



Government of Rajasthan  
Office of Project Director

## National Lake Conservation Plan

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F3(32)/NLCP/PC/2009/ 16898-16918

Dated: 23/10/2009

**Sub: Construction Management System Circular No.- 1**

**Ref: Guidelines for Payments to Consultants (DSC's) under NLCP.**

The bills submitted by Consultants for payment needs to be supported with relevant / required documents. The consulting firms are required to provide supporting documents / certificates by the firm / Sr. Project Engineer to ensure that resources / quantities have been utilized by the firm for performance of the project and timely completion of task assigned to them. The bills of remuneration & Out of Pocket expenses except the survey bills should be submitted by DSC to UIT's, and will be verified by the UIT Udaipur in case of Udaipur and UIT Ajmer in case of Ajmer & Pushkar NLCP works. The survey bills will be verified by the concerned PIU. The following guidelines and checklist should be adhered from now onwards for the payments to the consultants in submission of bills by the DSC's and for making payments by Project Cell.

### 1. Remuneration:

**(a) Chargeable rates:** The payment will be considered for only agreed original person / replaced person for the agreed position. The approval letter for the CV other than the originally agreed person (which requires approval from the competent authority for the new positions / replaced persons) should be enclosed with first bill submission of such personnel.

In case of new positions, the rate agreed by the PROJECT CELL for the person on the particular position will be payable to the firm at the time of his CV approval.

CV for key Personnel and technical staff will require approval of Project Cell, NLCP. CV's of Administrative / Office staff, for the personnel required in accordance to the contract agreement will require approval from the PIU of the town. Such CV's should be submitted by the firm and their payment will be made as per agreed rates in the Contract.

**(b) Holiday:** Government of Rajasthan holiday should be considered as holiday for payment purposes. However due to requirement of the project the consultants may require to work on the holidays for which no overtime will be paid in accordance to Contract Agreement clause. Except second Saturday of the month, all other Saturday will be working days(excluding national holiday).

**(c) Working Hours:** Office working hours should be in such a manner that there are 8 working hours is available in a day; preferably office timings may be kept from 9.30 AM to 6.00 PM & lunch from 1.30 to 2.00 PM. No overtime will be paid in case of work required to be done beyond the office time for project performance as in accordance to Contract Agreement clause.

**(d) Attendance:** Proper attendance register has to be maintained at each town and the visit to other project town by the person has to be specifically marked in the register on daily basis. It should be ensured by the Sr. Project Engineer at DSC head quarter and senior most personnel at other

places. The concerned officer in-charge of the PIU should have a regular check on to it. Leave should also be specifically mentioned in the register on the same day for the personnel being on leave and the tour with place in case of leaving Head Quarter for project performance in the Project area or as agreed by the client. No column before the current day should be left blank.

- (e) The deduction of 1/30 will be made for each leave day for the absent days in a month and for the holidays in continuation to availed leave if the person is not at Head quarter / Project area on the holidays & in case of person being absent on continuous days consisting of holidays in between will be considered absent including the holidays. The copy of monthly attendance sheet duly verified by Head of PIU (Secretary, UIT of the Udaipur & Ajmer respectively for their towns) should be enclosed with the monthly bill.
- (f) **Joining Report:** Every mobilization, de-mobilization and joining report of personnel has to be specifically addressed through letter by the Sr. Project Engineer of the firm to PIU and Project Cell and should be enclosed in the bill with his first payment.
- (g) **Time & Work sheet:** Time and work sheet of individual person has to be filled up on regular basis mentioning the work carried out, place of work and place of night stay for the support of per diem for visit beyond the Head Quarter (Format enclosed). The timesheet of each person should be invariably enclosed with the bill for payment. In specific cases where the person left the organization or has been out due to very specific reason, the time of work has to be confirmed and specifically certified for the work done in totality by the Sr. Project Engineer for the above purposes.

## 2. Office operation / maintenance :

The Sr. Project Engineer of DSC consulting firm should certify that all functions are being carried out to run the office smoothly for making the payment on the quoted rates under the Office operation and maintenance of the Contract including rent of office, computers, printers, fax, telephones, stationary, electricity bill, cost for documentation (including all consumables, photocopying and outsourcing cost required for preparation of, bidding documents, monthly progress reports, quarterly progress reports, draft project completion report, project completion report in required copies, special reports as required by client, routine correspondence, miscellaneous correspondence, etc.) and any other item necessary for effective office operation and maintenance of office at DSC Head quarter / sub office. The minimum size of the office at Ajmer will be 1200 sqft., for Udaipur city 1500 sqft. and sub office Pushkar / Mount Abu will be 600 sqft.

## 3. Non competitive Components:

- a) **Housing & Per Diem:** For all experts and support staff, the payment of housing allowance will be made on the basis of the service period of each person proportionately on monthly basis for which remuneration has been agreed. In the initial month the concerned need to provide a self certification of his residential address or as and when there is any change of address, which is not required to be provided in the later month bills. The Per Diem will be reimbursed for the visits inside and outside the project area in case of night halts only in accordance to the submission of the time sheet and verification by the PIU.

**b) Travels: - (i) Vehicle charges** - As per the Contract Agreement the Sr. Project Engineer & other experts to whom conveyance allowance is not payable will be provided with vehicle which will be used as a pool for other experts if any, and for the performance of the services. The consultant shall have to maintain vehicle on lump sum monthly basis for all local travels including travels to the project area.

The Sr. Project Engineer has to furnish the following information with every monthly bill for vehicle under this head:-

Date	Movement of Vehicle (Location)	Person using the vehicle ( Signature / Designation)	Night stay place of vehicle

The Sr. Project Engineer should make a note of certification on the time sheet of each vehicle that **"It is certified that the above vehicle no. --- --- has been judiciously used for the project performance and had been actually utilized for the verified days for claim under the Contract."**

No deduction of payment is to be made on account of government holidays and as mentioned at 1(b). However, the deduction of 1/30 will be made for each leave day for the absent days in a month and for the holidays in continuation to availed leave if the vehicle is not at Head quarter / Project area on the holidays & in case of vehicle being absent on continuous days consisting of holidays in between will be considered absent including the holidays.

The vehicle in general is not required to be used on holidays but it should be always available for project works in the project area in case required, and in such cases where vehicle is not available for the project purposes on the holidays, the deduction will be made for such holidays.

The vehicle engaged should either be registered in the name of the firm or should be the registered commercial vehicle.

**(ii) Local Conveyance:** The contract has provision of making payment of vehicle allowance on the rates in the Agreement per man-month for vehicle.

For all such personnel, self certification by the person using the vehicle with vehicle number should be submitted i.e. **"It is certified that I Mr. /Ms..... (name of the person) has used the vehicle no.....for the project performance during my services under the project in the month of .....)" in the initial month individually.** This should be duly counter signed by the Sr. Project Engineer for each case for payment purposes. The period of payment will not exceed the payment of days agreed in remuneration for the person. However for later month payments this certificate with the list of persons and the vehicle number used may be certified on consolidated basis by the Sr. Project Engineer or the highest level person positioned in the particular town.

Inter city travel has to be certified on the basis of attendance register/ work & time sheet and verification from the Sr. Project Engineer.

- c) **Communications:** The expenses for communication is payable for personnel as per the Contract Agreement. For all such personnel, the payment of communication will be made on the basis of the service period of each person proportionately on monthly basis.

The Sr. Project Engineer has to submit certificate for their use in the project performance by the concerned person by preparing a list of the persons and their mobile numbers for the claimed month mentioning that **"It is certified that the above persons has used the above mobile numbers for the performance of the project"**.

- d) **Surveys, Tests and Investigations:** The DSC in consultation with PIU shall work out the necessity of these items. The requirement and quantity shall be approved by PIU and shall be executed from the agencies having expertise in the field. The work of various tests / surveys etc. will be done as per sound engineering practice and as per relevant BIS, AWWA Specifications / Manuals, Standard Specifications of RUIDP etc. The charges for conducting surveys, tests in laboratories and field investigations shall be reimbursed to the firm based on actual receipts with in the approved rates / ceiling rates from RUIDP.

The copy of work order, approval from PIU and the brief area of survey work has to be entered in the Measurement Book and should be verified by the PIU for payment and enclosed with the bill (duly verified on the body of the bill by concerned PIU).

- e) **Contingency:** Any articles purchased by the firm from the project fund shall be property of RUIDP. Proper stock register of purchases and store articles shall be maintained by firm in each town and shall be made available for stock verifications as required. The entry of the stock register should be invariably mentioned on the body of the original verified bill by the Sr. Project Engineer to be submitted for the payment. At the end of Contract, the firm will hand over all these articles and equipment in working conditions to the RUIDP.
- f) **Work shops and seminars:** The expenditures made on meetings, seminars and workshops etc. with the approvals/verification of PIU shall be reimbursed based on actual.
- g) **Miscellaneous travel:** The cost of vehicle transportation for miscellaneous travels required for inspections by the project authorities, GOI representatives for monitoring and performance of the work.

In case of the DSC Personnel required to travel for the performance of the services should preferably use Project vehicle for short distances, and in case of long distances, the cost of transport is agreed for II class AC for Sr. Project Engineer / Project Engineer / Environmental Engineer; III class AC for Assistant Community Officer and support Engineer. The air travel will only be with the approval of project cell NLCP.

- h) **Hiring of short term need based intermittent personnel on day basis:** These persons can be engaged after the approval of project cell.

4. All bills submitted for the payments should be verified by the Sr. Project Engineer / Firm on the body the bills / certifications.
5. The payment of the housing allowance, vehicle allowance and communication allowance should not exceed the days of verified remuneration in that month. **The monthly bills of the consultant should be produced by the firm by**

15<sup>th</sup> of next month with all anticipated approvals (Non-approval cases should not be claimed till approval is received) and the concerned authority should verify & sent the bills to project cell with in a week. The bills of survey and investigation should be submitted separately supported by the all required documents.

Summarizing the required documents as above, following check list must be submitted with each bill:

S. No.	Particular of item	Page No.	Remark
	<b>Remuneration</b>		
1.	Abstract of approved months and costs / consumed / remaining period and cost allocation.		
2.	CV approval letter for other than the originally agreed person with their first bill.		
3.	Copy of joining report and letter of mobilization and de-mobilization of intermittent personal with specific approval of PIU/project cell.		
4.	Copy of Attendance register duly certified & verified		
5.	Copy of Time & Work sheet of each personnel		
6.	<b>Housing allowances-</b> Initial certificate of address / change of address.		
7.	<b>Travels - Vehicle charges:</b> Certificate for individual vehicle claimed in the proposed format.		
8.	Certificate for vehicle allowances claimed for the agreed personnel in the contract in initial month and comprehensive certificate in later month bills.		
9.	Certificate for Office operation / maintenance		
10.	Certification for Communications claimed		
11.	Other required relevant certificates/ copy of approval letters etc.		

This circular should be abided by all the members of Project cell/PIU and DSCs

  
(Dinesh Kumar)  
Project Director

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Dated: 23/10.2009

Copy to following for information and necessary action:

1. Addl. PD / FA/ Dy. PD (NLCP)/ Dy. PD (Adm.) / PO (NLCP)/ Sr. AO / APO (NLCP) / AAO (NLCP) / PA to PD, RUIDP cum NLCP, RUIDP, Jaipur.
2. Secretary, UIT, Ajmer/Udaipur.
3. Executive Officer, Municipal Council, Udaipur / Pushkar / Mount Abu.
4. M/S Tetra tech India Ltd., 608, 6th Padma Tower II, Rajendra Place, N.D. 110008
5. M/s WAPCOS (A Govt. of India undertaking) 76-C Institutional Area, sector 18, Gurgaon 122015, Haryana.
6. Sr. Project Engineer DSC-I, Ajmer, DSC-II, Udaipur.
7. ACP, RUIDP, Jaipur to send by e-mail and put up the Guidelines on the website.

  
Dy. Project Director (NLCP)