

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
National Institute of Electronics and Information Technology (NIELIT)  
(An ISO 9001 : 2008 Certified Organisation)  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Ministry of Electronics and Information Technology, Government of India

MIS (11)2017-NIELIT(Civil)/01/7263

Dated: 29.11.2018

Office Memorandum

Subject: NIELIT North East Building Projects - reg.

References:

1. OM No. NER(55)- 2016-NIELIT(Civil)/02/4032 dated 05/10/2016 (Annexure-I)
2. OM. No.MIS(11)2017-NIELIT(Civil)/01/7263 dated 30.07.2018 (Annexure-II)

As per existing norms vide Office Memorandum as referred above, 60% at the amount of the RE bills raised by PMCs is being released by the centre after approval from NIELIT HQ within 7 days by the concerned Centre. Afterward balance 40% of RE Bills were released based on recommendations of Uniform Building Committee (UBC).

2. It has been observed that in the process of release of 60% payment of RE bills within 7 days, there is not much scope of any value addition as well as checks and balances at the level of HQ. At the time of release of balance 40 % of payments, the bills are diligently examined before release of payment. Therefore, in case there is any shortcoming or deviation at the stage of release of 60 % payment, observed afterward, the same is adjusted at the subsequent stage. Also the Centre Heads have been already duly empowered to consider the RE Bill and recommend for release of payments by disbanding the mechanism of Uniform Building Committee(s) vide OM mentioned above (Ref.-I).

3. Accordingly, it has been decided that for release of 60% of RE bills, CI has been empowered to give concurrence. As per new procedure, Centre Heads shall recommend 100 % payment of RE Bills after duly examining and forward to CI without referring HQ. CI may concur in and convey it to concerned Centre Head for release of payment after duly satisfying himself/herself. For facilitating the CI for taking appropriate decision/concurrence for release, DIC must verify/satisfy himself/herself about the correctness of RA bills and furnish the relevant information/certificates as per format attached as Annexure-III. For filling up the information in the format in Annexure III, the under-mentioned instruction may be followed:

- i. The filling up and verification up to S.No. 5 of format shall be done by concerned ED/ Director/DIC.

- ii. Before recommending release of payment ED/Director/DIC will ensure ceilings of budgetary approvals and availability of funds.
- iii. For S.No. 6 of format, verification of all documents shall be done at both level i.e. ED/Director/DIC as well as CI.
- iv. Help may be taken from Junior Engineer/ APC (Civil).

4. After release of 60 % as concurred by CI, the recommendations of CI for 100 % payment (ratification of 60 % payment already made to PMC and release of balance 40 % payment) are to be sent to NIELIT HQ as per part D of format. Payment matters shall be processed at HQ in a batch on monthly basis to enhance efficiency. The recommendations may be processed by Project Section with Finance and Admin wing concurrently. CI and concerned DIC will join through Video Conference for clarification then & there.



5. The above process are issued towards indicating clear cut duties and responsibilities for ensuring efficiency and transparency. All stakeholder of the process shall ensure due diligence. Violation thereof if any, may invite disciplinary/administrative action.

This is issued with the approval of the Director General, NIELIT.

  
(Janak Raj)  
Registrar

Encl: As above

Copy to:

- All Executive Director/Director/Director-in-Charge
-  All HoWs, NIELIT Hqs
-  Web Master, NIELIT Hqs- with a request to upload this OM on NIELIT website

Copy for kind information to:

1. PS to GC(HRD), MeitY
2. SO to DG, NIELIT
3. HoD(HRD), MeitY



सं.सू.प्र.सं.  
सं.सू.प्र.सं.  
सं.सू.प्र.सं.  
सं.सू.प्र.सं.  
सं.सू.प्र.सं.  
सं.सू.प्र.सं.  
सं.सू.प्र.सं.  
सं.सू.प्र.सं.

**राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्र.सं.)**  
**National Institute of Electronics and Information Technology (NIELIT)**  
(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Ministry of Electronics and Information Technology, Government of India

NER-(55)2016-NIELIT(CIVIL)/02/4032

Dated: 5-10-2016

**OFFICE MEMORANDUM**

CMD of PMCs have approached the office of the DG and have conveyed that PMCs are facing problems in execution of the building projects being taken up by them because of delay in release of payments to them and also PMCs are facing issue of payment of Secured Advance to Contractor for parking materials at site due to non-consideration of release of secured advance by NIELIT.

In this regard, in the recent past, Ministry of Finance, Department of Expenditure has also issued OM ref. F. No. 16/1/2016-PPD dated 24th August 2016 (*copy enclosed*) recommending that system of releasing a specified portion of the running bill payments, within a week of the bill being submitted, may be instituted in the large projects. The Ministry of Finance has mentioned the example of cases where advance of 75% has been released in infrastructure projects. In view of the above, following has been decided:-

- i. ~~Once the PMC submits the Running Bill 60% of the amount of the Running Bill may be released to the PMC within 7 days by the Centre.~~ However, it is to be ensured that the meeting of the Building Project Monitoring Committee may be called within next 8 days for processing the payment of the balance 40% or the actual amount which is found payable by the committee for release to PMC. The concerned Executive Director/Director/Director-in-Charge may ensure that the efforts are made so that RA bills are processed and payment against R.A. bills is released in not more than 15 working days.
- ii. Executive Director/ Director/ Director-in-Charge needs to see whether the amount of PBG received from PMC is as per the project cost discovered through open tender as it indicates the actual cost of the construction. In case of project cost revision, the PBG may also be got revised from PMC accordingly. This is required to safeguard the interest of NIELIT as well as MeitY.
- iii. Executive Director/ Director/ Director-in-Charge needs to see that the amount of advance released to PMC must be backed up by the equivalent amount of BG. In no case, amount of BG exceeds/less than the amount of advance released. Centre shall not ask for additional BG in case the PMCs are not asking for additional advance against difference in estimated value and the actual value of the bid for construction activities.

Contd...

iv. For the Secured Advances on the security of materials brought on the site for construction activities, payment can be released subject to following CPWD guidelines (details available in CPWD Works Manual).

v. The demand of the PMCs to reduce performance security from 10 to 5% can not be considered as per the basic terms and conditions of the agreement signed between NIELIT and the PMC.

To execute the decision taken in the paras (i) and (iv) above, special conditions are to be incorporated in the agreement signed with PMC and it is to be signed by both the parties as Addendum to existing agreement. This will become a part of the document and also to be shared with the Headquarters.

The above bears the concurrence of CFO and approval of the DG.

  
(Janak Raj)  
Registrar

Encl: As Above

Copy to:

- i) Executive Directors/Directors/Director-in-Charge of all NIELIT Centres
- ii) Addl. Director (Technical), NIELIT Headquarters
- iii) Chief Finance Officer, NIELIT Headquarters

Copy also to:

- i) PS to CMD, NBCC, NBCC Bhawan, Lodhi Road, New Delhi- 110003
- ii) PS to CMD, NPCC, Plot No. 67-68, Sector-25, Faridabad -121004, (Haryana)
- iii) PS to CMD, HSCL, HSCL 5/1, Commissariat Road, Hasting, Kolkata- 700022

Copy for kind information to:

- i. ISO to Director General, NIELIT Headquarters



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
National Institute of Electronics and Information Technology (NIELIT)

(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Ministry of Electronics and Information Technology, Government of India

No.: MIS(11)2017-NIELIT(Civil)/01/7283

Dated: 30.07.2018

Office Memorandum

In supersession to earlier OM No. NIELIT/Tech/37/12(Vol-II)/2023 dated 03.04.2014 vide which a Uniform Building Committee (UBC) was constituted to monitor Building Projects undertaken/to be undertaken at various locations under the chairmanship of Executive Director/Director/Director-in-Charge.

2. To address the issues of regular absenteeism of UBC/BPMCs member from meetings, consistency in recommendations, to meet out the demands from Executive Director/Director/Director-in-Charge to change the committee members, bringing clarity on the role of Chief Investigator (CI) and ensuring quick disposals of project related matters, monitoring mechanism of the project has been restructured as:

- CI is considered as full-fledged Project-in-charge of the project and shall be responsible of project execution.
- Executive Director/Director/DIC shall report to CI for the work/activity as far as NER project is concerned.
- All matters related to NE project which need HQ intervention shall be routed to HQ through CI

3. Apart from above, following SoP is adopted for payment recommendation:

- Building Project Monitoring Committee (BPMC)/UBCs are dissolved and responsibility is given to Executive Director/Director/ Director-in-Charge of the respective Centre. In case Executive Director/Director/ Director-in-Charge of the respective Centre need support of team for monitoring work, they may constitute local committees with the following indicative constitution:

1	Executive Director/Director/Director-in-Charge of the Centre	Chairman
2	Finance Officer of the Centre	Member
3	An officer of the level of Deputy Secretary/Joint Director from any department/organization/ autonomous Body/institute from State Govt.	Member
4	Nodal Officer for Building Project at Centre	Member Secretary



(115)

related legal, administrative aspects. Based upon the outcome, a copy of the report shall also be submitted to MeitY.

C. General:

The member(s) of group may also visit the site if needed, as decided in the monthly/quarterly/periodically meeting.

  
(Janak Raj)  
Registrar

To:-

- 3/7/18*  
*3/7/18*
- i. All Executive Director/Director/Director-in-Charge
  - ii. All HoWs, NIELIT Hqs
  - iii. Web Master, NIELIT Hqs- *with a request to upload this OM on NIELIT website*

Copy for information to:-

- i. PS to GC(HRD), MeitY
- ii. SO to DG, NIELIT
- iii. HoD (HRD), MeitY



Report Format for approval of release of payment against RE Bills  
for NECB Project as on ..... (Date) .....

**Part-A**

NIELIT Centre/ Extension Centre:

Date of start of Construction:.....

Initial Date of Completion:.....

Extended Date of Completion:.....

Name of PMC:.....

PMC Charges (%): .....

Approved Budget for Civil works:

Approved Tendered cost with date:

Total Cost (Estimated+PMC Charges)

Total Cost (Tendered+PMC Charges)

.....

.....

**Part-B**

1. Action Taken on earlier recommendations from HQ:

Sr. No.	Recommendations from HQ	Action Taken
1		
2		
3		
4		

2. BG Details: (Validity of Bank Guarantees should be ensured as per tender terms.)

Sr. No.	Purpose of BG	Amount of Awarded /Estimated Cost	Bank Details	BG. No.	BG. Date	10% Amount	Valid up to
1.	Performance Security (Tendered+PMC Charges)						
2.	Mobilization Advance (Estimated cost)						
3	2 <sup>nd</sup> Mobilization Advance (Tendered cost + PMC charges)						



3. Payment released against Civil + Utilities so far:

Sr. No.	Description	Cost of work	PMC Charge	Service Tax/GST	Total Amount of Bill	Recommended Amount	Amt Released to PMC	With held amt	Remarks
1.	Mobilization Advance	NA	NA	NA	NA	NA		NA	
2.	2 <sup>nd</sup> Mobilization Advance	NA	NA	NA	NA	NA		NA	
3.	1 <sup>st</sup> RE Bill								
4.	2 <sup>nd</sup> RE Bill								
	Total amount				Total	Total	Total		

4. Physical Progress Report of the Project (in terms of % age along with description):

Sr. No.	Building Blocks as per agreement	Work completion as in previous RE Bill	Incremental Work Completed from the date of previous RE Bill up to date of current RE Bill
1.	Admin Academic Building		
2.	Boys Hostel		
3.	Girls Hostel		

5. Proposed Agenda for HQ regarding approval of payments & release:

5.1 Proposed payment of R.A. Bills					
Sr. No.	RA Bill No. Date	Cost of work	PMC Charges	GST	Total Amount of Bill
1.					
2.					
Total					
5.2 Recommendation and Justification from ED/Director/DIC:					
<p>Verified and found factually correct qualitatively &amp; quantitatively and are in accordance with delivery of work and (or) services as per terms of contract/delivery schedule. The work has been executed as per the specifications laid down in the contract agreement and the workmanship is up to the standards followed in the Industry. Recommended for release of 100 % (or else _____) payment of RE Bills.</p>					
<p style="text-align: right;">( Sign of ED/Director/DIC)</p>					
Any Other Agenda along with Justification from ED/Director/DIC:					

6. List of Enclosure ( Checklist for verification) :

Sr.No.	Enclosure	Checked & verified by Finance Head	Verified by ED /Director/DIC	Verified by APC Civil	Checked by CI
i.	RA Bills duly signed and stamped by Contractor /PMC.			NA	
ii.	Passed orders duly signed and stamped by PMC & Contractor along with proof of payment to Contractor.			NA	
iii.	Utilization Certificate of Total Fund received and amount approved against work as per GFR-12-A.			NA	
iv.	Certificates by PMC for following CPWD guideline, Audit Certificate, etc.				
V	Physical and Finance Progress Chart/PERT				
vi.	Proof of Payment of Service Tax/GST submitted by PMC.				
Supporting Documents submitted by PMC.					
Vii	Abstract of payment				
Viii	Form of Utilization certificate				
Ix	Fund details				
X	UC / Statement of expenditure				
Xi	Head wise fund Utilization				
Xii	Certificate of Audited statement (also for > 50%)				
Xiii	Certificate of Labour cess/ income tax				
Xiv	Certificate as per CPWD Norms				
Xv	Bank Details of e-transfer				
Xvi	Abstract of current RE Payment				
Xvii	Physical progress report wrt PERT CHART				
Xviii	Running account Bill with certificate and signature				
Xix	Copy of challan tax paid				
Xx	Detailed Bill				
Xxi	Others.....(give details)				
Note: Site Visit observation / report (if any) by APC Civil may also be indicated and enclosed.					

The supporting documents have been verified physically and found correct

(Sign of Finance Head)

(Sign of ED/Dir/DIC)

(Sign of APC-CIVIL)

(Sign of CI)

---

### Part-C

(Consent of CI for approval of 60 % of Payment in terms of OM no. NER (55)-2016-NIELIT(Civil)/02 dated : 05/10/2016 )

Concurred in for release of 60 % ( i.e Rs \_\_\_\_\_ ) of \_\_\_\_\_ RE Bills.

-----  
(Sign of CI)

To

Concerned ED/Dir/DIC of respective Centre

Copy to:

- (1) NIELIT HQ along with Complete Document and copy of RE Bills & its complete enclosures.



---

Part-D

Recommendation of CI for approval of 100 % payment (Ratification of 60 % payment already made to PMC and release of Balance 40 % Payment)

- (1) Payment amounting to Rs. \_\_\_\_\_ to PMC has been released on \_\_\_\_\_ (Proof of Payment enclosed)

-----  
(Sign of Account officer of Concerned Centre)

-----  
(Sign of ED/Dir/DIC)

- (2) The work has been executed as per the specifications laid down in the contract agreement and the workmanship is up to the standards followed in the Industry.

-----  
( Sign of APC- Civil)

- (3) Verified and found factually correct qualitatively & quantitatively and recommended for approval of 100 % payment (Ratification of 60 % payment already made to PMC and release of Balance 40 % Payment ( or else \_\_\_\_\_) payment of RE Bills.

-----  
( Sign of CI)

To  
NIELIT-HQ