

No. RW/NH/11065/15/2001-P&M

Dated, the 15th November, 2001

To

All Secretaries of States/Union Territories, PWDs dealing with National Highways.

Subject: Guidelines on utilization of 1 per cent provision allowed in the NH work estimates for quality control

Ministry of Road Transport & Highways has been allowing 1 per cent of the cost of the NH work in work estimates to meet the expenses on the quality control staff employed for field work, cost of equipment, implements/instruments and consumable, etc. This Ministry has issued instructions and also detailed guidelines regarding conduct of tests and expected quality standards, etc. from time to time. The Indian Roads Congress has also published the Handbook of Quality Control for Construction of Road and Runways (IRC Special Publication No. 11).

2. However, it was being observed that some of the items of expenditure being charged to the quality provision had no relevance to the quality control. In order to exercise proper control in this regard and to utilise the funds meant for quality control appropriately, the Ministry has, therefore, issued the guidelines vide letter No. RW/NH-III/P/20/83 dated 18th December, 1984 indicating the items of expenditure, which can be charged to the provision of 1 per cent for quality control provided in National Highway work estimates. However, in the present era of 'Information Technology', use of computers has become inevitable during various phases of National Highway works, i.e., planning, construction and effective monitoring, etc. The Ministry has, therefore, decided that purchase of computers can also be charged to the provision of 1 per cent for quality control provided in the sanctioned estimate of National Highways under Major Head '5054'. The comprehensive list of items to be covered under quality control would be as follows:

- (i) **Staff:** The main supervisory staff shall be from the organisation set-up. The quality control field staff specifically recruited/hired/transferred/shared for the specific job of the project for assisting in collection/preparation of samples, conduct of tests, movement of materials/implements/equipments, etc. depending upon the size and magnitude of the work, can be charged to this provision.
- (ii) **Field Laboratory:** Cost of the new equipment/implements or the book value if transferred from other work(s) or hire charges and maintenance charges including the cost of setting up the field laboratory.
- (iii) **Consumables:** Cost of the consumables like oil, chemicals, reagents, filter papers and others used for testing the samples and running the laboratory.
- (iv) **Testing Charges:** The specialised testing which cannot be done by field laboratory as far as possible, shall be got done through the State, Central or other authorized and approved laboratories. The actual pavements made in this regard can be charged.
- (v) **Transportation:** Transportation and movement charges for the samples, equipments, staff, etc. in respect of the quality control of the work/project.
- (vi) **Credit for the Salvage/Book Value of the Equipment, Materials/Implements etc.:** The credit for the residual value of the usable equipments, implements, materials, etc. which were originally charged to a particular work, determined as per prevailing practice shall be given to the work estimates on completion of the work.
- (vii) **Expenditure Incurred on Training of Field Level Staff:** The objective of the training being:
 - (a) Familiarisation with the specifications
 - (b) Knowledge of correct sampling procedure
 - (c) Learning testing methodology
- (viii) Expenditure on experiment work for effective location specific improvements in materials and techniques.
- (ix) **Purchase of Computers:** The expenditure on purchase of computers upto a limit, not exceeding 20 per cent of the amount provided for quality control under a project can be allowed. However, this amount would be subject to ceiling of Rs. 5 lacs. This provision has been allowed only for one year from the date of issue of these guidelines.

3. **Accounting:** The details of the account under this account head shall be maintained separately as is being done in case of the main work, contingencies and work charged establishment and the expenditure shall be debitable on actual basis.

4. These guidelines supersede the earlier guidelines on the subject and have been framed in consultation with the Integrated Finance Wing.