भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार)
National Highways Authority of India
(Ministry of Road Transport and Highways, Government of India)
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सत्यमेव जयते

भा रा रा प्रा NHAI

NHAI/Policy Guidelines/Finance & Accounts/2024
Policy Circular No. 3.2.15/2024 dated 23rd January, 2024
{Decision taken on E-Office File No. NHAI/BE-RE/Fast-Track/2023-24 (Comp. No.236829)}

Sub: Guidelines for Fast Tracking Payment in the Last Quarter of FY-2023-24- reg.

In order to avoid and excess /saving / surrender of Budget under TSA/PFMS system (Government of India Application) by NHAI following actions may be taken by field units / paying units of NHAI in the Last Quarter of current FY upto 31.03.2024 for expediting the payment process and consume 100% budget already allocated to ROs/PIUs: -

A. Land Acquisitions payments:

- To boost LA Expenses inter-alia fast tracking of Physical possession of the proposed acquired land for the Project based on 3G notifications.
- All PDs to assist CALAs for processing all LA payments immediately. LA payment has cascading impact on projects to be implemented / in progress.
- CALAs should be encouraged to utilize Bhoomirashi portals for LA payments. If need be, further man power support can be provided to CALAs till 03/2024 to prepare Bhoomirashi payment files.
- All efforts should be made for declaration of any pending 3G awards promptly whose 3D notifications are already published.
- Any LA payments to be made to Court also to be processed for acquisition of lands in the interest of the project and NHAI.

B. Works (Construction) payments:

- To increase pace of expenditures at construction stage, following steps may be taken at field unit to expedite the processing and submission of bills through Data Lake portal:

I. Stage Payment Statement (SPSs) / Interim Payment Certificate (IPCs):

- All steps for Re- appropriation of budget and revised sanction by HQ should be taken in advance by PD/RO according to NHAI circular in this regard. PDs to review all projects which may need such revisions for expenditure required up to the end of current FY. This is essential to avoid a situation that when bill is submitted by contractor/ concessionaire then revision of sanction and re-appropriation of the budget is processed by Unit.

Contd...2/-

- Similarly, RO/PD may review the budget requirement in any such project in advance. The requirement of budget in advance based on "Average of last 3 bills with 10 percent escalation'' as a general principle.

- Payments related to COS may also be reviewed by PC to provide sanction and budget in appropriate heads based on COS approval.

- It may be noted that RO can re-appropriate budget as per the delegation with them among projects under their jurisdiction within overall budget available with the ROs. In case RO require additional budget over and above allocated budget, they may approach HQ budget section. Once all PDs complete the budget and sanction requirement exercise ROs must take review of the same with all PIUs every fortnight.

- Recently the process of revised sanction has been issued. At present within three working days revised sanctioned are being approved by NHAI HQ.

II. **Measurement certification and processing of Bills:**

- To Fast Track the availability of essential documents for processing of 90% or 75% (as the case may be) a Project Committee (PC) meeting comprised of representatives of PD (or PD himself), TL and other team of IE/AE, Finance official at PIU and Project Manager of Contractor to be constituted by PD immediately. Weekly meeting of this (PC) for each project to be scheduled. This committee will firm up the essential verification / certification of the works done and accordingly, inspection by IE/AE is complete.

- The contractors may submit weekly quantities for advance measurements and keep raising RFIs for continuous inspection which will be reviewed by the PD weekly.

- Bill/SPSs to be modified (if required) after inspection of the Committee at IE/AE level without returning the bill to save time. Thereafter, bill to be recommended to PD and to be processed directly for payments without any further scrutiny.

- IE/AE are submitting contractors bills generally to their HQ for approval which takes time and delays the further processing. For 90% or 75% (ad-hoc) payment the TL may submit his report to PD for processing of the same. Subsequently, the same bill can be processed for remaining 10% or 25% based on existing practice based on detailed scrutiny, additional documents, reports etc. according, to the contract agreements and NHAI circulars.

- In addition to above, ROs also need to ensure faster approval of mile stone payment from their office in case of HAM Projects and keep on tracking the data lake for pending payment at any level and take review.

Contd...3/-

III. **Bill Approval system on Datalake and PFMS:**

- Based on methodologies stated above along with minimum necessary documents decided in the weekly project committee concessionaire will upload the bill on Datalake.

- All PDs may have a strip chart with marked IPCs stages thereon to avoid any duplication of measurement/bill. They also have to keep reference of previous payments according to quantities approved.

- Datalake and AFMS team can explore a possibility to develop this strip chart based on Physical/Financial progress.

IV. **Checklist Format with SPSs/IPCs:**

- A detailed checklist is enclosed, which may be adopted for all bills however, if required, some additional items as per contract agreement and Project Committee recommendation may be incorporated.

- However, Project Committee may finalize the few essential documents for releasing 75 % or 90% (as the case may be) within 3 working days.

- Measurement Book, Price adjustment, IPC/SPS number alongwith previous paid IPC/SPS number, Statutory deductions, recoveries if any, inspection and test verification report of IE/AE may be treated as part of essential documents and/or as maybe decided by the Project Committee.

C. **Payment of Annuities related to projects:**

- All annuity payments which are due upto 31.03.2024 should be processed well in advance, so that due payment of annuity may be released on due date without any delay. In this connection, we may process the bill with conditions that bill may be paid not before due date (PFMS has an option of "NOT PAYABLE BEFORE").

D. **Consultant/ IE/AE Payments:**

- PD and concerned finance personnel will assess the liability of consultant / IE/AE services upto 31.03.2024 in advance and will release the payment accordingly.

E. **Utility Shifting and other Pre-construction payments:**

- Advance action may be taken by PD and Finance Person for due sanction and budget for releasing the utility and other pre construction related payments on or before 31.03.2024 in light of relevant NHAI Circulars.

Contd...4/-

- It may be noted that there are separate budget head in the sanction for Utility Shifting, and other pre- constructions activities.

F. <u>**Format for payment**</u>**:** As per **Annexure-I (Copy enclosed)**

2. This issues with the approval of Competent Authority.

Encl.: As stated above

23/01/24

(Sanjay Kumar Patel)
General Manager (Coord.)

To:

All Officers of NHAI HQ/ ROs/ PIUs/ CMUs/ Site Offices

Copy to:

1. Hindi Division for translation in Hindi.
2. Library for hosting the circular on library site.
3. Web Admin for circulation

Annexure-I

National Highway Authority Of India			
PIU-			
Name of Project:			
Contractor:			
Authority Engineer:			
IPC No.:			
Sl.No	Description	Status	Remarks
1	Work program (Clause 10.1 (iii)/as per relevent clause of CA	Submitted/Not Submitted	
2	Approval of Design & Drawing of items under consideration	Submitted/Not Submitted	
3	Stage Payment Submitted by EPC Contractor (Clause 19.4)/as per relevent clause of CA	Submitted/Not Submitted	
4	Recommendation by AE (Clause 19.5 (i)/as per relevent clause of CA)	Submitted/Not Submitted	
5	Recommendation by AE (Clause 19.5 (ii)//as per relevent clause of CA)	Submitted/Not Submitted	
6	Scehedule H/as per relevent clause of CA	Submitted/Not Submitted	
7	Price Adjustment		
	Base Index	Base Date/Index	
	Current Index	Current Date/Index	
8	Retention Money (Clause 7.5 (i)/as per relevent clause of CA)	Deducted/Not Deducted	
9	Measurment Sheet	Submitted/Not Submitted	
10	Request for Inspection (RFI)	Submitted/Not Submitted	
11	Test Result	Submitted/Not Submitted	
12	Strip Chart	Submitted/Not Submitted	
13	Quality Certificate	Submitted/Not Submitted	
14	Safety Health and Enviormental Certification	Submitted/Not Submitted	
15	Labour License	Submitted/Not Submitted	Valid up to ....
16	CAR Policy (Clause 20.1)/as per relevent clause of CA	Submitted/Not Submitted	Valid up to ....
17	Professional Indeminity (Clause 20.1 (vi)/as per relevent clause of CA)	Submitted/Not Submitted	Valid up to ....
18	Accident or injury to work man policy (Clause 20.8)/as per relevent clause of CA	Submitted/Not Submitted	Valid up to ....
19	Affidavits for compliance of provision under the Contract Labour Act 1970	Submitted/Not Submitted	
20	Change of scope (Article -13)	NA	
21	Extension of time (Clause 10.5)/as per relevent clause of CA	NA	
22	Milestone (Schedule-J)/as per relevent clause of CA	NA	
23	% test check by Team Leader/Engineer		

Signature & Stemp of Team Leader/Engineer