

7/7/2015
7

47/ARPG/2015 (Ad-II)
29/7/15

Date: 2nd July, 2015

Subject: Circulation of various checklists for referring the proposals for financial concurrence to IFD

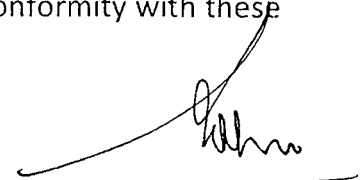
From time to time the IFD and various Divisions of the Ministry have circulated various checklists for referring the proposals for seeking financial concurrence of IFD for expeditious processing of the cases. However, it has been noticed that over a period of time these checklists have fallen into disuse. Thus, a need was felt to revive these useful checklists. In addition, it was considered necessary to devise some new ones for various other items of proposals which were not covered earlier.

2. Thus, the IFD has undertaken an exercise of collating the checklists already circulated earlier and the new ones devised now. Thirteen checklists covering various broad types of proposals being received in the IFD are enclosed. While all care has been taken to cover as many kinds of proposals as possible and different aspects under a particular type of proposal, there may be aspects related to individual cases which may not have been captured in these checklists. However, it is expected that the majority of the cases would be covered under them.

3. It is expected that with the use of these checklists, the Administrative Divisions would be able to examine and ensure the completeness of their proposals while referring the same to the IFD. It is also envisaged that when the proposals come to the IFD by meeting the requirements under these checklists, IFD will be able to examine the financial concurrence expeditiously.

4. It is advised that the concerned Divisional heads must satisfy themselves that the proposals being approved by them for referring them to IFD are in conformity with these checklists.

5. This issues with the approval of AS&FA (Home).


(Sadhna Hirānandani)
Under Secretary (Finance-Home)

All Joint Secretaries, MHA/RGI

All Joint Secretaries, DoPT/DARPG/DOP&PW

Copy for information to:

1. Sr.PPS to Secy (BM)/SS(IS)
2. Sr.PPS to AS&FA (Home)/AS(F)/AS(LWE)/AS(CS)
3. PPG&P: Sr.PPS to AS(S&V)/AS (ARPG)

6.7
G.A.
S & (G.A.)
Circulate
all
divisional heads
forward
07/07/15
Soyare

1. Check list for submission of self contained note to IFD for authorization, provisioning and expenditure matters

A. For Authorization cases:

Item of Information	Information w.r.t. Col.2	Page no. on the correspondence side (Referencing)
(1)	(2)	(3)
(i) Details of proposal		
(ii) Details of approval of CCS or any other authority , if any.		
(iii) Para giving justification for the proposal should contain the following		
a. Need assessment-How's the mission currently undertaken		
b. Whether changes in existing doctrine/ tactics/ procedure can overcome the requirement		
c. Operational role and necessity/ purpose for which weapon/ equipment is proposed for authorization		
d. Variety of equipment available for the stated purpose		
e. Advantages of each equipment mentioned		
f. Justification of the proposal		
g. MHA guidelines issued in Feb 2012 and September 2012 by PM Division prescribing pro-forma for authorization /provisioning (these are to be placed in the file correspondence side and specific comments of concerned Division on these may also be provided in the note)		
(iv) Benchmarks /norms available for the proposal based on authorization of other similar establishments in CAPFs. (deviations from such		

Item of Information	Information w.r.t. Col.2	Page no. on the correspondence side (Referencing)
(1)	(2)	(3)
norms would require justification separately)		
(v) Financial implications and fund availability as per Fund Availability Checklist		
(vi) Basis of cost estimation		
(vii) Recommendations of concerned Division		
(viii) Competent authority to approve the proposal		
(ix) Final details of authorization recommended by the Division.		
(x) All papers in the file should be ink-signed/authenticated by concerned Division or CAPF		
(xi) Any other important information specific to the proposal		
(xii) Specific recommendation of the Administrative Division		

B. Provisioning sanction: It is an administrative approval to initiate procurement process. The following aspects are considered for this purpose:-

Item of Information	Information w.r.t. Col.2	Page no. on the correspondence side (Referencing)
(1)	(2)	(3)
(i) Details of proposal		
(ii) Details of approval of CCS or any other authority, if any.		
(iii) Para giving justification for the proposal should contain the following		
a. Authorization order		

Item of Information	Information w.r.t. Col.2	Page no. on the correspondence side (Referencing)
(1)	(2)	(3)
b. Holding against the authorization		
c. Availability of QRs/Trial Directives		
d. Mode of procurement is decided at this stage		
e. Whether note justifying requirement has been submitted.		
f. Whether the budget head to which expenditure is to be compiled has been indicated.		
g. Whether budget /fund availability is certified and allotment as well as up-to-date expenditure along with liabilities for the current year indicated.		
h. Whether the proposed purchase is a purchase under Revenue head or items proposed are of capital nature		
i. Whether estimated cost of procurement has been given w.r.t LPP, budgetary quotes or assessed price for determination of the CFA.		
j. Whether item is available on DGS&D RC.		
k. Whether mode of tendering i.e. LTE/STE/OTE has been given.		
l. Whether in case of single tender, PAC is signed by an authorized officer		
(iv) Financial implications and fund availability		
(v) Recommendations of concerned Division		
(vi) Competent authority to approve the proposal		

Item of Information	Information w.r.t. Col.2	Page no. on the correspondence side (Referencing)
(1)	(2)	(3)
(vii) Final details of provisioning recommended by the Division.		
(viii) All papers in the file should be ink-signed/authenticated by concerned Division or CAPF		
(ix) Any other important information specific to the proposal		
(x) Specific recommendation of the Administrative Division		

C. Expenditure sanction: It is accorded by the Competent authority after satisfying that the due process has been followed as per GFR and other laid down codal formalities. It is accorded for the final cost of procurement. It also serves as a tool for competent authority to re-assure that procedures have been followed in letter and spirit.

Item of Information	Information w.r.t. Col.2	Page no. on the correspondence side (Referencing)
(1)	(2)	(3)
(i) Details of authorization and provisioning sanction		
(ii) Procedure followed in deciding & selecting the procurement agency i.e. Open tender/Limited Tender/Nomination etc. Complete details along with relevant GFR, DGS&D provisions and their copies placed in the file.		
(iii) Check list for purchasing activities (enclosed).		
(iii) Fund requirement for the procurement, phasing , if any.		
(iv) Fund availability after meeting the existing commitments as per the Fund Availability Checklist.		
(v) All papers in the file should be ink-signed/authenticated by concerned Division or CAPF		

Item of Information	Information w.r.t. Col.2	Page no. on the correspondence side (Referencing)
(1)	(2)	(3)
(vi) Any other important information specific to the proposal		
(vii) Specific recommendation of the Administrative Division		

Applicable to all the above cases:

1	All papers in the file should be properly serial numbered, docketed and flagged on both note & correspondence sides.		
2	Documents received from CAPFs/State Governments/agencies are ink-signed or authenticated by CAPFs/State Governments/agencies or concerned Division.		

(Signature of the Joint Secretary)

2. Checklist for Acquisition of Land

S. No.	Information submitted/required	Remarks/Reply of the Division	Page number on the correspondence side
1.	Kind of establishment for which the land is acquired.		
2.	Authorization of land for the said establishment.		
3.	How much land is already available with the Unit?		
4.	How much additional land is required?		
5.	Date of placing an indent with the State Government.		
6.	Whether the land is private or Government.		
7.	Date of provisional award.		
8.	Amount of provisional award.		
9.	Date of final award.		
10.	Amount of final award		
11.	Date of sending the case to MHA for sanction of the expenditure.		
12.	Date on which the award money is deposited with the land acquisition collector.		
13.	Date of taking of the possession of the land		
14.	Whether any Court case has been filed for enhancement of compensation.		
15.	If yes, the date of filing of the case and also the date on which the reply of the CAPF/agency was filed.		
16.	Whether there is any order of enhancement by Court?		
17.	If yes, then the date of sending the proposal of MHA for sanction.		
18.	Date of sanction by MHA.		
19.	Date of depositing the enhanced compensation money.		
20.	Date of disbursement of the award money by the Land Acquisition Collector(LAC)		
21.	If any additional amount is demanded at later stage, the full justification for this should be given		
22.	The funds availability as per the Fund Availability Checklist		
23.	All papers in the file should be properly serial numbered, docketed and flagged on both note & correspondence sides.		
24.	Documents received from CAPFs/State Governments/agencies are ink-signed or authenticated by CAPFs/State Governments/agencies or concerned		

S. No.	Information submitted/required	Remarks/Reply of the Division	Page number on the correspondence side
	Division.		
25.	If a proposal is submitted which has not been approved under any Plan Scheme, the provisions of funds should be intimated either through savings or surrender of any proposal approved.		
26.	Any other information considered important by the Division		
27.	Specific recommendation of the Division		

NB: In the cases of proposals of CAPFs/IB/NIA the guidelines of P-II Division circulated vide their UO No.27012/6/2011/PF-I dated 23.11.2011 has been ensured.

(Signature of the Joint Secretary)

3. Checklist for construction of infrastructure

S.No.	Information submitted/required	Remarks/Reply of the Division.	Page number on the correspondence side
1.	Copy of approved name for proposed infrastructure.		
2.	A certificate from user department that proposed plinth area/facility is as per norms and the basis thereof. The details of calculation may also be provided.		
3.	Site survey plan of the site indicating HFL.		
4.	Duly approved and signed layout plan mentioning the proposed infrastructure.		
5.	All architectural drawings along with area calculation duly approved by user department.		
6.	Preliminary Estimate signed by competent authority of executing organization.		
7.	Broad specification of various components proposed to be used in the building.		
8.	Rate analysis along with the prevailing market rate quotation for non-scheduled items.		
9.	Copy of latest approved Cost Index.		
10.	If additional cost is added towards Green building feature, details of the cost must be provided.		
11.	State Govt/Central Govt. circular for VAT/Tax or any other tax added.		
12.	The cost approved item-wise by the competent authority i.e. Cabinet, EFC/SFC.		
13.	The funds availability as per the Fund Availability Checklist		
14.	The proposal submitted is as approved by competent authority.		
15.	If the proposal is for part construction, it should contain in a tabular form showing the amount item-wise approved by competent authority and proposed by concerned Division.		
16.	All papers in the file should be properly serial numbered, docketed and flagged on both note & correspondence sides.		

16

S.No.	Information submitted/required	Remarks/Reply of the Division.	Page number on the correspondence side
17.	Documents received from CAPFs/State Governments/agencies are ink-signed or authenticated by CAPFs/State Governments/agencies or concerned Division.		
18.	All papers in the file should be ink-signed or authenticated by CAPFs or concerned Division.		
19.	If a proposal is submitted which has not been approved under any Plan Scheme, the provisions of funds should be intimated either through savings or surrender of any proposal approved		
20.	Any other information considered important by the Division		
21.	Specific recommendation of the Division		

NB: In the cases of proposals of CAPFs/IB/NIA the guidelines of P-II Division circulated vide their UO No.27012/6/2011/PF-I dated 23.11.2011 has been ensured.

(Signature of the Joint Secretary)

4. Checklist for release of funds in respect of programmes/schemes/Grants-in-aid

Sr. No.	Item of Information	Information w.r.t. Col.2	Page no. on correspondence side (Referencing)
(1)	(2)	(3)	(4)
1	Name of the scheme/programme/activity		
2	Justification for fund release		
3	Allocation during the year		
4	Whether SFC/EFC/Cabinet approval is in place? If so, whether the proposal is covered under the approvals in place (Under which approval Para?) (Place a copy of the SFC/EFC/Cabinet approval)		
5	Policy/guidelines under which fund release is proposed (along with specific clause/para under which the fund release is covered) (Place a copy of the Guidelines)		
6	Minutes of the meeting of the Committee/Body (if applicable)		
7	Original/authenticated Utilization Certificate (Financial year-wise)		
8	Year-wise fund releases and Utilization reported in a tabular form for the last 5 years (along with referencing of UCs placed on the correspondence side)		
9	Whether the interest earned has been calculated and reflected in the proposal.		
10	Whether the unutilised amount of the previous years has been refunded back to GOI? If so details thereof.		
11	Physical progress achieved under the programme/scheme/activity. Whether physical achievements has been found satisfactory by the Division.		
12	Fund availability as per Fund Availability Checklist		
13	All papers in the file should be properly serial numbered, docketed and flagged on both note & correspondence sides.		
14	Documents received from CAPFs/State Governments/agencies are ink-signed or authenticated by CAPFs/State Governments/agencies or concerned Division.		
15	Any other information considered important by the Administrative Division		

(Signature of the Joint Secretary)

**5. CHECK LIST OF INFORMATION/DETAILS TO BE FURNISHED WITH CASES FOR
CREATION OF POSTS**

Sl. No.	Item of Information	Information w.r.t. Col.2	Page no. on correspondence side (Referencing)
(1)	(2)	(3)	(4)
The Post			
1.	Name & Designation of the Post		
2.	Pay Scale of the post		
3.	Grade/category of the post		
4.	Scientific/Technical or administrative nature of the post		
5.	Functional justification (for each of the category separately)		
6.	How were the functions of the post being managed in the absence of its creation		
7.	Duties and responsibilities of the post (job description for each position)		
8.	Essential and minimum qualifications of the post		
9.	Recruitment Rules relevant to the post		
10.	Mode of filling up the post		
11.	Immediate feeder post in the line of promotion		
12.	Immediate promotion post in the hierarchy		
13.	Workload of the post (Extract of SIU study, if any)		
14.	Financial implications for creation of the post		

The Organization

Sl. No.	Item of Information	Information w.r.t. Col.2	Page no. on correspondence side (Referencing)
(1)	(2)	(3)	(4)
15.	Name of the organization		
16.	Detailed sanctioned strength (category-wise) with pay scales		
17.	Detailed actual strength (category-wise)		
18.	Details of vacancies date-wise		

19

Sl. No.	Item of Information	Information w.r.t. Col.2	Page no. on correspondence side (Referencing)
(1)	(2)	(3)	(4)
19.	Whether the organization has been studied by SIU/IWSU. If so, details thereof		
20	Details of posts abolished in the last five years under various categories like - a) Deemed abolition b) 10% cut c) SIU/IWSU study d) ERC recommendations e) DoPT OM dated 16.5.2001 on optimization of direct recruitment to civilian posts; and f) Any other reasons such as periodic reviews, winding up, etc.		
21	Possibilities of re-deployment/outsourcing/hiring out of services		
22	Matching savings (with specific posts, which are to be surrendered).		
23	Costs (both recurring and non-recurring)		
24.	All papers in the file should be properly serial numbered, docketed and flagged on both note & correspondence sides.		
25.	Documents received from CAFs/State Governments/agencies are ink-signed or authenticated by CAPFs/State Governments/Agencies or concerned Division.		
26.	Any other information, specific to this proposal.		

(Signature of the Joint Secretary)

6. Checklist for procurement of Goods/Services

Sr. No.	Item of Information	Information w.r.t. Col.2	Page no. on the correspondence side (Referencing)
(1)	(2)	(3)	(4)
1	Name of the organization		
2	Item of procurement		
3	Whether the item of procurement is against fresh requirement or against condemnation		
3.1	If it is against fresh requirement, then details of authorization/ provisioning sanction		
4	Whether condemnation report has been enclosed		
5	Whether the condemnation has been approved by a competent Condemnation Board		
6	Whether the item is reserved for MSME. If yes, whether the percentage reserved for MSME sector is being complied with?		
7	Whether the item is available on DGS&D R/C		
8	Estimated value of procurement		
9	Type of tender enquiry (LPC/LTE/OTE/GTE)		
10	Whether the procurement is proposed on a PAC/nomination/single source basis. If so whether the copy of the Proprietary Article Certificate (PAC) has been provided?		
11	If the case is covered under (10) above, whether justification has been provided. The GFR under which purchase is being proposed.		
12	Whether the tender document has the approval of the competent authority (name of the competent authority may also be indicated)		
13	Whether the minutes & recommendations of the tender committee enclosed (Both technical committee and financial committee)		
14	Criteria for selecting the L-1 (along with comparative charts of both technical and financial bids)		
15	Whether all terms and conditions of the tender enquiry (TE) have been complied with.		
16	Whether reasonability of price has been established		
17	Whether procurement involves maintenance obligations. Details thereof.		
18	Whether warranty/guarantee clauses of the tender have been complied with		

21

Sr. No.	Item of Information	Information w.r.t. Col.2	Page no. on the correspondence side (Referencing)
(1)	(2)	(3)	(4)
19	Whether MoU signing is involved? If yes, details thereof.		
20	Availability of fund as per Fund availability Checklist		
21.	All papers in the file should be properly serial numbered, docketed and flagged on both note & correspondence sides.		
22.	Documents received from CAPFs/State Governments/agencies are ink-signed or authenticated by CAPFs/State Governments/agencies or concerned Division.		
23	Any other important information specific to the proposal.		
24	Specific recommendations of the Administrative Division		

(Signature of Joint Secretary)

7. CHECKLIST FOR PROCEDURE TO BE ADOPTED FOR SUBMISSION/PROCESSING OF PROPOSALS FOR HIRING AND OUTSOURCING OF SERVICES ^{Professional}

S.NO.	GENERAL POINTS
1	Whether the proposal for hiring Consultant(s) is in respect of private and public entities/consulting firms/ engineering firms/ construction management firms/ management firms/ procurement agents/ inspection agents/auditors/ investment and merchant bankers/ universities/ research institutions/ government agencies/ non-governmental organizations (NGOs)/ individuals/experts?
2	Whether the scope of work includes any of the following- policy advice; institutional reforms; management; engineering services; construction supervision/ project management; feasibility studies, financial services; privatization studies and procedures, procurement services; social and environmental studies; and identification and preparation of projects, development of Computer hardware/ software services etc. to complement the capabilities of the Government Ministry/ department or other Government authorities?
3	Whether the specific purpose for employing Consultants has been arrived at after taking into consideration the following: (a) Absence of required expertise in-house; (b) The need for high quality services; (c) The need for economy and efficiency; (d) The need to have qualified Consultants for providing the specific services;
4	Whether identification of scope of work and the time frame for which services are to be availed of have been indicated in the proposal? Whether the consulting services are of an intellectual and advisory nature and not pertain to construction of works, manufacture of goods, operation and maintenance of facilities or plant where physical aspect of activity is predominant?
5	Whether the likely sources have been identified on the basis of formal or informal enquiries or by inviting Expression of Interest (EOI) through advertisement?
6	Whether the criteria for selection of consultants has been indicated in terms of Quality and Cost Based Selection QCBS/ Quality Based Selection QBS/ Combined Quality Cum Cost Based System (CQCCBS)/

	Cost Based Selection CBS/ by direct negotiations?
7	<p>If selection is by way of direct negotiations, whether proposal is based on following conditionality:</p> <p>(a) for tasks that represent a natural continuation of previous work carried out by the firm,</p> <p>(b) in case of emergency situation, situation arising after natural disasters, situations where timely completion of the assignment is of utmost importance,</p> <p>(c) situations where the execution of assignment may involve use of proprietary techniques or only one consultant has requisite expertise.</p> <p>Such selection may normally be restricted to a financial ceiling of Rs. Ten lakh.</p>
8	<p>Whether for all cases having financial implications of more than Rs. Ten lakh, a CEC comprising of at least three members at appropriate level including Financial Adviser or his representative and also a representative of the user has been constituted to carry out the consultant selection procedure. (The CEC is responsible for all aspects and stages of the consultant selection from issuance of EOI to final selection of the consultant. Even in case of selection of consultant by direct negotiations having financial implication of more than Rs. 10 lakh, the CEC shall negotiate with the consultant on technical and financial aspects)</p> <p>[Note: Separate committees may be constituted for separate assignments.]</p>
9	<p>Whether a CMC has been constituted comprising of at least three members at appropriate level, including user's representative, for monitoring the progress (as per provisions of the Manual) after the selection procedure is over. If considered appropriate, all or any of the members of CEC can also be members of CMC. In case it is decided to appoint another qualified consultant to assist the the cost of such additional consultant shall not exceed five per cent [5 %] of the total cost of the assignment monitored.</p>
10	<p>Whether the nature of contract depending upon the nature of the assignment has been indicated in the proposal as below:</p> <p>(i) Lump sum contract;</p> <p>(ii) Time based contracts;</p> <p>(iii) Success fee based contract;</p> <p>(iv) Percentage contract;</p> <p>(v) indefinite delivery contract.</p>

SELECTION OF CONSULTANTS – PROCESSES INVOLVED

A Invitation of Expression Of Interest (EOI)

For all consultancy contracts exceeding estimated cost of Rs. 50 lakh except in cases of nomination or where direct negotiation is carried out, an advertisement called "invitation for Expression of Interest" (EOI) shall be released

1. Whether the EOI document contains the following information:

- (i) Invitation to EOI
- (ii) Brief about objectives and scope of work
- (ii) Instructions to the Consultants
- (iii) Pre-qualification Criteria
- (iv) Formats for submission.

2. Whether the criteria for short-listing of Consultants based on response received through EOI has been prepared as per provisions of the Manual of Policies and Procedure of Employment of Consultants.

3. Whether following steps have been envisaged for final selection of Consultant :

- (a) preparation of Terms of Reference (TOR);
- (b) preparation of cost estimate and the budget;
- (c) preparation and issuance of the Request for Proposals(RFP);
- (d) pre-bid meeting;
- (e) receipt of proposals;
- (f) evaluation of technical proposals: consideration of quality;
- (g) public opening of financial proposals;
- (h) evaluation of financial proposal;
- (i) selection of the winning proposal;
- (j) negotiations with the selected consultant, if required
- (k) Award of the contract to the selected firm.

B TERMS OF REFERENCE

4. Whether the TOR contains the following:

- i) Purpose/ objective of the assignment , background information (including a list of existing relevant studies and basic data) to facilitate the consultants' preparation of their proposals;
- ii) Detailed scope of work to be compatible with the available budget;
- iii) Expected input of key professionals (number of experts, kind of expertise required). If transfer of knowledge or training is also an objective. It should be specifically outlined along with details of number of staff to be trained, and so forth, to enable consultants to

	<p>articulate the required resources;</p> <p>iv) Proposed schedule for completing the assignment;</p> <p>v) Reports/deliverables required from the consultant;</p> <p>vi) Background material, records of previous surveys etc. available and to be provided to the consultant;</p> <p>vi) Firms shall be encouraged to comment on the TOR in their proposals. The employer's and consultants' respective responsibilities should be clearly defined in the TOR;</p> <p>vii) Facilities such as local conveyance, office space, secretarial assistance etc., which can be provided to the consultant;</p> <p>viii) Procedure for review of the work of consultant after award of contract</p>
C	COST ESTIMATE
5	Whether cost estimate has been derived based on the assessment of the resources needed to carry out the assignment. Whether Costs are in the form of fee or remuneration or as reimbursement?
D	REQUEST FOR PROPOSALS
6	<p>Request For Proposal (RFP) is the bidding document sent only to the short listed consultants in which the technical and financial proposals from the consultants are obtained.</p> <p>Whether RFP contains the following:</p> <p>(i) A letter of invitation (LOI)</p> <p>(ii) Instructions to consultants (ITC)</p> <p>(iii) Terms of Reference (TOR)</p> <p>(iv) List of key positions / professionals required for the assignment</p> <p>(v) Requirement of qualification and experience of the firm and of the key professional staff</p> <p>(vi) Criteria of bid evaluation and selection procedure</p> <p>(vii) Standard formats for technical proposal</p> <p>(viii) Standard formats for financial proposal</p> <p>(ix) Proposed form of contract</p> <p>Whether other important provisions in RFP/Contract as indicated in Chapter VI of the Manual have been considered?</p>
E	TECHNICAL AND FINANCIAL PROPOSAL
8	<p>Whether the standard formats for technical proposal includes:</p> <p>(i) Format for Letter of Proposal submission</p> <p>(ii) Format for Consultant's organization and experience</p> <p>(iii) Format for Comments and suggestions on TOR</p>

	<p>(iv) Format for Approach and methodology</p> <p>(v) Format for Team Composition</p> <p>(vi) Format for Curriculum Vitae of key professionals</p> <p>(vii) Format for Staffing Schedule</p> <p>(viii) Format for Work Schedule</p> <p>(ix) Format for Comments / modifications suggested on draft contract.</p> <p>(x) Format for information regarding any conflicting activities and declaration thereof.</p>
9	<p>Whether the standard format for Financial proposal includes:</p> <p>(i) A summary sheet of the cost estimate to be quoted by the consultant.</p> <p>(ii) Remuneration payable.</p> <p>(iii) Reimbursables.</p>
10	<p>Whether the process of Pre-bid meeting, Evaluation criteria of Cost and Quality, other processes and specific selection procedures for individual consultants/service providers/procurement agents/inspection agents/financial advisors/auditors have been formulated as per guidelines enshrined in the Manual. Whether the Standard form of Contract has been used ?</p>
11	<p>Whether the standard formats as prescribed in the Manual have been used? [The Standard formats are also placed as Annexure in this document]</p>

8. CHECK LIST/PROFORMA FOR MEDICAL ADVANCE/REIMBURSEMENT

Sl. No.	Item of Information	Information w.r.t. Col.2	Page no. on correspondence side (Referencing)
(1)	(2)	(3)	(4)
1.	Name & Designation		
2.	Name of the organization		
3.	i) Patient's Name and relation with employee		
	ii) In case of Dependant, relevant certificate to be enclosed.		
4.	i) Whether claim covered under CGHS/CS(MA) Scheme		
	ii) Copy of CGHS Card		
5.	Proposal for medical advance or medical reimbursement		
6.	i) Medical treatment in a Government Hospital/CGHS empanelled Hospital/Private Hospital.		
	ii) Whether admitted on referral or on Emergency		
7.	i) In case of private hospital, explain reasons for admission;		
	ii) Emergency Certificate to be enclosed		
	iii) Whether Essentiality Certificate of Consultant Doctor enclosed		
8.	i) Whether credit facility has been provided		
	ii) Whether estimate of expenditure obtained prior to permitting credit facility		
9.	Whether medical claim is as per CGHS approved rates		
10.	Whether medical advance has been provided for the treatment.		
11.	Discharge certificate		
12.	Approval of competent authority of the concerned organization/JS of the MHA / Division.		
13.	Whether the bills, in original, have been signed by the Medical Superintendent of the treating hospital		
14.	List of the medicines/Tests/ Disposables utilized duly signed by the Consultant Doctor.		
15.	Fund availability (as per fund availability check-list		
16.	All papers in the file should be properly serial numbered, docketed and flagged on both note & correspondence sides.		
17.	Documents received from CAFs/State Governments/agencies are ink-signed or		

28

Sl. No.	Item of Information	Information w.r.t. Col.2	Page no. on correspondence side (Referencing)
(1)	(2)	(3)	(4)
	authenticated by CAPFs/State Governments/ Agencies or concerned Division.		
18.	Any other important information specific to the proposal		

(Signature of the Joint Secretary)

9. CHECK LIST/ PROFORMA FOR HIRING OF ACCOMMODATION

S. NO	Item of Information	Information w.r.t. col.2	Page no. on correspondence side (Referencing)
(1)	(2)	(3)	(4)
1.	Purpose		
2.	Fresh Hiring/Continued Hiring		
3.	If Fresh Hiring, advertisement has been made.		
4.	Hiring period required		
5.	If continued hiring, provide details of previous hiring concurrence by IFD/MHA		
6.	Area authorization/Area of proposed building		
7.	Whether hired area is within authorization		
8.	Existing rent/Proposed rent		
9.	Whether the rent enhancement is as per CPWD norms		
10.	Willingness of the landlord		
11.	Whether RRC is issued		
12.	Non-availability certificate of Government accommodation		
13.	Fund availability (as per fund availability check-list)		
14.	All papers in the file should be properly serial numbered, docketed and flagged on both note & correspondence sides.		
15.	Documents received from CAPFs/State Governments/ Agencies are ink-signed or authenticated by CAPFs/State governments/ Agencies or concerned Division.		
16.	Any other important information specific to the proposal		

(Signature of the Joint Secretary)

30

**10. CHECK LIST/PERFORMA FOR MATURE/PRE-MATURE CONDEMNATION
OF VEHICLE**

S.NO	Item of Information	Information w.r.t. col.2	Page no. on correspondence side (Referencing)
(1)	(2)	(3)	(4)
1.	Registration number of vehicle.		
2.	Type/Model of vehicle		
3.	(i) Prescribed mileage of the vehicle (ii) Total mileage covered by the vehicle.		
4.	Expenditure incurred on repairs so far.		
5.	Estimated expenditure for further repairs.		
6.	Book value of the vehicle.		
7.	Replacement value of the vehicle.		
8.	(i) Whether damaged in an accident (ii) Whether any court case/litigation pending against the vehicle.		
9.	Whether certificate from competent authority obtained to declare the vehicle condemned as required in schedule VII of DFPR.		
10.	Whether report of condemnation committee has been obtained for pre-mature condemnation of vehicle.		
11.	All papers in the file should be properly serial numbered, docketed and flagged on both note & correspondence sides.		
12.	Documents received from CAPFs/State Governments/ Agencies are ink-signed or authenticated by CAPFs/State governments/ Agencies or concerned Division.		
13.	Any other important information specific to the proposal		

Signature of the Joint Secretary

11. PROFORMA FOR APPROVAL OF DEPUTATION ABROAD

1. Sponsoring Ministry/Department :

S.No.	Names of the Officer with designation	Ministry/Department	Scale of Pay (Rs.)/Grade Pay	Date of Superannuation / completion of tenure	Source of funding
2.					
3.	(i) Purpose of visit in brief. Detailed justification, copies of the Agenda etc. to be enclosed as separate Annexure.				
	(ii) Tasks proposed to be undertaken/accomplished & Outcome to be achieved by the proposed visit. Please indicate exact outcomes and tangible/non tangible benefits in quantified terms, wherever possible.				
4.	Country/countries to be visited (city/country) all places				
5.	Duration of Visit (excluding journey time)		From	To	Days
6.	(a) Actual expenditure in the previous financial year (FY) in the Foreign Travel Expenses Head (FTE)				
	(b) Budget provision under FTE				

32

	head for the current FY	
	(c) Budget provision for the current FY after 10% cut in the FTE head	
7.	Actual expenditure incurred in the current FY under FTE (Visits to be stated chronologically with progressive total of expenditure as annexure to be enclosed)	
8.	Commitment made for the current year (Visits planned/approved excluding items included in S. No.7) (including hotel charges/bills not received etc.)	
9.	Balance funds available for the current financial year under FTE head [6(b or c)-{7+8}]	
10	(a) Budget for the ongoing quarter in the current fiscal under FTE	
	(b) Expenditure incurred so far in the ongoing quarter under FTE	
	(c) Whether the expenditure on the proposed visit falls within the half yearly/Quarterly ceiling? If not, full justification may be given.	
11.	Estimated expenditure on the proposed visit	
	(a) Air Fare & Airport tax (Class of travel)	
	(b) D.A @ US\$_/ day for _days @ US\$	
	(c) Entertainment, if any	
	(d) Contingency, if any	
	(e) Hotel accommodation USD_/day x days =	
	(f) Excess Baggage*	
	(g) Gifts*	

	(h)	Transport*	
	(i)	Mobile Phone*	
	(j)	Lunch/dinner to be hosted*	
	(k)	Any other (Please specify with justification thereof)*	
	(A)	Estimated expenditure - rupees component	
	(B)	Foreign Exchange component in US\$ & its equivalent in rupees	
	(C)	Total Expenditure for the visit (A)+(B) in rupees	
12.		Full details of the foreign visits undertaken by the officer(s) during the last three Calendar years (to be enclosed as a separate annexure)	
13.	(i)	Where deputations/delegations sent in the past for similar purpose? If so, the name of officers deputed together with period of deputation.	
	(ii)	Is an increase proposed in the number of delegates vis a vis that approved/deputed on the last occasion? If so, justification for increasing the delegation size may be furnished. Justification for participation of each member of the delegation to be brought out in a separate Annexure.	
14.	(i)	Whether tour report was submitted after the last visit abroad (a copy of the previous tour report indicating quantified outcomes including tangible and/or non tangible benefits of that visit to be enclosed)	
	(ii)	Details of efforts made by the Ministry/Department during the interregnum to fully realize the intended outcome of the earlier visits. A copy of follow up action	

34

	taken thereon to be enclosed.		
15.	Why can not the purpose be served by :		
	(i)	Deputing officers at the functional level viz. Director/Dy. Secretary, instead of deputing officers of higher level(s)	
	(ii)	Our Mission abroad/officer of the Ministry/Department already stationed abroad; or	
	(iii)	Any other officer already abroad/or being deputed in the same or neighboring country; or	
	(iv)	Video conferencing. Justification to be given as to why this facility cannot be utilized.	
16.	Whether FCRA clearance from MHA and Political clearance from MEA have been obtained ? (copies to be enclosed)		
17.	(i)	Whether the proposal attracts ban imposed under the economy instructions of the Department of Expenditure i.e. study tours, workshops, conferences, seminars, presentation of papers abroad etc.	
	(ii)	If so, justification for the proposed visit	
18.	(i)	Whether the number of visits by the officer(s) in a year is within the norms laid down in this regard i.e. tour in a Calendar year	
	(ii)	If not, reasons/justification therefor.	

19.	In case the proposal is being sent less than 15 days before the date of departure whether condonation of delay has been obtained from Cabinet Secretary in terms of instructions of D/o Expenditure.	
-----	--	--

Note:* Sr. No.10: The cost for each item including expenditure to be incurred by Embassies/Missions should be clearly stated after ascertaining the prevailing rates from the Indian Mission/Embassy

(Signature of the Joint Secretary)

(Additional Secretary & Financial Adviser)

12. Proforma for furnishing the information in respect of Border Management Schemes
This proforma is for works executed by PWOs other than CPWD only.
This information is to be provided each work-wise i.e. each HLEC approval-wise.

1.	Name of the scheme	
2.	CCS/CCEA – approval details	
3.	Detailed scope of work approved by CCS/CCEA	
4.	Total capital cost approved by CCS/CCEA	
5.	Project Completion schedule	
6.	Work under consideration	
7.	Details of HLEC/other approvals	
8.	Detailed scope of each work approved by HLEC/Sanctioning Authority	
9.	Amount approved for each work	
10.	Name of the executing agency alongwith details of MoU signed	
11.	AA & ES issued by PWO	
12.	Initial deposit released , if any	
13.	Amount Released	
14.	Amount booked/spent	
15.	Utilization Certificates	
16.	Physical Progress Report	
17.	TPI observations and rectifications	
18.	Overall physical progress against CCS/CCEA approval	
19.	Overall financial progress against CCS/CCEA approval	
20.	Amount proposed for release.	

13. Checklist for providing Fund Availability

(To be enclosed with all proposals for financial implication)

	Availability of fund to meet the expenditure:	Rs. in (actual/lakh/crore)
(i)	Head of Account under which expenditure is proposed	
(ii)	Total allocation of fund under the head (BE or RE pl. indicate)	
(iii)	Committed liability carried forward from previous year	
(iv)	Balance available in the Current Financial Year (CFY) for fresh commitment {(ii) – (iii)}	
(v)	Commitment already made during the CFY	
(vi)	Cash outgo expected in CFY against (v) above, (based on schedule of delivery and payment terms of supply order/contracts and other liabilities)	
(vii)	Net balance available for further financial concurrence {(iv) – (vi)}	

(Signature of the Joint Secretary)