



GOVERNMENT OF KERALA  
Finance ( Nodal Centre - A) Department

**CIRCULAR**

No.92/2017/Fin.

Dated, Thiruvananthapuram, 19 December 2017

**Sub: NABARD assisted projects under Rural Infrastructure Development Fund (RIDF) – Reimbursement Claims – further guidelines issued.**

- Ref:
1. Circular No. 19/2008/Fin. Dated 13-05-2008
  2. Circular No. 11/2009/Fin. Dated 13-02-2009
  3. Circular No. 24/2009/Fin. Dated 17-03-2009
  4. Circular No. 37/2009/Fin. Dated 06-05-2009

NABARD is extending financial assistance from the Rural Infrastructure Development Fund (RIDF) to the State Government for infrastructure development in the rural sector. From the review of implementation of RIDF assisted projects by Government departments/Implementing agencies shows incidence of inordinate delay caused at implementation and submission of Reimbursement Claims to NABARD. This delay in completion of projects leads to time and cost overrun, abandoning of projects and thereby under utilisation of NABARD assistance under RIDF which causes additional financial burden to the state exchequer.

In order to streamline the process of implementation and submission of Reimbursement Claims of the schemes the following guidelines are issued for strict compliance, in continuation of the instructions contained in the Circulars referred to above.

(i) Utmost care should be taken while submitting the reimbursement claims and Project Identification Code and Sanction letter from NABARD with date should be referred along with name of the project in the Drawal Application/Reimbursement Claim. All Reimbursement Claims/Proposals forwarded to Finance Department for onward transmission to NABARD should be submitted in the **Reimbursement Claim/Drawal Application format** appended to this circular and should be properly authenticated by the Head of the Department/Controller of the RIDF Head of Accounts. The Name, Designation, Phone number and Office seal should be ensured in Drawal Application/Reimbursement

Claim and its annexures for onward transmission to NABARD. For Cheque drawing departments details of Letter of Credit amount proposed shall also be included in the '**proforma for LoC Abstract**' along with Reimbursement Claim/Drawal application for expeditious processing. While submitting Reimbursement Claims the total amount of expenditure should be claimed/entered in respective columns of annexures. State share should not be deducted from claim amount otherwise it will result in non drawal of RIDF assistance to that extent.

(ii) The Head of implementing Department/Agency shall nominate a Competent Officer as Nodal Officer of the RIDF projects for supervision and co-ordination of execution of the projects at all stages. The Name, Designation and phone number of the nodal officer should be intimated to this department. The Nodal officer shall closely watch whether the RIDF assistance is released against the reimbursement claims submitted by that department and report discrepancies if any in the claims and subsequent releases by NABARD. The nodal officer and Head of implementing department/agency shall be personally responsible for effective, timely implementation and submission of reimbursement claims.

(iii) The submission of claims should be treated with Top priority. The Heads of the Implementing Department/Agency shall conduct a fortnightly review of the progress of the implementation of RIDF Projects. The Secretary of the Administrative department concerned will take a monthly review of physical and financial progress in implementation and submission of Reimbursement Claims of RIDF projects. The details of progress of the projects should be intimated to this department quarterly in the **RIDF Review format** appended to the circular.

(iv) The concerned Administrative Departments also should closely monitor the financial progress of the project. while recommending the reimbursement claims and releases. Administrative department shall maintain a comprehensive database of projects, its reimbursement claims and releases thereafter.

(v) Withdrawal of projects and non starters: Implementing agencies/ departments should take special care to see that no sanctioned project is withdrawn from RIDF schemes without justifiable reasons. Cost escalation, lack of coordination, change in design etc should not normally causes for

delay. Any such changes in project component should immediately intimated to this section with proper recommendation of Administrative Department at secretary level. Implementing agencies/ departments/ Administrative Departments should ensure that such changes are incorporated in the database of NABARD. Any projects which are not viable even after such precautions should be deleted from the list of project database of NABARD in the respective Tranche, as those projects which are shown as Non Starter stands as Gap in availing RIDF assistance.

(vi) Closure of Tranches: All the implementing Departments/Agencies must expeditiously complete the projects under tranches with in the normal closing period and avail the sanctioned assistance in full. RIDF XV is closed on 31.12.2016 and further extended up to 31.03.2017, hence no reimbursement claims would be entertained for RIDF XV. Implementing Departments/Agencies shall not send reimbursement claims for closed tranches. Tranche XVI has been closed by NABARD on 31.03.2017 and the expenditure up to 31.03.2017 will be reimbursed by NABARD up to 31-12-2017. The normal period of closure for Tranche XVII is 31-03-2017. Hence the reimbursement claims with respect to RIDF XVI and XVII should be given Top priority.

(vii) To ensure prudent financial management as well as timely implementation and submission of Reimbursement claims in a balanced manner rush of claims during the last quarter of Financial year, especially in the month of March shall be avoided. All Head of departments are requested to comply with the above instructions scrupulously as any laxity in this regard would be viewed seriously.

**MINHAJ ALAM**  
**Secretary (Finance – Resources)**

To

All Additional Chief Secretaries/Principal Secretaries/Secretaries  
The Chief General Manager, NABARD, Thiruvananthapuram.  
All concerned Administrative Departments in Secretariat  
All concerned Heads of Departments/Implementing Agencies.  
✓The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
Stock File/Office Copy (NC-A3/28/2017-FIN)

Forwarded/By Order



Accounts Officer

**PREREQUISITES FOR DRAWING RIDF LOAN:**

- 1) Covering Letter to Finance department.
- 2) DRAWAL APPLICATION addressing the Chief General Manager, NABARD (Counter signed by the Authorized Signatory of Implementing Department & to be authenticated by Authorized Signatory of Finance Department.).
- 3) ANNEXURE I : Statement of Expenditure (Counter signed by the Authorized Signatory of Implementing Department & to be authenticated by Authorized Signatory of Finance Department.).
- 4) ANNEXURE II: Progress of Physical and Financial Work (Counter signed by the Authorized Signatory of Implementing Department/Agency).
- 5) CERTIFICATE as per Financial rules/recorded in Books of accounts/CPM/PERT(Counter signed by the Authorized Signatory of Implementing Department/Agency).
- 6) ANNEXURE III – Item wise expenditure incurred. (Counter signed by the Authorized Signatory of Implementing Department/Agency)

COVERING LETTER FORMAT

Letter No.

Name, Address and  
Phone number of the Office

From

Head of Implementing Agency/Department

To

1. The Secretary to Government  
Department Name  
Government Secretariat, Thiruvananthapuram.
2. The Principal Secretary to Government,  
Finance (Nodal Centre A) Department  
Government Secretariat, Thiruvananthapuram.
3. The Chief General Manager  
NABARD Regional Office,  
Punnen Road, Statue, PB No.5613, Thiruvananthapuram.

Sir,

**Sub: RIDF..... Project Name.....Reimbursement Claim for the period  
from ..... to ..... - Proposal Submitting – Reg.**

Ref: 1. GO No. and Date of Administrative Sanction  
2. NABARD's Sanction Letter No. and Date.

I am submitting herewith the proposal for the Reimbursement Claim of the cost of work done from ..... to ..... in respect of project ..... with PIC No..... for necessary action.

The approved cost of the projects is .....Lakh and the NABARD assistance is .....Lakh. The Total Cost of work done upto ..... is Rs..... (Rupees in words.....).

I request that the amount now claimed for Rs.....lakh may please be got reimbursed at the earliest. The Drawal Application, Annexure I, II and III are enclosed herewith.

Yours faithfully,

Signature, Name and Designation Seal of  
Head of the Implementing Department/Agency  
with date, Phone No. and Office Seal

**FORMAT OF DRAWAL APPLICATION UNDER THE RURAL  
INFRASTRUCTURE DEVELOPMENT FUND (RIDF)**

To  
The Chief General Manager  
NABARD, Regional Office, Punnen Road, Thiruvananthapuram

Dear Sir,

Drawal application under RIDF FOR THE PERIOD upto ..... for  
project.....sanctioned under RIDF .....

1. Please refer to your sanction letter no..... dated .....  
sanctioning a loan of rs. .... under RIDF.....
2. We hereby apply for release of a loan of Rs. .... lakh being the amount expended by  
the Government towards cost of the works done in respect of the said project upto  
..... (Details of expenditure incurred and the claim thereof are furnished in  
the Annexure I to III).
3. In this connection, we certify that;  
(I) The amount sought for under RIDF as per the present drawal is within the limits fixed by  
the State Legislature under Article 293(i) of the constitution of India/ No limit has been fixed.  
(ii) ..... Department has obtained the administrative approval of the Competent  
Authority for the cost of the project as sanctioned by NABARD (Copy enclosed)  
(iii) The Government had actually incurred the amounts indicated in Statement of Expenditure  
in Annexure I. In addition to the Government's proportionate share as per schedule of the  
sanction letter has been/will be made in the budget for the year .....
- (iv) The claim for reimbursement does not include any expenditure for the project incurred  
prior to 01.04.2007.
- (v) The amount claimed under the drawal application has not been claimed earlier from  
NABARD under RIDF or any other scheme of Finance.
- (vi) None of the project in respect of which reimbursement is claimed is under any dispute with  
any authority or individual.
- (vii) Execution and completion of the project is in progress in accordance with the CPM/PERT  
chart submitted to NABARD.
- (viii) We agree to repay the aforesaid amount and interest and other charges accruing due  
thereon at such rate of interest and as per the repayment schedules that may be prescribed by  
NABARD while releasing the loan amount/ revised by NABARD FROM time to time.

Signature, Name and Designation Seal of  
Head of the Implementing Department/Agency  
with date, Phone No. and Office Seal

Secretary/Authorised Official of Administrative Department  
Seal & Date

Name and Signature of Authorised Official of Finance Department  
Seal & Date

**ANNEXURE I**  
**(Statement of Expenditure)**

**GOVERNMENT OF KERALA**  
**FINANCE DEPARTMENT**

(Enclosure to the drawal application dated ..... submitted by the  
Government of Kerala ..... NABARD under RIDF scheme)

**STATEMENT OF THE COST OF WORKS DONE UNDER RIDF PROJECT DURING THE  
MONTH/ QUARTER(S) 20.....**

Sl.No.	Name of Project	No. of Project (PIC NO)	NABARD's Sanction Letter No. & Date	Cost of Works done upto end of the previous month/Quarter	Amount of loan already claimed upto the end of the previous month/quarter	Cost of works done during the month/Quarter under ref.....	(Amount in Lakh)	
							Total cost of works done upto the end of the quarter under ref.....	Amount of loan for which the present claim is submitted
1	2	3	4	5	6	7	8	9
					TOTAL			

**CERTIFIED THAT:** the cost of works indicated in column No. 8 has been incurred

Signature, Name and Designation Seal of  
Head of the Implementing Department/Agency  
with date, Phone No. and Office Seal

Secretary/Authorised Official of Administrative Department  
Seal & Date

Name and Signature of Authorised Official of Finance Department  
Seal & Date

**ANNEXURE II**

**GOVERNMENT OF KERALA**  
**FINANCE DEPARTMENT**

(Enclosure to the drawal application dated ..... submitted by the  
Government of Kerala ..... NABARD under RIDF scheme)

PROGRESS OF PHYSICAL AND FINANCIAL WORKS FOR ONGOING \_\_\_\_\_  
PROJECTS SANCTIONED UNDER RIDF FOR THE MONTH/QUARTER ENDING 20\_\_\_\_  
(To be submitted for each project)

1. Name of the project:
2. Date of commencement of the project:
3. Approved/revised project cost: \_\_\_\_\_ (Rs. In Lakh)
4. Cost incurred upto 31<sup>st</sup> March \_\_\_\_\_ (Rs. In Lakh)
5. Balance cost for completion: \_\_\_\_\_ (Rs. In Lakh)

Signature, Name and Designation Seal of  
Head of the Implementing Department/Agency  
with date, Phone No. and Office Seal



Sl. No.	Item of Work	Physical		Financial			Loan required under RIDF	Likely drawal during the ensuing quarter ended	Remarks
		Target	Achievement	Expenditure incurred upto the previous month/ quarter	Expenditure incurred during the present month/ quarter	Total (5 + 6)			
1	2	3	4	5	6	7	8	9	10
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

**TOTAL**

Items of Work will be as applicable to the type of project. For Say Irrigation, it may be Head Works, Canal Works, Distributaries, on farm works, other works etc. (As per sanction letter)

Signature, Name and Designation Seal of  
Head of the Implementing Department/Agency  
with date, Phone No. and Office Seal

Certified that

- (a) Item of work have been executed as per the financial rules of the Government of Kerala after observing the prescribed Department formalities.
- (b) Expenditure reported has actually been incurred and recorded in the book of accounts of department and audit certificate will be submitted within six months from the date of expenditure.
- (c) The physical progress made is as per CPM/ PERT chart and is satisfactory (in case of unsatisfactory physical progress/ reasons are given hereunder)

Secretary/ Authorized Official of ..... Dept.

Place and Date

Seal

**RIDF REVIEW FORMAT**

Implementing Department/ Agency : .....

Sl. No.	Name of the Project	RIDF Tranche	NABARD Reference regarding approval	Approved Cost	Date on which the projects is to be completed as per the approval	Amount of Start-up advance received (specify details)	Physical Progress (%)	Financial progress (Amount)	Details of reimbursement claims if any forwarded to Finance Department	Reason for delay, if any, in completion and expected date of completion	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

*Signature of the Nodal Officer*

*Designation and Office Address*

*Signature of Head of Implementing Department/ Agency*

*Designation and Office Address*

<b>Abstract of Letter of Credit</b>								
<b>Sl. No.</b>	<b>Name of Project</b>	<b>District</b>	<b>Name of Executive Engineer, ..... Division, District</b>	<b>Letter No. &amp; Date of Reimbursement Claim</b>	<b>Reimbursement Claim submitted : (In Lakh)</b>	<b>LoC Amount Proposed to be Released : (In Lakh)</b>	<b>Head of Account</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>

*Signature of Head of Implementing Department/ Agency*

*Designation and Office Address*