

ACCOUNTS DEPARTMENT

DO's

- During the verification of estimates, it should be ensured that the quantities mentioned therein should be realistic and as per the actual requirement. Rates are based on LAR or approved market analysis.
- The quantities mentioned in the Estimate should match with the quantities mentioned in the Tender document.
- While vetting of agreement, it should be ensured that all the clauses stipulated in the tender document w.r.t execution of work are incorporated and all the blanks are filled in properly. Vetted LOA/Agreement should be taken in to consideration.
- In IREPS, vetting of Briefing Note has been dispensed with vide Railway Board's letter No. 2017/Trans/01/Policy dated 08.02.2018.
- The concerned Agreement/WO/PO should be thoroughly examined with emphasis on its special conditions, penalty clauses, if any, before passing of Bills.
- While passing the bills of contractor/supplier, ensure that all the recoveries have been made properly.
- All the required recoveries have to be made from the on-hand bill itself.
- **ONA Payments-** Recently it has come to light that in some cases, 100% adjustment of ONA payment is not being done from the progress bills for the same. Executive Officer is sanctioning and forwarding the bill with part adjustment of ONA bill. Adjusting only a part of ONA payment from the progress bills tantamount to payment of excess amount for the activity than what is provided for in the contract agreement. Availability of BG cannot justify the overpayment.
- Sr.AFA share advised to ensure 100% adjustment of ONA payment from the progress bill irrespective of the local orders passed.
- Certificate for achievement of milestone should be recorded on the bill by Executive and for any deferment suitable withholding of amount as per Tender Condition should be ensured.
- At the time of passing of Price Variation Bills, the rates published by the authorities (INDEX) concerned should be compared with that of rates claimed in the PVC bill. PVC bill should be in the same succession as the original bills without fail
- After passing the Price Variation Bill based on the provisional index of RBI, a remark to this effect should be noted in the concerned ledger account and after publication of final index by RBI, if any difference noticed, they should be settled immediately in the on hand bill.
- Currency of the paper securities should be watched carefully and necessary action should be taken for extension of currency, if required, in advance.

- All indents for the same item should be consolidated and combined order should be placed for getting economical price.

DON'Ts

- There should not be any ambiguity in the penalty clauses.
- Don't misinterpret the penalty clauses mentioned in the concerned agreement to benefit the contractor.
- Don't forget to recover the penalties/L.D/other charges, if any, from the respective bill itself.
- Don't rely upon the documents enclosed with the Price Variation Bill by the contractor to support this claim.
- The total demand of particular item should not deliberately split into indent wise for bringing it within the ambit of a particular sanctioning authority.