

No. NH-15017/17(2)/2016-P&M  
Government of India  
Ministry of Road Transport & Highways  
(P&M zone)

Transport Bhawan  
1, Parliament Street  
New Delhi dated 16<sup>th</sup> June, 2016

To

All Secretaries of States/Union Territories, PWDs dealing with National Highways.

**Subject: Project Contingencies, Quality Control, W.C. Establishment, and Agency Charges- Admissible Expenditure**

Sir,

This Ministry has received several representations from project authorities seeking clarifications on items admissible for payment under provisions for "Contingencies, Quality Control and W.C. Establishment" in the sanctioned estimates. After examining the issues, the Ministry has decided to issue the following guidelines in supersession of previous guidelines issued vide No. RW/G-20011/8/98-WA (R) dated 16.08.2002 and No. NH-22023/1/2012-P&M dated 8<sup>th</sup> January, 2013 in respect of above mentioned charges:

**1.1 Contingencies**

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

- 1.1.1 Printing of tender forms including cost of papers & stationery and publicity by advertisement in the newspapers subject to the condition that sale proceeds of tender forms are credited to the Central Government Account.
- 1.1.2 Construction and maintenance of diversion roads
- 1.1.3 Removal of unsuitable soil/tree trunks etc.
- 1.1.4 Road Safety related items including traffic regulatory measures on the stretch covered under sanction.
- 1.1.5 The expenditure on engagement of man power for proof checking/ peer review of the design/monitoring, subject to the condition that due procedure and guidelines issued on the subject by this Ministry and Ministry of Finance have been followed in engaging man power.
- 1.1.6 Documentation charges including photographs and video filming of the construction activities (no asset will be created).
- 1.1.7 Establishment of temporary site office, store shed, watchman shed and parking places for vehicles including lighting. If required upto 15% of contingencies
- 1.1.8 The expenditure on engagement of counsel/lawyer/Arbitration so long as the fee is fixed as per rates stipulated by the Ministry of Law/Road Transport & Highways and due procedure has been adopted for their appointment.
- 1.1.9 For incurring expenditure towards Inauguration/Bhoomi Pujan Foundation Stone Laying/Any other ceremony in respect of National Highway works as per Ministry's circular issued vide letter No. NH-15017/17(1)/2016-P&M dated 16<sup>th</sup> June, 2016.
- 1.1.9.1 In order to meet the objectives of public awareness, public safety and public cooperation, it has been decided that expenditure on such public functions, except those on electronic/print media shall be met from the contingencies of sanctioned projects with the power to approve such expenditure upto 50 lakh vested with the Regional Superintending Engineer of MoRT&H and beyond Rs.50 lakh vested with the concerned Chief Engineer of MoRT&H.

- 1.1.9.2 The expenditure on electronic/print media shall also be met from project contingencies at DAVP rates with the approval of Regional Superintending Engineers of MoRT&H or the concerned MoRT&H.
- 1.1.9.3 In order to exercise economy in expenditure, such function should, however, be restricted only to important works, such as, widening/ strengthening/ four-laning expressways, major bridges and bypasses, and the number of invitees should be kept within a reasonable limit.
- 1.1.10 Providing facilities to Competent Authority for Land Acquisition (CALA) and Taluka Inspector of Land Records (TILR) for acquisition of land for NH Projects as per norms enclosed as Annexure-I and Annexure-II.
- 1.1.11 For incurring expenditure towards payment of statutory charges, e.g. Net Present Value (NPV), Compensatory Afforestation (CA) to be deposited with the Forest Department for obtaining Forest Clearance for NH works and Railway Charges for ROBs/RUBs to be deposited with Ministry of Railways.
- 1.1.12 Any other item (s) with the approval of the Ministry.

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

## **1.2 Quality control:**

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

### **(i) Staff:**

The main supervisory staff shall be from the organization set up. The quality control field staff specifically recruited/hired/transferred/ shared for the specific job of the project for assisting in collection/preparation of samples, conduct of tests, movement of materials/implements/equipments, etc. depending upon the size and magnitude of the work, can be charged to this provision.

### **(ii) Field Laboratory:**

Cost of the new equipment/implements or the book value if transferred from other works(s) or hire charges and maintenance charges including the cost of setting up to field laboratory.

### **(iii) Consumables:**

Cost of the consumables like oil, chemicals, reagents, filter papers and others used for testing the samples and running the laboratory.

### **(iv) Testing Charges:**

The specialized testing which cannot be done by field laboratory, as far as possible, shall be got done through the State, Central or other authorized and approved laboratories. The actual payments made in this regard can be charged.

### **(v) Transportation:**

Transportation and movement charges for the samples, equipments, staff etc in respect of the quality control of the work project.

### **(vi) Credit for the salvage/book value of the equipment, materials/implement etc.:**

The credit for the residual value of the usable equipments, implements, materials, etc. which were originally charged to a particular book, determined as per prevailing practice shall be given to the work estimates on completion of the work.

(vii) **Expenditure incurred on training of field level staff.**

The objective of the training being

- (a) Familiarization with the specifications.
- (b) Knowledge of correct sampling procedure
- (c) Learning testing methodology.

(viii) **Expenditure on experiment work**

For effective location specific improvement in materials and techniques

(ix) **Purchase of computers:**

The expenditure on purchase of computers up to a limit, not exceeding 20% of the amount provided of quality control under a project can be allowed. However, this amount would be subject to ceiling of Rs. 5 Lacs.

**1.2.2 Accounting:**

The details of the account under this account head shall be maintained separately as is being done in case of the main work. contingencies and work charged establishment and the expenditure shall be debitible on actual basis.

**1.3 Work Charged Establishment**

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

**1.4 Agency Charges**

The agency charges are meant to cover the following items broadly


- 1.4.1 Pay and allowances of supervisory staff engaged in construction including TA/DA
- 1.4.2 Office expenses of the PWD establishment including cost of stationery, Photostat, telephone bills, electric bills rentals and fax charges etc.
- 1.4.3 Purchase of petrol/diesel/gas, oils and lubricants for cars/ jeeps and other transport/inspection vehicles for supervisory staff.
- 1.4.4 Expenditure on regular staff required for Preliminary Investigator work viz. subsoil/bearing capacity investigation and topographic/hydraulic survey etc. in preparation of project designs/estimates.

2. The above guidelines may be brought to the notice of all concerned and they be asked to follow the same in letter and spirit. In order to have efficient supervision and monitoring of projects under execution, the field establishments may be provided with sufficient and adequate funds from Agency Charges to run their offices, and to meet expenses of petrol/diesel to run their cars/jeeps for project related works.

3. This issues with the concurrence of the Integrated Finance wing.

Encis: As above

Yours faithfully,

  
(Maya Prakash)  
Director (P&B)  
Tel. No. 011-23710454

Copy to:-

1. All Technical Officers in the Ministry of Road Transport and Highways
2. All Section Officers in the Ministry of Road Transport and Highways
3. All ROs and ELOs
4. Chairman-NHAI
5. AS&FA
6. MD-NHIDCL
7. JS(H)/JS(T)
8. The Director-IAHE/Secretary General-IRC
9. Technical circular file of S&R Division

Copy also forwarded for information to:-

1. PS to Hon'ble Minister (RT&H,S)
2. PS to Hon'ble Minister of State (RTH&S)
3. PPS to Secretary (RT&H)
4. PPS to JS(LAP)

Enclosure of Ministry's Circular No.NH-15017/17(2)/2016-P&M dated 16<sup>th</sup> June, 2016

**The norms for providing facilities to Land Acquisition Officers (CALA) for purpose of acquiring land for National Highways projects are as follows:**

(1) **One-time grant for furniture and Office equipment:** The following may be provided as one-time facility to individual CALAs based on the demand made by them. The quantity of various items may be varied based on quantum of work and demand of CALA subject to the limit of Rs. 1.60 lakh per CALA for furniture and office equipment.

Sl. No.	Name/Description	Number/Units	Rate per unit (Rs.)	Amount (Rs.)
1.	Executive table	2	10,000	20,000
2.	Executive Chair	2	5,000	10,000
3.	Office Chair	6	2,000	12,000
4.	Computer table	1	5,000	5,000
5.	Cupboard	1	10,000	10,000
6.	Computer	1	40,000	40,000
7.	Printer	1	5,000	5,000
8.	Scanner	1	10,000	10,000
9.	Miscellaneous items	1	18,000	18,000
	Total			1,30,000

(2) **Recurring Expenses:-** The following facilities based on demand and limited to the provisions stated below may be provided to CALA.

(i) **Man-power:** The following man-power may be allowed to each CALA based on demand made by them.

Sl. No.	Name/Description	Quantity	Max. Rate per month (Rs.)	Amount (Rs.)
1.	Assistant Special Executive Officer (LA)	1	35,000	35,000
2.	Senior Assistant (LA)	1	20,000	20,000
3.	Surveyor *	1	25,000	25,000
4.	Computer Operator	1	10,000	10,000
5.	Peon	1	8,000	8,000
	Total			98,000

\* The surveyor shall also carry out the function of a tracer.

(ii) **Vehicle:** One vehicle for a monthly permissible expenditure upto Rs. 40,000/- including hire charges, driver, fuel, POL, etc., all complete may be provided to CALA only when specific demand is made by a CALA.

(iii) **Office expenses:** A monthly allowances of Rs. 10,000/- may be provided to each CALA for expenses on electricity bill, telephone, stationery etc.

(iv) **Office rent:** A monthly allowances for Office-rent as follow may be provided wherever requested by a CALA. Office premises of CALA wherever allotted can be used by consultant and other PWD official during working for land acquisition.

For grade A city : Rs. 20,000/-  
For other urban centres: Rs. 10,000/-  
For rural areas: Rs. 7,000/-

(v) The total maximum permissible recurring expenses (excluding Office rent) amounts to Rs. 1,48,000/- which is less than the delegated limit of Rs. 1.50 lakh per month as per guidelines of NHAI.

(vi) The recurring facilities may be provided for a maximum duration of 6 months in the first instance, and may be considered for extension on cases to case basis, if demand is made by CALA.

(vii) Utilization certificates may be obtained from CALA/TILR to whom facilities are extended

Enclosure of Ministry's Circular No.NH-15017/17(2)/2016-P&M dated 16<sup>th</sup> June, 2016

The norms for providing facilities to Taluka Inspector of Land Records (TILR) for purpose of acquiring land for National Highways projects are as follows:

(1) The following facilities may be provided to TILRs on case to case basis based on demand made by TILRs: (Rate as per SoR or rate analysis may be attached with every item)

Sl. No.	Name/Description
1.	Providing electronic total station on rental basis for detailed survey for joint measurement.
2.	Vide shooting
3.	Preparation of land records
4.	Preparation of land plans
5.	Enumeration of trees
6.	Demarcation of ROW
7.	Staking out co-ordinates on ground
8.	Clearing of ROW

The rates for the above facilities may be considered as per relevant SoR/analysis of rates. The above mentioned facilities are considered essential to be provided to TILRs for carrying out their work expeditiously. The duration / extent of the above services may also be decided on case to case basis. The concerned Executive Engineers may examine the proposal in detail.

(2) If required, or deemed appropriate, the above work may also be got done by engaging private agencies through a Contract.