

CHAPTER XI

ADMINISTRATION AND FINANCE



The Administration Wing of the Department, which provides establishment and infrastructure support, consists of four establishment sections, in addition to the General and Cash Sections. One of these four Sections is responsible for the cadre management of the Central Engineering Service (Roads) Group 'A', in addition to the service management of the Group 'B' and 'C' Technical and Non-Technical cadres of Engineers, Draftsmen etc. and other subordinate staff of Regional offices/Engineer Liaison Offices located in various parts of the country. The second section looks after administration of personnel matters other than the technical cadre in the Department. The third section deals with administrative references of National Highways Authority of India, an autonomous organisation under the Department. The fourth section deals with Group 'D' posts and co-ordination among all the establishment sections.

11.1.2 The various cadres are managed as per the instructions and guidelines issued by Department of Personnel and Training under the Ministry of Personnel, Public Grievances & Pensions. The Department makes all efforts to ensure compliance with orders regarding reservations for Scheduled Castes (SC), Scheduled Tribes (ST) and Other Backward Classes (OBC) and to fill up vacant posts reserved for them. A statement showing the total number of government servants and the number of SC and ST among them has been given in Annex-VIII.

Welfare

11.1.3 The Welfare Cell in the Administration Wing of the Department of Road Transport & Highways, in collaboration with the Indian Red Cross Society, had organized a Blood Donation Camp on 29 September 2005 in the Transport Bhavan. In all 73 donors donated blood on this occasion.

Finance

11.1.4 The Finance wing is headed by an Additional Secretary and Financial Adviser. He is assisted by a Director (Finance), a Deputy Secretary (Finance) and an Assistant Financial Adviser.

11.1.5 As per the scheme of the Integrated Financial Advisers, the Financial Adviser is closely associated with the administrative Department in rendering financial advice on various matters within the jurisdiction of the administrative Department. He assists in planning, programming, budgeting, monitoring and evaluation of various schemes and programmes of the



Department. The Financial Adviser performs, inter alia, the following duties:

- Co-ordinating the furnishing of material to the department-related Parliamentary Standing Committee on Transport & Tourism to consider the detailed demands for grants and to the Ministry of Finance on budgetary matters.
- Chairing the pre-PIB meetings relating to all projects requiring decision at the level of PIB.
- Scrutinizing all proposals to be placed before Expenditure Finance Committee (EFC)/ Public Investment Board (PIB) and also extending secretariat assistance for EFC to be chaired by Secretary (Expenditure).
- Rendering financial advice including concurrence, to the proposals and schemes emanating from different administrative wings of the Department.
- Extending the necessary co-operation in the preparation of five year Plans and annual Plans.
- Assessing the internal resources and extra budgetary resources of the autonomous bodies under the administrative control of the Department.
- Scrutinising and vetting the budget proposals of the various autonomous bodies.
- Reviewing Plan schemes based on the zero-based budgeting methodology with a view to achieving optimisation and containing expenditure.
- Evaluating progress / performance of the projects and other continuing schemes.
- Ensuring financial discipline, enforcement of the economy measures and the assessing the financial viability of all proposals.
- Monitoring the settlement of audit objections, inspection reports / reviews, draft audit paragraphs, etc., and ensuring prompt action on audit reports and appropriation accounts, reports on public sector undertakings.

11.1.6 In addition to rendering financial advice, the Financial Adviser is also in charge of budget and accounts of the Department. It is Adviser's duty to do the following:



- Ensure that the schedule for preparation of Budget is adhered to by the Department and the budget is drawn up according to the instructions issued by the Ministry of Finance from time to time.
- Scrutinise the budget proposals before sending them to the Ministry of Finance.
- Ensure that the departmental accounts are maintained in accordance with the requirements of the General Financial Rules;
- Monitor and review the progress of expenditure against the sanctioned grants.

11.1.7 A project monitoring cell (PMC) has been set up as per the directions of the Ministry of Finance and functions under the charge of Additional Secretary and Financial Adviser. The main functions of PMC is to monitor all projects including externally aided ones. It also functions as a secretariat to the standing committee constituted to examine the reasons for time and cost overruns in cases to be considered and approved by the PIB / Cabinet Committee on Economic Affairs. The standing committee has representatives from the Planning Commission, the Ministry of Statistics and Programme Implementation and the cost accounts branch of the Ministry of Finance.

National Highways Financial Management Information System

11.1.8 For better financial management and enhanced co-ordination amongst the various agencies involved in the construction and management of the National Highways through the use of Information Technology, the Department of Road Transport and Highways has introduced the National Highways Financial Management Information System (NHFMIS) for better management and enhanced coordination among the various agencies involved in the construction and management of NH through the use of information technology. The main objective of NHFMIS is to automate the various expenditure and accounts processes. The web-based technology is helpful to the engineering divisions and others in assessing real time information, resulting in better financial management of NH works. The NHFMIS is meant to :

- Ensure availability of an up-to-date directory of on-going works / jobs in the various states and Union Territories.
- Provide real time information for budgetary control i.e. expenditure incurred against budget provisions both on an overall basis as well as work by work basis.



- Achieve improved co-ordination amongst the PWDs, Regional Offices, Regional Pay and Accounts Offices, Chief Controller of Accounts, Director General of Roads and the Department.
- Put in place a financial management information system to eliminate delays in reporting.
- Provide real time information about bills and payments.
- Promote transparency and accountability.

11.1.9 The Department of Road Transport and Highways has been selected for implementing the accrual accounting system on a pilot basis. This system, once implemented, is expected to provide better inputs for asset management.

