

Jawaharlal Nehru National Urban Renewal Mission

Sub-Mission Basic Services to Urban Poor Integrated Housing and Slum Development Programme

Toolkit for Reimbursement of Expenses incurred for preparation of Detailed Project Reports (DPRs) under BSUP/ IHSDP

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Reimbursement of expenses incurred for preparation of Detailed Project Reports (DPRs) under BSUP/IHSDP

1. The procedure for re-imburement of expenses

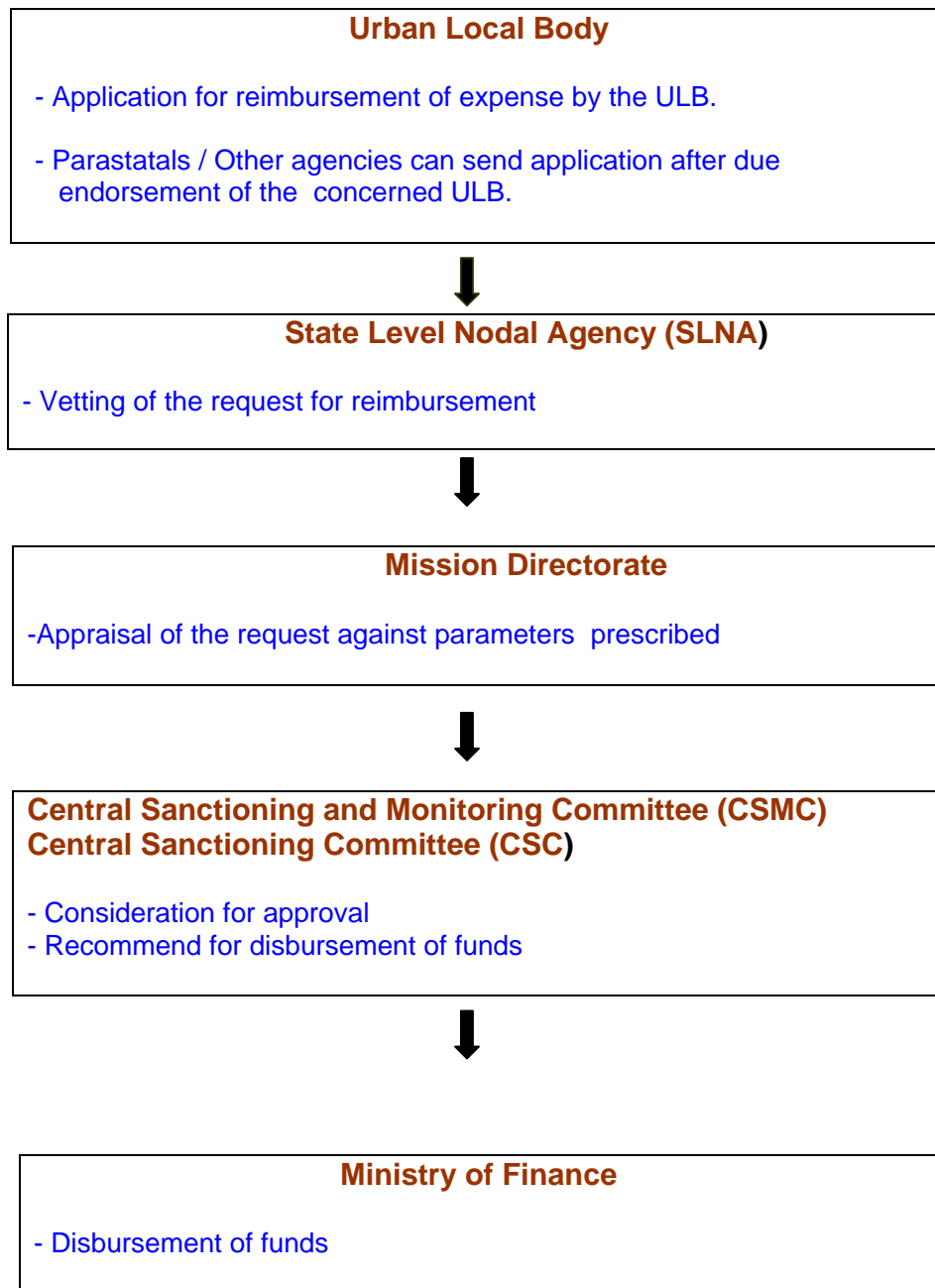
The DPRs are prepared by the Mission Cities/smaller towns and cities for Basic Service to Urban Poor (BSUP) and Integrated Housing & Slum Development Programme(IHSDP) and forwarded to the Mission Directorate, MoHUPA, as per the prescribed processes. It is accorded sanction after due appraisal by technical appraisal agencies.

The request for reimbursement of expenses incurred for preparation of the DPR under BSUP and IHSDP may originate from the ULB or the agency responsible for preparation of DPR. The request shall be forwarded to the State Level Nodal Agency (SLNA) after due endorsement of the concerned ULB. After vetting the request, the SLNA may forward the same to the Mission Directorate, in the same manner as a project proposal.

The Mission Directorate will verify the request for reimbursement against parameters prescribed and recommend to the CSMC or CSC as the case may be for consideration and approval. After approval from the CSMC, funds will be released.

The process flow for reimbursement of expenses is indicated in Figure 1.

Figure 1: Process of Application, Vetting, Sanction and Reimbursement of expenses incurred in preparation of DPRs



Reimbursement of Expenses

2.1 Criteria for reimbursement

Eligibility criteria for reimbursement of expenses incurred in preparation of DPRs are:

1. For Mission cities, City Development Plan for concerned Mission city must have been approved under JNNURM, and the concerned city must have signed the Memorandum of Agreement, for undertaking urban reforms mandated under JNNURM.
2. The DPR concerned for which the request is filed, must have been appraised and sanctioned by due authority under JNNURM.
3. Request for reimbursement for each DPR shall be raised separately, as per the prescribed format. (Refer Form A of Annexure)
4. The services should have been procured through competitive bidding processes, as per procurement norms of the concerned city / state, unless the work is done in-house or a state agency is engaged.
5. For all DPRs eligible for reimbursement, the DPR preparation works must have been awarded / outsourced after the launch of JNNURM i.e December 3, 2005.

2.2 Items eligible for reimbursement

The expenses eligible for reimbursement towards preparation of DPR may include:

1. Expenses towards preparation of DPRs, which may typically include:
 - Expenses towards engagement of consultants / experts
 - Expense towards survey / data collection / field investigations
 - Expenses towards adequate design of various component, drawings, rate analysis, cost estimates, PERT/CPM chart (as required) for all the components proposed for funding under BSUP/IHSDP in the DPR.
2. For DPRs prepared departmentally, all expenses incurred towards payments to external agencies, experts, outsourced activities, etc. are eligible
3. For projects that cut-across BSUP/IHSDP cities/Towns and other cities, cost components related to work for BSUP & IHSDP cities are eligible

The components in-admissible for reimbursement shall include:

1. Any expense incurred on the project after the project sanction date
2. Expense towards fine tuning design and detailed drawings for construction phase or during implementation of the project

3. Expenses already claimed as a part of financial assistance from other programs or from other institutions.
4. Expense incurred for travel relating to submission of DPRs / DPR appraisal /DPR sanctioning.

The above items and other administrative costs will have to be borne by the SLNA

2.3 Basis for reimbursement

Reimbursements of expenses incurred on preparation of DPRs shall be based on percentage of project cost sanctioned, as validated by documentary evidence. An eligible ceiling amount for reimbursement is based on percentage of sanctioned cost of project or actual cost incurred, whichever is lower. For BSUP projects, the cost admissible would be 2% of the total project cost & for IHSDP projects, the cost admissible would be 1% of the total project cost. Maximum upper ceiling amount for reimbursement of expenses for a single DPR is Rs. 75 Lacs under BSUP and Rs. 40 Lacs under IHSDP, if the DPR is prepared by an external Agency. If the work is done in-house or by a State Agency (such as Urban Poverty Alleviation cells, Administrative Training Institutes, Research Institutions , Public Sector Undertakings etc.) , reimbursement would be subject to a ceiling of Rs. 10 Lacs for BSUP project and Rs. 5 Lacs for IHSDP project.

2.4 Role of concerned agencies/ institutions

Agency responsible for preparation of DPR

- The ULB / concerned agency shall submit the request for reimbursement as per prescribed format (Refer Form A of Annexure).
- The concerned ULB shall forward the request to the SLNA, after due endorsement.
- The ULB / concerned agency shall submit other indicated details, as may be required by the SLNA for due-diligence.

SLNA:

- The due diligence for the request for reimbursement is responsibility of the SLNA.
- The SLNA shall ensure that completed Form A for the concerned project is submitted to the Mission Directorate after SLSC approval

Mission Directorate of JNNURM, MoHUPA

- The Mission Directorate shall recommend the request to CSMC for sanction, after due vetting against criteria mentioned.
- The Mission Directorate shall forward the request to MoF for release of fund.

Annexure

Form A

Application form for reimbursement of expenses for DPR Preparation

Project Name :

Project Code (JNNURM MIS) :

1	Name of the City/Town	
2	.Name of the SLNA	
3	Implementing Agency	

Expense Summary

4	Total amount Claimed (in Rs)	
5	Consultancy Fees	
5a	Other expenditure incurred to ULB/State in preparation of the DPR(please furnish Items-wise supporting documents)	
6	Payment details	Attach as Annexure- <ul style="list-style-type: none">• Copy of payment Invoice• Proof of payment made to consultant• Copy of cash vouchers

Other documents to be provided as Annexure

7	.Enclose copy of Eol publication/Tender Advertisement (with date)	
8	Details of bid/Evaluation - Comparative statement specifying bidder and their respective bids.	
9	Copy of work order / contract agreement	
10	Copy of work completion certificate issued to the consultant	
11	Copy of final approved DPR (1 Hard Copy and 1 Soft copy on CD) & Comments of CSMC	
12	Certificate	

Signature of the Commissioner / Municipal officer / Chief Executive Officer at ULB	
Signature of the forwarding officers at SLNA	