

## **ACKNOWLEDGEMENTS**

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1. Shri Rajiv Mehrishi, formerly Comptroller & Auditor General of India
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4. Shri Suresh N Patel, Vigilance Commissioner, CVC
5. Shri Amitabh Kant, CEO, NITI Aayog
6. Shri Otem Dai, Secretary, CVC
7. Smt. Mahua Pal, Deputy CAG
8. Shri P Daniel, Additional Secretary, CVC
9. Shri Sudhir Kumar, Additional Secretary, CVC
10. Shri Shailendra Kumar, Chief Technical Examiner, CVC
11. Ms. M. Janaki, Director, CVC
12. Ms. Wormila Jasmine Keishing, Deputy Secretary, CVC
13. Shri Sandeep Verma, Government of Rajasthan
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19. Shri Kanwalpreet, Director, DoE
20. Shri Girish Bhatnagar, Consultant, DoE
21. Shri Shanker Lal, World Bank

No. 57/PS/FA/2022  
04/10/2022

**NODAL CELL: FINANCE DEPARTMENT  
NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA, NEW DELHI**

**SUBJECT: DELEGATION OF FINANCIAL POWERS**

In supersession of existing delegation of powers circulated vide No. D-72/Fin/2013 dated 9<sup>th</sup> May, 2013 with subsequent modifications thereto, and in exercise of powers and functions conferred upon me under section 18 read with Section 400 of New Delhi Municipal Council Act, 1994 and also other powers enabling me in this behalf, I hereby order and direct that powers in respect of items specified in Annex 'A', 'B' and 'C' shall be exercised by the officers to the extent enumerated therein.

2. Provisions of GFR, CVC guidelines, resolutions of Council and CPWD Manual, as revised time to time and adopted by Council, shall be followed while exercising the powers.

3. **These delegated powers will be exercised by the concerned officers in consultation with the Associated Finance (i.e. Sr. Accounts Officer, Accounts Officers & Assistant Accounts Officers) subject to proper internal checks and controls in each department and compliance of Codal Provisions.**

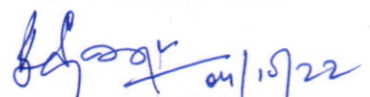
4. These delegated powers as specified in Annexure 'A' 'B' & 'C' shall be exercised subject to specific budget allotment, codal provisions and guidelines laid down as per NDMC Act, 1994. These powers will be further subject to the superintendence, direction and control of the undersigned as also General Financial Rules, as amended from time to time.

5. The above delegation of powers are subject to restriction and provision of any orders issued by the Government as adopted by Council from time to time as also the provisions contained in various codes/ CPWD Manuals.

6. Copy of sanction orders shall be sent to Internal Audit Branch, Finance Department and Municipal Chief Auditor department.

7. In case, there is no Engineer-in-Chief in position, the powers delegated to the Engineer-in-Chief will be exercised by Secretary, NDMC.

8. Wherever authorities of one or more levels are not in hierarchy, the next higher authority shall exercise the powers delegated to a lower authority.

  
(BHUPINDER S. BHALLA)  
CHAIRPERSON

**Encl: Delegation of Financial Powers Annex 'A', 'B' and 'C'**

Copy to:

1. Secretary
2. Financial Advisor
3. Chief Legal Advisor
4. Chief Auditor
5. Chief Vigilance Officer
6. All HODs/ CEs/Directors
7. Director (Council Secretariat)
8. Chief Security Officer
9. Fire Officer
10. PS to Chairperson

11. E file No. 110400

**DELEGATION OF FINANCIAL POWERS FOR WORKS, TO THE OFFICERS OF  
CIVIL/ELECTRICAL ENGINEERING DEPARTMENT**

Sr. No.	Nature of powers	Engineer-in-Chief	Chief Engineer	Additional Chief Engineer	Superintending Engineer	Executive Engineer	Remarks
1.	Administrative Approval and expenditure Sanction (AA&ES) for original works including special repairs	Rs 100 lakh	Rs 50 lakh	Rs 40 lakh	Rs 30 lakh	Rs 5 lakh	
2(a)	Sanction to estimate for road restoration work on duly approved rates and norms (Only for Civil Engineering Department)	Full powers	Rs 100 lakh	-	-	-	
2(b)	A/A & E/S for procurement/works of Revenue nature / operation- maintenance estimates other than norms, sundry items including T&P	-	-	-	Rs 5 lakh	-	
3 (a)	Consent to undertake deposit works other than MLA/MPLAD works	Rs 50 lakh	-	-	-	-	(i) In r/o MP/MLA LAD works, AA/ES to be accorded by concerned MP/MLA. No separate AA-ES in NDMC is required. (ii) Monitoring of MP/MLA LAD works by concerned AO(Works/Elect). (iii) Quarterly report to be submitted to Chairman for undertaking MP/MLA works
3(b)	Administrative approval to undertake deposit works in Electricity department under DERC guidelines  i. 100% deposit works  ii. Deposit works where NDMC portion is 50% or less relating to release of electric connection/ increase in load etc. in terms of policy/ guidelines of DERC		(i) Full powers  (ii) Rs 50 lakh	-	-	-	Associate Finance i.e. A.O./Sr. A.O.-Electric to ensure submission of quarterly details to Chairperson
4(a)	Technical sanction for Original works, Special repairs, MP LAD / MLA LAD works	-	Full powers	Rs 60 Lakh	Rs 40 Lakh	Rs 20 lakh	
4(b)	Technical sanction for deposit works other than MP/MLA LAD works, Road Restoration works, all works of revenue nature( including ARMO based on norms, R&M/O&M other than norms, repair/revenue works/ procurement/ tools & Plant)	-	Full powers	Rs 20 lakh	Rs 16 lakh	Rs 10 lakh	
5 (a)	Award of work against tenders/ through GeM, acceptance of lowest tender for Original works /Special repairs/ /MLA LAD /MP LAD Works	Rs 100 lakh	Rs 80 lakh	Rs 60 lakh	Rs 40 lakh	Rs 20 lakh	In case of single tender /resultant single eligible tender, next higher authority will be the approving/ competent authority

*[Signature]* 01/10/22



Sr. No.	Nature of powers	Engineer-in-Chief	Chief Engineer	Additional Chief Engineer	Superintending Engineer	Executive Engineer	Remarks
5(b)	Award of work against tenders/through GeM, acceptance of lowest tender- AR&MO works/ Road restoration works/ Deposit Work other than MP/MLA LAD works/ Revenue nature works/ O&M works other than norms	Rs 100 lakh	Rs 40 lakh	Rs 20 lakh	Rs 16 lakh	Rs 10 lakh	In case of single tender/resultant single eligible tender, next higher authority will be the approving/competent authority
6.	Supply/work order for proprietary/ OEM items on single tender basis (maintenance/ AMC/SITC)	Rs 50 lakh	Rs 20 lakh	Rs 10 lakh	Rs 5 lakh	-	Full reasons should be recorded by approving authority and also guard against contractors, holding out unjustifiably higher rates
7.	Award of work order without call of tender	Rs. 8 Lakh (Rs. 100 Lakh p.a.)	Rs. 4 Lakh (Rs. 80 Lakh p.a.)	Rs. 3 Lakh (Rs. 60 Lakh p.a.)	Rs.2 Lakh (Rs.40 Lakh p.a.)	Rs 1 lakh (Rs 20 lakh p.a.)	Proper record/ register to be maintained to monitor annual ceiling limits. The progressive total value of powers already used will need to be mentioned at the time of fresh award of workorder
8.	Rejection of tenders	Up to delegated powers of acceptance of tender	Up to delegated powers of acceptance of tender	Up to delegated powers of acceptance of tender	Up to delegated powers of acceptance of tender	Up to delegated powers of acceptance of tender	
9.	Award of additional quantities of items stipulated in the contract sanction of extra/substitute/items	30% of contract value or Rs 50 Lakh, whichever is lower	30% of contract value or Rs 24 Lakh, whichever is lower	25% of contract value or Rs 12 Lakh, whichever is lower	20% of contract value or Rs 8 Lakh, whichever is lower	10% of contract value or Rs 2 Lakh, whichever is lower	Execution of deviations on pro rata basis based on original completion time and value of work
10.	Grant of extension of time & levy of compensation	Up to one year	Up to 9 months	Up to 6 months Exercise of powers only if sanctioned cost of the work is within power to accord TS	Up to 4 months Exercise of powers only if sanctioned cost of the work is within power to accord TS	Up to 2 months Exercise of powers only if sanctioned cost of the work is within power to accord TS	Exercise of powers subject to extension up to 25% of original completion time. Next higher authority will be the approving authority for every additional delay of 25% of original time.  In case of award by the Council, Chairperson will approve.  Quarterly report of all EOT cases to be submitted to E-In-C.
11.	Purchase of material used in Civil & Electricity Department through GeM/call of limited/open tenders/and against sanctioned estimate	Rs 100 lakh	Rs 50 lakh	Rs 30 lakh	Rs 24 lakh	Rs 4 lakh	Sanction of estimate for annual stock ceiling fixed by the competent authority will be done by CE

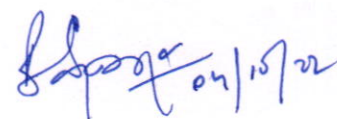
Sr. No.	Nature of powers	Engineer-in-Chief	Chief Engineer	Additional Chief Engineer	Superintending Engineer	Executive Engineer	Remarks
12.	Sanction of expenditure under work contingencies including expenditure on ceremonies connected to laying of foundation stone and opening of public building, except hiring of manpower	Full powers to utilize available contingencies in approved estimate	Rs 2 lakh or amount of contingencies in the approved estimate, whichever is lower	Rs one lakh or amount of contingencies in the approved estimate, whichever is lower	Rs 80,000 or amount of contingencies in the approved estimate, whichever is lower	Rs 50,000 or amount of contingencies in the approved estimate, whichever is lower	The work contingencies will be spent strictly in terms of provisions contained in extant CPWD Works Manual
13	Approval of deduction item in respect of work/supply of material	-	Full powers for both, material/works	-	-	-	
14	Foreclosure of Contract	Up to delegated power of acceptance of tender & no-fault of contractor	Up to delegated power of acceptance of tender & no-fault of contractor	Up to delegated power of acceptance of tender & no-fault of contractor	Up to delegated power of acceptance of tender & no-fault of contractor		
15	Rescinding of contract	Up to delegated power of acceptance of tender and action against the defaulter as per guidelines/codal provisions	Up to delegated power of acceptance of tender and action against the defaulter as per guidelines/codal provisions	-	-	-	
16	Acceptance of arbitration award	Rs. 30 Lakh	Rs. 15 Lakh	-	-	-	Powers to be exercised in consultation with Law Department in cases where no appeal is to be preferred against arbitration award or where appeal filed against such award has been dismissed
17	To make advance payment	Rs. 50,000/- in each case out of work contingencies	Rs. 20,000/- in each case out of work contingencies	-	-	-	The work contingencies will be spent strictly in terms of provisions contained in extant CPWD Works Manual

*Balraj* 04/10/22



**Annex B****DELEGATION OF FINANCIAL POWERS FOR WORKS TO THE OFFICERS OF HORTICULTURE DEPARTMENT**

Sr. No.	Nature of powers	Engineer-in-chief	Director(H)	Addl./ Dy. Director	Remarks
1.	Administrative approval and expenditure sanction to the estimate for original works/Special Repairs	Rs 25 lakh	Rs 5 lakh	Rs 2 lakh	
2	AA-ES to AR-MO estimates without norms	Rs 10 lakh	Rs 2 lakh	-	
3.	Administrative approval & Expenditure sanction for repairs to T&P articles	Rs 10 lakh	Rs 2 lakh	Rs 25,000/-	
4.	Administrative approval to undertake deposit works <b>other than</b> MP/MLA LAD Schemes.	Rs. 40 lakh	-	-	(i) In r/o MP/MLA LAD works, AA/ES to be accorded by concerned MP/MLA. No separate AA-ES in NDMC is required. (ii) Monitoring of MP/MLA LAD works by concerned AO(Works/ Elect). (iii) Quarterly report to be submitted to Chairman for undertaking MP/MLA works
5.	Technical sanction for original works/Special Repairs/AR-MO works/all deposit works	-	Full powers	Rs. 1 lakh	Provided PE is not exceeded by 10%
6.	Administrative approval & Expenditure sanction for purchase of petty tools and plants	Rs. 5 lakh against budget provisions	Rs. 50,000/- against budget provisions	-	
7.	Award of work /supply through GeM/against tenders upon acceptance of lowest tenders	Rs. 30 lakh	Rs. 15 Lakh	Rs. 5 lakh	<b>In case of single tender /resultant single eligible tender, next higher authority will be the approving/ competent authority</b>
8	Award of work without call of tenders	Rs.2 lakh in each case subject to ceiling of 30 lakh per annum.	Rs. One lakh in each case subject to an annual ceiling of 20 lakh Per annum	Rs. 50,000/- in each case subject to limit of 5 lakh for each division per annum	Proper record/register is to be maintained to monitor annual ceiling limits.  The progressive total value of powers already used will need to be mentioned at the time of fresh award of work/ supply order
9.	Rejection of tenders	Up to delegated powers for acceptance of tenders after recording reasons	Up to delegated powers for acceptance of tenders after recording reasons	-	
10	Award of additional quantities stipulated in contract and Sanction of Extra/Substituted items.	30% of contract value subject to ceiling of Rs 5 lakh, whichever is lower provided sanctioned estimate does not exceed 10%.	20% of contract value subject to ceiling of Rs one lakh, whichever is lower provided sanctioned estimate does not exceed 10%.	10% of contract value subject to ceiling of Rs 20,000/-, whichever is lower provided sanctioned estimate does not exceed 10%.	



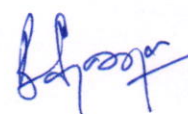
Sr. No.	Nature of powers	Engineer-in-chief	Director(H)	Addl./ Dy. Director	Remarks
11.	Grant of Extension of time and levy of compensation.	One year	6 months when sanctioned cost of the work is within his power to accord TS	2 months when sanctioned cost of the work is within his power to accord TS	Exercise of powers subject to extension up to 25% of original completion time. Next higher authority will be the approving authority for every additional delay of 25% of original time.  In case of award by the Council, Chairperson will approve.  Quarterly report of all EOT cases to be submitted to E-in-C.
12.	Approval of deduction item in respect of works/ supply of material	-	Full powers for both material/ works in consultation with associated AAO/SAO	-	
13.	Foreclosure of contract	Up to delegated powers of acceptance of tender in consultation with associated AAO/AO & <b>no fault</b> of contractor	-	-	
14.	Rescinding of contract	Upto delegated powers of acceptance of tender in consultation with associated AAO/ AO & <b>action against the defaulter</b> is taken as per guidelines/ codal provisions	-	-	
15.	Acceptance of arbitration award	Up to Rs. 10 lakh	-	-	Powers to be exercised in consultation with Law Department in cases where no appeal is to be preferred against arbitration award or where appeal filed against such award has been dismissed
16.	Making of advance payment Sanction of advance	Upto Rs 50,000/- in each case out of work contingencies	Upto Rs 25,000/- in each case out of work contingencies	Rs 10,000/-	
17.	Sanction of expenditure under work contingencies including expenditure on ceremonies connected to laying of foundation stone and opening of public building	Full powers to utilize available contingencies in approved estimate	Rs 25,000/- or amount of contingencies in the approved estimate, whichever is lower	Rs 10,000/- or amount of contingencies in the approved estimate whichever is lower	

*[Signature]* on 1/9/22



**DELEGATION OF FINANCIAL POWERS – GENERAL SECTION**

Sr. No.	Item	Secretary/ Engineer-in Chief	FA/CLA /CVO/ Chief Auditor	HODs (Including CSO, MS – PMH/Vety.)	Remarks	
1.	Contingent expenditure (Recurring and Non- Recurring)	Rs 2.5 lakh in each case	Rs 2.5 lakh in each case	Rs 40,000/- in each case subject to annual ceiling of Rs. 2.50 Lakh for <b>non recurring expenditure</b>  Rs 50,000/- with annual ceiling of Rs 2.50 lakh for <b>recurring expenditure</b>	Officers with G.P.- Rs 6600/- (Pre revised CPC/DTL) and above of substantive post  Officers with G.P. Rs 5400/- (Pre revised CPC / DTL) and above of substantive post	Rs 20,000/- in each case subject to annual ceiling of Rs 1.60 lakh for recurring as well as non recurring expenditure  Rs 10,000/- in each case subject to annual ceiling of Rs one lakh for recurring as well as non recurring expenditure
2	Payment to collective/ combined bills of recurring nature like telephone bills/ postal charges/ internet /broadband connection/ charges etc	-	-	Full powers to Director(GA) as per approved policy	-	
3.	Misc. Advance	Up to Rs.1 Lakh in each case	Up to Rs.1 Lakh in each case	Up to Rs30,000/- in each case	Powers to be exercised subject to settlement of previous advance	
4	Administrative approval and expenditure sanction for works/ procurement of goods/ services (including AMC/ Repairs of equipments/ machinery)	Rs 20 lakh in each case for all departments under administrative control of Secy.	-	Rs.5 Lakh		
5.	Sanction of detail estimate and Framing & approval of NIT	-	-	Full powers (incl. Fire Officer) subject to PEI not exceeded by 10%	(Model NIT to be got vetted from Finance and Law Departments)	
6	Award of Work or supply against open /limited tenders/through GeM (incl. AMC of equipments/ machinery)	Rs. 20 lakh	-	Rs 5 lakh	<b>In case of single tender /resultant single eligible tender, next higher authority will be the approving/ competent authority</b>	
7	AA-ES and Award of supply order by quotation	-	-	Purchase of goods up to Rs 2.50 lakh by Purchase Sub Committee as per provisions of Rule 155 of GFR 2017 or amount modified under Rule ibid, whichever is higher		
8.	Rejection of tenders	Up to delegated powers for acceptance of tenders after recording reasons	-	Up to delegated powers for acceptance of tenders after recording reasons		

 01/07/22

Sr. No.	Item	Secretary/ Engineer-in Chief	FA/CLA /CVO/ Chief Auditor	HODs (Including CSO, MS – PMH/Vety.)	Remarks
9.	Release of contractual payments and performance guarantee/Security deposit	-	-	Full powers up to the value of contract/ supply order subject to fulfillment of contractual obligations in terms of supply / work order	
10.	Release of professional fee to consultants including Arbitrator fees etc (other than legal fee)	Rs 5 lakh	-	Rs50,000/-	As per approved policy/rates
For Transport Department only					
11.	Purchase order/ Supply order to authorized dealers/ distributors/stockiest /OEM for spare parts including batteries and tyres/ tubes/ flaps of Municipal vehicles and Repair of Municipal vehicles/ ancillary parts on work order from authorized dealer/ workshop	Rs 1 lakh in each case for LMVs and Rs 2.50 lakh for HMVs subject to compliance of codal provisions	-	Director (Transport) up to Rs. 50,000/- in each case (HVM/LMV) subject to annual ceiling of Rs 10 lakh subject to compliance of codal provisions	Ex. Engineer (Auto)  Rs. 20,000/-in each case (HVM/LMV) subject to annual ceiling of Rs 5 lakh subject to compliance of codal provisions
For Law Department only					
12.	Payment of Legal fee	Full powers to C.L.A./L.A. as per NDMC approved policy or rate approval by Chairperson			
For vigilance department only					
13.	Payment to I.O./P.O.	Full powers to C.V.O. (Director –Vig. in the absence of CVO) as per NDMC adopted/approved policy/rates			
For Accounts Department only					
a.	Releasing of bills of empanelled hospitals in terms of provisions of the agreements executed with these hospitals AND medical reimbursement of bills of NDMC employees based on the prescriptions/ recommendations of these hospitals under liberalized medical scheme approved by the Council	-	-	Full powers are vested with Director Accounts /Link Officer which will be exercised subject to specific budget allotment, terms & conditions of agreement executed with the private hospitals including Max, codal provisions and guidelines laid down as per NDMC Act 1994. These powers will be further subject to superintendence, direction and control of Chairperson as also General Financial rules as amended from time to time	



Sr. No.	Item	Secretary/ Engineer-in Chief	FA/CLA /CVO/ Chief Auditor	HODs (Including CSO, MS – PMH/Vety.)	Remarks
b.	Sanction of Dearness Allowance/ Dearness relief	-	-	Full powers to Director Accounts	Exercise of powers in terms of approved policy and on the basis of office order in r/o D.A. / D.R. issued by Govt. of India
15.	<b>For Welfare Department only</b>				
a.	Permission and reimbursement for procedure, treatments, investigations, tests, surgeries (including other major / minor surgeries category) and implants not listed in CGHS/AIIMS	Rs 5 lakh	-	Rs 2 lakh (Director Welfare)	i. To be exercised in consultation with Director (MS) ii. Subject to approved policy of NDMC as per CGHS Rules, CS(Medical Attendance Rules) and Resolution/orders issued by the Council/Competent Authority from time to time. iii. Subject to proper internal checks by Associate Finance
b.	Extending financial assistance under Hitkari Nidhi Yojna to eligible dependents of deceased NDMC employees	-	-	Director Welfare – full powers	i. As circulated vide No. D-107/Finance/17 dated 02.06.2017 by F.A., NDMC ii. Exercise of powers subject to request in prescribed Proforma and duly verified by Establishment.
c.	Release of old age pension, reimbursement of tuition fee, payment in case of death due to COVID	-	-	Director Welfare – full powers	Exercise of powers as per approved policy / orders of Council / Chairperson
	<b>For Power Department only</b>				
16.	Expenditure sanction and release of Payment for Bulk Purchase of Power	Up to Rs 50 crore	-	Director (Power)- Up to Rs 2.50 crore	Exercise of powers subject to : i. Payment in compliance of Power Purchase Agreement entered into with various Power Generators and Transmission Companies as per requirement of NDMC for uninterrupted electricity supply to NDMC area. ii. Purchase on the basis of rates/tariff determined by CERC/DERC. iii. Associate Finance i.e. AAO/A.O./Sr. A.O. to ensure Quarterly reconciliation at the beginning of the following quarter and Annual reconciliation at the end of each year.
17.	AA-ES for National Level training programmes/ internship of students	Rs 2.5 lakh subject to annual ceiling of Rs 25 lakh	Rs 2.5 lakh subject to annual ceiling of Rs 25 lakh	Director (Training) Rs 1 lakh with annual ceiling of Rs 10 lakh	
18.	<b>For Information Technology Department only</b>				
a.	For repair/ operation-maintenance	Rs25 lakh	-	Director (IT) – up to Rs 10 lakh	
b.	AA-ES and award for new software	Rs10 lakh	-	Director (IT)- up to Rs 5 lakh	
c.	AA-ES and award of I.T. equipment (tangible assets)	Rs25 lakh	-	Director (IT)-up to Rs 10 lakh	

*Signature* on 19/12

**NODAL CELL  
FINANCE DEPARTMENT  
NDMC : NEW DELHI**

**Sub : Expeditious Disposal of Cases and project progress**

In order to ensure expeditious disposal of cases, Finance Department has recently taken many initiatives like stage reduction within Finance Department, issue of checklists so as to receive examination ready cases from departments, constitution of committee for taking up emergent works besides issue of various orders for process standardization.

2. In addition to the initiatives of the FD to speed up disposal of cases there are certain issues that need to be addressed by the department.

i. Time frame for submission of reply to FD observations is still non standardized and un-monitored. In certain cases, reply has been submitted after a year. This delays projects as they can progress expeditiously only if the whole system works at the same pace.

ii. There are times when FD accords conditional concurrence(s) to to keep the work moving, though returning such cases would have been more appropriate. These concurrence(s) need to be treated in right earnest and with utmost sincerity. They are not expected to be received in FD for confirmation again and the responsibility for compliance of the conditions vests with both, the H.o.D and concerned A.O/S.A.O. Special care is required to be exercised so as to ensure due compliance before submitting the proposal for consideration of competent authority.

iii. Counter observations of the departments for trivial reasons such as seeking description of words used which can be clarified in discussion, further delays the case and their avoidance would serve NDMC better.

iv. F.D. has facilitated various checklists with the objective to reduce shuttling of files. The checklists were issued with the instructions that the cases shall be submitted for examination with duly filled in checklists wherever applicable. However, the same is not being complied or not being complied in spirit i.e. the checklists are not being appended and if appended, appropriate information is not being filled in thereby defeating the very purpose of issuing checklists.

3. The analysis of cases received in the past one year has revealed that some observations have become a matter of routine due to these aspects being ignored by the departments. The common observations are annexed herewith for perusal and for ensuring that necessary corrective measures are initiated within departments to rule out recording of such observations by F.D.

4. F.D. views that return of a proposal should rather be a matter of exception and everyone involved in the process should accordingly endeavor to avoid the same by proper documentation and following the spirit.

**This issues with the approval of Financial Advisor**

**Signed by Ram Singh**  
**Date: 01-08-2022 09:57:56**

**All HoDs**

Copy to :

1. P.S. to Chairperson – for information of Chairperson
2. P.S. to F.A. – for information of F.A.
3. P.S. to Secretary – for information of Secretary
4. Office copy

**Annexure**

**Common observations**

1. No checklist or incomplete checklists are placed
2. Minutes on the basis of which proposal is initiated / AIP, if applicable are not furnished/attached.
3. Examination of cases by Associate Finance not ensured before submitting the same for examination in FD and in turn no indication of position in r/o (i)availability of funds (ii) competency, besides other aspects of particular case including complete checklist.
4. Non preparation of Detailed Project Report (in r/o Works of capital nature exceeding Rs 50 lakh)
5. Actual expenditure of three years in case of works of recurring nature and/or AR-MO works and position w.r.t. consideration of stock balance
6. Open call in spite of availability on GeM and/or not placing NA certificate of GeM
7. Preparation of separate or multiple estimates/files for execution at one site
8. Scope of work is not well defined (in case of PE)
9. In case of replacement, no mention of details w.r.t. last purchase price/period, prescribed life, up-to-date expenditure on repairs/AMC/CAMC, justification for procurement/proposal prior to completion of prescribed life
10. Requisite certificates are not recorded i.e. estimation is non inflated and on actual basis, no duplicity of execution, generic specifications not favouring particular brand/firm, availability of funds and correctness of information
11. In case of extension of existing contract or execution on nomination basis or proprietary article- compliance of GFR 194/166 as per applicability is not furnished, satisfactory performance report, justification for not opting to open tenders, rate reasonability, consent letter of the firm, details of initial contract.
12. In case of ex post facto renewal/extension- reasons for violation of GFR 22 and Standing Order No. 2 dtd. 10.03.2021 are not furnished
13. In case of tender- complete set of bid documents is not uploaded. Certificate (i) on financial comparative statement by AAO (ii) reg. rate reasonability/LAR/justification

(iii) in r/o opening of financial bids of eligible bidders/samples approved by APSC  
(iv) clarification/receipt of deficient documents only (v) no additional documents and  
no post tender developments initiated for ascertaining eligibility are not furnished.  
Another major aspect is non finalization of tender within bid validity.

14. In case of deviated quantities- prior approval for execution of deviations, non-finalization of rates before execution and delay in processing the case for approval are common observations.
15. In case of extension of time- delay in processing and non-placing of 'time and progress chart of work' are generally not available.
16. In case of Draft NIT/RfP- appropriate clauses for ascertaining eligibility criteria, arbitration clause are not mentioned.
17. Reg. Cases of Personnel Department, non adherence to instructions issued vide Standing Order No. 12 of 2004-05 dated 15.06.2004

**NODAL CELL  
FINANCE DEPARTMENT  
NDMC : NEW DELHI**

**Sub : Administrative action in case of delay in release of payment and/or loss/misplacing of Municipal record**

There have been several cases/instance of records going missing in Civil Engineering Department. As a result, the payments/dues of agencies get delayed badly.

i. The payments are pending for as long as 10-12 years on account of misplacement of record or untraceable record due to transfer/retirement of concerned AE/JE without proper handing over of charge to the successor.

ii. Similar delays were observed in case of death of working contractor. The dues of the deceased could not be released to the legal heirs for more than five years as record/file of the work undertaken by the firm, was not traceable.

iii. Besides, various circulars are being received time to time from various departments for tracing missing case files.

2. The negligence /laxity on the part of the departmental officers is not acceptable. In order to avoid repetition of such harassment/suffering to third party (including legal heirs) or for loss of Municipal record, a strong mechanism requires to be built. It needs to be ensured that necessary checks are incorporated in the system and strict administrative action is taken against the erring officials.

3. Timelines have been prescribed in r/o release of payment to contractors and the same shall invariably be complied.

4. A compliance report w.r.t. settlement of all bills in r/o cases where work has been completed up to 31.03.2021, shall be sent by the Civil, Electricity, Horticulture Departments. Consolidated report through HoD shall be submitted within 30 days of issue of this order.

5. All HoDs shall ensure that responsibility is fixed in case of loss/misplacement of Municipal record and also in cases of default in release of payment and other prescribed procedures.

6. All cases of default/negligence shall be forwarded for necessary disciplinary action to Vigilance Department.

**This issues with the approval of Chairperson**

**Signed by Ram Singh**

**Date: 29-11-2022 19:19:11**

Director – Finance

**All HoDs**

Copy to :

1. P.S. to Chairperson - for information of Chairperson, NDMC
2. P.S. to Secretary - for information of Secretary, NDMC
3. P.S. to F.A. - for information of Financial Advisor, NDMC
4. Copy in E 102197



**NODAL CELL  
FINANCE DEPARTMENT  
NDMC : NEW DELHI**

**Sub : Centralization of service w.r.t. finalization of LTC Bills and grant of increment**

It has been observed that majority of complaints being received in Suvidha Camp(s) or on other platforms, are from employees and pertain to pay fixation, increment, pending LTC claim etc. There is delay in accord of increment to the employees in the month of January or July as per applicability and the LTC claims are not being settled timely.

**A- LTC MATTERS**

1. Earlier, all the LTC cases were dealt with by Secretary Accounts Branch, under Accounts Department but later on the LTC cases were decentralized and allocated to respective accounting units along with budget allocation to these units. As of now, the LTC claims are being considered by respective field/accounting units and LTC cases of the departments where there is no accounting unit, are being examined/ finalized by Secretary Accounts Branch, under supervision of Director (Accounts).

2. In order to resolve grievances of the employees and considering the grave shortage of accounts functionaries /AAOs, the LTC matters are centralized as was earlier practice. This will facilitate uniformity/parity of approach and smooth functioning.

3. Accordingly, all LTC claims shall be examined/ settled by Secretary Accounts Branch.

4 . **This shall be effective from 1<sup>st</sup> January 2023.** It may be noted that all the pending cases be disposed of at the earliest and there should not be any pendency up to 31.12.2022. A fortnightly report (w.r.t. total LTC cases at the beginning of the period, No. of cases disposed, pendency at the end of the period) shall be sent to Director Accounts by Accounts Officers/Sr. Accounts Officers in r/o all subordinate offices.

**B- INCREMENTS**

1. Similarly, in r/o pay related issues being catered through Payroll, the Computer Billing Section (CBS) will grant increment on the due date to all incumbents (January/July, as the case may be). Such action will be initiated on the basis of last order received in CBS in r/o an individual employee unless a fresh order superseding the previous position of pay is forwarded by Personnel Department (including Court Orders and/or Orders issued by disciplinary authority)

I/42207/2022

2. In order to handle the additional work load, necessary posting/transfer of ministerial staff/accounts functionaries, as may be considered appropriate by Director (Accounts), will be taken up with Director (Personnel).
3. **This shall be applicable with immediate effect.**

**This issues with the prior approval of Chairperson**

**Signed by Ram Singh**

**Date: 19-09-2022 10:17:22**

Director - Accounts

Director – Personnel (I/II)

Director-Education

Director - Vigilance

Copy to :

1. All HODs - for circulation and necessary action
2. All Accounts functionaries - for compliance
3. P.S. to Secretary - for information of Secretary
4. P.S. to F.A. - for information of F.A.
5. P.S. to Chairperson - for information of Chairperson

I/26757/2022

**NODAL CELL  
FINANCE DEPARTMENT  
NDMC : NEW DELHI**

**CIRCULAR**

**Sub : Process simplification within Finance Department to speed up disposal of cases**

In order to speed up disposal of cases and reduce the time consumed in examination of proposals received in F.D., it is directed that the cases received without checklists or incomplete checklists, wherever available, shall be returned by Dy. F.A. concerned in compliance of Standing Order No. 3 dated 4<sup>th</sup> January, 2022. While returning such cases, if any deficiency is noticed prima facie, the same may also be mentioned so as to receive 'examination ready case'.

2. It may, however, be noted that return of cases in the manner aforementioned shall be on the day of receipt **itself** and not later than the next working day.
3. The cases where observations are being recorded after due examination (other than those in Para 1 above), shall be returned with the approval of Director – Finance **in the first instance** and need not be sent for approval of F.A.
4. In case of subsequent observations, the cases shall be returned only after approval of F.A.
5. It is advisable to record all observations in one go (except the cases in Para 1 above). Ideally, subsequent observations shall be restricted to queries on the reply submitted.
6. The above shall be noted for compliance.

This issues with the approval of the Chairperson, NDMC.

Jt. F.A. (Nodal Cell)

Copy to :

1. Dy. F.A.-I
2. Dy. F.A. – II
3. Dy. F.A.-III
4. Jt. F.A.-I
5. Jt. F.A.-II
6. Director – Finance
7. P.S. to F.A. – for information of F.A.,NDMC

Signed by Monika Khatwani

Date: 27-04-2022 17:08:04

**NODAL CELL  
FINANCE DEPARTMENT  
NDMC : PALIKA KENDRA  
NEW DELHI**

**ADVISORY**

**Sub : Timely closure of work files and capitalization of assets**

It has been observed that various old cases are being received in Finance for concurrence/finalization of 'deviation statements (Additional quantity, extra items, and substituted items)' and/or 'extension of time'. Such case files include works awarded quite long back, also.

2. Para 5.17 of CPWD Works Manual 2019 prescribes recording of Provisional as well as Final Completion Certificate. Para 5.17.1 stipulates, "On substantial Completion of any work which has been completed to such an extent that the intended purpose of the work is met and is ready for use, then a provisional Completion Certificate with a list of outstanding balance items of work that need to be completed in accordance with the provisions of the contract shall be recorded by the Executive Engineer and T/S Authority (in case both authorities are different)".

Further Para 5.17.2 stipulates, "Before the work is declared as completed in all respect for release of final payment, the work shall be inspected by the T/S Authority. In case of composite works, inspection shall also be carried out by the competent authority of the minor components of work. The Final Completion Certificate shall be recorded by both the Executive Engineer and T/S Authority ( in case both authorities are different) under whose tenure the work is completed, or as decided by the Directorate from time to time.... The time schedule for issue of completion certificate shall be as per GCC provision".

Para 3.1.3(6) of the Manual ibid mentions the procedure in r/o Specialized works.

3. General Conditions of Contract (GCC) form part of all NITs/agreements entered into in r/o Maintenance as well as Construction works of Civil Engineering and Electricity Departments of NDMC. GCC clearly mentions the time schedule for payment of final bill which is based on amount of award. Further, instructions in this regard stand issued by Ministry of Finance, Department of Expenditure vide OM No. F.1/1.2021-PPD dated 29.10.2021 "General instructions on Procurement and Project Management".

4. Non compliance of agreement/codal provisions is major irregularity. The delay in recording 'Completion' may lead to payment of interest to the contractor besides litigation/arbitration with resultant enhanced cost of execution. Delay in closure of work files further delays capitalization of assets of NDMC.

5. Henceforth, payment of final bill shall be made strictly as per GCC/agreement provisions read with Government guidelines and timely closure of work files shall be ensured.

6. As regards, old pending cases, all cases completed up to 31.03.2021 and requiring concurrence/examination/advice of Finance Department shall be sent for examination/scrutiny latest by **31.03.2022**.

7. All associated finance offices are directed to keep a close watch on financial closure of completed projects through a list of completed projects where financial closure has not been ensured as per prescribed instructions, available in their offices.

**This issues with the prior approval of Financial Advisor.**

**Jt. Financial Advisor (Nodal Cell)**

Copy to :

1. C.E. (Civil)-I
2. C.E. (Civil)-II
3. C.E. (Electric) - I
4. C.E. (Electric)-II
5. Director - Finance
6. Director - Accounts
7. All heads of Associated Finance offices
8. P.S. to Secretary - for information of Secretary
9. P.S. to Chairperson - for information of Chairperson
10. Office copy

**NODAL CELL  
FINANCE DEPARTMENT  
NEW DELHI MUNICIPAL COUNCIL**

**Sub : Use of digital modes of payment and prohibiting issue of physical cheques with immediate effect**

1. The Digital India programme is a flagship programme of the Government of India with a vision to transform India into a digitally empowered society and knowledge economy. "Faceless, Paperless, Cashless" is one of professed role of Digital India. Promotion of digital payments has been accorded highest priority by the Government of India to bring each and every segment under the formal fold of digital payment services. The Vision is to provide facility of seamless digital payment to/from all citizens of India in a convenient, easy, affordable, quick and secured manner.
2. NDMC has also taken various initiatives promoting use of payments through various digital/e-modes. The payments to employees (i.e. salary, honoraria, ex gratia payments, medical reimbursements, LTC allowance etc.) are also being made through electronic mode.
3. Henceforth, all payments, fund transfers shall be made through digital/e-mode.
4. **With immediate effect**, no cheques will be issued except with the prior approval of F.A. under exceptional circumstance(s) and recorded reasons/justification.

**This issues with the approval of Chairperson, NDMC**

(VEENA SHARMA)  
Jt. Financial Advisor

**Copy to :-**

1. Director ( Accounts) - for necessary action
2. Director (IT) - with the request to upload the same on NDMC website
3. P.S. to Secretary - for information of Secretary
4. P.S. to Chairperson - for information of Chairperson

**NODAL CELL  
FINANCE DEPARTMENT  
NDMC :NEW DELHI**

**Sub : Execution of works of Inescapable Nature**

It has been observed in a number of cases that proposals are initiated for execution of various works by call of spot/e-quotations citing emergent situation or urgency of work. However, time consumed in processing of such cases (i.e. accord of 'in principle approval', inviting quotations, preparation of justification, finalization of L-1 and award of work etc.) consumes considerable time thereby defeating the very purpose of collecting quotations instead of execution by call of open tenders/short notice tenders.

2. Para 1.5 of CPWD Works Manual provides for execution of works of '**Inescapable Nature**'. Para 1.5(1) in r/o **Emergent Works** stipulates that the Engineer in Charge as per his competence shall proceed to carry out the necessary work and shall immediately intimate PAO concerned that such liability is being incurred with approximate amount of liability. The competent officer should initiate action for the A/A & E/S and accord of T/S (if applicable) to regularize the liability. The Para further mentions that such emergent works can be executed without call of tenders by issuing work order or on hand receipt after collecting spot quotations.....collected by officers not below the level of AE/EE. The competent officer should initiate action for the A/A & E/S and accord of T/S (if applicable) to regularize the liability.

3. Accordingly, it is advised that execution of **emergent works** must be taken up and completed by engineering authorities as per financial powers delegated.

4. In case of execution beyond financial powers of Engineering Authorities, on intimation of such emergent work by concerned Chief Engineer, a committee comprising of F.A., Secretary and concerned Chief Engineer will visit the site to assess urgency of execution. The recommendation of Committee for execution as emergent work will meet the requirement of 'in principle approval' by Competent Authority.

5. The recommendations of the Committee will be immediately submitted to the Chairperson for intimation. In such case, it needs to be ensured that work is commenced immediately but no later than three days of recommendation of the Committee.



6. After commencement of work, the following shall be complied to regularize the liability:

- a. Proposal seeking AA-ES, accord of T/S (if applicable), detail of quotation/e-quotation and other codal requirements may be completed.
- b. In order to ensure transparency and uniformity while declaring the works in the competency of Secretary/Chairperson as emergent, Chief Engineer should invariably record a certificate that (a) the work has arisen all of sudden and (b) the work is of inescapable nature requiring immediate action that cannot brook any delay (as circulated by CPWD vide No. DG/MAN/408 dated 23.06.2021) (copy added).
- c. Submission of quarterly report to Chairperson in r/o works awarded on the basis of spot quotations.

7. It is reiterated that execution in r/o **urgent works** ( as provided under Para 1.5(2) of the Manual ibid) etc. will be regulated as per delegated financial powers vide item No. 10 (reg. Award of work/supply order without call of tenders) of Annexure 'A', DOFP vide No. D-72/Fin/2013 dated 9.5.2013.

**This issues with prior approval of Chairperson**

Veena Sharma  
Jt. Financial Advisor

Copy to :

1. C.E. (C)-I
2. C.E.(C)-II
3. C.E.(E)-I
4. C.E.(E)-II
5. Director- Finance – for circulation in Finance Department
6. P.S. to Secretary – for information of Secretary
7. P.S. to Chairperson - for information of Chairperson



केन्द्रीय लोक निर्माण विभाग

कार्यालय ज्ञापन

No. DG/ Man/408

ISSUED BY THE AUTHORITY OF DIRECTOR GENERAL, CPWD

Dated: 23.06.2021


Nirman Bhawan, New Delhi

**Subject: Modifications in para 1.5 and para 5.11 of CPWD Works Manual 2019.**

Following modifications are made in para 1.5 (Emergent Work) and para 5.11 (Extra/ Deviation items) of CPWD Works Manual 2019.

Existing Provision	Modified Provision
<p><b>1.5 Works of Inescapable Nature</b></p> <p>Various works of inescapable nature can be classified as under:</p> <p><b>(1) Emergent works</b></p> <p>These are emergency works which arise all of sudden and are of inescapable nature requiring immediate action that cannot brook any delay like :</p> <p><b>(i) to (ix)</b></p> <p><b>(x)</b> Any other work, apart from the above, declared as Emergent by the CE/ any other Authority designated by the CPWD from time to time.</p> <p><b>(xi)</b> No Provision.</p>	<p><b>1.5 Works of Inescapable Nature</b></p> <p>Various works of inescapable nature can be classified as under:</p> <p><b>(1) Emergent works</b></p> <p>No change</p> <p><b>(x)</b> Any other work, apart from the above, declared as Emergent by the CE or the next authority if there is no CE.</p> <p><b>(xi)</b> To ensure transparency and uniformity while declaring the works emergent, the Competent Authority i.e. CE/ADG/SDG should record a certificate that</p> <p>a) The work has arisen all of sudden.</p> <p>b) The work is of inescapable nature requiring immediate action that cannot brook any delay.</p> <p>The Competent Authority while declaring any work as emergent may also decide the mode of calling quotations i.e whether spot or through e-tender portal duly supported with reasons.</p>

(xii) No provision	(xii) Details of works awarded on the basis of spot quotation should be compiled by each circle/Zone (CE/SE) on quarterly basis and submitted to ADG/SDG.
<p><b>5.11 Extra and Deviated items in work (OM No. DG/MAN/405 dated 15.02.2021).</b></p> <p>Extra items are those items which are not available in the agreement but are required to complete the work. Deviation means increase or decrease in the quantities of items of work in the agreement. The rates for deviated items beyond the limit specified in schedule F of the agreement as well as those of extra items shall be worked out in the manner prescribed in clause 12 of GCC.</p>	<p><b>5.11 Extra and Deviated items in work</b></p> <p>Extra items are those items which are not available in the agreement but are required to complete the work. Deviation means increase or decrease in the quantities of items of work in the agreement. The rates for deviated items beyond the limit specified in schedule F of the agreement as well as those of extra items shall be worked out in the manner prescribed in clause 12 of GCC.</p> <p><b>Provisions of deviation/ extra items in a contract must be utilized exclusively within the scope of particular work and in no case be extended to other works under any circumstances.</b></p>

  
(वी. पी. साहु) 23.06.20

अधीक्षण अभियंता(सी.एंड एम. )

Issued from file No.CSQ/CM/16(1)/2020 e-file no. 9110519

केलोनवि तथा लोनवि दिल्ली के सभी अधिकारियों को सूचना एवं आवश्यक कार्यवाही हेतु (केलोनवि वेबसाईट के माध्यम से)।

I/42206/2022

**NODAL CELL  
FINANCE DEPARMTNET  
NDMC : NEW DELHI**

**Sub : AR-MO works of Fire Maintenance Services in various NDMC buildings during 2022-23**

Chairman- NDMC while according Administrative Approval and Expenditure Sanction to the subject work, has also accorded approval to constitution of four members Committee for verification of AR-MO works of Fire Maintenance Services in various NDMC Buildings.

2. The committee shall verify the works executed during FY 2019-20, 2020-21 and 2021-22 and submit report to the Chairperson.

3. Similar verification will be conducted in r/o FY 2022-23.

4. Constitution of the Committee is as under :

1. Chief Engineer (Electric)-I
2. Chief Engineer (Civil)-II
3. Chief Security Officer
4. Fire Officer

**This issues with the approval of Financial Advisor**

**Signed by Ram Singh**

**Date: 19-09-2022 10:20:24**

Director-Finance

Members of the Committee

Copy to :

1. P.S. to Chairman - for information of Chairman
2. P.S. to Secretary - for information of Secretary
3. P.S. to F.A. - for information of F.A.
4. Office copy

**NODAL CELL  
NDMC : NEW DELHI**

**CIRCULAR**

**Regarding : Mooting of duplicate/part files in r/o one work**

It has been observed during examination of cases in Finance Department that departments have been initiating more than one file in r/o one work i.e. by way of duplicate proposal and /or different files at different stages of work.

2 . This is serious irregularity and may result in duplicity of approval(s)/proposal(s).

3. Creation of more than one file in r/o same subject/work, defeats the very purpose of transparency in movement of files through digital mode. It needs to be ensured that only one file is initiated in r/o one work. The same is necessary (i) to avoid duplicity (ii) for availability of all related information in one file and thus for continuity of record.

4. All concerned may note for strict compliance.

5. This issues with the approval of Financial Advisor.

Jt. F.A. (Nodal Cell)

**All HoDs**

Copy to :

1. P.S. to Chairperson - for information of Chairperson
2. P.S. to F.A. - for information of F.A.
3. P.S. to Secretary - for information of Secretary

**NODAL CELL  
FINANCE DEPARTMENT**

**Sub : Procurement of Electrical Equipments and installation, testing, commissioning thereof**

It has been observed in a number of cases of Electricity Department that various equipments like HT panels, LT panels, transformers, cables etc. are procured from one agency and the work in r/o installation, testing and commissioning is assigned/awarded to another agency. Delay in process for 'installation, testing commissioning' leads to procured items remaining unutilized for long periods. The issue has also been discussed in the Review Meeting chaired by the Chairperson on 2<sup>nd</sup> February, 2022.

2. Considering that all electrical equipments procured are to be installed immediately or within a short span, it is advised that the cases where area of installation is defined, segregated procurements shall not be made and all procurements in r/o electrical installations shall also include installation, testing and commissioning as one work. Necessary provision in this regard may be incorporated in future NITs.

3. However, in cases where Electric-Store Division procures the equipments for buffer stock / anticipated requirement and area of installation is to be decided, such cases shall continue to be regulated under Annual Rate Contract in r/o Installation, Testing & Commissioning.

4. Further, it has come to notice that 267 Nos. panels stand procured by Electricity Department and awaiting installation. In order to facilitate installation, testing and commissioning of all these panels, one tender catering to all the panels shall be floated. While inviting tender, it may be ensured that there is no duplicity of scope of work with the procurements already made.

5. Henceforth no segregate procurement and/or installation/ testing/commissioning proposals will be entertained.

**This issues with the approval of Chairman NDMC.**

**Jt. F.A. (Nodal Cell)**

Copy to :

1. C.E. (Electric)-I : for strict compliance
2. C.E. (Electric)-II : -do-
3. P.S. to Chairperson : for information of Chairperson
4. P.S. to Secretary : for information of Secretary
5. Director - Finance : for circulation in Finance Department
6. Office copy

Signed by Veena Sharma

Date: 21-02-2022 15:28:00