

Office Of the Principal Controller of Defence Accounts(BR)
SEEMA SADAK BHAWAN RING ROAD, NARAINA DELHI CANTT. -110010

File No. Works Cell/1130/Misc Corr/BRDB

Dated: 17/12/2014

To,

1. The CDA (BR), Guwahati
2. The JCDA (BR), Chandigarh
3. The PAO Gref, Pune
4. The AO (P)/AO TF

C/o 56/99 APO
(As per standard list)

Sub: Revised delegation of administrative and financial power in BRO.

Ref:- In continuation to this office letter No. W.Cell/1130/Misc corr/BRDB dt 14/11/2014.

Please refer to this office letter No. cited above under which revised delegation of administrative and financial power in BRO issued vide BRDB letter No. BRDB/08/81/2006/BEA dt 05/11/2014 was circulated to all Sub-offices and the same was also uploaded in PCDA (BR) website.

Since, there is a considerable enhancement in the power of executive authorities as compared to the previous delegated power, hence all sub-offices acting as internal IFA has to play active role before concurrence of the financial proposal. IFA (BR) Manual has prescribed various role of IFA as an internal IFA and drill/checks to be followed before concurrence of the financial proposal. Following documents are enclosed for compliance by all sub-offices.

- 1 Annexure 'A' Drill/checks points.
- 2 Annexure 'B' Control Chart for financial proposals.
- 3 Annexure 'C' List of registers and its format.

In view of the above all are advised to follow proper mechanism as enumerated above so that there may not be any room for ambiguity in concurrence of financial proposal.

Receipt of this letter may be acknowledged under the signature of officer-in-charge of sub offices.

Sandey
17/12
ACDA (Works Cell)

**CHECK POINTS FOR COMPENSATION CLAIM UNDER
WORKMEN'S COMPENSATION ACT, 1923**

(Refer sl. no. 64 of Annexure-I of Govt of India, Ministry of Road Transport & Highways, Border Roads Development Board vide letter No. BRDB.04/696/2007/BEA/21801/PC/DGBR/TPC dated 27th November, 2007.)

- Chapter-14
Highways,
BR/TPC
of AOs
ed with
etermined
o loss of
nages to
ower the
y) before
- (i) Whether the individual for whom compensation being claimed is covered under WCA 1923.
 - (ii) Whether the injury/death is attributable during Govt. bonafide duty.
 - (iii) In the case of death, 50% of the average monthly wages of last 12 months multiplied with relevant age factor is payable.
 - (iv) In the case of total disablement, 60% of the average monthly wages of last 12 months multiplied with relevant age factor is payable.
 - (v) In case of partial disablement, 60% of the average monthly wages of last twelve months multiplied with percentage of disablement and relevant age factor is payable.
 - (vi) The age factor of last birth day is to be applied for calculation of compensation payable.
 - (vii) To see whether the following documents are attached :-
 - (a) Manuscript copy of one man inquiry.
 - (b) Signed copy of convening order of one man inquiry.
 - (c) Orders of Task Force Commander on one man inquiry.
 - (d) Post mortem report in original
 - (e) Signed copy of FIR.
 - (f) Application for compensation under WCA. 1923.
 - (g) Wages statement for last 12 months immediately preceding the accident.
 - (h) Calculation sheet.
 - (i) Contingent bill.
 - (j) No demand certificate.
 - (k) Statement of case.
 - (l) Delay report.
 - (m) DO part – II notifying the death causality.
 - (n) In case of CPL, Photocopy of Recruitment- Cum medical form and certificate from O.C. unit regarding correctness of date of birth is attached.
 - (o) Job/Head against which amount of compensation is to be booked (to be shown on contingent bill).

CHECK POINTS FOR HIRING OF IMMOVABLE PROPERTY/ HIRING OF TRANSPORT

(Refer sl. nos. 20, 49 & 50 of Annexure-I of Govt of India, Ministry of Road Transport & Highways, Border Roads Development Board vide letter No. BRDB.04/696/2007/BEA/21801/PC/DGBR/TPC dated 27th November, 2007)

- (i) That the property proposed to be hired is actually required by the Deptt. and there is no proposal for move of the unit during the period of hiring.
- (ii) That the period for which property is proposed to be hired is clearly defined.
- (iii) That the period for which property is hired is not overlapped.
- (iv) The rates with reference to which concurrence is accorded are based on the rates issued by the state Revenue authorities.
- (v) The rates are distinctly given by state authorities for irrigated/unirrigated, class II/Class III land.
- (vi) The credentials of the owner in whose favour the concurrence for hiring of property is being accorded should be certified with reference to Revenue papers duly quoted with Khasra No.
- (vii) In case of hiring of transport rates prescribed by the state PHE, Deptt. are enclosed.
- (viii) The requirement for hiring of transport is supported with statement of case highlighting the necessity for hiring of the proposed transport.
- (ix) The rates for stand by charges and fraction of a day are clearly exhibited.
- (x) The working hours per day are clearly shown.
- (xi) It may be seen that whether the rates are inclusive /exclusive of crew and POL required for use.
- (xii) Concurrence is accorded after due verification of limitation of powers to be exercised by the CFAs.

CHECK POINTS FOR MEDICAL ADVANCE CLAIM

(Refer sl. no. 59 of Annexure-I of Govt of India, Ministry of Road Transport & Highways, Border Roads Development Board vide letter No. BRDB.04/696/2007/BEA/21801/PC/DGBR/TPC dated 27th November, 2007)

- (i) That the sanction of the competent authority for payment of medical advance has been attached with the bill.
- (ii) That assessment of the expenditure likely to be incurred on the treatment of the individual duly signed by the Doctor with the seal of the hospital has been attached with the bill subject to the limit of package deal notified by Govt. of India from time to time.
- (iii) Ensure that medical advances are entered in the Medical Advance Register (Demand Register) and the demand is cleared only after adjustment claim is received and passed.

**CHECK POINTS FOR MEDICAL REIMBURSEMENT CLAIM FOR
TREATMENT UNDER EMERGENCY AT PRIVATE HOSPITAL**

(Refer sl. no. 60 of Annexure-I of Govt of India, Ministry of Road Transport & Highways, Border Roads Development Board vide letter No. BRDB.04/696/2007/BEA/21801/PC/DGBR/TPC dated 27th November, 2007.)

- (i) That the prescribed application form for claiming the reimbursement has been properly filled in by the individual and revenue stamp affixed wherever required.
- (ii) That the claim should be supported by the medical emergency certificate issued by the private hospital.
- (iii) A statement of case prepared by the controlling officer of the claimant alongwith his recommendation for obtaining ex-post-facto sanction of the competent authority for taking treatment in emergency in private hospital under CS (MA) Rules/CGHS Rules.
- (iv) That the controlling officer of the claimant has countersigned the claim.
- (v) Rates should be admitted as prescribed in CS (MA) Rules/CGHS Rules. ✓
- (vi) That the claim has been submitted within the prescribed time after completion of the treatment. ✓

**CHECK POINTS FOR SRMD WORKS UNDER PARA-559 OF BR REGS.
(GS WORKS)**

(Refer sl. no. 14 of Annexure-I of Govt of India, Ministry of Road Transport & Highways, Border Roads Development Board vide letter No. BRDB.04/696/2007/BEA/21801/PC/DGBR/TPC dated 27th November, 2007)

- (i) The work is included in the Approved Annual Works Plan.
- (ii) Funds have been allotted in the RE/BE.
- (iii) Proper head of account has been indicated in the DGL
- (iv) The estimate is based on the Board of Officers' proceedings, duly approved.
- (v) Financial limits laid down in the procedure PRO/VET-EST/01 have been adhered to.
- (vi) Rates of all the items of works are as per the SSR issued by the HQ DGBR.
- (vii) The item-wise amount of Part-II of the estimate has correctly been carried over to Part-I of the estimate and correctly summed up.
- (viii) Credit on account of retrievable materials has been included.
- (ix) Credit on account of stores available from hard rock excavation is given.
- (x) Following charges have correctly been levied:-
 - (a) Royalty and Monopoly charges.
 - (b) Physical contingency charges @ 5%.
 - (c) Quality Control Cell Charges @ 1%/0.1%.
 - (d) Price escalation charges @ 7% per annum (compounded annually) (only for SSR items)
- (xi) Compensation/acquisition of land etc. is supported with the authority.
- (xii) Following documents are attached:-
 - (a) Rain fall data.
 - (b) Certificate of Contemporaneous Records.

**CHECK POINTS FOR IRMD WORKS UNDER PARA-560 OF BR REGS.
(GS WORKS)**

(Refer sl. no. 14 of Annexure-I of Govt of India, Ministry of Road Transport & Highways, Border Roads Development Board vide letter No. BRDB.04/696/2007/BEA/21801/PC/DGBR/TPC dated 27th November, 2007)

- (i) Funds have been allotted in the RE/BE.
- (ii) Proper head of account has been indicated in the DGL.
- (iii) The estimate is based on the signal & detailed report regarding invoking the para-560 of BR Regulations.
- (iv) Financial limits laid down in the procedure PRO/VET-EST/01 have been adhered to.
- (v) Rates of all the items of works are as per the SSR issued by the HQrs. DGBR.
- (vi) The item-wise amount of Part-II of the estimate has correctly been carried over to Part-I of the estimate and correctly summed up.
- (vii) Credit on account of retrievable materials has been included.
- (viii) Credit on account of stores available from hard rock excavation is given.
- (ix) Following charges have correctly been levied.
 - (a) Royalty and Monopoly charges.
 - (b) Physical contingency charges @ 5%.
 - (c) Quality Control Cell Charges @ 1%/0.1%.
 - (d) Price escalation charges @ 7% per annum (compounded annually)
(Only for SSR items).
- (x) Compensation/acquisition of land etc. is supported with the authority.
- (xi) Following documents are attached:-
 - (a) Rain fall data.
 - (b) Certificate of Contemporaneous Records.

Control - Chart Annexure-B
FF Cases

Sl No.	Date of Receipt	File No.	Task Holder	AE or Corrigendum	Project	Job No.
1	2	3	4	5	6	7

subject	Provision as per AWP (BE) (2014-15)Rs.in lacs	Amount Proposed (Rs. In lacs)	Amount Concur red (Rs. In lacs)	Savings (Rs. In lacs)
8	9	10	11	12

Priority	Due date	Last Diary No.	Date of Last Receipt	Concurred or Observed	Date of Despatch	At what times	Date of Initiation of AE by CE (P)
13	14	15	16	17	18	19	20

Date of AE sent to WP Dte. By CE (P)	Admin. Approval No.	Date of Admin. Approval	Major Head	PDC	Material Purchase d (Rs. In lacs)	Departmental charges (Rs. In lacs)	Road Side Accommodation (Rs. In lacs)
21	22	23	24	25	26	27	28

Diary No.	Date Of Receipt	File No.	Task Holder	RAE	Project	Job No.	Subject	Provision as per AWP	Amount Proposed (Rs. In lacs)
1	2	3	4	5	6	7	8	9	10

Amount Concurrred (Rs. In lacs)	Savings (Rs. In lacs)	Priority	Due date	Last Diary No.	Date of Last Receipt	Concurrred or Observed	Date of Despatch	At what times	Date of Initiation of AE by CE (P)
11	12	13	14	15	16	17	18	19	20

Date of AE sent to W/P Dte. By CE (P)	Admin. Approval No.	Date of Admin. Approval	Major Head	PDC	Material Purchased (Rs. In lacs)	Departmental charges (Rs. In lacs)	Road Side Accommodation (Rs. In lacs)	ICBR
21	22	23	24	25	26	27	28	29

~~File~~ Procurement

Diary No	Date of Receipt	File No.	Subject	Received from	Dealt by	Type of Procurement	Name of Firm	Name of Item
1	2	3	4	5	6	7	8	9

Quantity	Mode of Procurement	Amount Proposed (Rs. In lacs)	Amount Concluded (Rs. In lacs)	Savings (Rs. In lacs)	Priority	Due date	Last Diary No.	Date of Last Receipt
10	11	12	13	14	15	16	17	18

Concluded or Observed	Despatch No.	Date of Despatch	At what times	Supply Order No.	Date of Supply Order	Remarks
19	20	21	22	23	24	25
Return	Return					

TC

Non Production

Diary No.	Date of Receipt	File No.	Subject	Received from	Dealt by	Type of Procurement	Name of Firm	Name of Item/Course	Quantity	Mode of Procurement	Amount Proposed (Rs. In lacs)
1	2	3	4	5	6	7	8	9	10	11	12

Amount Concurring (Rs. In lacs)	Savings (Rs. In lacs)	Priority	Due date	Last Diary No.	Date of Last Receipt	Concurred or Observed	Despatch No.	Date of Despatch	At what times	Supply Order No.	Date of Supply Order	Remarks
13	14	15	16	17	18	19	20	21	22	23	24	25

CHAPTER-15

**MAINTENANCE OF REGISTERS
AND RENDITION OF PERIODICAL REPORTS**

15.1 IFAs are required to maintain registers for administrative and functional purposes. The detailed list of administrative registers alongwith Fly Leaf Instructions are available in OM Part II Vol. I and Vol. II which may be referred to for detailed instructions.

15.2 The functional registers are meant for capturing all vital information from the proposals received /concurred by the IFAs which will provide MIS to the IFA and will form the basis for rendition of reports and returns to Headquarters/CFAs.

15.3 The registers will be put up to the officer in charge/IFA at periodical intervals as prescribed and also produced for inspection.

15.4 Registers maintained in the office of the IFA (BR)

Following registers are being maintained in IFA (BR):-

- (a) Receipt Register for Works Estimates.
- (b) Dispatch Register for Works Estimates.
- (c) Receipt Register for Procurement Proposals
- (d) Dispatch Register for Procurement Proposals.
- (e) Receipt Register for Non-Procurement Proposals.
- (f) Dispatch Register for Non-Procurement Proposals.
- (g) Register of Receipt & Dispatch for Important Letters pertaining to Procurement & Non-Procurement Proposals.
- (h) Receipt Register for Important Letters pertaining to Works Estimates.
- (i) Register for Supply Order.
- (j) Register of PNC/TPC
- (k) Weekly Progress Register.
- (l) Establishment Register.
- (m) EL/HPL Register.
- (n) CL/RH Register.
- (o) Attendance Register.
- (p) Dead Stock Register.
- (q) Stock Register.

Develop
format

