



No. 12/46/2015-BADP
Government of India
Ministry of Home Affairs
Department of Border Management

Jt. Secy. BAD.

MOST IMMEDIATE

5th Floor, NDCC-II Building,
Jai Singh Road, New Delhi-110001.
Dated: the 31st August, 2015

To

The Chief Secretary,
Government of Arunachal Pradesh, Assam, Bihar, Gujarat, Himachal Pradesh, Jammu & Kashmir, Manipur, Meghalaya, Mizoram, Nagaland, Punjab, Rajasthan, Sikkim, Tripura, Uttar Pradesh, Uttarakhand and West Bengal.

Subject: National Quality Monitors (NQMs) to be engaged by Department of Border Management Ministry of Home Affairs, Government of India for independent assessment of quality of works executed under the Border Area Development Programme (BADP)- hosting of Expression of Interest (EOI) on the website of the State Government.

Sir,

Department of Border Management, Ministry of Home Affairs has invited Expression of Interest (EOI) from interested PSUs (Central Govt. and State Governments) /Private Companies/ NGOs/ Research Institutions/ Academic Institutions in India for providing services as independent National Quality Monitors (NQMs) for the Border Area Development Programme (BADP) and to suggest improvements in the execution of the programme. The EOI document containing details of eligibility criteria, submission requirement and brief objective & scope of work etc. has been uploaded on the website: www.mha.nic.in, tenders.gov.in and published in leading News Papers on 22nd August, 2015.

2. State Governments are requested to upload the Expression of Interest on their Website also so that a wide publicity is given to call for the EOI. The eligible organizations may submit their responses in sealed envelopes in prescribed format to Shri Suresh Kumar, Deputy Secretary, Border Management, 5th Floor, NDCC-II building, Jai Singh Road, New Delhi-110001. Telephone No. 011-23438131, on or before 3.00 P.M. 23rd September, 2015.

3. A copy of the EOI is attached. A softcopy of the EOI has also been send through e-mail.

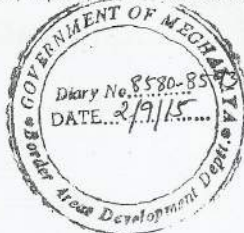
Yours faithfully,

(Amit Nirmal)
Director

Tele: 23438151

Copy for similar action to -

The Nodal Officer handling the BADP work in Government of Arunachal Pradesh, Assam, Bihar, Gujarat, Himachal Pradesh, Jammu & Kashmir, Manipur, Meghalaya, Mizoram, Nagaland, Punjab, Rajasthan, Sikkim, Tripura, Uttar Pradesh, Uttarakhand and West Bengal.



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सत्यमेव जयते

**Formats for Expression of Interest (Eoi)
Submission
For**

**Providing Services as independent National
Quality Monitors (NQMs) in the execution of the
Border Area Development Programme (BADP)
August, 2015**

**Government of India
Ministry of Home Affairs
Department of Border Management**

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TEXT OF ADVERTISEMENT
No. 12/46/2015-BADP
Government of India,
Ministry of Home Affairs,
Department of Border Management

INVITATION FOR EXPRESSION OF INTEREST

Department of Border Management, Ministry of Home Affairs invites Expression of Interest (EOI) from interested PSUs (Central Govt. and State Governments) /Private Companies/ NGOs/ Research Institutions/ Academic Institutions in India for providing services as independent National Quality Monitors (NQMs) for the Border Area Development Programme (BADP) and to suggest improvements in the execution of the programme. The EOI document containing details of eligibility criteria, submission requirement and brief objective & scope of work etc. can be obtained from the *website: www.mha.nic.in* and *tenders.gov.in*. Further details/hard copies may be obtained from Shri Suresh Kumar, Deputy Secretary, Border Management, 5th Floor, NDCC-II building, Jai Singh Road, New Delhi-110001. Telephone No. 011-23438131. E mail: ds-badp@mha.gov.in

The eligible organizations may submit their responses in sealed envelopes in prescribed format to Shri Suresh Kumar, Deputy Secretary, Border Management, 5th Floor, NDCC-II building, Jai Singh Road, New Delhi-110001. Telephone No. 011-23438131, on or before 3:00 P.M. 23rd September, 2015.


(Suresh Kumar)
Deputy Secretary
Department of Border Management
Ministry of Home Affairs

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1. LETTER OF INVITATION
No. 12/46/2015-BADP
Government of India
Ministry of Home Affairs
Department of Border Management

5th Floor, NDCC-II building,
Jai Singh Road, New Delhi-110001.
Dated. The 19th August, 2015

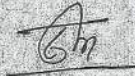
To

Dear Sir/Madam,

The Department of Border Management, Ministry of Home Affairs, Government of India invites Expression of Interest (Eoi) from reputed and interested PSUs (Central Govt. and State Governments) /Private Companies/ NGOs/ Research Institutions/ Academic Institutions, who are engaged in developmental, research, academic, project management, project execution and project evaluation activities for providing services as independent National Quality Monitors (NQMs) for the Border Area Development Programme (BADP) and to suggest improvements in the execution of the programme. The Eoi document containing details of eligibility criteria, submission requirements, brief objective and scope of work, prequalification criteria and Method of Evaluation etc. is enclosed. The Eoi document is also available on the website of MHA: www.mha.nic.in and tenders.gov.in.

You may submit your response in sealed envelopes in prescribed format to the undersigned on or before 3.00 pm, 23rd September, 2015.

Yours faithfully,



(Suresh Kumar)

Deputy Secretary to Government of India
Telephone: 011-23438131

Encl: Eoi Document.

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2. SNAPSHOT OF EoI.

Name of the Project	Providing Services as Independent National Quality Monitors (NQMs) in the Execution of the Border Area Development Programme (BADP).
Name of Authority	Department of Border Management, Ministry of Home Affairs, Government of India
Last date and time for submission	23 rd September, 2015 upto 1500 hours IST
Eligible Entitles	Reputed Organizations, Public Sector Undertakings (Central Government and State Governments), NGOs, Research institutions, Academic Institutions, Private companies in India who are engaged in developmental, research, academic, project management, project evaluation, project execution activities.
Signature Authority	Authorized Representative/ Signatory (Supported by notarized Power of attorney)
Selection Process	Expression of Interest (EoI) Stage
Contents of EoI Application (one copy)	<ol style="list-style-type: none">1. Covering letter as per Format-12. Organization Details as per Format-23. Details of Past Experience of Similar Nature as per Format-34. List of Senior Level Personnel and Experts as per Format-3A5. Experience of Key Personnel as per Format-46. Financial Strength of the Firm/Organization as per Format-57. Additional Information as per Format-68. Declaration on the letter head of the organization as per Format-7
Qualification Criteria	
<p>(i) The firm shall be registered under the relevant Act.</p> <p>(ii) The firm should have a minimum average annual turnover of INR 100 Lakhs in the last three financial years. (FY-2012-13, FY-2013-14, 2014-15).</p>	
<p>A pre-bid conference will be conducted on 8th September, 2015. Interested firms/companies may send their queries 3 days before the date of pre-bid meeting, so that queries can be discussed during pre-bid conference. Clarifications on pre-bid matters will posted on the website of MHA www.mha.nic.in</p>	

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3. BACKGROUND

3.1 Department of Border Management, Ministry of Home Affairs (MHA) has been implementing the BADP, through the State Governments in about 391 border blocks of 106 Districts of 17 border States viz. Arunachal Pradesh, Assam, Bihar, Gujarat, Himachal Pradesh, Jammu & Kashmir, Manipur, Meghalaya, Mizoram, Nagaland, Punjab, Rajasthan, Sikkim, Tripura, Uttar Pradesh, Uttarakhand and West Bengal to meet the special developmental needs and well being of the people living in remote and inaccessible areas situated near the international border and to saturate the border areas with the entire infrastructure through convergence of Central/State/BADP/Local schemes. The BADP is 100% centrally funded scheme. The Budget allocation for BADP for the year 2015-16 is Rs. 990 crore. Planning and implementation of the BADP is the primary responsibility of the State Governments. Under the BADP State Governments normally undertake the schemes/projects related to (i) Road infrastructure, (ii) Education, (iii) Health, (iv) Agriculture and allied sectors, (v) Social sectors, (vi) Drinking water, (vii) Electricity, (viii) Skill development, (ix) Sports activities etc.

3.2 The Guidelines of the Border Area Development Programme (BADP) (June, 2015) are available on the MHA's Website: www.mha.nic.in.brdrmmgmt

3.3 Department of Border Management, MHA calls for an Expression of Interest from reputed and interested PSUs (Central Govt. and State Governments) /Private Companies/ NGOs/ Research Institutions/ Academic Institutions, who are engaged in Developmental, Research, Academic, Project management, Project execution and Project evaluation activities, for appointment as Independent Monitors for inspections of some of the schemes/projects executed under the BADP. These Independent Monitors shall be designated as National Quality Monitors (NQMs).

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The NQMs shall be given free access to the relevant administrative, technical and financial records by the State Governments.

- 3.5 The NQMs shall submit their reports to the Department of Border Management as well as the concerned State Governments on a Monthly basis. The NQMs shall also suggest improvements in the execution of schemes, if required.
- 3.6 The NQMs shall conduct random inspections of the works undertaken under the BADP in border villages located in remote and inaccessible areas along the international land border of India, which includes –
- (a) Rann of kutchh in Gujarat;
 - (b) Desert in Rajasthan;
 - (c) Plain areas in Punjab, Jammu, Uttar Pradesh, Bihar and West Bengal ;
 - (d) Hilly areas in Kashmir valley, Ladakh, Himachal Pradesh, Uttarakhand;
 - (e) North Eastern States of Arunachal Pradesh, Assam, Nagaland, Manipur, Meghalaya, Mizoram, Sikkim and Tripura.

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4. BRIEF OBJECTIVE AND SCOPE OF WORK.

4.1 The Department of Border Management, Ministry of Home Affairs has been implementing the Border Area Development Programme (BADP) in about 391 border Blocks in 106 Districts of 17 States which constitute the international land border with the neighbouring countries. The programme lays special emphasis on the quality and timely completion of the various infrastructure developmental works. Therefore, it has been proposed to appoint suitable National Quality Monitors (NQM) at Central Government level to undertake the inspections of the works executed by the State Governments in the designated States, designated districts and designated blocks during the designated period and for providing services as an independent agency to suggest improvements in the execution of this programme.

4.2 The broad activities enumerated here are not exhaustive. Eligible Organizations/Institutions identified as part of this EoI shall be issued a separate Request for Proposal with more details about the scope of work and responsibilities. Any clarifications to this EoI may be sent on E-mail ds-badp@mha.gov.in. A pre-bid conference will be conducted on the 8th September, 2015. Interested firms/companies may send their queries 30 days well in advance of the pre-bid meeting, so that queries can be discussed during pre-bid conference. Clarifications on pre-bid matters will be posted on website of MHA: www.mha.nic.in.

4.3 Scope of Work and Services:

4.3.1 The Organization/Institution is expected to undertake the following:

- a) Collection of documents and other relevant information relating to the Annual Action Plan, Financial releases and Utilization Certificates etc. from the Department of Border Management, Ministry of Home Affairs;
- b) Collection of documents from State Governments regarding issue of sanctions, release of funds, tender documents, etc.
- c) Visit to the State Government's headquarters to have briefs from the Nodal Officer handling BADP in the State.
- d) Visit to District Headquarters to gather the documents relating to the agencies executing the works as per the specifications and time

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schedule and have briefs from the District Magistrate and Planning Officer at District Level;

- e) To visit block headquarters and gather information from block level officers responsible for execution of the BADP works;
- f) Visit the sites of the work and analyse the quality of the work as per the specifications (i.e. CPWD manual/PWD manual/State Government Rules).
- g) If need be samples may be sent to the Government Labs/Institutes for quality checks.
- h) To gather the information of the funds being utilized in the border areas (blocks) from other Central/State Plan Schemes and other local schemes to assess the convergence of other schemes with the BADP;

4.3.2 Set up a project Management office to support & monitor all assignments.

4.3.3. The Organization/Institution shall submit reports on Monthly basis to the concerned State Government as well as the Department of Border Management, MHA.

4.3.4 Period of assignment: 3 years (extendable) on further negotiation.

4.3.5 A single NQM may be given the task of inspections of the BADP works in more than one State and/or one State can be assigned to more than one NQM.

4.3.6 The Department of Border Management, Ministry of Home Affairs can allot some specific works to any of the NQMs for inspection related to any State.

4.3.7 The NQMs can be given the work of evaluation of the BADP in border areas and to assess the need of the people living there.

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4.3.8 Arrangements for travelling, boarding/lodging at the s
other necessary arrangements shall be made by the NQMs itse
cooperation shall be given to the NQMs by the Department of B
Management, Ministry of Home Affairs, concerned State Governments
District/Block level authorities. NQMs shall be provided with the follow
Assistance:-

- (a) T.A. /D.A. for each visit and other remuneration to be provide
to the NQMs in the form of reimbursement as detailed a
Annexure- IV.
- (b) Secretarial Assistance for setting up a project management
office to support and monitor the assignments.
- (c) NQMs will be provided with institutional charges.

4.3.9 Amount for the items mentioned in Para -4.3.8 will be finalized
as per the existing Central Government Norms.

5. INSTRUCTIONS TO THE ORGINATIONS/INSTITUTION

To participate in this Expression of Interest (Eoi), all information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy through email.

- (i) Applicant's Expression of Interest as per Format-1
- (ii) Organization contact Details as per Format-2
- (iii) Experience of the organization as per Format-3 & 3A
- (iv) Experience of Key Personnel as per Format-4
- (v) Financial Strength of the company as per Format-5
- (vi) Additional information as per Format-6
- (vii) Declaration as per Format-7
- (viii) Pre-qualification compliance documents as per Annexure-I

5.2 Last date of submission by 15:00 hours on the 23rd September, 2015

5.3. Only those responses that meet the minimum pre-qualification criteria identified in Annexure-I will be evaluated for selection. The evaluation will be carried out as per the scheme defined in Annexure-II (Evaluation Methodology), and selected Organization/Institution will be contacted with further course of action.

5.4 Department of Border Management (DoBM); Ministry of Home Affairs reserves the right to cancel this request of EOI and/or invite afresh with or without amendments to this request for EOI, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and DoBM reserves the right to amend/add further details in this document.

6.5 Address for submission:

Shri Suresh Kumar,
Deputy Secretary
Department of Border Management,
Ministry of Home Affairs,
5th Floor, NDCC-II Building,
Jai Singh Road, New Delhi-110001
Tele fax No.: 011-23438131
e-mail: ds-badp@mha.gov.in

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APPLICANT'S EXPRESSION OF INTEREST

To

Shri Suresh Kumar,
Deputy Secretary
Department of Border Management,
Ministry of Home Affairs,
5th Floor, NDCC-II Building,
Jai Singh Road, New Delhi-110001

Subject: Submission of Expression of Interest for "Providing services as independent NQMs for BADP and to suggest improvements in the execution of the programme"

Dear

In response to the invitation for Expressions of Interest (Eoi) published on the above purpose, we would like to Express Interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. Experience of key personnel (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Yours sincerely,

Signature of the applicant

(Full Name of applicant
Stamp)

Date _____

Encl: As above

Note: This is to be furnished on the letter head of the organization.

FORMAT-2

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ORGANIZATION DETAILS

1. Name of Organization	
2. Main area of activity	
3. Type of organization Firm/Company/partnership firm registered under the relevant acts such as, Indian Companies Act, 1956/ the partnership Act, 1932/Society Act/Trust etc.	
4. Whether the Organization has been blacklisted by Central Government/Any State Government/PSU/Governm ent Bodies/Autonomous Bodies ? If yes details thereof.	
5. Address of registered office with telephone no. & fax.	
6. Address of office in National Capital Region of Delhi, if any.	
7. Contact Person with telephone No. & E-mail ID	
8. Any other information.	

Attach – Copy of Certificate of Incorporation

Signature of the applicant

Full name of the applicant:

Stamp

Date:

DETAILS OF PAST EXPERIENCE OF SIMILAR NATURE

Please provide details of assignment during last 5 years only relating to Third Party Inspection Agents or Quality Monitors.

Sl. No.	Category	Short Assignment Title and Brief details of similar nature of work executed	Name of Client (s)	Year of Award	Project Value	Execution Time Frame	Project completed or ongoing	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Government							
2.	Public Sector							
3.	Private Sector							
4.	Others							
5.								

Decision of Evaluation Committee in ascertaining "similar nature" and "similar assignment" will be final.

Signature of the applicant:

Full Name of the applicant:

Stamp & Date:

FORMAT -3A

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List of Senior Level Personnel and Experts.

Sl. No.	Name	Designation	Date of joining the post	Date of joining the Organization
1				
2				
3				
4				
5				
6				
7				

Note: Their CV may be attached in the prescribed format as per (Annexure-III).

Signature of the Applicant:
Full Name of the Applicant:
Stamp & Date:

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FORMAT- 4

EXPERIENCE OF KEY PERSONNEL

Overview of the qualification and past experience of the key personnel

Name:
Designation:
Date of Birth:
Qualification:

Sl. No.	Item	Title of Assignments	Project Value in Lakhs Rs.	Implementation/ Project Value in Lakhs Rs.	Execution Time Frame	Remarks
1.	Experience of assignments of "Similar Nature"					
1.1.	Experience in carrying out "Similar assignments" in Government	(i) (ii) (iii) (iv)				
1.2.	Experience in carrying out "similar assignments" in Public Sector.	(i) (ii) (iii) (iv)				
1.3.	Experience in carrying out similar assignments in Private Sector.	(i) (ii) (iii) (iv)				
1.4.	Others					

Note:

1. Information regarding a maximum of five key personnel who may lead teams in case of relevant assignment viz. (i) Project Management Expert (ii) Quality maintenance Expert may be provided. Separate sheet may be used for each individual. Each individual will be evaluated separately and then average of the all (maximum 5) personnel will be taken for final evaluation.
2. Decision of Evaluation Committee in ascertaining "similar nature" and "similar assignment" will be final.

FORMAT-5

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FINANCIAL STRENGTH OF THE FIRM/ORGANIZATION

Sl. No.	Years	Turnover in Lakhs of Rs.	Turnover from Project Management/Quality Control Management services rendered in India. Rs.
1.	2010-11		
2.	2011-12		
3.	2012-13		
4.	2013-14		
5.	2014-15		

Note: Please attach auditor's certificate in support of your claim.

Signature of the applicant:

Full name of the applicant:

Stamp & Date:

FORMAT-6

ADDITIONAL INFORMATION

1. List of attachments related to the previous sections.

Sl. No.	Description	No. of pages

2. Additional information to support the eligibility.
(Not more than 2 pages)

Signature of the applicant:

Full name of the applicant:

Stamp & Date:

DECLARATION

We hereby confirm that we are interested in competing for the Services for "Providing services as independent NQMs for BADP and to suggest improvements in the execution of the programme" and all the information provided herewith is genuine and accurate.

Authorized Person's Signature:

Name and Designation:

Date of Signature:

Note: This declaration is to be furnished on the letter head of the organization.

Annexure-I: Pre-Qualification Criteria

Following will be in the minimum pre-qualification criteria. All eligible Firms/Organizations must satisfy all the criteria listed below. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

Sl. NO.	Pre-qualification Criteria	Supporting Compliance document	Reference
1.	The firm shall be registered under the relevant Act.	Copy of certificate of incorporation	
2.	The firm should have a minimum average annual turnover of INR 100 Lakhs in the last three financial years. (FY-2012-13, FY-2013-14, 2014-15).	Auditor's report	
3.	The firm shall have past experience during last 3 years from March 2015 in executing the similar type of assignment in Central Government/State Governments/ PSUs/ Government bodies/ Autonomous Bodies/Private Sector in India.	Copy of work order from the department is to be enclosed	
4.	The firm should not have been black listed by any Central Government/ State Government/ PSU/Government Bodies/ Autonomous Bodies/ Private Sector.	Self declaration signed by the Authorized signatory	
5.	The firm should have at least minimum 15 personnel (including regular & contractual). However the firm should have at least 5 senior regular staff capable of coordinating with State Government and its agencies.	Copy of Certificate by Statutory Auditor or Company Secretary of the firm	

Note: - Please supply documents which directly indicate above parameters, do not attach document from where information needs to be interpreted/inferred.

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Annexure- II: Evaluation Methodology

The firms/organizations that satisfy the minimum pre-qualification criteria as per Annexure-I shall be assigned competence scores as detailed below:

Sl. No.	Criteria	Max. Marks (Upper Limit)
1.	Past Experience of the firm	50
	1.1 Experience in carrying out similar assignment in Governemnt/Public Sector.	40 (10 Years)
	1.2 Experience in carrying out similar assignment in private sector.	10 (15 Years)
2.	Experience of Key 5 Personnel	25 (5 max. X 5 person)
	2.1 Qualification	2 (Post Graduate) 1 (Graduate) 0.5 (Others)
	2.2 Relevant Experience.	15 (3 max X 5)
3.	Financial Strength of the Firm	25
	Total	100

1. The Employer shall short list all the firms who secure a minimum of 45 marks.
2. Decision of Evaluating Committee in ascertaining "similar nature" and "similar assignment" will be final.
3. Weightage will be calculated on relative basis i.e. the maximum value for a criterion is given in brackets and will be treated as scoring 100% in respect of that criterion. Others will be weighed proportionately.

CV format for Empanelment as National Quality Monitor

1. Name:

2. Date of Birth:

3. Address:

4. Contact Nos: (a) Office Phone:
(b) Residence Phone:
(c) Mobile:
(d) E-mail:

5. Qualifications:

Sl.No.	Year of Passing	Degree	Discipline	Remarks.
--------	-----------------	--------	------------	----------

6. Employment Record (last 10 years):

Sl.No.	Organization/ Department	Post Held	Duration From To	Details of work experience.
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7. Date of retirement (if re-employed):

8. Post from which retired (in case of retired personnel):

9. Other Details (Membership of professional bodies, authorship of technical papers, consultancies, etc)

10. Willingness to work as NQMs:

The undersigned if interested to work as National Quality Monitors for the Border Area Development Programme (BADP) for the years _____

I understand that I may be assigned to carry out monitoring in any State in accordance with the Guidelines.

Sign

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Annexure-IV

Assistance such as Travelling Allowance, Dearness Allowance and other remuneration to be provided to the NQMs in the form of re-imbursment by the Department of Border Management, Ministry of Home Affairs.

Following assistance shall be provided to the National Quality Monitors engaged by the Department of Border Management, Ministry of Home Affairs for providing services as NQMs for the Border Area Development Programme (BADP) and to suggest improvements in the execution of the programme.

1. **Travelling Allowance (TA):** The NQMs will be entitled to reimbursement of fares for journeys performed on official duty by different means of transport given below as per their entitlement (subject to actual):-

(a) Travel by Air/Road/Sea

Sl. No	Post	Travel by rails	Travel by Air
1.	Superintending Engineer (SE) and/or equivalent in Government of India/ State Government/ PSU/ Autonomous Bodies.	i. Rajdhani-AC II class ii. Shatabadi-Executive class iii. Other Trains- AC I class.	Economy class
2.	Post below SE and/or equivalent to Executive Engineer of Government of India/State Government/PSU/Autonomous Bodies.	(i) Rajdhani-AC II class (ii) Shatabadi-Chair class (iii) Other Trains- AC II class.	Economy class
3.	Post equivalent to Section Officer in Government of India	(i) Rajdhani-AC-II (ii) Shatabadi-AC Chair class (iii) Other Trains-AC-II class	Economy class

- Note: (i) Claim for reimbursement of fare shall be supported by a photocopy of the ticket in case of trains and boarding pass in case of Air travel.
(ii) Reimbursement of fare will normally be allowed by shortest route.

(b) Travel by Road:

- (i) NQMs may travel by road by any public transport and will be reimbursed actual fare subject to production of a photocopy of the ticket.
- (ii) If NQMs travel by taxi, the reimbursement will be restricted to rail fare as per entitlement subject to actual. The claim should be supported by a bill/receipt for travel by taxi. Taxi fare at rates prescribed from time to time will be allowed in cases where

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places are not connected by rail. Rate of taxi per mileage will be fixed as per the rate available on date.

(iii) For travel by own car, claim will be regulated as in (ii) above.

2. Mileage Allowance:

- (a) NQMs will be entitled to claim Mileage allowance at a fixed rate prescribed from time to time, for each journey between residence to Air Port/Railways Station/Bus stand and back. Similar allowance will be reimbursed from Airport/Railways Station/Bus Stand to State Headquarter/District Headquarter allotted for inspection and back.
- (b) No allowance will be paid if the vehicle is provided by Central/State Government.
- (c) To claim mileage allowance NQM is required to give certificate that no transport was provided by State/Central Government.

3. Daily Allowance (DA):

- (i) DA for each day of absence from his Headquarters will be paid at the prescribed rate from time to time of the Central Government.
- (ii) No DA will be payable if the absence from his headquarter in a day is less than six hours.
- (iii) If NQM is provided free board by State Government/Central Government half daily allowance will be paid.
- (iv) If both boarding and lodging are provided free of cost by State/Central Government, 1/4th DA will be admissible.

4. Lodging Charges:

- (i) If arrangement is made by State/Central Government no lodging charges will be payable. If no arrangement is made by State/Central Government NQM will be made actual lodging charges as per entitlement according to area of visit.
- (ii) In cases where NQM stay is guest houses/circuit houses of State Government/Central Government/PSUs etc. reimbursement for lodging charges will be as per actual of these guest houses on production of receipt.
- (iii) No lodging charging is admissible during journey in case of short duration halts en-route to their destination for catching rail/air connection. However, night halt is involved and unavoidable lodging charges will be paid as per admissibility.

5. Reporting Allowance: The NQM will be paid reporting Allowance to cover the charges for report preparation and postage charges at the prescribed rates from time to time.

6. No local conveyance allowance will be paid to NQMs during inspection duty.

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Honorarium: Honorarium for each day of Inspection/Duty at State Headquarter/District Headquarter will be paid as per the rates prescribed from time to time.

8. **Revision of rates:** The rates may be revised by the competent authority from time to time.

9. Above mentioned amount will be finalized as per the Central Government Norms fixed from time to time.

10. Department of Border Management, Ministry of Home Affairs shall prepare Code of Conduct, Guidelines and procedures for inspections for NQMs in consultation with the NQMs which would be followed by the NQMs.