
	<p style="text-align: center;"><b>Government of India</b> <b>Ministry of Finance, Department of Revenue</b> <b>Directorate General of Human Resources Development</b> Indirect Taxes and Customs IRCON Building, District Centre, Saket, New Delhi-110017</p>	
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F. No. 911/04/Misc./CPWD/HRD/2016 | 1683-1750

Date: 02 03.2020

To

All Principal Chief Commissioners of CGST/Customs.  
All Chief Commissioners of CGST/Customs.  
All Principal Directors General / Directors General  
All Directorates under CBIC.

Sir/Madam,

**Sub: Monitoring of Infrastructure Projects at level of Chief Commissioners/ Directors General & Guidance Note regarding booking of expenditure by CPWD in PFMS- reg.**

It is observed that so far during the current financial year 2019-2020, expenditure booked in respect of infrastructure projects is very low compared to the funds released for these proposals. It is imperative to ensure that all funds released are completely utilized during the current financial year. Failure to do so would not only result in surrender of funds but would also cut into the funds earmarked for the fresh proposals in the next Financial Year. Needless to say, it would also generate avoidable work required for revalidation of the sanction and may even cause unnecessary delay in progress of the projects. It is therefore, necessary that ongoing projects are closely monitored not only at the level of HoDs but at the level of the jurisdictional Chief Commissioners/ Directors General as well. It is requested that the CC/DGs may personally monitor all infrastructure proposals right from their inception till completion thereof. Regular meetings with the concerned CPWD authorities and other stake holders in execution of the projects may be held at the level of CCs/DGs and progress may be monitored at regular intervals. In cases of delay, the issue may be escalated to appropriate levels in CPWD/ other authorities. If required, reference may also be made to DGHRD for taking up the issue with the CPWD Hqrs.


2. It also appears that field formations have doubts/are not compliant with the procedure regarding booking of expenditure in respect of the funds allocated for infrastructure projects. It is hereby clarified that in respect of the projects to be executed through CPWD, once sanction of any proposal is accorded and funds for the same are released by Expenditure Management Wing (EMC) of DGHRD then the steps detailed in the enclosed guidance note are to be followed.

3. While the above step by step guidelines are invariably being sent to the Zonal Chief Commissioners/Project Owners with the Sanction / Fund Release Order by DGHRD, however, the same are reiterated in the said Guidance Note.

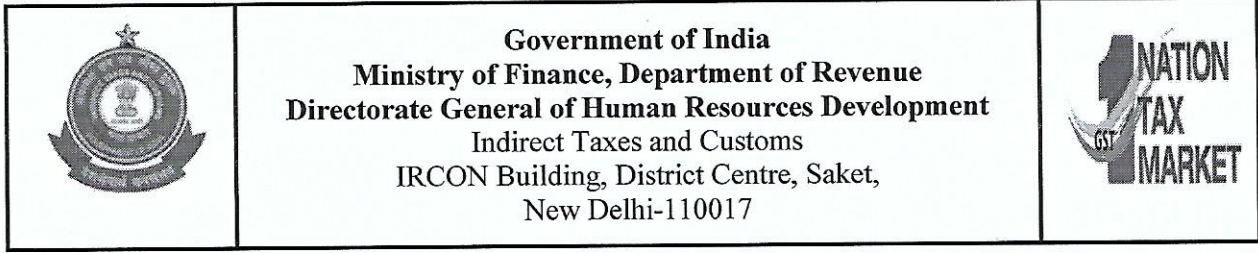
4. It may be noted that if funds have been released by CBIC to the CPWD but not paid to the bidders/contractors by the CPWD, the same will continue to be reflected as unutilized and may thus lapse at the end of the relevant financial year in which project was sanctioned/revalidated.

Encls: As above

Yours faithfully,

  
(Neeta Lall Butalia) 02.03.20  
Director General





**GUIDANCE NOTE for booking of expenditure by CPWD utilization and/utilization consequent of funds allocated to CBIC.**

(1) HoD to write to PAO requesting for issue of **Letter of Authorization (LoA)** which is to be issued by the Pr. CCA, New Delhi. A copy of the letter may also be marked to Pr. CCA, CBIC New Delhi (1<sup>st</sup> Floor, AGCR Building, New Delhi-110002) and Joint Director (I&W) DGHRD, Indirect Taxes and Customs, District Centre, Saket, New Delhi-110017.

(2) Based on HoD's letter mentioned at S.No. (i) above, the concerned PAO is required to make an online request to the Office of Pr. CCA for issuance of said **LETTER OF AUTHORIZATION (LoA)**.

(3) The office of the Pr. CCA, CBIC, Delhi issues the said **Letter of Authorization (LoA)** for execution of the work sanctioned to the PAO of Ministry of Housing & Urban Affairs (MoHUA), Nirman Bhawan, New Delhi.

(4) The copy of the LoA is endorsed to the Zonal CPWD and concerned Executive Engineer.

(5) The Executive Engineer of the concerned sanctioned project is then required to approach PAO MoHUA through Zonal PAO of CPWD for issue of **LoC (Letter of Credit)**.

(6) Subsequently, the amount is released by MoHUA/CPWD to successful bidders/contractors for execution of the project and is booked by MoHUA/CPWD online through CPWD's PFMS System.

(7) **Once the money is paid to the bidders/Contractors by MoHUA/CPWD only then is the actual expenditure reflected in the accounts of CBIC and only then the funds released to the bidder/contractor will be treated as utilized towards the project.**

*M.P. Gangar* 02.03.2020

( M.P. GANGAR )  
ASSISTANT DIRECTOR  
(Infrastructure)