

मध्यप्रदेश ग्रामीण सड़क विकास प्राधिकरण
(म.प्र.शासन पंचायत एवं ग्रामीण विकास विभाग के अधीन)
खण्ड-2, पंचम तल, पर्यावास भवन, अरेरा हिल्स, भोपाल

क्र. १२१० / 22/वि-12/ग्रास/लेखा/स.प्र.वि/
प्रति,

दिनांक २५.१२.२०१६


महाप्रबंधक (समस्त)
म.प्र.ग्रामीण सड़क विकास प्राधिकरण
परियोजना क्रियान्वयन इकाई
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विषय-बैंक गारंटियों के व्यवस्थित रूप से संधारण।

परियोजना क्रियान्वयन इकाईयों पर ठेकेदारों एवं कन्सलटेंट द्वारा सिक्युरिटी डिपोजिट, परफार्मेंस सिक्युरिटी, मोबेलाईजेशन एडवांस एवं मशीनरी एडवांस आदि हेतु बैंक ग्यारंटी प्रस्तुत की जा रही है। इकाईयों द्वारा संधारित की जा रही बैंक ग्यारंटियों के व्यवस्थित रूप से संधारण हेतु समय-समय पर निर्देश प्रसारित किये गए हैं।

एन.आर.आर.डी.ए के संलग्न पत्र दिनांक 05.04.2016 एवं Central Vigilance Commission के पत्र दिनांक 31.12.2007 द्वारा बैंक ग्यारंटियों के संधारण के संबंध में दिशा निर्देश जारी किये हैं। उक्त पत्रों के परिप्रेक्ष्य में बैंक ग्यारंटियों के सत्यापन एवं संधारण की कार्यवाही करना सुनिश्चित करें।

संलग्न - उपरोक्तानुसार
पृष्ठ - 4



(सतीश चंद्र दुबे)

मुख्य महाप्रबंधक (वित्त)
म.प्र.ग्रामीण सड़क विकास प्राधिकरण
भोपाल

क्र. १२११ / 22/वि-12/ग्रास/लेखा/स.प्र.वि/
प्रतिलिपि

दिनांक २५.१२.२०१६

1. मुख्य महाप्रबंधक म.प्र. ग्रामीण सड़क विकास प्राधिकरण की ओर सूचनार्थ प्रेषित।
2. लेखाधिकारी समस्त म.प्र. ग्रामीण सड़क विकास प्राधिकरण परियोजना क्रियान्वयन इकाई की ओर आवश्यक कार्यवाही हेतु प्रेषित।


मुख्य महाप्रबंधक (वित्त)

म.प्र.ग्रामीण सड़क विकास प्राधिकरण
भोपाल

G-25020/30/2015-F&A
National Rural Roads Development Agency
Ministry of Rural Development, Government of India
5th Floor, NBCC Tower, Bhikaji Cama Place, New Delhi - 66

Dated: 05.04.2016

To

Principal Secretary/ Secretary of Nodal Departments for PMGSY(State/UT), Empowered Officers/CEOs & Chief Engineers of SRRDA's, General Mangers Finance (NEAs).

Subject: Maintenance of records related to Bank Guarantee

Sir,

As per Clause 11.2.21(b) of PMGSY Accounts Manual for Programme Fund, Grant of Mobilization Advance and advance against Plant and Machinery etc. to the contractors for road works can be given where the contract provides for the grant of mobilization advance and/or advance against plant and machinery. The grant of advances and recovery will be in accordance with the contract provisions. The contractor has to provide the Bank Guarantees or other securities before any advance is released to him. The Divisional Officer will satisfy himself that the bank guarantees/securities are acceptable in accordance with the conditions of the contract.

2. Internal auditor as well as Statutory Auditors of several SRRDA's have pointed out that the records in respect to the management of Bank Guarantee, recovery of Mobilisation/Machinery advances and register of advance is not properly maintained. This is a matter of concern. As per provisions of Para 4(v) of Central Vigilance Commission OM dated 31.12.2007 (Posted in PMGSY website www.pmgysy.nic.in and copy enclosed) one officer of the Agency should be specifically designated with the responsibility for verification and timely renewal of BGs. This is essential to safeguard the financial interest of the organisation.

3. NRRDA has reiterated the need for maintenance of records related to Bank Guarantees and timely monitoring, updation and validation of the Bank Guarantees.

It is requested that the SRRDA & PIUs may kindly be advised to adhere to the above guidelines and ensure that details are monitored and Bank Guarantees are validated and extended on a regular basis as per CVC Guidelines.

Encl. as above

EINC (MPARDA)
FA (PERD)

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[Signature]

GIMFS

Yours faithfully,

[Signature]
(Anjali Singh)
Director (F&A)

26 APR 2016

3/30/16

No. 1646
Date 12/4/2016
PS/PR/UM

No. 02-07-01-CTE-30
Government of India
Central Vigilance Commission

Satarkata Bhawan, Block 'A',
GPO Complex, INA,
New Delhi-110023.

OFFICE MEMORANDUM

Circular No. 01/01/08

31 DEC 2007

Sub. : Acceptance of Bank Guarantees.

A number of instances have come to the notice of the Commission where forged / fake bank guarantees have been submitted by the contractors/suppliers. Organizations concerned have also not made any effective attempt to verify the genuineness / authenticity of these bank guarantees at the time of submission.

2. In this background, all organizations are advised to streamline the system of acceptance of bank guarantees from contractors/suppliers to eliminate the possibility of acceptance of any forged/fake bank guarantees.

3. The guidelines on this subject issued by Canara Bank provides for an elaborate procedure, which may be found helpful for the organizations in eliminating the possibility of acceptance of forged/fake bank guarantees. The guidelines issued by Canara Bank provides that -

"The original guarantee should be sent to the beneficiary directly under Registered Post (A.D.). However, in exceptional cases, where the guarantee is handed over to the customer for any genuine reasons, the branch should immediately send by Registered Post (A.D.) an unstamped duplicate copy of the guarantee directly to the beneficiary with a covering letter requesting them to compare with the original received from their customer and confirm that it is in order. The A.D. card should be kept with the loan papers of the relevant guarantee.

At times, branches may receive letters from beneficiaries, viz., Central/State Governments, public sector undertakings, requiring bank's confirmation for having issued the guarantee. Branches must send the confirmation letter to the concerned authorities promptly without fail."

4. Therefore, all organizations are advised to evolve the procedure for acceptance of BGs, which is compatible with the guidelines of Banks/Reserve Bank of India. The steps to be ensured should include-

- i) Copy of proper prescribed format on which BGs are accepted from the contractors should be enclosed with the tender document and it should be verified verbatim on receipt with original document.
- ii) It should be insisted upon the contractors, suppliers etc. that BGs to be submitted by them should be sent to the organization directly by the issuing bank under Registered Post (A.D.).
- iii) In exceptional cases, where the BGs are received through the contractors, suppliers etc., the issuing branch should be requested to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the guarantee directly to the organisation with a covering letter to compare with the original BGs and confirm that it is in order.
- iv) As an additional measure of abundant precaution, all BGs should be independently verified by the organizations.
- v) In the organisation/unit, one officer should be specifically designated with responsibility for verification, timely renewal and timely encashment of BGs.

5. Keeping above in view, the organizations may frame their own detailed guidelines to ensure that BGs are genuine and encashable.

6. Receipt of the above guidelines should be acknowledged.



(Smt. Padamaja Varma)
Chief Technical Examiner

To
All Chief Vigilance Officers