Local Body Financial Administration Rules, 2064 (2007)

Date of Publication in the Nepal Gazette
2064.8.17 (Dec.3, 2007)

In exercise of the powers conferred by Section 265 of the Local Self-Governance Act, 2055 (1999) the Government of Nepal, has framed the following Rules.

Chapter-1

Preliminary

1. **Short Title and Commencement**: (1) These Rules shall be called "Local Body Financial Administration Rules, 2064 (2007)."
   
   (2) These Rules shall come into force immediately.

2. **Definitions**: Unless the subject or the context otherwise requires, in these Rules-

   (a) "Act" means the Local Self-Governance Act, 2055 (1999).

   (b) "Procurement Act" means the Public Procurement Act, 2063 (2006).

   (c) "Procurement" means the obtaining of any goods, consultancy service or other service under the Procurement Act or doing or causing to be done any construction work by the Local Body.

   (d) "Books of Accounts" means a record of the sum so maintained as to show that a transaction is carried out, and this term also includes any other kind of document and record of electronic technology certifying a transaction and the financial statement as well.

   (e) "Force Account" means a construction work or service related work to be performed directly by a Local Body itself.
(f) "Goods" means the goods mentioned in Clause (c) of Section 2 of the Procurement Act.

(g) "Sealed quotation" means the details having mentioned price also enclosed in a sealed envelope submitted by a person, firm, company or organization interested to do a construction work or make available goods, consultancy service or other service as per the notice of the Local Body.

(h) "Tender" means a tender mentioned in Clause (g) of Section 2 of the Procurement Act.

(i) "Documents relating to tender" means the documents mentioned in Clause (i) of Section 2 of the Procurement Act.

(j) "Contract" means an act of entering into an agreement by a Local Body or through tender or sealed quotation or any other means, upon completion of the procedures of these Rules for the collection of income.

(k) "Contract agreement" means an agreement, indicating the terms and conditions, concluded between a Local Body and any other party to raise internal income of a Local Body pursuant to these Rules or prevailing laws.

(l) "Bid price" means the amount set by examination and evaluation of tender.

(m) "Contract price" means the purchase price mentioned in the purchase contract, and this term also includes the price recognized after measuring and examining a work, done as per a variation order in case of issuance of such order under such contract and a purchase price recognized after adjustment of price in the case of such adjustment.
(n) "Proprietary goods" means accessory tools or parts produced for the operation or repair or maintenance of a particular goods, machines or equipment by the producer of such goods, machines or equipment.

(o) "Subcontractor" means a construction entrepreneur, supplier, consultant or service provide accomplishing a particular work under a subcontract by concluding such subcontract with a construction entrepreneur, supplier, consultant or service provider concluding a purchase contract.

(p) "Multi-year contract" means a contract with a validity period of more than one year.

(q) "Deposit" means the retention money or earnest money or the bid bond or performance bond furnished for security pending the settlement of any work, and this term also includes any deposit furnished for any other reasons.

(r) "Consumers' Committee" means a committee formed by a group of persons directly benefited from a construction work for formation, implementation, management, repair or maintenance of a particular construction work, which comprises those persons selected by them from among themselves by maintaining a particular procedure; and the term also includes a beneficiary group.

(s) "Public private partnership" means an arrangement of contract concluded between the local unit or a group of such units and a legal person being eligible to conclude contract under the prevailing law to deliver service under these Rules and to jointly bear the risks thereof.

(t) "Community organization" means an organization established under the prevailing laws by adopting a particular process with an
objective of public awareness training, orientation, skill development, saving, credit mobilization, inclusive development and empowerment and an organization based on community enlisted in the Local Body.

(u) "Authorized official" means an official having authority to make investment under these Rules or to sanction for that purpose; and this term includes a subject-wise Section In-charge or the Chief employee of an office being involved in the implementation of declared function until the subject-wise Section is established or an acting official or an official acting for his or her one level superior.

(v) "Ministry" means the Ministry of Local Development of the Government of Nepal.

(w) "One Level Higher Authority" means the Secretary of the Local Body on part of subject-wise Section, the Chief of the concerned Local Body on part of the secretary of the Local Body and the concerned Local Body on part of the Chief of the Local Body.

(x) "Special circumstance" means the circumstance mentioned in Clause (n) of Section 2 of the Procurement Act.

(y) "Bidding" means a bid caused to be quoted from the persons willing to receive a contract in order to make contract arrangement for collection of internal income of a Local Body pursuant to these Rules.

(z) "Quote" means the figure of cash or kind agreed in respect of a contract in bidding by a person willing to receive that contract.

(aa) "Special fund" means a fund into which an amount is deposited for a particular purpose after releasing it as per the approved budget from the fund of a Local Body.
(ab) "Subject-wise Section" means a subject-wise Section or Office established under the local unit in accordance with Section 257 of the Act, and it also includes an office being involved in the execution of the declared function until such subject-wise section or office is established or a subject-wise office or Section established by the Government of Nepal by publishing a notice in the Nepal Gazette.

(ac) "Responsible officer of account" means the Chairperson in the case of Village Development Committee and the Secretary of the concerned agency in the case of other local units having his or her duty to make arrangement o maintenance of account of financial transaction, preparation of statement of accounts, audit or regularization, exemption or recovery of irregular amounts.

(ad) "Social audit" means the evaluation of social responsibility.

(ae) "Public audit" means the evaluation of investment in the development programme to be made by the stakeholders.

Chapter-2

Financial Procedures of the Village Development Committee

3. Accounting of the Village Development Committee and Principle Thereof: (1) The accounts of the Village Development Committee shall be required to be maintained in cash transaction based on the principle of double entry system.

(2) Accounts under Sub-rule (1) may also be maintained in electronic system.

(3) The Village Development Committee shall be required to maintain books of accounts of the income and expenditure by following the financial procedures as set forth in these Rules.
4. **To Receive and Deposit the Amounts of Income:** (1) The village Development Committee shall receive the amounts to be payable to it under the prevailing laws, by issuing a cash receipt thereof.

   (2) The amounts received pursuant to Sub-rule (1) shall be deposited in the bank within the following day of the receipt of such cash by preparing the general voucher and by recording it into the concerned ledger books as income.

   Provided that, in case the amounts could not be deposited in the bank within the prescribed time, the same shall be deposited within one month showing causes thereof and having it certified by the Chairperson.

   (3) The responsibility of depositing the amounts of income into banks and of keeping accounts of the Village Development Committee shall lie on the Secretary.

5. **To Keep Up-to-date the Accounts of Income:** (1) The Village Development Committee shall prepare accounts of its income specifying therein the particulars showing the income indicator as per the headings referred to in Schedule-1 and shall maintain the income up-to-date Authentic documents related with the income shall also be required to be kept in a systematic order.

   (2) While maintaining accounts pursuant to Sub-rule (1), subsidiary records, as required shall be prepared and kept so as to distinguish the nature of the income.

6. **Provision of Operation of Fund:** (1) All kinds of income gained in the name of the Village Development Committee shall be deposited in the Village Development Committee Fund mentioned in Section 60 of the Act.

   (2) Transaction of operation of work shall not be directly made from the Fund under Sub-rule (1).
(3) The Village Development Committee, for the purpose of transaction of work of operation level, shall operate the work by opening running expenditure account and capital account.

(4) Based on the approved budget and programme for the transaction under Sub-rule (3), the amount from the Fund under Sub-rule (1) shall be transferred to the function operation level account as per necessity.

(5) Amount remained in the account under sub-rule (4) at the end of a financial year shall be made nil by refunding it into the Fund under Sub-rule (1). Account shall be maintained by carrying forward the amount obtained from the Government of Nepal and not to be frozen and the amount of income of Village Development Committee itself out of such refunded amount for the forthcoming financial year.

(6) If it is a necessary to make frozen any grant amount obtained from the Government of Nepal by receiving the refunded amount under Sub-rule (5), it should be returned to be concerned agency for the purpose of freezing in. If the amount supposed to be frozen is not frozen and not refunded to the concerned agency for the purpose of freezing it, sanction of the amount shall be obtained only by deducting the said amount. The authority providing sanction shall also sanction it accordingly.

7. **Provision of Account of Village Development Committee**: (1) Accounts to be opened by the Village Development Committee in accordance with the Act and these Rules, classification of accounts and other related matters shall be as prescribed by the Ministry.

(2) Accounts opened in the name of Village Development Committee shall be operated with joint signature of the Chairperson or a member prescribed by him or her and the Secretary.
8. **To Spend from the Approved Budget:** (1) No one except the Competent Authority shall have power to order to spend or approve an expenditure.

   (2) The authority making expenditure or giving sanction thereof shall have to make expenditure or give sanction for expenditure in the following circumstances:

   (a) Where the amount to be spent falls within the approved budget and under the concerned account number and remains outstanding to be spent,

   (b) Where the amount to be spent is in respect of a project, if the project has already been approved,

   (c) If the order of sanction for expenditure has already been received prior to making expenditure of the amount to be spent.

   (d) Where the amount to be borne out from foreign source, if such amount has already been received.

9. **Procedure Relating to the Expenditure of Amount:** (1) After the commencement of the Financial year, amounts shall be required to be spent in the specified works by being confined within the limit of the budget and programme approved by the Village Council.

   (2) In making expenditures pursuant to Sub-rule (1), the accounts thereof shall be required to be maintained by the staff making expenditure, having bills and receipts certified by himself or herself or herself and getting approval from the Chairperson.

   Provided that, in respect of the amounts up to two hundred rupees in a work where no bill or receipt could be obtained, the accounts thereof shall have to be maintained with certifying the matter by the employee making
expenditure of such amount and getting the same endorsed by the Chairperson.

(3) In respect of a development project, it shall be the responsibility of the concerned Competent Authority to prepare a cost estimate and programme of the project, get the same approved and make expenditure as per the Rules within the limits specified in the budget and to carry out the work in time according to the specified programme by making available the goods and material and making the technical and administrative arrangements. If a request is made for necessary sanction for removal of any impediment or obstacles in respect of it, it shall be the duty of the Village Development Committee to give sanction thereof in time.

(4) It shall be the responsibility of the Secretary to keep, or cause to be kept, the amounts taken by him or her under his or her responsibility and the books of accounts, bills, receipts or evidence thereof.

(5) The Secretary shall be required to carry out financial transaction by overseeing the employees subordinate to him or her and making proper arrangement for keeping the cash or goods-in-kind safe so that no embezzlement is committed thereof, no loss and damage is caused to or no reckless is occurred to cash or goods in kind. The responsibility of him or her over the works required to be carried out by himself or herself shall remain intact even if he or she had such works done by any employees under his or her control.

(6) The Secretary shall submit monthly, four monthly and annual statements of incomes and expenditures to the Village Development Committee and the concerned office of the District Development Committee in accordance with Rule 200.
(7) It shall be the duty of the Secretary to examine whether or not the procedures and requirements as per these Rules have been followed and fulfilled and to keep the books and accounts in a proper manner and have the same audited by submitting to the concerned authority where they are required to be submitted.

(8) The Secretary shall not make payment or submit for payment or recommend for payment for a transaction which has not fulfilled the procedures under these Rules and the prevailing laws. In cases where there arises any difference in the opinion of the Chairperson and the Secretary on carrying out financial transactions and making payment, the decision of the Chairperson shall prevail. The Secretary shall give to the Village Development Committee the notice of such decision within seven days of the implementation of the decision, and the Village Development Committee shall take decision thereon by conducting necessary inquiry into such notice within seven days.

(9) The statement of income, expenditure and approved programme shall be forwarded to the District Development Committee for making public, after posting it in the notice board of the Village Development committee and in a public place.

Provided that, in the case of a planning costing more than one hundred thousand rupees, the details of amount of expenditure shall be made public at a public place and project site also.

(10) Notwithstanding anything mentioned elsewhere in these Rules, the Chairperson may delegate any of his or her powers to a Member and Secretary.

10. **Chairperson to Monitor Financial Transactions:** The Chairperson shall monitor on regular basis as to whether financial transactions of the Village
Development Committee are carried out as follows or not, and take the notice of the same:

(a) Whether the approved amount is spent by being confined within the approved limits for prescribed service and works and for the same purpose or not,

(b) Whether the financial transactions are carried out in accordance with these Rules or not and whether there are adequate evidence of carrying out of that transaction or not,

(c) Whether the accounts is kept and maintained in the prescribed format or not,

(d) Whether property is preserved by keeping its records accurate and up-to-date or not,

(e) Whether the available resources, materials and properties are properly utilized or not and whether or not the arrangements for maintenance and preservation are so made as not to cause loss and damage.

(f) Whether the programme is carried out by being confined within the limits of the approved cost expenditure or not,

(g) Whether the system of keeping the data of the progress in objective and the cost expenditure is adequate and reliable or not,

(h) Whether the periodical financial statement is prepared in time or not and whether it is being presented in time or not, and whether the audit is carried out in time or not.

11. **To Approve Cost Estimate:** (1) Cost estimate for procurement under Rule 63 shall be approved by the following authorities:
(a) Upto one hundred fifty thousand rupees by the Chairperson,

(b) Above one hundred fifty thousand rupees by from the Village Development Committee.

(2) The statement of cost estimate approved pursuant to Clause (a) of Sub-rule (1) shall be submitted to be held immediately after the estimate is so approved.

12. **The Approve Tender of Sealed Quotation:** (1) For the purpose of procurement of construction work or goods, the following official shall have authority to approve the tender or sealed quotation if the following amount:

(a) Chairperson for upto three hundred thousand rupees.

(b) Village Development Committee for more than three hundred thousand rupees.

(2) After approval of tender or sealed quotation under Clause (a) or Sub-rule (1), an information thereof shall be immediately furnished at the meting of Village Development Committee held thereafter.

13. **Authority Obtaining Technical Consultation or Other Service:** If the Village Development Committee has to obtain technical consultancy or vocational service under these Rules, the following authority shall obtain service by appointing technical consultant or vocational service provider.

(a) The Chairperson for upto twenty five thousand rupees.

(b) The Village Development Committee for more than twenty five thousand rupees.

14. **Approval of Variation Order:** If it is necessary to alter the quantity of a work as per the approved cost estimate or insert a new item or change due
to technical reasons after the commencement of such work, the work may be got accomplished by getting approved the variation order as follows subject to the approved budget:

(a) By the Chairperson of Village Development Committee by making technical justification in the case of the variation order upto ten percent of the contract price in a situation of not to be changing the drawing, design and specification etc. of construction work but altering only the nature of work; and by the Village Development Committee by making technical justification in the case of a variation order more than the said amount upto fifteen percent,

(b) By the Village Development Committee by making amended estimate with technical justification in the case of a variation order upto fifteen percent of contract price in which the drawing, design and specification etc. of construction function is to be changed,

(c) By the Village Development Committee by confirming the variation order upto fifteen percent of contract price in the case of procurement of goods, consultancy service and other service,

(d) If it is to make variation more than fifteen percent of contract price, work shall be got accomplished b adopting new procurement process by preparing a new cost estimate.

15. Examination, Release and Clearance of a Project: For the purpose of Section 53 of the Act, the examination, release and clearance of the project and programme relating to development works carried out by the Village Development Committee within its jurisdiction shall be done in accordance with the procedure mentioned in Rule 133.
16. **Provision Relating to Sale and Transfer**: No goods of Village Development Committee shall be sold or transferred, and caused to be sold or transferred, without a written decision order of the Village Development Committee.

17. **Authority to Auction**: (1) Of the goods determined in the stock verification report as unusable due to being old, useless due to wear and tear and unrepairable, the Secretary may, with the opinion of the Chief of the Financial Administration Section and storekeeper, auction in compliance with the procedure of Chapter-10, goods, determined by him or her as to be auctioned worth up to twenty thousand rupees in the case of goods having book value, upto five thousand rupees in a face value in the case of goods having no book valued or upto twenty five thousand rupees in both cases.

18. **Format of the Books of Accounts to be Maintained by the Village Development Committee**: (1) The Village Development Committee shall maintain the following books of accounts in the format prescribed in the following Schedules:

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Classification and Explanation of the Income of the Village Development Committee</td>
</tr>
<tr>
<td>2</td>
<td>Classification and Explanation of the Expenditure of the Village Development Committee</td>
</tr>
<tr>
<td>9</td>
<td>Cash Receipt</td>
</tr>
<tr>
<td>10</td>
<td>Daily Income Head-wise Tax</td>
</tr>
</tbody>
</table>

**Collection Ledger**

<p>| (e) | Recorded Income Account | Schedule-11 |
| (f) | Daily Tax Receipt Ledger | Schedule-12 |
| (g) | Statement of Cost Recovery of Internal Source | Schedule-14 |
| (h) | Daily Transaction Statement | Schedule-15 |
| (i) | General Voucher | Schedule-16 |
| (j) | Bank Cash Book | Schedule-17 |
| (k) | Sum of Budget | Schedule-18 |
| (l) | Ledger Account | Schedule-19 |
| (m) | Advance Ledger | Schedule-20 |
| (n) | Statement of Expenditure | Schedule-21 |
| (o) | Statement of Advance Remained to be Settled | Schedule-22 |
| (p) | Statement of Bank Account | Schedule-23 |
| (q) | Statement of Outstanding to be Paid | Schedule-24 |
| (r) | Annual Financial Statement | Schedule-25 |
| (s) | Monthly Financial Report | Schedule-26 |
| (t) | Annual Statement of Income and | Schedule-27 |</p>
<table>
<thead>
<tr>
<th>Expenditure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(u) Comparative Statement of Income and Expenditure</td>
<td>Schedule-28</td>
</tr>
<tr>
<td>(v) Monthly Statement of Debit and Credit of Bank Account</td>
<td>Schedule-33</td>
</tr>
<tr>
<td>(w) Pay Roll Form</td>
<td>Schedule-36</td>
</tr>
<tr>
<td>(x) Annual Salary Report</td>
<td>Schedule-37</td>
</tr>
<tr>
<td>(y) Traveling Order</td>
<td>Schedule-38</td>
</tr>
<tr>
<td>(z) Daily and Traveling Allowance Bill</td>
<td>Schedule-39</td>
</tr>
<tr>
<td>(aa) Personal Deposit Account</td>
<td>Schedule-40</td>
</tr>
<tr>
<td>(ab) General Deposit Account</td>
<td>Schedule-41</td>
</tr>
<tr>
<td>(ac) Statement of Deposit</td>
<td>Schedule-42</td>
</tr>
<tr>
<td>(ad) Financial Statement of Deposit</td>
<td>Schedule-43</td>
</tr>
<tr>
<td>(ae) Details of deposits for Water, Tap, Electricity, Telephone</td>
<td>Schedule-44</td>
</tr>
<tr>
<td>(af) Demand Form</td>
<td>Schedule-47</td>
</tr>
<tr>
<td>(ag) Purchase Order</td>
<td>Schedule-48</td>
</tr>
<tr>
<td>(ah) Report of Presentation Form</td>
<td>Schedule-49</td>
</tr>
<tr>
<td>(ai) Ledger of Disposable Goods</td>
<td>Schedule-50</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>aj</td>
<td>Leger of Durable Goods</td>
</tr>
<tr>
<td>ak</td>
<td>Stock Verification Report</td>
</tr>
<tr>
<td>al</td>
<td>Annual Statement of Stock Balance</td>
</tr>
<tr>
<td>am</td>
<td>Transfer Form</td>
</tr>
<tr>
<td>an</td>
<td>Auction Sale Form</td>
</tr>
<tr>
<td>ao</td>
<td>Goods Remission Form</td>
</tr>
<tr>
<td>ap</td>
<td>Book of Rented Assets</td>
</tr>
<tr>
<td>aq</td>
<td>Book of Hired Machines and Tools</td>
</tr>
<tr>
<td>ar</td>
<td>Method of Calculation of Cost Estimate of Construction Function</td>
</tr>
<tr>
<td>as</td>
<td>Tender Evaluation Form</td>
</tr>
<tr>
<td>at</td>
<td>Site Attendance Form</td>
</tr>
<tr>
<td>au</td>
<td>Site Attendance (Control) Form</td>
</tr>
<tr>
<td>av</td>
<td>Survey Book</td>
</tr>
<tr>
<td>aw</td>
<td>Survey Book (Control) Recording Ledger</td>
</tr>
<tr>
<td>ax</td>
<td>Invoice Regarding Contract</td>
</tr>
<tr>
<td>ay</td>
<td>Statement Relating to Contract</td>
</tr>
<tr>
<td>az</td>
<td>Item-wise Assignment Record Book</td>
</tr>
<tr>
<td>(ba)</td>
<td>Personal Account of a Contractor/Consumers' Committee/Non-governmental Organization</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>(bb)</td>
<td>Bill to Be Paid to the Consumers' Committee</td>
</tr>
<tr>
<td>(bc)</td>
<td>Work completion Report Form</td>
</tr>
<tr>
<td>(bd)</td>
<td>Target-Progress Statement</td>
</tr>
<tr>
<td>(be)</td>
<td>Arrears of Irregularities Record Book</td>
</tr>
<tr>
<td>(bf)</td>
<td>Statement of Amount to be Recovered</td>
</tr>
<tr>
<td>(bg)</td>
<td>Certificate of Charge Handing Over</td>
</tr>
<tr>
<td>(bh)</td>
<td>Bond Form</td>
</tr>
<tr>
<td>(bi)</td>
<td>Contract Execution Authority Form <em>(Patta)</em></td>
</tr>
<tr>
<td>(bj)</td>
<td>Agreement of Purchase of Goods or Other Service</td>
</tr>
<tr>
<td>(bk)</td>
<td>Agreement of Purchase of Construction Work</td>
</tr>
<tr>
<td>(bl)</td>
<td>Agreement of Purchase of Consultation Service</td>
</tr>
</tbody>
</table>
(2) Notwithstanding anything contained elsewhere in these Rules, additional forms not mentioned in Sub-rule (1) may be used out of those prescribed for Municipality and District Development Committee in these Rules or the approved A.G. forms as per necessity.

Chapter-3

Financial Procedure of the Municipality

19. **Accounting of Municipality and Principle Thereof**: (1) The accounts of the Municipality shall be maintained in accrual transaction based on the principle of double entry system.

**Explanation**: "Accrual Transaction" means transactions based on corporate account.

(2) Accounts under Sub-rule (1) may be maintained also in the electronic system.

(3) Notwithstanding anything contained in Sub-rule (1), accounts shall be kept in accrual transactions pursuant to these Rules by the Municipalities existing at the time of entry into force of these Rules within Three years from the date of commencement of these Rules and by the Municipality to be constituted after the commencement of these Rules within Five years of being constituted the Municipality.

(4) Municipalities shall maintain the books of accounts of the income and expenditure by following the financial procedures as set forth in these Rules.

20. **To Receive and Deposit the Amount of Income**: (1) The Municipality shall receive the amounts to be payable to it under the prevailing laws, by issuing a cash receipt thereof.
(2) The amounts received pursuant to Sub-rule (1) shall be deposited in a bank within the following day of the receipt of such cash by preparing the general voucher and by recording it into the concerned ledger book as income.

(3) The responsibility of depositing the amounts of income into bank and of keeping accounts of the Municipality shall lie on the Secretary.

21. **To Keep Up-to-date the Accounts of Income**: (1) The Municipality shall keep up-to-date the accounts of its income. Authentic documents related with the income shall be required to be kept in a systematic order.

   (2) While maintaining accounts pursuant to Sub-Rule (1), subsidiary records, as required, may be prepared and kept so as to distinguish the nature of the incomes.

22. **Provision of Operation of Fund**: (1) All kinds of incomes earned in the name of Municipality shall be deposited in the Municipality Fund mentioned in Section 125 of the Act.

   (2) Transactions of operation of work shall not be made directly from the Fund under Sub-rule (1).

   (3) The Municipality, for the purpose of transaction of function of operation level, shall operate the function by opening running expenditure account and capital account.

   (4) Based on the approved budget and programme for the transaction under Sub-rule (3), the amount from the Municipality Fund to the operation level and subject-wise section of the Municipality shall be transferred in the current expenditure account for the current year and in the capital expenditure account for capital expenditure function operation level account as per necessity.
(5) Amount remained in the account under Sub-rule (4) at the end of a financial year shall be made nil by refunding the Fund under Sub-rule (1). Accounts shall be maintained by carrying forward the amount obtained from the Government of Nepal and not to be frozen and the amount of income of Municipality itself out of such refunded amount for the forthcoming financial year.

(6) If it is necessary to freeze any grant amount obtained from the Government of Nepal by receiving the refunded amount under Sub-rule (5), it shall be returned to the concerned agency for the purpose of freezing it. If the amount supposed to be frozen is not frozen and not refunded to the concerned agency for the purpose of making it frozen, sanction of the amount shall be obtained only by deducting the said amount. The authority providing sanction also shall sanction by doing accordingly.

Provided that, the amount transferred from the Municipality Fund to the Special Fund Account opened for the accomplishment of a special type of task in accordance with the Rules may be spent by carrying it forward to the Special Fund Account in the forthcoming financial year by not making nil at the end of the financial year until the Special Fund exists.

23. **Provision Relating to Account of Municipality**: (1) Accounts to be opened by the Municipality in accordance with the Act and these Rules, classification of accounts and other related matters shall be as prescribed by the Ministry.

(2) Account of Fund of the Municipality shall be operated with the joint signature of Secretary and Chief of Account as mentioned in Section 126 of the Act. Other accounts of Municipality shall be operated with joint signature of the Secretary or an official specified by him or her and the Chief of Accounts or a staff of accounts specified by him or her.
24. **To Spend from the Approved Budget:**

(1) No one except the Competent Authority shall give order to make expenditure or approve the expenditure.

(2) The authority making expenditure or giving sanction for expenditure shall make expenditure or give sanction for expenditure in the following circumstances:

(a) Where the amount to be spent falls within the approved budget and under the concerned amount number and remains outstanding to be spent,

(b) Where the amount to be spent is in respect of a project, if the project has already been approved,

(c) If the order of sanction for expenditure has already been received prior to making expenditure of the amount to be spent,

(d) In the case of amount to be borne from foreign source, if such amount has already been received or an arrangement has already been made for making expenditure by getting reimbursement thereof,

(e) If monthly allocation of appropriation has already been approved,

(f) When expenditure is to be made by the transfer of amount from the budget heads pursuant to Section 128 of the Act, in the case of budget of foreign source part, if a written consent of the donor agency or the officer responsible for the concerned task has been received.

Provided that, without transferring the amount from the budget heads, the amount approved in one budget head shall not be spent in another budget head.
or expenditure shall not be made, or caused to be made, in one programme by borrowing from another programme.

25. **Procedure Relating to the Expenditure of Amount**: (1) Amounts shall be required to be spent in the specified works by being confined within the limits of the budget and programme approved by the Municipal Council.

(2) The amount falling under the concerned budget shall be required to be spent by getting it approved by the Secretary. The Secretary may approve lateron, if he or she deems it reasonable, the amount included within the approved budget but spent without his or her approval owing to some reasons.

(3) In making expenditures pursuant to Sub-rule (2) by obtaining approval of the Secretary, the accounts thereof shall be maintained along with the bills and receipts of the expenditure. In respect of the amount upto Five Hundred Rupees spent in a work where no bill receipt could be obtained, the employee making expenditure of such amount shall certify it and get it endorsed by the Competent Authority.

(4) In respect of a development project, it shall be the duty of the Secretary to prepare survey, design, cost estimate and programme, get the same approved and make expenditure as peer the Rules within the limits specified in the budget and to carry out the works in time according to specified programme by making available the goods and materials and making the technical and administrative arrangements. If a request is made for necessary sanctions for the removal of any impediment or obstacle in this respect, it shall be the responsibility of the Mayor to give sanction thereof in time.
(5) It shall be the responsibility of the Secretary to cause to be kept through the Chief of Financial Administration Section, the amounts taken by him or her under his or her responsibility and the books of accounts, bills receipts or evidence thereof.

(6) While giving payment of any amount, examination shall be carried out as to whether the requirements have been fulfilled or not. The Chief of the Financial Administration Section shall put the serial number on all the receipts, invoices and bills of expenditure incurred and authenticate the same by putting a seal indicating as "paid" as well as putting his or her signature thereon.

(7) The Secretary shall carry out financial transaction by overseeing the employees under him or her and making proper arrangements for keeping cash, goods and other properties safe so that no embezzlement is committed thereof, no loss and damage is caused and no recklessness is occurred thereto. The responsibility of the Secretary over the works required to be carried out by himself or herself shall remain intact even if he or she had such works done by the employees under his or her control.

(8) The Secretary shall submit monthly statement of accounts to the concerned authority in the prescribed time.

(9) It shall be the duty of the Chief of the Financial Administration Section to discharge the work entrusted to him or her by the Secretary, to assist him or her in financial transaction by bearing the responsibility of maintaining accounts of financial transaction, and to keep books and accounts of income and expenditure in compliance with these Rules and to have the accounts audited by submitting the same to the concerned authority.
(10) The Chief of the Financial Administration Section shall not make payment or submit for payment or recommend for payment for any transaction which has not fulfilled the procedures under these Rules and the prevailing laws. In cases where there arises any difference in the opinion of the Secretary and the Chief of the Financial Administration Section on carrying out financial transactions and making payment, the decision of the Secretary shall prevail. The Chief of the Financial Administration Section shall give in writing to the Mayor the notice of such decision within seven days of the implementation of the decision. The Mayor also shall cause an inquiry thereon to be conducted by a committee consisting of a Member of the concerned Municipality an the Chief of the Internal Audit Section of the Municipality and a report to be submitted within seven days of the receipt of such notice to the Municipality. The Municipality shall take necessary action on report so received within seven days.

26. **To Approve Cost Estimate:** (1) The approval for cost estimate for procurement prepared pursuant to Rules 63 shall be made by the following authority:-

(a) In the case of Municipality of Metropolitan City-

(1) Upto Ten Million Rupees, by the Secretary.

(2) Upto Twenty Million Rupees, by the Mayor.

(3) Above Twenty Million Rupees, by the Municipality of Metropolitan City.

(b) In the case of Municipality of Sub-metropolitan City-

(1) Upto Five Million Rupees, by the Secretary.

(2) Upto Ten Million Rupees, by the Mayor.
(3) Above Ten Million Rupees, by the Municipality of Sub-metropolitan City.

(c) In the case of Municipality-

(1) Upto Two Million Five Hundred Rupees, by the Secretary.

(2) Upto Five Million Rupees, by the Mayor.

(3) Above Five Million Rupees, by the Municipality.

27. **Authority to Accept the Tender or Sealed Quotation**: The following authorities shall have power to accept the tender or sealed quotation of the following amount for construction work or procurement of goods:-

(a) In the case of Municipality of Metropolitan City-

(1) Upto Thirty Million Rupees, by the Secretary.

(2) Upto Fifty Million Rupees, by the Mayor.

(3) Above Fifty Million Rupees, by the Municipality of Metropolitan City.

(b) In the case of Municipality of Sub-metropolitan City-

(1) Upto Fifteen Million Rupees, by the Secretary.

(2) Upto Twenty Five Million Rupees, by the Mayor.

(3) Above Twenty Five Million Rupees, by the Municipality of Sub-metropolitan City.

(c) In the case of Municipality-

(1) Upto Seven Million Five Hundred Thousand Rupees, by the Secretary.
(2) Upto Twelve Million Five Hundred Thousand Rupees, by the Mayor.

(3) Above Twelve Million Five Hundred Thousand Rupees, by the Municipality.

28. **Authority to Take Technical Consultation or Other Service:** The following authorities shall have the power to approve financial or technical proposals pursuant to these Rules:-

(a) In the case of Municipality of Metropolitan City-

(1) Upto One Million Rupees, by the Secretary.

(2) Upto Two Million Five Hundred Thousand Rupees, by the Mayor.

(3) Above Two Million Five Hundred Thousand Rupees, by the Municipality of Metropolitan City.

(b) In the case of Municipality of Sub-metropolitan City-

(1) Upto Five Hundred Thousand Rupees, by the Secretary.

(2) Upto One Million Rupees, by the Mayor.

(3) Above One Million Rupees, by the Municipality Sub-metropolitan City.

(c) In the case of Municipality-

(1) Upto Two Hundred Fifty Thousand Rupees, from the Secretary.

(2) Upto Five Hundred Thousand Rupees, by the Mayor.

(3) Above Five Hundred Thousand Rupees, by the Municipality.

29. **Approval of Variation Order:** If it is necessary to alter the quantity of a work as per the approved cost estimate or insert a new item or change due
to technical reason after the commencement of such work, the work may be
got accomplished by getting approved the variation order as follows subject
to the approved budget:-

(a) The Secretary shall issue a variation order by making sufficient
technical justification along with recommendation of the concerned
office-bearer in the case of a variation order upto ten percent of the
contract price in a situation of not changing the drawing, design and
specification etc. of construction function but altering only the
nature of function. It shall be got approved by the Municipality by
submitting technical justification in the said amount.

(b) In the case of a variation order upto fifteen percent of the contract
price in which the drawing, design and specification etc. of
construction work is to be changed, and amended estimate shall be
prepared with technical justification and got approved by the
Municipality.

(c) The variation order upto fifteen percent of the contract price in the
case of procurement of goods, consultancy service and other service
shall be got approved by the Municipality with justification.

(d) If it is to make variation casting more than fifteen percent of the
contract price, work should be got accomplished by adopting new
procurement process by preparing a new cost estimate.

30. Examination, Release and Clearance of Project: (1) For the purpose of
Section 123 of the Act, the Municipality shall, in carrying out the
examination and clearance of the projects relating to development and
construction carried out by it within its jurisdiction, depute technicians
within one month of the receipt of the notice of completion of such project
to conduct an inquiry as to whether the works of the project meet the
quality standard as per the specified drawings, design and specification or not. In so deputing the technician, a technician one level superior to the supervisor of the work shall have to be deputed. If the Municipality does not have such technician, a consultant may be appointed in accordance with Rule 139. Such consultant may be awarded the following remuneration:-

(a) Upto five thousand rupees in a construction work bearing the cost estimate of upto five million rupees,

(b) Upto ten thousand rupees in a construction work bearing the cost estimate of upto ten million rupees,

(c) Upto thirty thousand rupees in a construction work bearing the cost estimate of upto one hundred million rupees,

(d) Upto forty thousand rupees in a construction work bearing the cost estimate above one hundred million rupees.

(2) Other matters relating to the clearance of projects shall be as provided for in the Local Self-Governance Rules, 2056 (1999).

31. **Authority to Carry out Auction**: (1) Of the goods determined in the stock verification report as unusable due to being old, useless due to wear and tear and unrepairable, the Secretary may, on the advice of the Chief of the Financial Administration Section and storekeeper, auction in compliance with the procedures of Chapter-10, goods, determined by him or her as to be auctioned, worth up to forty thousand rupees in the case of goods having book valued, up to ten thousand rupees in face value in the case of goods having no book value or upto fifty thousand rupees in both cases.
(2) While auctioning the goods worth of the valuation more than the amount mentioned in Sub-rule (1), it should be submitted to the Municipality and carried on as decided.

32. **Financial Assistance**: For the purpose of Sub-section (2) of Section 126 of the Act, the Municipality may spend in financial assistance one percent or one hundred thousand rupees which is the smallest quantity out of the total amount it has raised from tax, fee, service fee, charge and rent as per the Act subject to the limitation of the approved budget. Amount spent in this way shall be made public on a monthly basis.

33. **Special Fund**: (1) A Municipal Council may appropriate required amount to the following special funds from the internal income credited into its fund:-

   (a) Natural calamities relief special fund,
   (b) Repair maintenance special fund,
   (c) Poverty alleviation and social mobilization special fund,
   (d) Women and Children development special fund,
   (e) Health Community special fund,
   (f) Environmental management special fund,
   (g) Staff welfare fund.

34. **Limit of Administrative Expenditure**: For the purpose of Sub-section (6) of Section 126 of the Act, the Municipality shall not make administrative expenditure more than sixty percent of total amount acquired from tax, fee, service charge, royalty and rent under the Act on part of a Municipality having its internal income upto two million five hundred thousand rupees, more than forty percent on part of one having its internal income from tow
million five hundred thousand rupees to five million rupees, more than thirty percent on part of one having its internal income from five million rupees to ten million rupees and more than twenty five percent on part of one having its internal income more than ten million rupees.

**Explanation:** For the purpose of this Rule, except the expenditure of a development project, sanitation, fire-brigade and ambulance of the Municipality, such expenditures as salary, allowance, employees welfare fund, fuel, repair, stationary, furniture, incidental and financial assistance shall be deemed to be the administrative expenditures.

35. **Contingency Expenditure:** The Municipality may spend in the contingent development construction works and amount up to one percent of the total amount raised by it from tax, fee, service fee, charges and rent as per the Act, subject to the limits of the approved budget; and if it is necessary to spend more, approval shall be obtained from the Municipal Council.

36. **Provision for Internal Audit Section:** For the purpose of Sub-section (1) of Section 135 of the Act, the Municipality shall establish an Internal Audit Section with an officer level employee in the case of those Municipalities which earn more than ten million rupees annually and with an assistant level employee in the case of those Municipalities which earn less than it.

1. **Functions, Duties and Powers of Internal Audit Section:** The functions, duties and powers of the Internal Audit Section established pursuant to Rule 6 shall be as follows:-

   (a) To carry out monthly audit of the books of accounts of income and expenditure and deposit,

   (b) To assist in the preparation of the books of accounts for final audit,
(c) In case of any serious fiscal irregularity and embezzlement of amount found with making internal audit, to report immediately to the Accounts Committee and to do as per the received direction,

(d) In regard to the errors pointed out by the internal audit, to submit a report to the Mayor and Secretary within seven days of internal audit,

(e) After submission of a report under Clause (d), to execute the direction and decision of the Mayor or the Secretary, if any,

(f) To submit a report by mentioning irregularity pointed out by the internal audit, action taken in this regard and opinion of the Section to the final audit before final audit is made,

(g) To carry out internal audit of subject-wise sections under the Municipality,

(h) To act as the secretariat of the Accounts Committee,

(i) To approve the annual salary report of staff under the Local Body,

(j) To write off the records of irregularities as settled as per the decision of the Council for the settlement of irregularities,

(k) To submit the audit report to the meeting of the Accounts Committee.

2. Selection of Auditor: For the purpose of selecting an auditor, a Municipality of Metropolitan City and Municipality of Sub-metropolitan
City and a Municipality shall list the name of auditors after inviting applications from appropriate class by publishing a notice in the case of Municipality of Metropolitan City and Municipality of Sub-metropolitan City in a national daily newspaper and in the case of Municipality in a newspaper to be published regularly at the local level and select an auditor pursuant to Section 135 of the Act from the among the auditors so listed.

3. **Format of the Books of Accounts to be Maintained by Municipality**: (1) Municipality shall maintain the following books of accounts in the form as set out in the following Schedules-30:-

<table>
<thead>
<tr>
<th>(a)</th>
<th>Classification ad Explanation of the Income of the Municipality</th>
<th>Schedule-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)</td>
<td>Classification and Explanation f the Expenditure of the Municipality</td>
<td>Schedule-4</td>
</tr>
<tr>
<td>(c)</td>
<td>Sector-wise appropriation of budget</td>
<td>Schedule-7</td>
</tr>
<tr>
<td>(d)</td>
<td>District Indication Number</td>
<td>Schedule-8</td>
</tr>
<tr>
<td>(e)</td>
<td>Cash Receipt</td>
<td>Schedule-9</td>
</tr>
<tr>
<td>(f)</td>
<td>Daily Income Head-wise Tax Collection Ledger</td>
<td>Schedule-10</td>
</tr>
<tr>
<td>(g)</td>
<td>Recorded Income Account</td>
<td>Schedule-11</td>
</tr>
<tr>
<td>(h)</td>
<td>Daily Tax Receipt Ledger</td>
<td>Schedule-12</td>
</tr>
<tr>
<td>(i)</td>
<td>Ward-wise Tax Collection Ledger Book</td>
<td>Schedule-13</td>
</tr>
<tr>
<td>(j)</td>
<td>Statement of Cost Recovery of Internal Source</td>
<td>Schedule-14</td>
</tr>
<tr>
<td>ID</td>
<td>Description</td>
<td>Schedule</td>
</tr>
<tr>
<td>----</td>
<td>------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>(k)</td>
<td>Daily Transaction Statement</td>
<td>Schedule-15</td>
</tr>
<tr>
<td>(l)</td>
<td>General Voucher</td>
<td>Schedule-16</td>
</tr>
<tr>
<td>(m)</td>
<td>Bank Cash Book</td>
<td>Schedule-17</td>
</tr>
<tr>
<td>(n)</td>
<td>Sum of Budget</td>
<td>Schedule-18</td>
</tr>
<tr>
<td>(o)</td>
<td>Ledger Account</td>
<td>Schedule-19</td>
</tr>
<tr>
<td>(p)</td>
<td>Advance Ledger</td>
<td>Schedule-20</td>
</tr>
<tr>
<td>(q)</td>
<td>Statement of Expenditure</td>
<td>Schedule-21</td>
</tr>
<tr>
<td>(r)</td>
<td>Statement of Advance Remained to be Settled</td>
<td>Schedule-22</td>
</tr>
<tr>
<td>(s)</td>
<td>Statement of Bank Account</td>
<td>Schedule-23</td>
</tr>
<tr>
<td>(t)</td>
<td>Statement of Outstanding to be Paid</td>
<td>Schedule-24</td>
</tr>
<tr>
<td>(u)</td>
<td>Annual Financial Statement</td>
<td>Schedule-25</td>
</tr>
<tr>
<td>(v)</td>
<td>Monthly Financial Report</td>
<td>Schedule-26</td>
</tr>
<tr>
<td>(w)</td>
<td>Annual Statement of Income and Expenditure</td>
<td>Schedule-27</td>
</tr>
<tr>
<td>(x)</td>
<td>Comparative Statement of Income and Expenditure</td>
<td>Schedule-28</td>
</tr>
<tr>
<td>(y)</td>
<td>Trial Balance</td>
<td>Schedule-29</td>
</tr>
<tr>
<td>(z)</td>
<td>Balance Sheet</td>
<td>Schedule-30</td>
</tr>
<tr>
<td>(aa)</td>
<td>Description of Property</td>
<td>Schedule-31</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Schedule</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>ab</td>
<td>Monthly Statement of Debit and Credit of Bank Account</td>
<td>33</td>
</tr>
<tr>
<td>ac</td>
<td>Letter of Credit Record Account</td>
<td>34</td>
</tr>
<tr>
<td>ad</td>
<td>Bank Guarantee Record Account</td>
<td>35</td>
</tr>
<tr>
<td>ae</td>
<td>Pay Roll Form</td>
<td>36</td>
</tr>
<tr>
<td>af</td>
<td>Annual Salary Report</td>
<td>37</td>
</tr>
<tr>
<td>ag</td>
<td>Traveling Order</td>
<td>38</td>
</tr>
<tr>
<td>ah</td>
<td>Daily and Traveling Allowance Bill</td>
<td>39</td>
</tr>
<tr>
<td>ai</td>
<td>Personal Deposit Account</td>
<td>40</td>
</tr>
<tr>
<td>aj</td>
<td>General Deposit Account</td>
<td>41</td>
</tr>
<tr>
<td>ak</td>
<td>Statement of Deposit</td>
<td>42</td>
</tr>
<tr>
<td>al</td>
<td>Financial Statement of Deposit</td>
<td>43</td>
</tr>
<tr>
<td>am</td>
<td>Details of deposits for Water, Tap, Electricity, Telephone</td>
<td>44</td>
</tr>
<tr>
<td>an</td>
<td>Vehicle Log Book</td>
<td>45</td>
</tr>
<tr>
<td>ao</td>
<td>Book of Operating Machine or Vehicle</td>
<td>46</td>
</tr>
<tr>
<td>ap</td>
<td>Demand Form</td>
<td>47</td>
</tr>
<tr>
<td>ar</td>
<td>Report o Presentation Form</td>
<td>49</td>
</tr>
<tr>
<td>as</td>
<td>Ledger of Disposable Goods</td>
<td>51</td>
</tr>
<tr>
<td>(at)</td>
<td>Ledger of Durable Goods</td>
<td>Schedule-51</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>(au)</td>
<td>Stock Verification Report</td>
<td>Schedule-52</td>
</tr>
<tr>
<td>(av)</td>
<td>Annual Statement of Stock</td>
<td>Schedule-53</td>
</tr>
<tr>
<td>(aw)</td>
<td>Transfer Form</td>
<td>Schedule-54</td>
</tr>
<tr>
<td>(ax)</td>
<td>Auction Sale Form</td>
<td>Schedule-55</td>
</tr>
<tr>
<td>(ay)</td>
<td>Goods Remission Form</td>
<td>Schedule-56</td>
</tr>
<tr>
<td>(az)</td>
<td>Record Book of Rented Assets</td>
<td>Schedule-57</td>
</tr>
<tr>
<td>(ba)</td>
<td>Record Book of Hired Machines and Tools</td>
<td>Schedule-58</td>
</tr>
<tr>
<td>(bb)</td>
<td>Method of Calculation of Cost Estimate of Construction Function</td>
<td>Schedule-59</td>
</tr>
<tr>
<td>(bc)</td>
<td>Tender Evaluation Form</td>
<td>Schedule-60</td>
</tr>
<tr>
<td>(bd)</td>
<td>Site Attendance Form</td>
<td>Schedule-61</td>
</tr>
<tr>
<td>(be)</td>
<td>Site Attendance (Control) Form,</td>
<td>Schedule-62</td>
</tr>
<tr>
<td>(bf)</td>
<td>Survey Book</td>
<td>Schedule-63</td>
</tr>
<tr>
<td>(bg)</td>
<td>Survey Book (Control) Recording Ledger</td>
<td>Schedule-64</td>
</tr>
<tr>
<td>(bh)</td>
<td>Invoice Regarding Contract</td>
<td>Schedule-65</td>
</tr>
<tr>
<td>(bi)</td>
<td>Statement Relating to Contract</td>
<td>Schedule-66</td>
</tr>
<tr>
<td>(bj)</td>
<td>Item-wise Assignment Record Book</td>
<td>Schedule-67</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Schedule</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>bk</td>
<td>Personal Account of a Contractor/Consumers' Committee/Non-governmental Organization</td>
<td>68</td>
</tr>
<tr>
<td>bl</td>
<td>Bill to Be Paid to the Consumers' Committee</td>
<td>69</td>
</tr>
<tr>
<td>bm</td>
<td>Work Completion Report Form</td>
<td>70</td>
</tr>
<tr>
<td>bn</td>
<td>Annual Procurement Plan</td>
<td>71</td>
</tr>
<tr>
<td>bo</td>
<td>Master Plan o Procurement</td>
<td>72</td>
</tr>
<tr>
<td>bp</td>
<td>Target-Progress Statement</td>
<td>73</td>
</tr>
<tr>
<td>bq</td>
<td>Internal Audit Report</td>
<td>74</td>
</tr>
<tr>
<td>br</td>
<td>Arrears of Irregularities Record Book</td>
<td>75</td>
</tr>
<tr>
<td>bs</td>
<td>Statement of Amount to be Recovered</td>
<td>76</td>
</tr>
<tr>
<td>bt</td>
<td>Certificate to Charge Handing Over</td>
<td>77</td>
</tr>
<tr>
<td>bu</td>
<td>Bond Form</td>
<td>78</td>
</tr>
<tr>
<td>bv</td>
<td>Contract Execution Authority Form (Patta)</td>
<td>79</td>
</tr>
<tr>
<td>bw</td>
<td>Building Description Book</td>
<td></td>
</tr>
<tr>
<td>bx</td>
<td>Agreement of Procurement of Goods or Other Service</td>
<td>82</td>
</tr>
<tr>
<td>by</td>
<td>Agreement of Procurement of Construction Work</td>
<td>83</td>
</tr>
<tr>
<td>bz</td>
<td>Agreement of Procurement of consultation</td>
<td>84</td>
</tr>
</tbody>
</table>
(2) Notwithstanding anything contained elsewhere in these Rules, additional forms not mentioned in Sub-rule (1) may be used out of those prescribed for the District Development Committee in these Rules or the approved A.G. Forms, as per necessity.

Chapter-4

Financial Procedure of the District Development Committee

4. Accounting of District Development Committee and Principle Thereof:
   (1) The accounts of the District Development Committee shall be maintained in cash transaction based on the principle of double entry system.

   (2) Accounts mentioned in Sub-rule (1) may be maintained also in the electronic system.

   (3) The District Development Committee shall maintain the books of accounts of the income and expenditure by following the financial procedures as set forth in these Rules.

5. To Receive and Deposit the Amounts of Income:
   (1) The District Development Committee shall receive the amounts to be payable to it in accordance with the prevailing laws, by issuing a cash receipt thereof.

   (2) The amounts received pursuant to Sub-rule (1) shall be deposited in a bank within the following day of the receipt of such cash, by preparing the general voucher and by recording in into the concerned ledger book as income.

   (3) The Competent Authority shall be responsible for depositing the amounts of income into bank and keeping accounts of the District Development Committee.
6. **To Keep Up-to-date the Accounts of Income:** (1) The District Development Committee shall keep up-to-date the accounts of its income. Authentic documents related with the income shall keep in a systematic order.

   (2) While maintaining accounts pursuant to Sub-rule (1), subsidiary records, as required, may be prepared and kept so as to distinguish the nature of incomes.

7. **Provision of Operation of Fund:** (1) All kinds of income gained in the name of District Development Committee Fund mentioned in Section 221 of the Act.

   Provided that, the amount of grant obtained from the Government of Nepal and to be transferred to the Village Development Committee through the Office the District Development Committee, amount obtained from the donor agency and to be directly transferred to the Village Development Committee through the Office of the District Development Committee, deposit and the amount obtained for the operation of central level work of the Government of Nepal shall not be deposited in this Fund. The work shall be operated by depositing such amount in an account specified by the Ministry.

   (2) Transaction of operation of work shall not be carried out directly from the Fund under Sub-rule (1).

   (3) The District Development Committee, for the purpose of transaction of work of operation level, shall operate the work by opening a running expenditure account and a capital account.

   (4) Base on the approved budget and programme for the transaction under Sub-rule (3), the amount from the District Development Committee Fund to the operation level and subject-wise section of the District
Development Committee shall be transferred to the current expenditure account for the current year and to the capital expenditure account for capital expenditure work operation level account as per necessity.

(5) Amount remained in the account under Sub-rule (4) at the end of a financial year shall be made nil by refunding in the Fund under Sub-rule (1). Accounts shall be maintained by carrying forward the amount obtained from the Government of Nepal and not to be frozen and the amount of income of District Development Committee itself out of such refunded amount for the forthcoming financial year.

(6) If it is necessary to freeze any grant amount obtained from the Government of Nepal by receiving the refunded amount under Sub-rule(5), it shall be returned to the concerned agency for the purpose of freezing it. If the amount supposed to be frozen is not frozen and not refunded to the concerned agency for the purpose of freezing it, sanction of the amount shall be obtained only by deducting the said amount. The authority providing sanction shall also sanction accordingly.

Provided that, the amount transferred from the District Development Committee Fund to the Special Fund Account opened for the accomplishment of a special type of work in accordance with the Rules may be spent by carrying forward to the Special Fund Account in the forthcoming financial year by not making nil at the end of financial year until the Special Fund exists.

8. **Provision Account of District Development Committee** (1) Accounts to be opened by the District Development Committee in accordance with the Act and these Rules, classification of accounts and other related matter shall be as prescribed by the Ministry.
(2) Accounts of Fund of the District Development Committee shall be operated with the joint signature of the Secretary and the Chief of Account as mentioned in Section 222 of the Act. Other accounts of the District Development Committee shall be operated with the joint signature of the Secretary or an official specified by him or her and the Chief of Accounts or staff of accounts specified by him or her.

9. **To Make Expenditure from the Approved Budget** (1) No One except the Competent Authority shall give order to make expenditure of approve the expenditure.

(2) The authority making expenditure or giving sanction for expenditure shall make expenditure or give sanction for expenditure in the following circumstances:

(a) Where the amount to be spent falls within the approved budget and under the concerned amount number and remains outstanding to be spent;

(b) Where the amount to be spent is in respect of a plan, if the plan has already been approved, and the routine is received;

(c) If monthly allocation of appropriation has already been approved;

(d) If the order of sanction for expenditure has already been received prior to making expenditure of the amount to be spent;

(e) In the case of amount to be borne out from foreign source, if such amount has already been received or an arrangement has already been made for making expenditure by getting reimbursement thereof;
(f) When expenditure is to be made by the transfer of amount from the budget heads pursuant to Section 224 of the Act, in the case of budget of foreign source part, if a written consent of the donor agency or the officer responsible for the concerned task has been received.

Provided that, without transferring the amount from the budget heads, amount approved under one budget head shall not be spent under another budget head or expenditure shall not be made or cause to be made, in one programme by borrowing from another programme.

10. **Procedure Relating to the Expenditure of Amount** (1) The Competent Authority shall spend the amount for the specified work subject to the programme approved by the District Council and limitation of budget or give authority to the Chief of the concerned subject-wise section or Office to spend in the work under the concerned subject-wise sector.

(2) The amount falling under the concerned budget shall be spent by getting it approved by the Competent Authority. The Competent Authority may approve it lateron, if the or she deems it reasonable, the amounts included within the approved budget but spent without his or her approval owing the some reasons.

(3) In making expenditure pursuant to Sub-rule (2) by obtaining approval of the Competent Authority the accounts thereof shall be maintained, along with the bills and receipt of the expenditure. In respect of the amounts spent in a work where no bill or receipt could be obtained, the employee making expenditure of such amount shall certify it and get it endorsed by the Competent Authority.
(4) In respect of a development project, it shall be the duty of the Competent Authority to prepare survey, design, cost estimate and programme, get the same approved and make expenditure a per the Rule within the limits specified in the budget and to carry out the work in time according to the specified programme by making available the goods and materials and making the technical and administrative arrangements. If a request is made for necessary sanction for the removal of any impediment or obstacles in this respect, it shall be the responsibility of the Chairperson to give sanction thereof in time.

(5) It shall be the responsibility of the Competent Authority to cause to be kept through the Chief of Financial administration Section, the amounts taken by him or her under his or her responsibility and the books of accounts, bill, receipt or evidence thereof.

(6) While making payment of any amount, examination shall be carried out as to whether the requirements have been fulfilled or not. The Chief of the Financial Administration Section shall put the serial number on all the receipts, invoices and bills of expenditure incurred and authenticate the same by putting a seal indicating as "paid" as well as putting his or her signature thereon.

(7) The Competent Authority shall carry out financial transactions by overseeing the employees under him or her and making proper arrangements for keeping cash, goods and other properties safe so that no embezzlement thereof is committed, no loss and damage is caused and no recklessness is occurred thereto. His or her responsibility over the works required to be carried out by himself or herself shall remain intact even if he or she had such works done by the employees under his or her control.

(8) The Competent Authority shall submit monthly statement of accounts to the concerned authority in the prescribed time.
(9) It shall be the duty of the Chief the Financial Administration Section to discharge the work entrusted to him or her by the Competent Authority, to assist him or her in financial transaction by bearing the responsibility of maintaining accounts of financial transaction and to keep books and accounts of income and expenditure in compliance with these Rules and to have the account audited by submitting the same to the concerned authority.

(10) The Chief of the Financial Administration Section shall not make payment or submit for payment or recommend for payment for any transaction which has not fulfilled the procedures referred to in these Rules and the prevailing laws. In case where there arise differences in the opinion of the Competent Authority and the Chief of the Financial Administration Section on carrying out financial transactions and making payment, the decision of the Competent Authority shall prevail. The Chief of the Financial Administration Section shall have to give in writing to the Chairperson the notice of such decision within seven days of the implementation of the decision. The Chairperson also shall have to require to conduct an inquiry thereon by a committee consisting of a Member of the District Development Committee and the Chief of the Internal Audit Section and to submit a report within seven days of the receipt of such notice by the District Development Committee. The District Development Committee shall take necessary action on the report to received within seven days.

11. **To approve Cost Estimate**: (1) The following authority shall approval the cost estimate prepared under Rule 63 for procurement:-

   (a) Upto two million five hundred thousand rupees, by the concerned Section In-charge.

   (b) Upto five million rupees, by the Secretary.
(c) Upto ten million rupees, by the Chairperson.

(d) Above ten million rupees, by the District Development Committee.

12. **Authority to Accept Tender or Sealed Quotation**: The following authorities shall have the power to accept the following tender or sealed quotation of the following amount for the procurement of a construction work or goods:-

(a) Upto five million five hundred thousand rupees, by the concerned Section In-charge.

(b) Upto fifteen million rupees, by the Secretary.

(c) Upto twenty five million rupees, by the Chairperson.

(d) Above twenty five million rupees, by the District Development Committee.

13. **Authority to take Technical Consultation or Professional Services**: The following authorities shall have the power to approve financial or technical proposals pursuant to these Rules:-

(a) Upto one hundred fifty thousand rupees, by the concerned Section In-charge.

(b) Upto one million rupees, by the Secretary.

(c) Upto two million five hundred thousand rupees, by the Chairperson.

(d) Above two million five hundred thousand rupees, by the District Development Committee.

14. **Approval of Variation Order**: If it is necessary to alter the quantity of a work as per the approved cost estimate or add a new item or make a change due to a technical reason after commencement of such work, the function
may be got accomplished by getting approved the variation order as follows, subject to the approved budget:-

(a) The Secretary shall issue a variation order by making sufficient technical justification, along with recommendation of the concerned office-bearer in the case of a variation order upto ten percent of the contract price in a situation of not changing the drawing, design and specification etc. of construction work but altering only the nature of work. It shall be got approved by the District Development Committee by submitting technical justification in the case of a variation order more than the said amount.

(b) In the case of a variation order upto fifteen percent of the contract price in which the drawing, design and specification etc. of construction work is to be changed, an amended estimate shall be prepared, with technical justification and got approved by the District Development Committee.

(c) A variation order upto fifteen percent of the contract price in the case of procurement of goods, consultation service and other service shall be got approved by the District Development Committee, with justification.

(d) If it is to make a variation of more than fifteen percent of contract price, work shall be got accomplished by adopting new procurement process after preparing a new cost estimate.

15. **Examination, Release and Clearance of Project** : (1) For the purpose of Section 213 of the Act, the District Development Committee shall, in carrying out the examination and clearance of the projects relating to development works carried out by the District Development Committee within its jurisdiction, depute technicians within one month of the receipt of
the notice of completion of such project to conduct an inquiry on whether the works of the project meet the quality standards as per the specified drawings, design and specification or not. In so deputing the technicians, a technician who is one level superior to the supervisor of the work shall have to be deputed. If the District Development Committee does not have such technician, a consultant may be appointed in accordance with Rule 139. Such consultant may be awarded the following remuneration:

(a) Upto five thousand rupees in a construction work bearing the cost estimate of upto five million,
(b) Upto ten thousand rupees in a construction work bearing the cost estimate of upto ten million rupees,
(c) Upto thirty thousand rupees in a construction work bearing the cost estimate of upto one hundred million rupees,
(d) Upto forty thousand rupees in a construction work bearing the cost-estimate above one hundred million rupees.

(2) Other matters relating to the clearance of projects shall be as provided for in the Local Self-Governance Rules, 2056 (1999)

16. **Authority to Carry out Auction**: (1) Of the goods determined in the stock verification report as unusable due to being old, useless due to wear and tear and unrepairable, the Secretary may, with the opinion of the Chief of the Financial Administration Section and storekeeper, auction in compliance with the procedures of Chapter-10, goods, determined by him or her as to be auctioned, worth upto forty thousand rupees in the case of goods having book value upto ten thousand rupees in face value in the case of goods having no book value of upto fifty thousand rupees in both cases.
(2) While auctioning the goods worth of the valuation more than the amount mentioned in Sub-rule (1), it shall be submitted to the District Development Committee and carried out as decided.

17. **Financial Assistance:** For the purpose of Sub-section (1) of Section 222 of the Act, the Chairperson may spend in financial assistance one percent or one hundred thousand rupees which is the smallest out of the total amount raised by the District Development Committee from tax, fee, service fee, charge and rent as per the Act, subject to the limitation of the approved budget. The amount so spent shall be made public on a monthly basis.

18. **Special Fund** (1) Every District Council may appropriate required amount to the following special funds from the internal income collected into it fund:-

   (a) Disaster management special fund,
   
   (b) Human resource development special fund,
   
   (c) Repair and maintenance special fund,
   
   (d) Local development special fund,
   
   (e) Environmental management special fund,
   
   (f) Poverty alleviation and social mobilization special fund,
   
   (g) Women and child development special fund,
   
   (h) Staff welfare fund.

19. **Limit of Administration Expenditure** : For the purpose of Sub-section (7) of Section 222 of the Act, the District Development Committee shall not make administrative expenditure in excess of sixty percent of total amount acquired from tax, fee, service charge, royalty and rent under the Act in the
case of a District Development Committee having its internal income, upto two million five hundred thousand rupees, in excess of forty percent in the case of one having its internal income from two million five hundred thousand rupees to five million five hundred thousand rupees to five million rupees, in excess of thirty percent on part of one having its internal income from five million rupees to ten million rupees and in excess of twenty five percent in the case of one having its internal income more than ten million rupees.

20. **Contingency Expenditure**: For the purpose of Sub-section (2) of Section 224 of the Act, the District Development Committee may spend in the contingent development construction works an amount upto one percent of the total amount raised by it from tax, fee, service fee, charges and rent as per the Act, subject to the limits of the approved budget.

21. **Provision for Internal Audit Section**: For the purpose of Sub-section (1) of Section 232 of the Act, the District Development Committee shall establish an Internal Audit Section with an assistant level staff in the case of those District Development Committee mentioned in Schedule-80 and officer level in the case of other Districts as In-charge along with other subordinate staff, as per necessity.

22. **Functions, Duties and Powers of Internal Audit Section**: The functions, duties and powers of the Internal Audit Section established pursuant to Rule 57 shall be as follows:

   (a) To carry out monthly audit of the books of accounts of income, expenditure and deposit,

   (b) To carry out internal audit of the concerned subject-wise section under the District Development Committee, for which amount has been set side from the District Development Committee, for which
amount has been set aside from the District Development Committee,

(c) To carry out the internal audit of the Village Development Committee pursuant to Sub-section (1) of Section 69 of the Act,

(d) To submit a report to the concerned body and the Secretary on errors found from the internal audit within fifteen days from the completion of the assignment,

(e) In case of any serious fiscal irregularity and embezzlement of amount found while making internal audit, to report immediately to the Accounts Committee and to do as per the received direction,

(f) To submit a report by mentioning the irregularity pointed out by the internal audit, action taken in this regard and viewpoint of the Section to the final auditor before final audit is made,

(g) To assist in the preparation of the books of accounts for final audit,

(h) To observe the record of irregularities of the Village Development Committee form time to time, to clear off the irregularities settled under these Rules and to order to recover the irregularities required to be recovered,

(i) To submit the audit report to the meeting of Accounts Committee,

(j) To approve the annual salary report of staff under the Local Body,

(k) To act as the secretariat of the Accounts Committee.

23. Selection of Final Auditor: (1) For the purpose of recommendation to appoint an auditor under Sub-section (2) of Section 69 of the Act, there shall be committee as follows:

   (a) The Chairperson of the - Coordinator
Accounts Committee formed pursuant to Sub-section (4) of Section 188 of the Act.

(b) In-charge of the Funds and Accounts Comptroller Office. - Member

(c) Secretary, District Development Committee. - Member

(d) Financial Administration Section Chief, District Development Committee. - Member

(e) Internal Audit Section Chief, District Development Committee. - Secretary

(2) While making recommendation after selection of the auditors pursuant to Sub-rule (1), no recommendation may be made for the same auditor to be the auditor of one Village Development Committee more than three consecutive times.

(3) The auditor approved by the District Development Committee shall be provided with a remuneration of upto two thousand rupees in a transaction of upto three hundred thousand rupees and thereafter additional two rupees per thousand rupees up to seven hundred thousand rupees, thereafter additional one rupees per thousand rupees up to two million five hundred thousand rupees and thereafter additional two hundred rupees in each five hundred thousand rupees.
(4) In addition to the remuneration referred to in Sub-rule (3), the following expenses on the basis of justification required in connection with the audit shall be as prescribed by the District Development Committee.

(a) Number of assistant auditors and their remuneration,

(b) Rate of the daily and traveling allowance and duration for being eligibility to obtain,

(c) Other incidental expenses.

Provided that, incidental expenses shall not be more than ten thousand rupees.

(5) If the audit report submitted by the auditor is not as per the standard and satisfactory, the Secretary shall send a notice thereof to the Office of the Auditor General and the Nepal Chartered Accountants Organization.

(6) Even in cases where the coordinator under Clause (a) of Sub-rule (1) has not been specified, other remaining members may also perform the act of selecting auditor.

24. **Format of the Books of Accounts to be Maintained by District Development Committee:** (1) The District Development Committee shall maintain the following books of accounts in the form as set out in following Schedules:-

<table>
<thead>
<tr>
<th></th>
<th>Classification and Explanation of the Income of the District Development Committee.</th>
<th>Schedule-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classification and Explanation of the Expenditure of the District</td>
<td>Schedule-6</td>
</tr>
<tr>
<td>b</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Development Committee</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------</td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Sector-wise appropriation of budget</td>
<td>Schedule-7</td>
</tr>
<tr>
<td>(d)</td>
<td>District Indication Number</td>
<td>Schedule-8</td>
</tr>
<tr>
<td>(e)</td>
<td>Cash Receipt</td>
<td>Schedule-9</td>
</tr>
<tr>
<td>(f)</td>
<td>Daily Income Head-wise Tax Collection Ledger</td>
<td>Schedule-10</td>
</tr>
<tr>
<td>(g)</td>
<td>Recorded Income Account</td>
<td>Schedule-11</td>
</tr>
<tr>
<td>(h)</td>
<td>Daily Tax Receipt Ledger</td>
<td>Schedule-12</td>
</tr>
<tr>
<td>(i)</td>
<td>Statement of Cost Recovery of Internal Source</td>
<td>Schedule-14</td>
</tr>
<tr>
<td>(j)</td>
<td>Daily Transaction Statement</td>
<td>Schedule-15</td>
</tr>
<tr>
<td>(k)</td>
<td>General Voucher</td>
<td>Schedule-16</td>
</tr>
<tr>
<td>(l)</td>
<td>Bank Cash Book</td>
<td>Schedule-17</td>
</tr>
<tr>
<td>(m)</td>
<td>Sum of Budget</td>
<td>Schedule-18</td>
</tr>
<tr>
<td>(n)</td>
<td>Ledger Account</td>
<td>Schedule-19</td>
</tr>
<tr>
<td>(o)</td>
<td>Advance Ledger</td>
<td>Schedule-20</td>
</tr>
<tr>
<td>(p)</td>
<td>Statement of Expenditure</td>
<td>Schedule-21</td>
</tr>
<tr>
<td>(q)</td>
<td>Statement of Advance Remained to be Settled</td>
<td>Schedule-22</td>
</tr>
<tr>
<td>(r)</td>
<td>Statement of Bank Account</td>
<td>Schedule-23</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>(s)</td>
<td>Statement of Outstanding to be Paid</td>
<td>Schedule-24</td>
</tr>
<tr>
<td>(t)</td>
<td>Annual Financial Statement</td>
<td>Schedule-25</td>
</tr>
<tr>
<td>(u)</td>
<td>Monthly Financial Report</td>
<td>Schedule-26</td>
</tr>
<tr>
<td>(v)</td>
<td>Annual Statement of Income and Expenditure</td>
<td>Schedule-27</td>
</tr>
<tr>
<td>(w)</td>
<td>Comparative Statement of Income and Expenditure</td>
<td>Schedule-28</td>
</tr>
<tr>
<td>(x)</td>
<td>Description of Property</td>
<td>Schedule-31</td>
</tr>
<tr>
<td>(y)</td>
<td>Monthly Statement of Debit and Credit of Bank Account</td>
<td>Schedule-33</td>
</tr>
<tr>
<td>(z)</td>
<td>Letter of Credit Record Account</td>
<td>Schedule-34</td>
</tr>
<tr>
<td>(aa)</td>
<td>Bank Guarantee Record Account</td>
<td>Schedule-35</td>
</tr>
<tr>
<td>(ab)</td>
<td>Pay Roll Form</td>
<td>Schedule-36</td>
</tr>
<tr>
<td>(ac)</td>
<td>Annual Salary Report</td>
<td>Schedule-37</td>
</tr>
<tr>
<td>(ad)</td>
<td>Traveling Order</td>
<td>Schedule-38</td>
</tr>
<tr>
<td>(ae)</td>
<td>Daily and Traveling Allowance Bill</td>
<td>Schedule-39</td>
</tr>
<tr>
<td>(af)</td>
<td>Personal Deposit Account</td>
<td>Schedule-40</td>
</tr>
<tr>
<td>(ag)</td>
<td>General Deposit Account</td>
<td>Schedule-41</td>
</tr>
<tr>
<td>(ah)</td>
<td>Statement of Deposit</td>
<td>Schedule-42</td>
</tr>
<tr>
<td>------</td>
<td>----------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>(ai)</td>
<td>Financial Statement of Deposit</td>
<td>Schedule-43</td>
</tr>
<tr>
<td>(aj)</td>
<td>Details of deposits for Water, Electricity, Telephone</td>
<td>Schedule-44</td>
</tr>
<tr>
<td>(ak)</td>
<td>Vehicle Log Book</td>
<td>Schedule-45</td>
</tr>
<tr>
<td>(al)</td>
<td>Book of Operating Machine or Vehicle</td>
<td>Schedule-46</td>
</tr>
<tr>
<td>(am)</td>
<td>Demand Form</td>
<td>Schedule-47</td>
</tr>
<tr>
<td>(an)</td>
<td>Report o Presentation Form</td>
<td>Schedule-49</td>
</tr>
<tr>
<td>(ao)</td>
<td>Ledger of Disposable Goods</td>
<td>Schedule-51</td>
</tr>
<tr>
<td>(ap)</td>
<td>Ledger of Durable Goods</td>
<td>Schedule-51</td>
</tr>
<tr>
<td>(ar)</td>
<td>Stock Verification Report</td>
<td>Schedule-52</td>
</tr>
<tr>
<td>(as)</td>
<td>Annual Statement of Stock</td>
<td>Schedule-53</td>
</tr>
<tr>
<td>(at)</td>
<td>Transfer Form</td>
<td>Schedule-54</td>
</tr>
<tr>
<td>(au)</td>
<td>Auction Sale Form</td>
<td>Schedule-55</td>
</tr>
<tr>
<td>(av)</td>
<td>Goods Remission Form</td>
<td>Schedule-56</td>
</tr>
<tr>
<td>(aw)</td>
<td>Record Book of Rented Assets</td>
<td>Schedule-57</td>
</tr>
<tr>
<td>(ax)</td>
<td>Record Book of Hired Machines and Tools</td>
<td>Schedule-58</td>
</tr>
<tr>
<td>(ay)</td>
<td>Method of Calculation of Cost</td>
<td>Schedule-59</td>
</tr>
<tr>
<td>Estimate of Construction Function</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>(az) Tender Evaluation Form</td>
<td>Schedule-60</td>
<td></td>
</tr>
<tr>
<td>(ba) Site Attendance Form</td>
<td>Schedule-61</td>
<td></td>
</tr>
<tr>
<td>(bb) Site Attendance (Control) Form,</td>
<td>Schedule-62</td>
<td></td>
</tr>
<tr>
<td>(bc) Survey Book</td>
<td>Schedule-63</td>
<td></td>
</tr>
<tr>
<td>(bd) Survey Book (Control) Recording Ledger</td>
<td>Schedule-64</td>
<td></td>
</tr>
<tr>
<td>(be) Invoice Regarding Contract</td>
<td>Schedule-65</td>
<td></td>
</tr>
<tr>
<td>(bf) Statement Relating to Contract</td>
<td>Schedule-66</td>
<td></td>
</tr>
<tr>
<td>(bg) Item-wise Assignment Record Book</td>
<td>Schedule-67</td>
<td></td>
</tr>
<tr>
<td>(bh) Personal Account of a Contractor/Consumers' Committee/Non-governmental Organization</td>
<td>Schedule-68</td>
<td></td>
</tr>
<tr>
<td>(bi) Bill to Be Paid to the Consumers' Committee</td>
<td>Schedule-69</td>
<td></td>
</tr>
<tr>
<td>(bj) Work Completion Report Form</td>
<td>Schedule-70</td>
<td></td>
</tr>
<tr>
<td>(bk) Annual Procurement Plan</td>
<td>Schedule-71</td>
<td></td>
</tr>
<tr>
<td>(bl) Master Plan o Procurement</td>
<td>Schedule-72</td>
<td></td>
</tr>
<tr>
<td>(bm) Target-Progress Statement</td>
<td>Schedule-73</td>
<td></td>
</tr>
</tbody>
</table>
(bn) Internal Audi Report  
Schedule-74

(bo) Arrears of Irregularities Record Book  
Schedule-75

(bp) Statement of Amount to be Recovered  
Schedule-76

(bq) Certificate to Charge Handing Over  
Schedule-77

(br) Bond Form  
Schedule-78

(bs) Contract Execution Authority Form (Patta)  
Schedule-79

(bt) Agreement of Procurement of Goods or Other Service  
Schedule-82

(bu) Agreement of Procurement of Construction Work  
Schedule-83

(bv) Agreement of Procurement of consultation Service  
Schedule-84

(2) Notwithstanding anything contained elsewhere in these Rules, additional forms not mentioned in Sub-rule (1) may be use, out of those prescribed for other Local Bodies in these Rules or the approved A.G. Forms as per necessity.

Chapter-5

Provisions Relating to Procurement of Local Bodies

25. **Provision to Procure**: (1) No goods shall be procured, or caused to be procured, without a written order of the Competent Authority and without having the budget approved.
(2) While procuring after obtaining written order of the Competent Authority under Sub-rule (1), due process, subject to the procurement process under these Rules, shall be maintained.

(3) Notwithstanding anything contained in Sub-rule (1), action of procurement may be commenced in the following circumstances in spite of lacking of budget arrangement:

(a) To procure as per the work schedule of approved plan or project or make arrangement of procurement procedure,

(b) In the case of procurement made under a multiyear agreement, to proceed the action of procurement after arrangement of necessary budget for the first year,

(c) To accomplish the functions like to invite sealed quotation or tender because of being very necessary to make primary preparation regarding procurement, to invite application of pre-qualification, to publish notice to prepare the list of consultants, to invite proposal from the consultant or to make available the form of sealed quotation, tender or documents relating to pre-qualification or document relating to proposal to the construction entrepreneur, supplier, consultant or service provider under this Rule.

(4) Procurement action of construction work shall be commence only after being available the construction site.

26. **Preparation of Procurement Plan**: (1) In the case of procurement for a plan or project to be operated for the period of more than one year or in case of necessity to make procurement of amount more than one hundred
million rupees a year, the concerned agency shall prepare a master plan of procurement. While preparing such procurement plan, the whole part of a particular plan and having divided into parts thereof, shall be separate is as to one to be done from the Consumers' Committee and one to be done from other procedure and it shall be got decided by the concerned agency.

(2) In addition to other matters, the following matters shall be mentioned in the master procurement plan under Sub-rule (1):

(a) Type of procurement, quantity and assumed price,

(b) Procurement process,

(c) In case division of procurement is to be made for maximum completion or package is to be made, arrangement relating to the same,

(d) Rough number of agreements to be concluded for the completion of procurement as a whole and the main functions affecting such of procurement,

(e) Matter of action of prequalification to be accomplished for procurement, if any,

(g) Matters determined by the Public Procurement Monitoring Office by mentioning them to be included in the master procurement plan.

(3) Master procurement plan prepared under this Rule shall be approved by the concerned Local Body.

(4) Master procurement plan prepared under Sub-rule (3) shall be updated in every financial year.

(5) If it is to make procurement costing more than one million rupees a year, an annual procurement plan shall be prepared while making
preparation of estimated annual programme and budget of the forthcoming financial year.

(6) While preparing the annual procurement plan under Sub-rule (5), it shall be prepared on the basis of the approved master procurement plan in the case of existence of such master procurement plan and the following matters relating to each procurement to be made within the forthcoming financial year shall be mentioned in such plan:

(a) Particulars of goods, construction work, consultation services to be procured,
(b) Probable package of procurement,
(c) Time table of procurement work,
(d) Procurement method,
(e) Type of agreement,
(f) Matters as directed by the Public Procurement Monitoring Office from time to time.

(7) Period of time to accomplish the following work shall be mentioned in the time table under Clause (c) of Sub-rule (6):

(a) To prepare specification in the case of procurement of goods,
(b) To prepare cost estimate of procurement,
(c) To prepare the sealed quotation form, proposal of prequalification or documents relating to invitation of tender or proposal of consultation service,
(d) To publish a notice to invite the sealed quotation, proposal of prequalification, proposal tender or proposal of consolation service,
(e) To evaluate the sealed quotation, proposal or pre-qualification, tender or proposal of consultation service,

(f) To approve the sealed quotation, proposal of pre-qualification, tender or proposal of consultation service,

(g) To conclude agreement,

(h) To commence the work,

(i) To complete the work.

(8) The annual procurement plan prepared under Sub-rule (5) shall be made public, and once copy of the same shall be forwarded to the concerned agency.

(9) After receipt of the approved programme and budget of the current financial year, and after reformation in consonance with the programme and budget approved in the annual procurement plan prepared under Sub-rule (5), the concerned agency, having approved such plan, shall forward a copy of the same to the concerned Authority.

(10) The concerned agency, before preparation of procurement plan, may ask for the details of goods and work to be procured from the subordinate division, section or subject-wise section.

27. **Preparation of Cost Estimate:** (1) A cost estimate as mentioned in these Rules shall be prepared for procurement of any construction work, goods, consultancy service or other service.

   (2) The following matter shall be taken into consideration while preparing the cost estimate of procurement:
Whether the whole work of procurement can be done from a single procurement agreement or separate procurement agreement should be concluded on item wise basis,

(b) Whether the procurement agreement is to be renewed or not,

(c) Alternative to the accomplishment of work, if any,

(d) Maximum amount and time to be incurred for the completion of work as per the agreement of procurement,

(e) Such matters as determined by the Local Body to be considered while making a cost estimate,

(f) To be included in the cost estimate by making separate item of mobilization and demobilization cost including of tender or work performance guarantee, insurance, functions for the facilities to be given to the consultant, quality test, professional health and security, as-built map and work performance guarantee commission expenditure.

28. **Cost Estimate of Construction Work**: (1) While preparing a cost estimate of construction work, it shall be carried out under this Rule, subject to Rule 63.

(2) While preparing cost estimate of construction work, the cost estimate shall be prepared as per the norms relating to construction and as per the norms relating to the underground works such as archeological excavation or digging tunnel, deep tube well, research of petroleum etc. in case of availability of such norms while accomplishing such work, and as
per the approval of the Local Body by getting it approved from the same in the case of absence of such norms.

Provided that, in the case of necessity of a particular type of norm for a particular type of work, while doing the work as per such norm, the Chief of the concerned Local Body may get prepared necessary norms from the technician of such Body, and in the case of absence of such technician, from the concerned technician of other public agency and get approved such norms. Such approved norms shall be forwarded to the pertinent higher authority within four months.

(3) While preparing a cost estimate under Sub-rule (2), it shall be prepared by making study whether the goods can be available on the spot and by definitely declaring the period of time to be taken for the completion of construction work.

(4) While determining the price rate of cement, iron rod, brick, stone, soil, corrugated zinc, bitumen and emulsion, fuels, polythene pipe, G.I. pipe, D.I. pipe, sanitary goods, electrical materials, rent of machine and equipment or wages of workers, it shall be fixed on the basis of the rate prescribed by the Rat Fixation Committee of the concerned District.

Provided that, if the rate of such committee is not available, it shall be fixed on the basis of the rate prescribed by the nearest concerned government office or corporation or such type of other organization or the rate, rent or wages provided by the Chamber of Commerce and Industry.

(5) If the rate, rent or wages is not available under Sub-rule (4), it shall be fixed on the basis of the rate, rent or wages as fixed by the Chief of the Local Body.

(6) The cost estimate of construction work prepared under this Rule, along with design, drawing, shall be got examined by a technician or a
group of technicians being one level superior to the technician preparing such cost estimate, and if any error is found, such error shall be got corrected. In the case of absence of superior technician in such agency, the Chief of the concerned Local Body shall make arrangements for the examination of such cost estimate.

(7) The cost estimate of construction work shall be prepared in the format of Schedule-59.

29. **Cost Estimate of Goods:** While preparing the cost estimate of goods, it may be prepared on the basis of any or all of the following criteria, subject to Rule 63 and specification of the concerned goods;

(a) Actual cost incurred while making the same type of procurement in the current or past year by the concerned Local Body or other public agency of the district of such Local Body,

(b) Prevailing local market price,

(c) Prevailing price of other market and the estimated transportation cost for carriage up to the place where the goods are to be supplied,

(d) Rate issued by the Chamber of Commerce and Industry.

30. **Cost Estimate of Consultancy Service:** (1) The concerned Local Body may prepare the norms relating to the cost estimate of consultancy service.

   (2) While preparing the cost estimate of consultancy service, it shall be prepared on the basis of the following, subject to Rule 63:

   (a) Norms under Sub-rule (1) if any,

   (b) Sectoral condition of the concerned consultancy service.

   (3) The concerned Local Body or other public agency shall prepare the cost estimate by making adjustment of increment of price in the actual
cost incurred while making similar type of procurement in the current or previous years.

(4) While preparing the cost estimate under Sub-rule (3), the following expenditures shall be indicated:

(a) Remuneration of the main human resource and other human resource,

(b) Traveling cost, accommodation cost of manpower, office cost, necessary goods, equipment and service cost, cost of translation of report and other documents and printing cost,

(c) If the consultant has to make arrangement of training, symposium or travel, the cost to be incurred for such function and other co

31. **Cost Estimate of Other Service:** (1) The cost estimate of other service shall be prepared in accordance with this Rule, subject to Rule 63.

(2) The Chief of the concerned Local Body shall constitute a committee consisting of three expert technicians relating to vehicles, machinery equipment, tools or goods for the purpose of preparation of cost estimate of rent of such vehicles, machinery equipment, tools or goods to be hired. In the case of not being available such technical manpower in such agency, technician of other public agency may be included.

(3) The committee under Sub-rule (2), while preparing the cost estimate of rent, shall prepare the cost estimate by considering the following matters:

(a) Particulars, specification, condition and durability of the vehicles, machinery equipment, tools or goods to be hired,
(b) Prevailing market price,
(c) Duration of hiring,
(d) Price of fuels and consumption,
(e) Such other matters as deemed appropriate by the committee under Sub-rule (2).

(4) While preparing the cost estimate of transport, the cost estimate shall be prepared on the basis of the rate prescribed by the Rate Fixation Committee of the concerned district in the case of a district level Local Body and on the basis of the prevailing market rate where such rate not available.

(5) In the case of necessity to repair and maintain any goods, the cost estimate shall be prepared and got prepared from the concerned specialist or expert employee of the concerned Body if available and form a person, firm, company or organization accomplishing such function where such employee is not available by following the procedure under these Rules.

(6) While preparing the cost estimate relating to hiring a building or contract of service, an approximate cost estimate shall be prepared on the basis of prevailing market rate and the norms relating to the same, if any issued by the Public Procurement Monitoring Office.

32. **Updating the Cost Estimate**: (1) Where procurement is not made on the basis of the approved cost estimate, the Local Body shall update such cost estimate every financial year by following the procedures of these Rules.

(2) Sealed quotation, tender or proposal of consultancy service shall not be invited without updating the cost estimate under this Rule.

33. **Procurement of Goods Produced in Nepal** : (1) While procuring by adopting any method set forth in these Rules, the Nepali goods shall be
procured in spite of products of Nepal being the more expensive by up to ten percent than foreign goods.

34. **Provision Relating to Standing List**: (1) For the purpose of the maintenance of records of information relating to various procurements under the Procurement Act or these Rules, separate standing lists of suppliers, construction entrepreneur, consultants or service providers and non-governmental organizations shall be prepared as per the nature of procurement.

   (2) Qualification necessary for being enlisted in the standing list shall be determined on the basis of the criteria of qualification mentioned in Sub-section (2) of Section 10 of the Procurement Act.

   (3) The Local Body, for the purpose of preparing a standing list, may invite applications from interested persons, firms, organizations or companies by pinning up a notice indicating the following matters and by giving a time limit of at least fifteen days at its office the concerned District Administration Office, District Development Committee and Funds and Accounts Comptroller Office or publishing it in a national level newspaper every year:

   (a) Criteria of qualification required to be maintained by the supplier, construction entrepreneur, or service provider,

   (b) Classification of list,

   (c) Procedure to update the list,

   (d) Duration of validity of list.

   (4) Any person, firm organization or company fulfilling the criteria of qualification under Sub-rule (3) may submit an application, along with
necessary documents, within the specified period of time for being included in the list.

(5) If any application is found qualified under Sub-rule (2) while examining the application obtained under Sub-rule (4), such applicant shall be included in the standing list.

(6) The Local Body shall, as soon as possible provide written information to the supplier, construction entrepreneur or service provider included in, or removed from, the said list.

(7) The standing list shall be updated each financial year.

(8) A bidder or proponent not enlisted in the standing list shall not be deprived of an opportunity to participate in the sealed quotation, tender or proposal invited by the Local Body.

35. **To procure from the Person having the Certificate or Registration of Permanent Accounts Number and Value Added Tax:** (1) The Local Body shall procure only from a person, firm, organization or company baring the certificate of registration of permanent accounts number and value added tax issued by the Inland Revenue Office.

(2) Notwithstanding anything mentioned in Sub-rule (1), procurement may also be made from a person, firm, organization or company without certificate of registration of value added tax in the following circumstances:

(a) While procuring goods or doing construction work valued at less than five thousand rupees,

(b) While procuring goods on which the value added tax is not levied,
(c) While procuring construction service valued at less than one hundred thousand rupees form a natural person in a financial year,

(d) While obtaining service on contract basis, valued at less than one hundred thousand rupees from one natural person in a financial year,

(e) While hiring a vehicle, equipment or goods from one natural person or firm on the condition at payment of rent of less than one hundred thousand rupees in a financial year,

(f) While getting maintained and repaired any goods from one natural person or firm on the condition of payment of wages of less than one hundred thousand rupees in a financial year,

(g) While hiring a building,

(h) While getting done construction work from a Consumer Committee.

(3) Notwithstanding anything mentioned elsewhere in this Rule, even if not any firm or seller has not obtained the certificate of registration of value added tax from the concerned Inland Revenue Office in a district specified as remote district by the Government of Nepal, procurement of upto one million rupees may be made from a supplier enlisted in the list of suppliers prepared by a committee as per the provision of the Public Procurement Rules, (2006) for that district.

36. **Selection of Procurement Agreement**: (1) After the selection of a procurement method in regard to the procurement of goods, construction work, consultancy service or other service, procurement agreement shall be
selected out of the procurement contract under Rule 73 in the case of procurement of goods or other service, Rule 74 in the case of procurement of construction work and Rule 75 in the case of procurement of consultancy service.

(2) While selecting the procurement agreement under Sub-rule (1), selection shall be made taking into consideration the following matters:

(a) Type and quantity of procurement,

(b) Whether there is a probability of repetition of similar type of procurement or not,

(c) Distribution of risk between the Local Body and the Supplier, construction entrepreneur or consultant and other party,

(d) Method of supervision of the agreement.

37. **Type of Agreement of Procurement of Goods or Other Services**: The Local Body, while procuring the goods or other service, may procure by concluding any one of the agreement as mentioned in Schedule- 82.

38. **Selection of Agreement of Procurement of Construction Work**: The Local Body may procure a construction work by concluding any one of the agreements as mentioned in Schedule-83.

39. **Agreement of Procurement of Consultation Services**: The Local Body may procure the consultancy service by concluding any one of the agreements as mentioned in Schedule- 84.

40. **Provision Relating to Direct Procurement**: (1) Disposable goods or capital goods or construction work or consultancy service or other service valued at upto one hundred fifty thousand rupees may be procured directly
as the miscellaneous procurement under Clause (a) of Sub-section (1) of Section 41 of the Procurement Act.

Provided that, while getting accomplished a construction work under this Sub-rule, it shall not be got done more than once by the same person, firm, company or organization within a financial year.

(2) In the case of the procurement of consultancy service or other service under Sub-rule (1), such procurement may be made by concluding a structural or unit rate agreement.

(3) If any one supplier has the privilege to supply under Clause (c) of Sub-section (1) of Section 41 of the Procurement Act, such proprietary type of goods may be procured through the said supplier or his or her authentic seller or agent.

(4) While making miscellaneous procurement under Sub-rule (1), such procurement may be made by inviting quotations or proposals from suppliers, construction entrepreneurs, consultant or service providers enlisted in the standing list under Rule 70.

(5) While directly procuring the proprietary type of goods under Clause (d) of Sub-section (1) of Section 41 of the Procurement Act, such goods valued at upto thirty percent of the previous agreement may be purchased.

(6) In the case of direct procurement made in the situation other than that mentioned in Clauses (a) and (e) of Sub-section (1) of Section 41 of the Procurement Act, the Local Body shall publicly publish a notice by mentioning the type of such procurement, reason and basis including the name of construction entrepreneur, supplier, consultant or service provider.
(7) Approval of the one level higher authority shall be obtained to make procurement in the circumstance as mentioned in Clause (d) of Sub-section (1) of Section 41 of the Procurement Act.

41. **Provision Relating to Sealed Quotation**: (1) Any construction work, goods or other service valued at up to one million rupees may be procured by inviting sealed quotation.

(2) The following matters, in addition to the matters stated in Sub-section (2) of Section 40 of the Procurement Act, shall be mentioned in the form of sealed quotation:

(a) Particulars of the construction work to be accomplished, goods to be supplied or service to be provided,

(b) Qualification of the person submitting the sealed quotation (except the procurement of construction) work,

(c) Matter of guarantee for the accomplishment of work, if necessary,

(d) Duration of validity of sealed quotation,

(e) Matter that the person submitting the quotation shall duly sign the form of sealed quotation,

(f) Liability relating to warranty in the case of goods and liability up to the period of rectification of error in the case of construction work.

(3) After the preparation of the form under Sub-rule (2), a notice to invite the sealed quotations shall be published in accordance with Sub-
section (3) of Section 40 of the Procurement Act; and the following matters shall be mentioned in that notice:

(a) Place where the sealed quotation form is available and the fee to be levied for that purpose,

(b) In the case of necessity of guarantee, type of the same amount and validity period thereof,

(c) Manner in which the sealed quotation is to be submitted,

(d) Name and address of the office or authority to whom the sealed quotation is to be submitted,

(e) Deadline and time for the submission of sealed quotation,

(f) Date, time and place to open the sealed quotation,

(g) Other necessary matters.

(4) Any person, firm, organization or company interested to submit the sealed quotation shall purchase the form of sealed quotation from the concerned Local Body by paying three hundred rupees and submit the sealed quotation in that form.

(5) The form of quotation mentioned in Sub-rule (4) shall be signed by the Chief of the concerned Local Body or an employee specified by him or her along with official seal.

(6) Any person, firm, company or organization submitting the sealed quotation shall submit guarantee money or a bank guarantee having its validity of seventy five days issued by a commercial bank covering two and half percent of amount promised by him or her along with the sealed quotation.
(7) The duration of the validity of sealed quotation shall be forty five days.

(8) The Local Body, immediately after termination of the deadline for the submission of sealed quotation, shall open the form of sealed quotation in the presence of the person submitting the quotation, to the extent of possibility, at the place as mentioned in the notice of invitation or sealed quotation.

(9) The Evaluation Committee shall examine and evaluate the sealed quotations.

(10) The Local Body shall approve the sealed quotation in accordance with Sub-section (5) of Section 40 of the Procurement Act within fifteen days of its opening in accordance with Sub-rule (8) and inform all persons submitting the sealed quotations.

(11) The Local Body shall inform the concerned person submitting the sealed quotation within seven days of approval of the sealed quotation under Sub-rule (10) to come to conclude a procurement contract

(12) The person submitting the sealed quotation, upon obtaining information under Sub-rule (11), shall conclude the procurement contract by submitting a guarantee money or performance guarantee issued by a commercial bank to cover five percent of his or her order bid amount with seven days of obtaining such information.

(13) Any guarantee deposited by the person submitting the sealed quotation under Sub-rule (6) shall be forfeited in the following circumstances:

(a) In the case of failure of the selected person submitting the sealed quotation to conclude the procurement contract,
(b) In the case of failure to furnish the performance guarantee mentioned in the form of sealed quotation within the time limit to conclude the procurement contract,

(c) In the case of acting against the code of conduct under Section 62 of the Procurement Act.

(14) Other procedures regarding the sealed quotation shall be subject to the provisions mentioned in these Rules.

42. **To Make Procurement Through Tender**: (1) While procuring any construction works or goods or other service valued at more than one million rupees, such procurement shall be made through tender.

(2) Procurement through tender shall be made by adopting any of the following methods:

(a) Single or two-stage method,

(b) National or international standard method,

(c) Pre-qualification or post qualification method.

43. **Pre-Qualification Method**: (1) In case of failure in identification of qualified tender with assurance of the factors including technical proficiency, managerial capacity, financial capacity and working experience to procure a large and complex construction work under Section-12 of the Procurement Act or the goods of large price like a industrial plant, a public notice shall be published to submit proposals for determination of pre-qualification by preparing the document relating to pre-qualification prior to the invitation of tender.

(2) The following matters shall be mentioned in the documents relating to pre-qualification:
(a) Necessary qualification for the proposed work and qualification of partners in the case of joint venture,

(b) Documents and information required to be submitted by him or her to confirm the qualification and merits of the proponent,

(c) Group or package of good or construction work in the case of necessity to procure by making such separate group or package,

(d) Method to prepare proposal,

(e) Procedure to evaluate the proposal of pre-qualification,

(f) Main terms and conditions of procurement contract,

(g) Other matters to be mentioned in the document relating to pre-qualification as specified by the Public Procurement Monitoring Office, from time to time,

(h) Place, deadline and time for the submission of pre-qualification proposal.

(3) The Local Body, before inviting the proposal of pre-qualification, shall get approved the criteria of pre-qualification specified under Rule 81 or 82 by the Chief of the concerned Local Body.

(4) The Local Body shall make available the document of pre-qualification to the interested person, firm, organization or company by collecting one thousand rupees to one thousand five hundred rupees on the basis of costs incurred in the preparation of the document.

(5) Document under Rule 4 shall be signed by the Chie of the Local Body or an employee specified by him or hr along with the official seal. The document of pre-qualification may be made available from the
concerned Local Body or other two or more agencies prescribed by the said Body.

(6) The Evaluation Committee shall make necessary examination whether the applicant of pre-qualification has met each criterion of qualification a mentioned in the document of pre-qualification. While examining in this way, an applicant meeting all the criteria of qualification shall be deemed to be selected in the examination of qualification, and an applicant failing to meet the same shall be deemed to be disqualified.

(7) An applicant of pre-qualification selected in the examination under Sub-rule (6) shall be deemed of be qualified to submit a tender for the concerned procurement proceeding.

(8) The Evaluation Committee shall prepare a report with extensive analysis of examination made under Sub-rule (6) and submit it to the Local Body within fifteen days of the commencement of evaluation proceeding.

(9) The Evaluation Committee shall mention the following matters in the report under Sub-rule (8):

(a) Name and address of the applicant,
(b) Document supporting each criterion of qualification of applicant,
(c) Numerical table if necessary,
(d) In the case of submission of proposal as joint venture, whether the document relating to the joint venture is complete or not, and the share and liability of each partner of such joint venture.
(e) In the case of necessity to be procure by making separate group or package of goods or construction
work, the procedures maintained to examine such
group and package, and the applicant selected to
participate in the procurement proceeding of such
group and package,

(f) Reason for selecting or not selecting the applicant.

(10) Only the applicants selected in the examination under Sub-rule
(a) shall be provided with the tender documents for tender at the second
stage; and an unsuccessful applicant shall not be made available the tender
document for the tender at the second stage.

(11) Other procedure of tender shall be as per the provisions of
tender (post qualification method) set forth in these Rules.

44. Qualification Criteria: Examination of qualification and capacity of the
bidder participating in the proceeding of procurement of goods,
construction work, consultancy service or other service through the pre-
qualification and post-qualification method shall be subject to the
provisions of these Rules.

45. Criteria of Qualification of Bidder Supplying the Goods: (1) The Local
Body, while specifying the criteria of qualification of bidder participating
in the procurement action relating to the supply of goods or a proponent of
pre-qualification, may specify by considering upon all or any of the
following matters:

(a) Document relating to production of goods
    (manufacturing records),

(b) Technical capacity,

(c) Technical specification of goods,

(d) Financial and economic capacity,
(e) Proficiency of technician involving in the installation of goods if the goods are to be installed,

(f) Warranty of duly operation of the goods to be supplied during a particular period of time,

(g) Arrangement of repair and maintenance of goods,

(h) Availability of service and spare parts,

(i) Skill, proficiency, experience and reliability of supplies in the case of one supplying the goods on condition to be installed.

(2) The Local Body, while requiring the document confirming the qualification and technical capacity of the bidder or proponent under this Rule, may require any or all of the following documents on the ground of nature, quantity, importance and use of the goods:-

(a) Nature, quantity, amount of agreement and date of the goods supplied to the governmental agency or private organization since three years ago by the bidder and the name and address of such governmental agency of private organization,

(b) In case of being the goods to be procured as complex or of extra ordinary nature, a document of examination of production capacity of the bidder or proponent of pre-qualification examined by the Local Body itself or an authorized body of the country where the bidder or proponent is incorporated,

(c) Certificate of specification and quality standard of the goods to be procured issued after making observation
of such goods by the authorized quality control organization or a recognized agency,

(d) Sample, supplementary details or photographs to prove the authenticity of the goods to be supplied,

(e) Proportion of the work relating to supply which is intended to be accomplished by a subcontractor.

(3) Incase the goods to be supplied are not to be made or produced by the bidder or proponent of pre-qualification himself or herself, the bidder or proponent of pre-qualification shall submit a document to certify the matter that the producer of such goods has duly and solely conferred him or her the right to submit proposal for tender or pre-qualification, to supply goods and to install the same.

(4) A bidder or proponent of pre-qualification not operating his or her business enterprise within Nepal shall submit a document certifying the matter that if he or she is awarded the procurement agreement, his or her agent or authorized dealer shall be able to maintain the liability to repair and maintain the goods supplied under such agreement, to deliver the service after sale, and keep a stock of necessary spare parts in Nepal and supply the same.

46. **Criteria of Qualification of Construction Entrepreneur**: (1) The Local Body, while specifying the criteria of qualification or bidder participating in the procurement proceeding relating to a construction work valued at more than six million rupees or a proponent of pre-qualification, may specify such criteria having regard to any or all of the following matters as per necessity:

   (a) General experience of solely working as a prime contractor or having already worked by concluding
management agreement or having worked as a partner of joint venture or subcontractor,

(b) Minimum average annual business of construction work valued at the amount up to the limitation as mentioned in the tender document or pre-qualification document or more in total of one worked alone or one worked as a partner of joint venture,

Provided that, in a situation of invitation of open tender in the national level, maximum average annual transaction of any three years out of the transaction of ten years shall be taken as base,

(c) Special experience of performing in monthly or annual basis, the construction work valued at the minimum amount as mentioned in the tender document or pre-qualification document, either solely or by concluding management agreement or as a partner of joint venture or subcontractor and successfully completing the procurement agreement similar to the proposed procurement agreement in nature, complexity or construction technology in the number as mentioned in such document,

(d) Economic and financial capacity or availability or liquid property, loan facility and other financial resource (except the advance amount under a particular procurement agreement) or access to the source of such property with ability to make arrangement of cash flow necessary to accomplish the proposed construction work and other construction work which
is being operated or made commitment to accomplish by the concerned bidder or proponent of pre-qualification in a situation of not obtaining payment or lingering of payment of amount necessary to commence the construction function under the procurement agreement,

(e) Expert manpower as mentioned in the tender document or pre-qualification document,

(f) Main equipment mentioned in the tender document or pre-qualification document being in sound condition remaining under ownership of bidder or proponent or pre-qualification himself or herself or to be available from hiring, lease, agreement or other professional mean on condition to be used without any hindrance during the period as mentioned in the procurement agreement.

(2) On part of a national construction entrepreneur, while calculating the amount of Clause (b) and (c) of Sub-rule (1), only the amount after deduction of value added tax shall be calculated and such amount shall be adjusted as per the updated price index of the Nepal Rastra Bank.

(3) The Local Body, while requiring the documents to certify the technical capacity of construction entrepreneur under this Rule, may require all or any of the following documents from the bidder or proponent of pre-qualification as per the nature of construction work:

(a) Details of value, date and site of construction work accomplished by him or her during the period of past ten years,
(b) Proportion of proposed work which he or she has intended to get accomplished through a subcontractor,

(c) Details of technical inputs and plants which he or she possesses to accomplish the proposed work.

47. **Criteria of Qualification of Proponent of Consultancy Service:** (1) The Local Body, while specifying the criteria of qualification of proponent participating in the proceeding or procurement of consultancy service, may specify such criteria by considering any or all of the following matter:

   (a) Working experience of proponent in the case of person, and organizational working experience in the case of firm or organization,

   (b) Necessary academic qualification and similar type of working experience of the main staff of the proponent,

   (c) Method of accomplishment of function, procedure, effectiveness towards the sectoral condition, technology transfer and time table,

   (d) Details to reveal the management capacity of proponent,

   (e) Details to reveal the financial capacity of proponent,

   (f) Participation of domestic manpower in the case of invitation of proposal from international level,

   (g) Other matter as mentioned in the tender document.

(2) The Local Body, while requiring the documents to certify the technical capacity of proponent under this Rule, may require any or all of the following documents, as per the nature of the proposed consultancy service:
(a) Details to reveal the name, amount and rate of the public or private organization in which consultancy service similar to the proposed consultancy service was provided during the period of past three years,

(b) Details of qualification of the main staff proposed to accomplish the proposed function,

(c) Details of his or her managerial staff or past three years and average annual manpower,

(d) Part of the proposed consultancy service which is intended to be accomplished through subcontractor.

84. **Criteria of Qualification of Joint Venture**: (1) The bidders may, for the purpose of participation in a particular procurement proceeding, submit tender by making joint venture.

   Provided that, a bidder may submit only one tender between partnerships of joint venture or personal ones.

(2) Minimum share of partner remaining in the joint venture and the minimum qualification of main partner and other partner may be specified in the tender document.

(3) While specifying the criteria of qualification under Sub-rule (2), it shall be specified by taking into consideration the following matters in regard to the partner of such venture:-

   (a) His or her average annual transaction,

   (b) His or her special experience and the main function accomplished by him or her,

   (c) Cash flow with him or her to operate the construction function,
(d) His or her capacity regarding manpower,

(e) His or her capacity regarding tools or equipments.

(4) Qualification of all of the partners of a joint venture shall be calculated to ascertain the matter whether the criteria of minimum qualification mentioned in tender document of such venture are met or not.

(5) While specifying the criteria of personal qualification of partner of a joint venture, it shall be specified by taking into consideration the following matters:

(a) His or her general experience in the related function,

(b) Sufficiency of resource to accomplish the function being accomplished or to be accomplished under other agreement by him or her,

(c) Financial capacity,

(d) Litigation regarding procurement in the past and the consequences thereof.

(6) The concerned Local Body, in case of being selected a joint venture for a procurement contract, shall get such venture to be registered the permanent account number and value added tax at the Inland Revenue Office on condition to be remained the common liability of such venture and personal liability of the partners of the joint venture.

(7) If a joint venture has to submit a tender guarantee also while submitting a tender, such tender guarantee should have been issued in the name of all of the partners of the joint venture under Sub-rule (1) and to be remained the liability of all of the partners.

(8) Other terms and conditions regarding the joint venture shall be as mentioned in the tender document.
85. **Document to Reveal Economic and Financial Capacity may be Required**: (1) The Local Body, while requiring the document to certify the economic and financial capacity of bidder in the tender document, may require any or all of the following documents as per the nature of construction work:-

(a) His or her bank statement,

(b) Financial statement of transaction regarding his or her enterprise,

(c) Balance sheet to reveal his or her assets, liability and statement of profit and loss,

(d) Other matters to reveal his or her economic and financial status,

(e) Other details as mentioned in the tender document.

(2) The bidder, in the case of being mentioned the criteria of qualification under Sub-rule (1), the balance sheet from past two to five financial years as per the nature of work may be required.

86. **Provision to Get Accomplished the Work through Subcontractor**: (1) If the Local Body has to invite a tender to get accomplished the work through a subcontractor also, the following matters shall be mentioned in the tender document:

(a) Matter that the work can be got accomplished through a subcontractor,

(b) Maximum percentage of the work to be got accomplished through a subcontractor,

(c) Criteria of qualification of subcontractor, as per necessity.
(2) The bidder, in the case of being mentioned the criteria of qualification under Sub-rule (1), shall submit the document to confirm the criteria of qualification of subcontractor before concluding the procurement contract.

87. **Matters to be Mentioned in the Tender Document**: The following matters in addition to those mentioned in Section 13 of the Procurement Act, shall be mentioned in the tender document, as per necessity:

(a) Plan, map of the proposed work,

(b) Bill of quantities,

(c) Quantity of goods,

(d) Casual work to be accomplished by the bidder,

(e) Time to supply goods, accomplish the construction work,

(f) Arrangement regarding warranty and maintenance,

(g) Type and quantity of necessary training to be imparted by the bidder and supervision,

(h) Matter that the goods to be supplied or spare parts should be new and original,

(i) Source of obtaining the amount necessary for the proposed procurement.

88. **To Maintain Impartiality**: (1) A bidder in the action of procurement shall not be differentiated on the ground of his or her nationality except in the case of a situation under Clause (h) of Sub-section (2) of Section 13 of the Procurement Act.
(2) In a situation of a bidder's inability to obtain any document being necessary as per the tender document, the concerned Local Body shall recognize other equivalent document submitted by him or her.

89. **To Mention the Details of Agent**: (1) A foreign bidder, while submitting a tender, shall mention the following details of his or her agent, if appointed, for Nepal:

   (a) Name and address of agent,
   (b) Amount of commission of agent, type of currency and method of payment,
   (c) Any other condition with the agent,
   (d) In the case of local agent, an attested duplicate copy of his or her PAN Registration Certificate and a Letter of his or her agreement to be an agent.

   (2) While submitting a tender by an agent under Sub-rule (1) on behalf of a foreign bidder, he or she shall clearly mention the matters as stated in Clause (b) and (c) of Sub-rule (1).

   (3) In the event of the failure of foreign bidder to clearly mention the matter stated in Sub-rule (1) or being proved of having his or her local agent afterwards in a situation of submission of tender by mentioning the matter of not having his or her agent or being proved of payment of commission in excess quantity to the agent afterwards in a situation of his or her mentioning less amount of commission, action to blacklist such bidder under these Rules shall be taken.

90. **To Mention the Basis and Document Regarding Eligibility of Bidder**: (1) The basis of eligibility of bidder and duplicate copy of document required to be submitted by the bidder to certify such basis also shall be mentioned in the tender document.
(2) The documents mentioned in Sub-rule (1) shall be as follows:

(a) Certificate of registration of firm organization or company,

(b) License and certificate of registration of enterprise.

**Explanation:** For the purpose of this Clause, "license or registration of enterprise" shall be deemed a certificate regarding construction entrepreneur obtained under the prevailing laws by a construction entrepreneur obtained under the prevailing laws by a construction entrepreneur with an objective to operate construction enterprise.

(c) Value added tax registration certificate and permanent accounts number registration certificate.

(d) Tax clearance certificate upto the period specified by the concerned Local Body issued by the Department of Inland Revenue or document of submission of statement of tax,

(e) A written declaration of the bidder stating that he or he is not disqualified to participate in the procurement action that there is not any conflict of interest in the proposed procurement action and that he or she is not convicted of any offence relating to the concerned profession or enterprise.

(f) Other document as deemed necessary by the Local Body.
(3) In case of being missed to mention any document under Sub-rule (2) in the tender document or failure to be clearly mentioned or necessary to amend any matter, such document may be mentioned, made clear or amended by publishing notice in the national level daily paper and in an international communication medium on part of international level tender within the period of time limit to submit the tender.

Provided that, in case of necessity of additional time limit for the bidder for the submission of tender during such publication of notice, the deadline of submission of tender shall also be extended.

(4) No action shall be taken upon the tender of a bidder failing to submit the documents under Sub-rule (1) and (2).

91. **Language of Tender** : (1) Except as otherwise provided for in the Procurement Act and these Rules, the pre-qualification document, tender document, proposal invitation document, notice of invitation of pre-qualification, tender or proposal and agreement of procurement shall be prepared in Nepali to the extent of possibility and in English in otherwise.

(2) The bidder may submit the document of procurement of printed material written in body languages either Nepali or English in otherwise.

Provided that, the related portion of such document or printed material shall translated into English by an authorized organization of the concerned country and in case of any confusion regarding the matter mentioned in such document or printed material and such translated portion, the translated portion shall be valid.

92. **Matters Required to be Mentioned in the Technical Details of Goods** : (1) The Local body, while mentioning the technical details of goods in the tender document shall mention the following matters as per necessity:
(a) Planning, map and design of the proposed function if necessary.

(b) Bill of quantity,

(c) Relevant physical and chemical characteristics of goods, desired features of performance,

(d) Technical composition (configuration),

(e) Spar parts to be needed during the life of goods and the said service can be available or not,

(f) Detailed Book or sample of goods to be submitted with the tender,

(g) Details of warranty of the desired performance and quality standard,

(h) Provision relating to warranty and repair and maintenance,

(i) Impact of goods on the environment if any and the measures to be adopted to lessen such impact,

(j) Standard and method to be adopted to examine whether the supplied goods are in consonance with the specification as mentioned in the tender document or not,

(k) Other necessary masters as prescribed by the Local Body.

93. **Matters to be Mentioned in the Technical Details of Construction Function:** While mentioning the technical details of construction work in a tender document, the following matters shall be mentioned as per necessity:

(a) cope and objective the proposed construction function,
(b) Physical feature and condition of the construction site,

(c) Particulars of the works like design of the proposed construction work, formation, fixation of equipment (erection), production, installation,

(d) Bill of quantities depicting the assumed quantity of each unit item of construction work,

(e) Particulars of impacts on environment to be caused by the construction work if any, and the remedial measures to be adopted to mitigate such impact,

(f) Special technical specification relating to the work concerning mechanical, sanitary and plumbing and electricity installation, if such work is to be accomplished,

(g) Detailed particulars of equipments and parts to be supplied,

(h) Particulars of warranty of the desired performance or quality standard,

(i) Observation and examination to be made during different phases of construction work,

(j) Completion test,

(k) Technical document to be made available by the construction entrepreneur after completion of construction work, as-built map in consonance with the construction work, operating manual of equipment, as per necessity.

(l) Observation and performance test to be made by the Local Body for the accept any of the construction work,

(m) Schedule of time to commence and complete the construction work,

(n) Other Necessary mattes as specified by the concerned Local Body.
94. **Matters to be Mentioned in the Particulars of Other Service**: While mentioning the particulars of other service in the tender document, the following matters shall be mentioned.

(a) Purpose and scope of service,

(b) Desired performance, task to be accomplished by the service provider and service,

(c) Index book or sample to be made available with tender by the bidder,

(d) Terms and conditions to be abided by the service provider,

(e) Criteria and method of evaluation of service of the service provider,

(f) Test and observation of quality standard of work or service,

(g) Particulars of performance and warranty of quality standard,

(h) Type and quantity of training to be imparted by the service provider and supervision,

(i) Other necessary matters as specified by the Local Body.

95. **Documents to be Included in the Tender Document**: Giving due consideration to the nature of goods, construction work or other service to be procured, the following documents shall be included in the tender document, as per necessity:

(a) Tender directory and tender form,

(b) Form of tender guarantee,

(c) Form of performance guarantee,

(d) Form of payment of advance,

(e) Terms and conditions and model of procurement contract,
(f) Specification and map,

(g) Time schedule to commence and complete the work, currency of payment, source and place of being available the goods,

(h) Other necessary documents.

96. **Direction to Prepare and Submit the Tender**: While giving direction of preparation and submission of tender in the tender document, direction concerning the following matters may be given,

(a) Language to prepare tender,

(b) Method to express price as per the international commercial term (incoterm) to be applied in the international trade,

(c) Necessary information about joint venture,

(d) List of documents to be submitted with the tender by the bidder,

(e) Samples and number of samples of goods to be submitted to the concerned Local Body by the bidder,

(f) In the case of procurement of goods, list of spare parts of goods as recommended by the producer of such goods to be supplied, quantity of stock of each part remained with him or her, per unit price and the matter of escalation of price of such goods, if any, after the termination of procurement agreement should be mentioned or not,

(g) Producer of goods to be supplied, country of production, brand, model and catalogue number to be mentioned in the tender by the bidder,

(h) Name, post and address of contact staff prescribed by the Local Body to clarify if the bidder has to make inquiry of such matter with a public agency in regard to the procurement proceeding,
(i) Matter relating to training to be imparted to the staff of Local Body or transfer of technology to such Body by the bidder as per the procurement contract if any,

(j) Matter that the power to grant or not to grant the submitted tenders is vested with the Local Body,

(k) Other matters as deemed necessary by the Local Body.

97. **Approval of Tender Document**: After the preparation of tender document and document of invitation of proposal, such document shall be approved by the competent authority.

98. **Fee Relating to Tender**: (1) A person, firm, organization or company interested to purchase the tender document shall purchase the tender document bearing the signature of the competent authority or a staff specified by him or her and seal of office from such agency or two or more other agencies specified by the former agency by paying the following fee:

   (a) For more than one million rupees up to six million rupees---one thousand rupees.

   (b) For more than six million rupees up to sixty million rupee-----three thousand rupees.

   (c) For more than sixty million rupees up to one hundred million rupees----five thousand rupees.

   (d) For more than one hundred million rupees up to two hundred fifty million rupees-----six thousand rupees.

   (e) For more than two hundred fifty million rupees up to any amount---ten thousand rupees.

   (2) If a person, firm, company or organization having paid the fee under Sub-rule (1) and postal or currier charge to be incurred requests in
writing to send the tender document or document of invitation of proposal, the concerned Local Body shall send the tender document by post or currier to such person, firm, company or organization.

Provided that, the public agency, while so sending, shall not be responsible in case of failure to receive the tender document in time.

99. **Cost Estimate to be Mentioned in the Tender Notice:** Amount of cost estimate shall be mentioned in the notice of invitation of tender of construction work valued at upto six million rupees.

100. **Information to be Given:** All foreign embassies in Nepal shall be given information while inviting international level tender or pre-qualification.

101. **Visit of Construction Site:** (1) The bidder himself or herself or his or her employee or agent may visit or, cause any one to visit, the construction site for the purpose of obtaining necessary information for preparation of tender and concluding the procurement contract on condition of bearing the cost and responsibility of risk by himself or herself.

   (2) The Local Body, in the case of necessity to grand permission to visit the construction site under Sub-rule (1), shall grant such permission.

   (3) The Local Body may make the bidder visit the construction site prior to the meeting to be held under Rule 102 to give information of reality of the construction site.

102. **Meeting Prior to Submission of Tender:** (1) The Local Body, for the purpose of providing information of tender document, technical specification, construction site or such other matters to the tenders, may organize a meeting of bidders prior to at least ten days of the deadline for the submission of tender in the case of a notice of invitation of national tender and prior to fifteen days in the case of notice of invitation of international tender.
(2) The bidder may raise any question or query regarding the procurement proceeding to the Local Body in the meeting under Sub-rule (1) and the Local Body shall made available the answer of such question or query and minutes of meeting to all bidders without mentioning the source of such question.

(3) The Local Body, in the case of being found necessary to change any technical or commercial aspect of tender document from the meeting held under Sub-rule (1), shall amend the document accordingly and furnish the content of such amendment within five days of such meeting to all bidders purchasing the tender document; and the content of such amendment shall be deemed as an integral part of tender.

103. **Tender Guarantee**: (1) The bidder shall submit tender guarantee either in cash or bank guarantee with the tender by no less than at least two decimal five percent of the amount promised by him or her in the tender.

(2) The duration of validity of tender guarantee under Rule (1) shall be at least thirty days more than the duration of validity of tender.

(3) If a bidder requests a Local Body inviting tender to mention the matter whether a tender guarantee issued by a particular commercial bank or financial organization is to be valid or not, the Body shall immediately furnish response in this regard.

(4) Tender guarantee or performance guarantee issued by a particular commercial bank or financial organization is to be valid or not, the Body shall immediately furnish response in this regard.

(5) Procurement contract shall be concluded within the period of duration of validity of tender. In the case of failure to conclude contract by any reason within the said period, a letter to extend the duration of validity
of tender shall be forwarded to all bidders meeting the procedural requirements.

(6) The bidders may decide the matter whether the duration of validity of tender shall be extended as per the letter under Sub-rule (5) or not. The tender guarantee of a bidder not extending the duration of validity of tender cannot be confiscated. A bidder extending the duration of validity of tender shall submit a tender guarantee of bank by extending the duration of validity also accordingly form the bank. In the case of failure to submit the tender guarantee by extending the time limit in this way, it shall not be deemed of extension of the duration of validity of tender.

(7) In a situation of forfeiture of tender guarantee of a bidder, the Local Body shall claim the amount of guarantee for payment to the bank issuing the same within the same within the period of duration of validity of guarantee.

(8) The guarantee of tender other than the guarantee of tender required to be forfeiture under the Procurement Act and these Rules shall be refunded to the concerned bidder within three days of the conclusion of the procurement contract.

104. **Duration of Validity of Tender**: While mentioning the duration of validity of tender or proposal of consultancy service in the tender document or document of invitation of proposal, the following period shall be mentioned:

(a) For a tender or proposal of consultation service having the cost estimate of up to one hundred million rupees---ninety days.
(b) For a tender or proposal of consultancy service having the cost estimate any more than one hundred million rupees— one hundred twenty day.

105. Submission of duplicate Copy of Tender: A bidder proponent, while submitting the proposal of pre-qualification, tender or proposal of consultation service, shall submit with the duplicate copies in number as mentioned in the pre-qualification document, tender document or document of invitation of proposal ad as per the given direction.

106. Maintenance of Registration Book and Issue of Receipt: (1) Record of registration of the sold document of pre-qualification, tender document or proposal of consultation service shall be maintained separately.

   (2) In case the bidder or proponent himself or herself or his her attorney brings a proposal or pre-qualification, tender or proposal of consultancy service for submission, it shall be received; and a receipt by mentioning date and time shall be issued.

   (3) Registration number as s registered in the registration book under Sub-rule (1) shall be mentioned in the outer envelope of the tender received under Sub-rule (2).

   (4) The Competent Authority or an officer specified by him or her shall, after the expiry of the time of sale and registration of tender, sign the book under Sub-rule (1) and close up that book.

107. Security of Tender: (1) The Local Body shall maintain safety of the tender or proposal of consultancy service obtained under these Rules so that no one could open the same before the time prescribed for opening.

   (2) The Local Body shall maintain secrecy and safety of specification of sample submitted with tender so that it should not be publicly known before opening the tender.
108. **Withdrawal or Amendment of Tender:** (1) In case a bidder or proponent desires to withdraw or amend his or her tender or proposal of consultancy service, he or she shall submit an application in this regard and a document to confirm the authority of bidder having sealed them in an envelope and by mentioning the following matters in the outer part of the envelop to the Local Body within the deadline for the submission of tender.

   (a) Subject of proposal of tender or consultancy service,
   (b) Name and address of the Local Body or Authority inviting the tender or proposal of consultancy service,
   (c) Subject in which the tender or proposal of consultation service is amended or requested for withdrawal,
   (d) Matter that the tender or proposal of consultancy service should be opened only on the date and time prescribed for its opening.

(2) The concerned Local Body, upon receipt of a sealed envelope under Sub-rule (1), shall keep such envelope safe under Rule 107.

109. **Opening the Tender:** (1) The tender shall be opened in the presence of the bidder or his or her attorney in the time and place as mentioned in the tender document on the same day immediately after the expiration of deadline and time or submission of tender.

   Provided that, the failure of the bidder or his or her attorney to be present shall not prevent the opening of tender.

   (2) Before opening the tender under Sub-rule (1), an envelope of tender received after the expiry of time limit, an envelope of application submitted for withdrawal or amendment of tender and an envelope of tender registered by maintaining due process shall be segregated and the tender received after the expiry of time limit shall be returned to the
concerned bidder without opening. The matter of such returning, date and time shall be mentioned in the report of procurement proceeding.

(3) After returning the tender required to be returned without opening under Sub-rule (2), the envelope of tender which was requested for withdrawal by the bidder, shall be opened and the name of such bidder shall be read out. It shall be returned only after examining the document confirming the application and authenticity of bidder.

(4) After opening the envelope requested for withdrawal under Sub-rule (3), the envelope requested for amendment of tender shall be opened and the content containing in such envelope shall be read out.

(5) After reading out the content under Sub-rule (4), the submitted tenders shall be opened in sequential order, the following matters of such tender shall be read out, a document thereof shall be prepared and the bidder or his or her attorney being present shall be got to sign such document.

(a) Name and address of tender,

(b) Bid amount of tender and rate per unit,

(c) Content of proposal of remittance in the tender, if any,

(d) Bid amount of proposal alternative to the technical specification if any,

(e) Whether there is tender guarantee or not,

(f) Details of difference between the numerical figure and figure in words if any,

(g) Whether the tender form bears the signature of bidder or his or her attorney or not,
(h) The content of double writing or crossed letter in the tender document, and the content and amount being mentioned with double writing and the content whether the bidder his or her attorney has signed therein or not,

(i) Content of remarks mentioned in the tender from by the bidder, if any, and the details of demand of particulars of rate if it is demanded,

(j) Other necessary matter as deemed necessary.

(5) No tender may be approved or disapproved at the time of opening the tender as per this Rule.

110. **Submission of Tender Evaluation Report:** Tender publicly opened by the Local Body shall be presented at the Evaluation Committee for the purpose of evaluation under Rule 224. The Evaluation Committee shall make primary examination and evaluation of tender within fifteen days and submit a report of evaluation.

111. **Examination of Perfectness of Tender:** The Evaluation Committee, while examining the perfectness of tender, shall examine the following matters in addition to the matters mentioned in Sub-section (3) of Section 23 of the Procurement Act:-

(a) Whether the bidder is involved in more than one tender either personally or as a partner of joint venture,

(b) Whether the bidder is disqualified to participate in the procurement action under Sub-section (2) and (3) of Section 63 of the Procurement Act,

(c) Whether the tender is submitted in the tender document sold by the concerned Local Body or other agency specified by the Local Body,
(d) Whether the concerned person, firm, organization or company has submitted by filling up the tender document purchased by himself or herself.

112. **Evaluation of Tender**: (1) If there is a provision to mention the price of tender in different currencies in a tender document of international tender, the tender shall be evaluated and compared by converting the price of such tender into a single currency as per the exchange rate and currency mentioned in the same document.

   (2) While evaluating and comparing the tender, it shall be compared by recognizing the promised amount except the value added tax.

   (3) Except as otherwise provided for in the Act and these Rules, information of examination of tender, information demanded from a bidder in the course of such examination or the obtained information and the information relating to evaluation and comparison shall not be given to any bidder or any other person not involved in decision process with authority.

   (4) The Evaluation Committee, while evaluating the tender included for an evaluation under Sub-section (1) of Section 25 of the Procurement Act, shall made evaluation as per the criteria and method mentioned in the tender document of such tender.

   (5) While making evaluation of tender under Sub-rule (4), the technical, commercial and economic aspects of tender shall be evaluated.

   (6) Tender having minor difference being acceptable for the Local Body and not causing basic problem in the scope, quality standard, feature, terms and conditions, performance or any other needs mentioned in the tender document shall be deemed as substantially effective tender and while evaluating such a tender, if there is any effect on cost, the evaluated amount
of tender shall be derived by recognizing the value of such effect on proportional basis and by adjusting it in the promised amount of tender.

(7) The evaluated amount of tender derived under Sub-rule (6) and Rule 113 shall be applied only for the purpose of comparison of tender and it cannot be included in the value of procurement agreement.

(8) In case of any difference between the original copy and duplicate copy of tender, or any other matter, the price or matter mentioned in the original copy shall be valid.

(9) The Evaluation Committee, while recognizing the value of minor difference under Sub-rule (6), shall recognize on the basis of the cost estimate of the concerned work or prevailing market price or rate of interest. In a situation of not being certainty of such cost estimate, prevailing market price or rate of interest, it shall be recognized on the basis of average of price mentioned in other substantially effective tender of the same item.

(10) Consultation with the bidder shall not be made in regard to the justification of evaluation to be recognized under this Rule.

113. **Evaluation of Technical, Commercial and Economic Aspects of Tender:** The Evaluation Committee, while evaluating the technical, commercial and economic aspects of tender, and in the case of being found different than as mentioned in the tender document, shall recognize by calculating the value of such difference.

114. **Special Evaluation of Tender of Construction Function:** (1) The Evaluation Committee, while evaluating the tender of construction work, shall evaluate the following matters in addition to the matters, mentioned in Rule 113.
(a) Whether the working plan of construction work, performance chart and conducting time are as mentioned in the tender document or not,

(b) Whether the per unit price for the enclosed item mentioned in the bill of quantity by the bidder is reliable or not,

(c) Whether the promised amount is unbalanced for the following reasons or not:

1. Because of being mentioned an inappropriately high rate by the bidder for the function to be accomplished at the primary stage or procurement agreement, or

2. Because of being mentioned an inappropriately high rate by the bidder for an item of bill of quantity in which it was believed of being a minimum estimate.

(2) The Evaluation Committee shall examine whether there is a situation as mentioned in Clause (c) of Sub-rule (1) or whether the bidder has mentioned a minimum promised amount so that he or she cannot satisfactory accomplish the function or mentioned an inappropriately minimum promised amount either by knowing or misinterpreting the scope or technical specification of construction function or excess rate (front loading) is mentioned for the construction function to be accomplished in the primary stage. The Evaluation Committee, in a situation of being mentioned such minimum promised amount, shall ask for explanation with rate analysis from such bidder.
(3) The Evaluation Committee, in case of submission of satisfactory explanation as asked for under Sub-rule (2), may recommend to approve the tender of such bidder by obtaining additional performance guarantee at the rate of eight percent of his or her promise amount as well as may recommend the Local Body not to approve the tender in case of unsatisfactory explanation.

(4) The additional performance guarantee taken under Sub-rule (3) shall be refunded after the payment of final bill.

115. **Submission of Report**: The Evaluation Committee shall prepare a report by mentioning the detailed analysis of examination and evaluation made under Rules 111, 112, 113 and 114 and the following matters; and such report shall be submitted within fifteen days of the commencement of evaluation.

(a) Name and address of bidder,

(b) Total promised amount of bidders and currency,

(c) In case of correction of error under Sub-section (8) and (9) of Section 23 of the Procurement Act, the total promised price recognized after correction of such error and currency,

(d) In case of being mentioned a proposal of bidder requesting for any remission in the document of opening the financial proposal, the matter of adjustment of amount proposed for such remission mad by the Evaluation Committee,

(e) Currency used for comparison of tender under Clause (d) of Sub-section (2) of Section 13 of the Procurement Act and the amount recognized on the basis of exchange rate as of the date mentioned,
(f) Criteria and method of evaluation of the substantially effective tender which is evaluated on the ground of being the lowest under Sub-section (8) of Section 25 of the Procurement Act.

116. **To Return the Sample of Goods:** (1) A bidder, failing in the evaluation of tender, may submit written application to the concerned Local Body to return the sample of goods submitted by him or her within seven days of conclusion of the procurement contract.

(2) The Local Body, upon submission of application under Sub-rule (1), and in case of not being destroyed such sample of goods in testing, shall return such goods to the bidder on the condition that all the cost including transport and packaging shall be borne by himself or her self.

(3) The Local Body shall keep safe the sample of goods submitted by the bidder of approved tender for the purpose of comparing it with the goods to be supplied by getting approved from the Tender Evaluation Committee.

117. **Provision Relating to Procurement Contract:** Procurement contract shall be concluded while procuring anything other than miscellaneous procurement under Section 52 of the Procurement Act. Terms and conditions mentioned in the tender document, proposal document or sealed quotation form shall be included in the procurement contract.

118. **Submission of Performance Guarantee to Conclude Contract:** (1) The bidder of approved tender, while submitting the performance guarantee under Sub-section (4) of Section 27 of the Act, shall submit the performance guarantee issued by a commercial bank in the format as mentioned in the tender document within the time limit under Sub-section (3) of Section 27 of the Act.
(2) Amount of performance guarantee under Sub-rule (1) shall be five percent of the amount of the procurement contract.

(3) In the case of contract not being mentioned the amount in the agreement of procurement under Sub-rule (2), a performance guarantee prescribed in the tender document should have been submitted.

(4) Except as otherwise provided for in the procurement contract the duration of validity of the performance guarantee under Sub-rule (1) shall be more by at least one month than the deadline period of supply or transfer of goods mentioned in such agreement or the period of warranty or the period of correction of error (defect liability) of construction work.

(5) Performance guarantee issued by a foreign bank shall be acceptable only in the case of having counter guarantee issued by any commercial bank in Nepal.

119. **Function Relating to Execution of Agreement**: (1) While administering the agreement in course of execution of procurement work, the following function should have been accomplished as per necessity:

(a) To hold meeting (post bid conference) with the concerned supplier, consultant, service provider or construction entrepreneur if necessary after conclusion of agreement of procurement,

(b) To prepare working plan an routine relating to the execution of agreement,

(c) To make arrangement of opening letter of credit in time as per the terms and conditions of agreement,

(d) To constitute a team of execution of agreement if necessary,
(e) To monitor the progress of execution of agreement of procurement as per the agreement administration working plan and to observe and test the aspects of quality standard to deliver the construction sit to the construction entrepreneur and to make arrangement of access to the said site, to manage the arrangement of alteration of agreement of procurement, variation order, price adjustment, suspension or termination of agreement of procurement, certification of completion of work, payment, etc.,

(f) In case of arising any dispute between the Local Body and the supplier, consultant, service provider or construction entrepreneur, to adopt the procedure for settlement of the dispute as mentioned in such agreement to proceed the action of remedy as mentioned in the agreement in case of breach of agreement,

(g) To manage the financial aspect of execution of agreement including the aspects of budget and cost accounting,

(h) To keep the documents relating to execution of agreement by maintaining sequence order and due method,

(i) To approve the work that is completed,

(j) To submit the periodical report of execution of agreement to the one level higher authority.
(2) Notwithstanding anything mentioned elsewhere in this Rule, the Local Body supervising the execution of agreement of procurement or other agency may supervise the matter whether the agreement of procurement is executed as per the map, specification or terms and conditions of agreement of procurement or not on condition of not, causing adverse effect on the right of the supplier, consultant, service provider or construction entrepreneur as mentioned in the agreement of procurement.

(3) The Local Body shall have the following role in execution of agreement of procurement:

(a) Arrangement of possession of site and access,

(b) To shift the electricity, telephone line and water pipe line of the working site,

(c) Rehabilitation,

(d) Appointment of the prescribed officer/engineer and information thereof to the contractor,

(e) To grant sanction in time as demanded by the prescribed officer/engineer,

(f) To make payment to the contractor in time,

(g) To make other appropriate agreement.

(4) The Local Body shall prescribe an official for execution of agreement relating to construction function or supply of goods or other service. In case of not being available or inability or laxity of leisure of the manpower doing such function in the Local Body, service of consultant may be procured by adopting the procedures set forth in these Rules. The role and obligation of such official or consultant shall be as follows:
(a) To make available necessary drawings and designs to the contractor,

(b) To issue working order,

(c) To delegate power to the engineer representing him or her in the site, to monitor the progress,

(d) To test and get tested the guarantee of quality standard,

(e) To recommend for payment after examining the function accomplished,

(f) To forward by preparing the monthly report to the Local Body,

(g) To operate tripartite meeting,

(h) To make correspondence with the contractor,

(i) To interpret the terms and conditions of agreement,

(j) To recommend for extension of time limit and approval of variation,

(k) To certify the completion of function.

120. **Insurance**: (1) Except as otherwise provided in the Procurement Act, a construction entrepreneur accomplishing the construction work worth or more than one million rupees shall have to make insurance of the following matters:

(a) Full installation expenditure of construction work including construction material, machine tools or plant to be used.

   Explanation: For the purpose of this Clause, expenditure includes profit.
(b) Professional fee, expenditure to be incurred for dismantling or removing any part of construction work, removal of scrape or wastage including the expenditure of loss or fifteen percent of installation expenditure under Clause (a) so as to cover the related contextual expenditure or additional amount as mentioned in the agreement of procurement,

(c) Sufficient amount to be incurred for installation of equipment and other goods in the construction site brought by the construction entrepreneur,

(d) All loss and damage caused by any reason other than the cause mentioned in Sub-rule (2) in any part or portion of construction function from the date of delivery of construction entrepreneur to the date of issue of transfer certificate,

(e) The following liabilities of construction entrepreneur:

(1) Loss and damage appeared in the course of maintenance of liability of construction entrepreneur during the defect liabilities period,

(2) Loss and damage caused by any reason arisen before commencement of the defect liability period during the period of correction of error.

121. **Provision of Payment and Settlement of Advance**: (1) A supplier, construction entrepreneur, service provider or consultant in a tender document or agreement of procurement may be provided with advance payment as per this Rule and the provision of tender document.
(2) The Local Body, while providing advance under Sub-rule (1) shall not provide more than twenty percent of the amount of agreement of procurement.

(3) While providing advance under Sub-rule (1), such advance shall be provided be obtaining a bank guarantee of commercial bank from the supplier construction entrepreneur, service provider or consultant so that such amount of advance should have been covered and that payment should have been made to the Body immediately after request of such Body in the case of his or her failure to accomplish function as per the agreement.

(4) The duration of validity of bank guarantee under Sub-rule (3) should be more by at least one month than the time limit supposed to be settled the amount of advance as mentioned in the agreement of procurement.

(5) The advance provided under Sub-rule (1) should have been deducted from each running bill and other bills and vouchers at the rate of percent more by two times of the percentage of advance after payment of thirty percent as mentioned in the agreement of procurement; and all the advance should have been settled during payment of eighty percent of amount of agreement.

(6) The Local Body, in the case of not being settled the advance under this Ruse due to the failure of the supplier, construction entrepreneur, service provider or consultant to accomplish the function as per the agreement of procurement within the time limit mentioned in such agreement, shall have to settle the advance by obtaining the amount of bank guarantee under Sub-rule (3) from the concerned bank and interest at the rate of ten percent of such advance also should have been recovered from him or her.
(7) A Local Body, while procuring goods from letter of credit, shall settle the advance of opening the letter of credit within thirty days of obtaining the goods in the office.

(8) In a situation of the concerned supplier’s failure to supply goods or failure to be obtained goods within the time specified for making available the goods, the letter credit should have been cancelled in general and the advance of opening the letter of credit should have been cleared by obtaining return of the amount deposited in the bank for that purpose.

122. **Pre-shipment Observation**: (1) The Local Body, if it is necessary to make observation of pre-shipment of goods to be procured from abroad, may get observed by appointing representative in that country.

(2) While appointing a representative under Sub-rule (1), appoint shall be made by adopting the procedure under the Procurement Act and these Rules.

123. **Observation and Approval of Goods**: (1) Goods supplied shall be observed and tested or got observed and tested whether they are in consonance with the technical specification and quality standard as mentioned in the agreement.

(2) While observing and testing or getting observed and tested under Sub-rule (1), it should be done as per the prevailing law relating to observation and testing of goods in case of existence of such law and as per the procedure mentioned in the agreement of procurement in case of non existence of such law. In case of non existence of even such procedure, it should be carried on as per the procedure as deemed appropriate by the Local Body.

(3) The Local Body, for the purpose of Sub-rule (1), may prescribe one or more agency or official to make such observation or testing or
constitute a committee consisting of three experts in maximum relating to the concerned goods.

(4) The agency, official or committee under Sub-rule (3), while making observation or testing of the supplied goods, shall have to test as per the sample and specification of such goods if they are kept by seal-packing. While testing in this way, goods found in consonance with such sample and specification should be approved and those not being in consonance should have been returned to the supplier.

(5) While making observation or testing under Sub-rule (4), all the goods or sample thereof may be selected and observed and tested as per necessity.

(6) After completion of observation or testing under Sub-rule (4) and (5), the agency, authority or committee, making observation or testing, shall prepare a report of observation by mentioning the particulars of goods approved and those not approve. Name, percentage, specification and quantity of observation or testing of the examined goods shall be mentioned in such report and such report shall be kept as a record of action of procurement.

(7) In case of any dispute between the agency, authority or committee making observation or testing and the supplier while making observation or testing under this Rule, the dispute shall be settled by adopting the process of settlement of dispute as mentioned in the agreement of procurement

(8) Notwithstanding anything mentioned elsewhere in this Rule, the Chief of Store Section of Local Body may receive by making necessary observation or testing of goods worth of upto twenty five thousand rupees.
124. **Auction Sale of Goods and Recovery of Amount:** (1) In case the supplier does not receive back the goods not approved under Sub-rule (4) of Rule 123, the Local Body shall furnish written information to the supplier to receive back such goods within the time limit specified in the agreement of procurement and to supply by replacing them with the goods as per the specification.

(2) If the information under Sub-rule (1) is to be forwarded by post or currier service, a letter with return receipt should be dispatched.

(3) In case the supplier rejects to receive the goods within the period mentioned in the information under Sub-rule (1) or fails to carry them within the time limit specified in the agreement of procurement, the concerned Local Body shall auction such goods, deduct the expenditure of storing of such goods, other cost relating to the same, amount of due advance, predetermined compensation and other amount to be paid to the Local Body by him or her if any from the amount of auction sale and refund the remaining amount to the supplier.

(4) Amount which could not be recovered from the amount of auction sale under Sub-rule (3) shall be recovered from the supplier like that of governmental due.

125. **Work Acceptance Report:** (1) While accepting an accomplished construction work, supplied good or provided service, a work acceptance report thereof should have been prepared.

(2) The following matters shall be mentioned in the report under Sub-rule (1).

(a) Number of agreement of procurement,

(b) Particulars of the accomplished construction function, received goods or service,
(c) Date of completion of construction function or acknowledgement of goods or service,

(d) Date of approval of the accomplished construction function, acknowledged goods or service.

(3) After preparation of report under Sub-rule (2), a letter shall be forwarded for payment as soon as possible to the concerned Financial Administration Section or agency by maintaining necessary procedure.

126. **Variation Order**: (1) While issuing variation order from a Competent Authority under Rule 14, 29 and 50, it should be carried on as mentioned in Sub-rule (2), (3), (4) and (5).

(2) Variation order having the rate more than the rate mentioned in the agreement shall not be issued. If it is necessary to issue a variation order having more rate, it should be got approved from the concerned agency making analysis of rate of item also.

(3) If it is necessary to add new item in the construction function as per the agreement of procurement, the Local Body shall fix the rate by making analysis of the rate or such new item also.

(4) While issuing variation order under this Rule, the matters including the nature of variation, large item, small item, whether the time limit it to be extended or not and if it is to be extended the number of days to be extended, whether it is more or less than the rate of variation item, rate of item of bill of quantity, percentage of updated alteration of total agreement value regarding source of obtaining he additional amount for the function to be accomplished as per the variation order and the matter of the grand total amount after variation order is in how many percent of price of agreement shall be clearly mentioned.
(5) If it is necessary to get accomplished additional function immediately because of creation of situation to accomplish an emergency function, the function of variation may be proceeded by obtaining prior approval of one level higher official.

127. **Price Adjustment** :

(1) Matter that price can be adjusted should be mentioned in the agreement of procurement.

(2) The following matters also should be mentioned in the agreement of adjustment of price in the agreement of procurement:

   (a) Situation to adjust the price,

   (b) Formula to determine, the formula should have been determined to be adjusted only the price of labour, equipments and tool incurred in the accomplished function,

   (c) Maximum amount of adjustment of price,

   (d) Structure of price to be used in the formula under Clause (b) (labour, equipment, tool, price of fuel etc.),

   (e) Relevant price list (indices) to be used to adjust the price of each price structure,

   (f) Method to measure the change of exchange rate between the currency used to mention the price list and the currency to be used for payment,

   (g) Baseline date to be taken for using the formula of adjustment of price,

   (h) Different period of time to be applied the formula of adjustment of price,
(i) Minimum increment of price to be appeared from the use of formula of adjustment of price and other terms and conditions to be met for execution or provision of adjustment of price.

(3) Generally, the maximum amount of adjustment of price to be made under this Rule shall not be more than twenty-five percent of the prices of initial agreement. In case of being the amount of adjustment of price more than the said price, the Local Body may terminate the agreement of procurement, negotiate with the construction entrepreneur, supplier, service provider or consultant so as to make the price of agreement within the approved budget or adopt other measures to lessen the expenditure or a provision of arrangement of additional budget may be mentioned in the agreement of procurement.

128. Period of Agreement of Procurement May be Extended: (1) The concerned construction entrepreneur, supplier, service provider or consultant, in the case of situation of not being possible to complete the function as per the agreement of procurement within the time limit of such agreement because of the situation under Section 56 of the Procurement Act, shall have to submit application by mentioning reason to the concerned Local Body before at least seven days of termination of time limit of agreement of procurement.

(2) The Chief of the concerned Local Body, upon receipt of application under Sub-rule (1), may make or cause to be made, necessary, inquiry in this regard. The following matter shall have to be considered while making and causing to be made, such inquiry:

(a) Whether the concerned construction entrepreneur, supplier, service provider or consultant had tried his or
her best to complete the function in time as per the agreement of procurement or not,

(b) Whether the concerned Local Body had made available the matters supposed to be made available to the construction entrepreneur, supplier, service provider or consultant as per the agreement or not,

(c) Whether the delay of function was due to the situation beyond control or not.

(3) In the case of being found the reason mentioned in the application as appropriate while making inquiry under Sub-rule (2), the official approving the tender may extend the period up to three months and the concerned Local Body may extend such period exceeding three months.

129. **Predetermined Compensation**: The following agreement regarding the predetermined compensation may be made in the agreement of procurement:

(a) The supplier, consultant, service provider or construction entrepreneur, in the case of failure to complete the function as per the agreement of procurement within the time limit specified in the said agreement because of his or her lingering, shall have to pay predetermined compensation to the Local Body at the rate of zero decimal zero five percent of the amount of agreement per day and not exceeding ten percent of the amount of agreement but such compensation shall not have to be paid in the case of delay of accomplishment or supply because of a situation beyond his or her control or without his or her any fault or negligence,
(b) The concerned supplier, consultant, service provider or construction entrepreneur shall not be exempted from the liability of accomplishment of function as per the agreement of procurement merely on the ground of his or her paying the predetermined compensation under Clause (a).

130. **Examination of Bill and Voucher:** The Local Body, upon receipt of bill or voucher submitted by construction entrepreneur, supplier, service provider or consultant for payment, shall examine such bill and voucher whether they are in the consonance with the provision mentioned in the agreement of procurement or not, and in case of being found otherwise, the concerned supplier, construction entrepreneur, service provider or consultant shall be informed immediately.

131. **Payment of Bill or Voucher:** (1) Matter that the Local Body, while making payment of running bill or any other bill and voucher as per the agreement of procurement, can do on the basis of any or all of the following basis, may be mentioned:

   (a) On monthly basis,

   (b) On the basis of actual performance as mentioned in the measurement book by making technician measurement and examination,

   (c) After reception of index number to measure the accomplished function if such index number is prescribed in the agreement of procurement; and on the basis of the accomplished function if such index is not prescribed,

   (d) On the basis of quantity of function that is transferred or completed,
(e) On the basis of terms and conditions of letter of credit.

(2) The supplier, construction entrepreneur, service provider and consultant, for the purpose of obtaining payment of running bill or any other bill and voucher, shall have to submit the document that is necessary as per the agreement of procurement.

(3) The Local Body shall make payment of running bill or any other bill and voucher and document submitted under Sub-rule (2) as per the agreement of procurement within thirty days of approval given by the concerned authority.

(4) The Local Body, while making payment under Sub-rule (3), shall deduct the amount of five percent of the amount mentioned in the running bill or other bill or voucher as retention money.

(5) If it is mentioned in the agreement of procurement that the supplier, construction entrepreneur, service provider or consultant shall remit a certain amount or percentage of payment in the case of making prompt payment of amount as per the bill or voucher by the Local Body the Local Body shall make payment only by deducting the remittance while making such payment.

(6) The Local Body may make the following arrangement in the agreement of procurement:

(a) If the amount of payment is to be corrected because of being written the matter mentioned in any previous running bill or any other bill and voucher by any reason or by mistake in the agreement of procurement, the amount of such payment can be corrected or altered in the subsequent running bill or any other bill and voucher by the Local Body itself or upon request.
of the concerned supplier, construction entrepreneur, service provider or consultant,

(b) In case of failure of the supplier, construction entrepreneur, service provider or consultant to accomplish the function as per the term and conditions of agreement of procurement, the Local Body may not make payment or deduct the payment as per the running bill or any other bill and voucher.

(7) The Local Body shall make payment under Sub-rule (1) within the period mentioned in the agreement of procurement. In case of failure to make payment within the said period, interest as per the agreement of procurement shall be paid.

(8) While making payment of more than twenty five thousand rupees to the supplier, construction entrepreneur or consultant under Clause (a), (b), (c) and (d) of Sub-rule (1), payment shall be made through an account payee cheque.

132. **Final Payment:** (1) The concerning Body, after granting approval of the function accomplished as per the agreement of procurement, shall make final payment to the supplier, construction entrepreneur, service provider or consultant.

(2) While making final payment under Sub-rule (1), performance guarantee and amount of fifty percent of retention money deducted under Sub-rule (4) of Rule 131 shall be refunded after termination of period of correction of error on part of construction function. The remaining fifty percent amount of retention money should be paid after submission of document of evidence of submission of statement of income at the
concerned Inland Revenue Office by the concerned supplier, construction entrepreneur, service provider.

Provided that, the concerned Body, in the case of the construction entrepreneur’s failure to correct the error within the period of correction of error, may correct the error by using the amount of retention money or guarantee.

(3) It may be mentioned in the agreement of procurement that the construction entrepreneur, supplier, service provider or consultant, for the purpose of taking final payment under Sub-rule (1), shall not make claim other than the following ones with the concerned Body:

(a) Special claim,

(b) Liability of construction entrepreneur, supplier, service provider or consultant to the third party created or to be created while accomplishing the function of procurement,

(c) Claim of reimbursement relating to the liability borne by the construction entrepreneur, supplier, service provider of consultant in regard to accomplishment of agreement of procurement by not claiming to the concerned Body which was not included in notification in time.

133. **Submission of Report of Accomplishment of Function:** (1) The concerned construction entrepreneur shall submit the map as constructed (as built map) to the Local Body within thirty days of completion of function as per the agreement or procurement.

(2) The Chief of Local Body, after termination of the defect liability period by completing a particular construction function, shall have to get
prepared a report of completion of function by getting checked from a technical staff whether such construction function is in consonance with the approved drawing, design or specification.

(3) The technician, making inquiry under Sub-rule (2), shall submit report to the Local Body by examining whether the completed construction function is in consonance with the approved drawing, design or specification.

(4) The concerned Local Body shall submit the map of construction under Sub-rule (1) and report of completion of function submitted under Sub-rule (3) to the authority in the case of being one and the same person as Chief of Local Body and authority approving the tender.

(5) The authority under Sub-rule (4), if the or she deems necessary, may make inquiry by himself or herself or through a technical staff or team of technical staff in regard to the subject mentioned in the report of accomplishment of function.

(6) The authority, in the case of being found the accomplished construction function in consonance with the approved drawing, design or specification while making inquiry under Sub-rule (5), shall approve such function.

(7) Notwithstanding anything mentioned in Sub-rule (6), failure to accomplish the inquiry under Sub-rule (5) within forty five days of submission of report of accomplishment of function under Sub-rule (4) shall be deemed as an automatic approval of such construction function.

(8) Notwithstanding anything mentioned elsewhere in this Rule, report of accomplishment of function submitted under Sub-rule (3) can examined by the competent authority himself or herself in case of being himself or herself a technician and get examined from other technical staff
in case of not being himself or herself a technician on part of a construction function worth of up to one million rupees. While examining or getting examined in this way, he, in case of being found such construction function in consonance with the approved drawing, design or specification, shall approve the report of construction of function and inform the matter of completion of function his or her one level superior authority.

(9) The Local Authority, after approval of report of completion of function under this Rule, shall issue a work completion certificate to the concerned construction entrepreneur.

134. **Person Completing the Function Before the Specified Time May be Rewarded:** (1) If it is mentioned in the agreement of procurement at the time of preparation of cost estimate and tender document to make arrangement of reward to the construction entrepreneur completing the function before the specified time, an arrangement of rewarding the construction entrepreneur completing the function before the time specified in the agreement may be made.

(2) While determining the amount of reward under Sub-rule (1), it should be determined on the basis of Sub-rule (3), for the number of days to the extent of those from the time specified in the agreement of procurement to the day of completion of function.

(3) While determining the rate under Sub-rule (2), rate should be determined equal to the amount which was supposed be determined equal to the amount which was supposed to be paid as a predetermined compensation by the construction entrepreneur to the Local Body in the case of his or her failure to accomplish the function within the period prescribed in the agreement of procurement.
(4) Notwithstanding anything mentioned elsewhere in this rate, the total amount of reward shall not be more than five percent of the amount of agreement.

135. **Payment Required to be Made While Terminating the Agreement of Procurement on the Basis of Convenience:** (1) The Local Body, in the case of terminating the agreement on the basis of convenience for the purpose of public welfare under Sub-section (4) of Section 59 of the Procurement Act, shall make payment of the following amount to the concerned supplier, construction entrepreneur or service provider. While making such payment, it shall be paid only by deducting the amount of advance due by him or her if any:

(a) Payment supposed to be made for a function, supply or service accomplished to the extent of acceptable form, if there is any due to be paid the same,

(b) Price of goods produced for the purpose of Local Body construction materials brought at the construction site a per the agreement of procurement,

(c) Justifiable expenditure to be incurred in the removal of equipment from the construction site,

(d) Expense of return to the homeland of a foreigner staff involved in the construction function only,

(e) Expenses of protection and security of construction site, if necessary.

(2) Notwithstanding anything mentioned in Sub-rule (1), the Local Body shall accept the goods to be prepared and prepared for shipment within seven days of the supplier's reception of notice to terminate the
agreement of procurement on the basis of convenience for public welfare subject to the terms and conditions and price mentioned in such agreement.

(3) The Local Body, on part of the goods other than those mentioned in Sub-rule (2) may carry on as follows:

(a) To obtain the goods subject to the terms and conditions and price mentioned in the agreement by getting completed a certain portion of the goods, or

(b) To cancel the supply order of the remaining goods and to make payment of the amount agreed as per the mutual consent for the goods or service partially prepared by the supplier and the materials or tools purchased by the supplier before termination of agreement to him or her.

136. Remedy to be obtained in the Case of Breach of Agreement of Procurement: (1) Remedy to be obtained by the Local Body in the case of breach of agreement of procurement by the submit, consultant, service provider or construction entrepreneur should have been mentioned in the agreement of procurement.

(2) The remedy under Sub-rule (1), in addition to those mentioned in Section 59 of the Procurement Ac, may be as follows:

(a) Disapproval of defective, work,

(b) Prompt removal of defective goods and to order the concerned supplier, construction entrepreneur, consultant or service provider to substitute,

(c) To obtain the predetermined compensation for the failure to timely accomplish the function,
(d) To terminate the agreement and to get accomplished the function as per the agreement in the expense of the supplier, construction entrepreneur, service provider or consultant failing to accomplish such function,

(e) To recover the incidental compensation,

(f) Other remedy to be available under the prevailing law or agreement of procurement.

137. **Mechanism of Settlement of Dispute**: Mechanism of settlement of dispute arising between the Local Body and the person, firm, organization or company obtaining the agreement of procurement in course execution of the agreement may be mentioned in the agreement of procurement. While mentioning the mechanism of settlement of dispute, it may be mentioned upto hundred million rupees shall be settled by an adjudicature and that that the said one shall be settled by a dispute adjudication board. Appointment of adjudicature and formation, function, duty and right of dispute adjudication board shall be as mentioned in the agreement.

138. **Settlement of Dispute Through Mediator**: In the case of failure to be received a decision from the mechanism under Rule 137 within the prescribed time or any party's dissatisfaction at the decision or not being mandatory, such party shall have to commence the action of settlement of dispute through mediator in accordance with the procedure mentioned in the agreement of procurement if any and in accordance with the prevailing law, failing such procedure, within thirty days of such decision. Action relating to mediation may be commenced either in the situation of being continued the work or after completion of work.

139. **Provision Relating to Procurement of Consultation Service**: (1) Consultancy service worth of less than one million rupees may be procured
by inviting technical and economic proposal in written form in the existing list maintained at own office under Rule 70.

Procurement under this Sub-rule shall be made by obtaining proposal from at least three proponents and selection shall be made as per the quality and cost base selection.

(2) In the case of consultancy service worth of more than one million rupees, it shall be procured by inviting proposal under Section 31 of the Procurement Act from the persons submitting letters of intent being enlisted in a short list prepared under Section 30 of the Procurement Act.

(3) While selecting the consultants, it may be done by adopting the methods mentioned in sub-section (4) of Section 31 of the Procurement Act. Method of selection shall be mentioned in the document relating to proposal.

(4) Notwithstanding anything mentioned elsewhere in these Rules, in case of being necessary to procure the service on the subject like training symposium ad seminar being necessary and useful for the Local Body, it may be directly procured through negotiation by the Competent Authority in the case of consultation service worth of upto one hundred thousand rupees and by obtaining permission of one level higher authority in the case of a service valued at more than the said amount.

140. **Preparation of Term of Reference:** The Local Body shall prepare the term of reference along with the following matters for the purpose of procurement of consultancy service:

(a) Background and objective of function to be accomplished by the consultant,

(b) Scope of consultant and function to be accomplished by him or her,

(c) Details of study relating to the function and basic data if available,
(d) Detail of any knowledge or skill to be transferred to the Local Body by the consultant if any,

(e) Number of staff to be trained if such training is to be imparted,

(f) Function and qualification of the key manpower of the consultant an the assumed time to be incurred for his or her function,

(g) Time to commence and complete the function by consultant,

(h) Details of information, physical facility, equipments to be made available to the consultant by the Local Body, and

(i) Details of report, data, map, survey report etc. to be submitted by the consultant.

141. **To Prepare a Short List by Inviting Letter of Intent**: (1) To procure the consultation service worth of more than one million rupees, the Local Body shall invite letters of intent by publishing a notice under Section 30 of the Procurement Act.

    (2) An international level letter of intent should have been invited in general while procuring the consultation service worth of more than thirty million rupees.

    (3) The following matters shall be mentioned in the notice to invite letter of intent under Sub-rule (1) and (2):

        (a) Name and address of the Local Body,

        (b) General details of the proposed work or project,

        (c) Source to bear the expenditure of the proposed work,

        (d) Qualification of the person submitting the letter of intent,
(e) In case of being the person submitting a letter of intent as firm or company:

(1) Details of firm or company, organization and staff,

(2) If two or more than two firms or companies are providing the consultancy service as group, organization or joint venture, the name, address, details of such firm or company and the name of the firm or company and the name of the firm or company working as the main;

(3) Details of similar type of work accomplished in the past five years and place.

(4) Personal details of the main manpower being involved in the proposed function.

(f) On part of personal consultant, details of similar type of work accomplished in the past five years and place, and his or her personal details,

(g) Estimated time to be incurred to accomplish the proposed work,

(h) Matter that proposal relating to procurement of consultation service shall be invited only from the person, firm organization or company being enlisted in short list,

(i) Documents to be submitted by the person submitting the letter of intent,
(j) Direction to prepare the letter of intent and the deadline and place to submit the letter of intent,

(k) Address to contact the Local Body and contact person.

(4) While inviting an international level letter of intent, approval of the concerned Local Body shall be obtained.

(5) While selecting the bidder of international level letter of intent, selection of firm or company of different countries and background and having local agent shall be made.

(6) Name of famous consultant not submitting a letter of intent as per the notice under Sub-rule (6), in case of not being selected at least three bidders of letter of intent, invitation of letter of intent should have been made by publishing notice again.

(7) While publishing a notice under Sub-rule (6), in case of not being selected at least three bidders of letter of intent, invitation of letter of intent should have been made by publishing notice again.

(8) In case of failure to be selected at least three letters of intent even in the case of publication of notice next time under Sub-rule (7), list of letter of intent to the extent of selection may be recognized.

(9) Information of list prepared under this Rule should be provided to all of the bidders of letter of intent.

142. **Invitation of Proposal:** (1) The Local Body, after preparation of a short list under Rule 141, shall dispatch the document relating to proposal to the bidder of letter of intent enlisted in the said list by post, currier or person and invite proposal from them by giving a time limit of at least thirty days. No fee shall be levied for the document relating to proposal dispatched in this way.
(2) The following matters in addition to the matters mentioned in Section 31 of the Procurement Act shall be mentioned in the document relating to proposal:

(a) Letter of invitation of proposal,

(b) The content that the main manpower proposed by the proponent should have certified his or her latest personal details true and complete,

(c) The matter that the financial proposal shall be opened only after evaluation of technical proposal,

(d) Pass marks to be obtained by the proponent in the technical proposal,

(e) Whether the proponent can propos his or her separate action plan and manpower for the concerned function or not,

(f) Whether the proponent can comment on the terms and condition of scope of work or not,

(g) Source to bear the amount necessary to accomplish the proposed function.

(3) The Local Body shall mention the weightage of marks of evaluation of proposal in the document of proposal in the document of proposal.

(4) The following shall be done while mentioning the weightage of marks under Sub-rule (3):

(a) If the selection of proposal is to be made by adopting the quality and cost method, it should be determined to be total weightage of marks one hundred for technical
an financial proposal as per the nature and complexity of work; and out of the said full marks from seventy to ninety of technical proposal and from thirty to ten of financial proposal.

(b) If the proposal is to be selected by adopting quality standard method, fixed budget method and minimum cost method, total weightage of marks of technical proposal shall be fixed to be one hundred.

(5) While inviting proposal to select the consultant from the fixed budget method, the availed budget shall be mentioned in the proposal.

(6) The public agency, while mentioning the weightage of marks in the document of proposal for selection of consultant, shall mention an appropriate figure in consonance with the nature and complexity of work on condition of not exceeding the following limitation:
(a) Experience of a particular function of the proponent | Upto ten percent of full marks

(b) Methodology and responsiveness to terms of reference | From twenty fifty percent of full marks

(c) Qualification and experience of the main manpower | From thirty to sixty percent of full marks

(d) Technology transfer or training | Upto ten percent of full marks

(e) Participation of domestic manpower | Upto ten percent of full marks

| Total | Total marks 100 |

(7) Weightage of marks mentioned in Clause (e) of Sub-rule (6) shall not be applicable on part of a national level proposal.

(8) All the criteria of evaluation mentioned in Sub-rule (6) shall be divided into three Sub-criterion and the marks for that purpose also shall be determined.

(9) While mentioning the weightage of marks under Sub-rule (3), the pass marks also shall be mentioned.

143. **Matter to be Mentioned in the Direction Given for Preparation of Proposal**: The public body shall mention the following matters in the
direction to be given to the proponent to prepare proposal under Clause (c) of Sub-section (2) of Section 31 of the Procurement Act.

(a) Forma of financial proposal and technical proposal,

(b) Method to prepare proposal and technical proposal,

(c) Number of phase to complete the function, the matter whether addition function can be given or not,

(d) If the proponent is supposed to take any information in regard to the proposal document, the method to obtain such information,

(e) Matter whether the consultant can give some part of the proposed function in sub-contract or not,

(f) Information relating to information, service, equipment to be made available by the public body,

(g) Matter whether the proponent holds meeting before submission of proposal or not,

(h) Duration of validity of proposal,

(i) Matter that if the public body realizes that there can be conflict in the interest relating to the proposed consultancy service by giving the function relating to supply of any goods, construction work, other service or construction work, other service or consultation service to be created under the proposed action of procurement to the consultant firm or the relevant person or organization, such function cannot be given to such proponent or person;

(j) Information about tax to be paid by the proponent and his or her manpower and name of other competent authority to be contacted by the proponent if he or she desires to obtain further information regarding tax or any other matter,
(k) Language of proposal,

(l) Procedure to amend the proposal document by the public body,

(m) Method to submit the proposal,

(n) Method to open the proposal,

(o) Terms and conditions relating to secrecy.

144. **Selection of Procurement Method of Consultation Service**: (1) The Local Body, while procuring consultation service for the following work, may procure by adopting the quality standard method:

(a) Work having the nature of not being clearly mentioned the desired function form the consultant like multicultural feasibility study, design of mechanism to manage and discard fatal garbage, design of urban master plan and function being expected a research oriented proposal from the consultant,

(b) Feasibility study of large dam or main infrastructure formation or constructional engineering design, study relating to the policy of national importance, function requiring higher level competency and making serious and long term impact in the future,

(c) Work like management consultation sectoral and policy study in which the value of service depends on the quality standard of function or the function that can be substantially accomplished from different methods by the respective person or organization and the cost of competitive proposal cannot be compared.
(2) Approval of Local Body shall be obtained to select the quality standard method under Sub-rule (1).

(3) Minimum cost method may be adopted for activities like audit, general engineering design and procurement agent that are already well-exercised, of regular nature having less cost.

(4) If a high level expert is necessary to accomplish a work or the time is less to appoint a consultant or only some consultants are qualified to accomplish the necessary function, the consultant may be appointed on the basis of qualification.

145. **Method of Opening the Proposal**: (1) The Local Body, while opening proposals under Section 32 of the Procurement Act, shall open it in the presence of the proponent or his or her agent.

Provided that, there nothing shall prevent the opening of a proposal merely by the absence of proponent or his or her agent.

(2) Before opening the proposal under Sub-rule (1), the Local Body shall separate the envelope of proposals received after expiry of deadline ad those registered in due process; and return the proposals received after expiry of deadline to the proponent without opening. The matter of such returning, date ad time shall be mentioned in the report of action of procurement.

(3) The Local Body, after returning the proposal under Sub-rule (2) shall respectively open the outer envelope of the proposals registered in due process, open the envelope of technical proposal contained with the said envelope, orally inform the following matters and prepare a document thereof:

(a) Name and address of proponent,
(b) Whether the proponent has signed in the proposal or not,

(c) Whether the proponent or his or her agent has signed in the overwritten or corrected portion of proposal document or not,

(d) Other necessary matter as deemed right by the public authority.

(4) The proponent or his or her agent being present should be caused to sign the document under Sub-rule (3).

(5) The technical proposal opened under Sub-rule (3) shall be forwarded to the Evaluation Committee as soon as possible.

146. **Method of Evaluation of Technical Proposal:** (1) While evaluating the technical proposal, each of the members of the Evaluation Committee shall separately evaluate on the basis of criteria mentioned in Sub-rule (6) of Rule 142 and ascertain the marks obtained by the proponent.

(2) The Committee, after ascertaining the marks under Sub-rule (1), shall calculate the marks given by each of the members of the committee and identify the average marks obtained by the proponent.

(3) After evaluation under Sub-rules (1) and (2) the Evaluation Committee shall prepare a list of proponents obtaining the pass mark under Sub-rule (9) of Rule 142.

(4) While preparing the list under Sub-rule (3), it shall be prepared on merit basis starting from the proponent obtaining the highest mark.

(5) The Evaluation Committee shall not open the financial proposal until the evaluation of technical proposal is made.
(6) Only the financial proposal of the proponents enlisted in the list under Sub-rule (3) shall be opened in accordance with Rule 149.

(7) Proposal of the proponents failing to be included in the list under Sub-rule (3) should be returned without opening to the concerned proponent.

147. **Preparation of Evaluation Report**: (1) The Evaluation Committee, after an action relating to evaluation under Rule 146 shall prepare report on quality standard of proposal.

(2) The following matter including the relative merits, demerits and results of evaluation of proposal shall be mentioned in the report under Sub-rule (1):

(a) Name and address of proponent,

(b) Whether the proponent or his or her authorized agent has signed or not,

(c) Whether the documents supporting the legal qualification of proponent to submit proposal are submitted or not,

(d) If an agreement relating to joint venture is necessary, it is submitted or not,

(e) Whether the proposal is perfect as per the direction given to the proponent in the proposal document or not,

(f) Result of relative merit, demerit and evaluation of each proposal.

148. **Proponent Selected While Evaluating the Technical Proposal is to be Informed**: (1) Proponent enlisted in the list under Sub-rule 146 shall
informed to make presence at the given place and time by mentioning the venue, date and time to open the financial proposal.

(2) While informing the proponent to be present in accordance with Sub-rule (1), period at least seven days in the case of national level proposal and at least fifteen days in the case of international level proposal shall be provided.

(3) In the case of proponent failing to obtain pass marks, his or her financial proposal shall be returned by mentioning the reason of not being selected his or her technical proposal.

(4) The Local Body, while prescribing the date under Sub-rule (1), shall prescribe to be remained a period of at least fifteen days from the date of furnishing such date.

149. **Opening the Financial Proposal:** (1) The Evaluation Committee, while opening the envelope of financial proposal, shall open in the presence of the proponent or his or her agent.

Provided that, nothing shall prevent the opening of the financial proposal merely by the reason of absence of the proponent or his or her agent.

(2) The Evaluation Committee, after opening the envelope of financial proposal under Sub-rule (1), shall orally inform the name of proponent, marks obtained by him or her in the technical proposal and the service charge proposed in the financial proposal and prepare a document as follows:

(a) Name and address of proponent,

(b) Proposed service charge,
(c) Content of proposal to rebate in the propose service charge if any,

(d) Details of difference between number and word if any,

(e) Whether the financial proposal depicts the signature of proponent or his or her agent or not,

(f) Whether the proponent or his or her agent has signed in the place of correction or double writing in the financial proposal and the amount of such rewriting and content,

(g) Other necessary matter as deemed right by the Local Body.

150. **Evaluation of Financial Proposal**: (1) Except as otherwise mentioned in the proposal document, it shall be deemed, for the purpose of evaluation of financial proposal, that the tax to be levied to the taxpayer under the prevailing law other than the value added tax and the reimbursable expenses including travel of consultant, translation of the concerned document, printing of report or overhead cost also are included in his or her service charge.

   (2) In case of being found any mathematical error while evaluating the financial proposal of each proponent by the Evaluation Committee, it may be corrected by the Local Body; an if any difference between the unit rate and total amount is found while correcting the error, the unit rate shall be valid; ad the total amount shall be corrected of error, it shall be informed to the concerned proponent.

   (3) In case of difference of amount between the number and words written in the financial proposal by the proponent, the amount mentioned in words shall be valid.
(4) If the matter of being proposed any rebate in the proposed amount by the proponent is mentioned in the document of opening the financial proposal, the Evaluation Committee shall make adjustment of such amount proposed for rebate.

(5) After evaluation under Sub-rule (2), (3) and (4) a list of service charge of all of the proponents should have been prepared.

151. **Selection of Proponent**: (1) If the quality and cost method is adopted to select the proposal, the Evaluation Committee shall select the successful proponent by evaluating the technical and financial proposal as follows:

(a) Figure derived by multiplying the obtained marks of technical proposal of the proposal to be evaluated by the weightage mark allotted for financial proposal should be divided by one hundred, and the divided thereof shall be the net obtained marks of the technical proposal.

(b) Figure derived by multiplying the lowest amount of service charge amount of the proposal deemed successful in the evaluation of technical proposal by the weightage mark allotted for financial proposal should be divided by the amount of service charge of proponent to be evaluated; and the dividend thereof shall be the net obtained marks of the financial proposal.

(c) Proposal obtaining the highest marks while making joint evaluation by adding the net obtained marks of technical proposal and financial proposal should be selected.
For example:

(1) Total weightage of mark prescribed for technical proposal = 80

Marks obtained in the technical proposal by the proponent A, B and C obtaining the prescribed pass marks:

A = 90
B = 85
C = 80

Method to calculate the marks to be obtained in the technical proposal on the basis of the aforementioned marks:

\[
\begin{array}{ccc}
A &=& 90 \times \frac{80}{100} = 72 \\
B &=& 85 \times \frac{80}{100} = 68 \\
C &=& 80 \times \frac{80}{100} = 64 \\
\end{array}
\]

(2) Weightage of marks prescribed for financial proposal = 20

Amount proposed in the financial proposal by the proponent A, B and C being success in the technical proposal:

A = 45,000.00
B=430,000.00

C=420,000.00

Hence, the lowest bid amount=420,000.00

Method to calculate the marks to be obtained in the financial proposal on the basis of the aforementioned marks:

\[
\begin{align*}
A &= 420,000 \times 20 = 8400 \quad 450,000 \\
B &= 420,000 \times 20 = 8400 \quad 430,000 \\
C &= 420,000 \times 20 = 8400 \quad 420,000
\end{align*}
\]

(3) Details of total marks to be obtained on the basis of joint evaluation of technical proposal and financial proposal:

<table>
<thead>
<tr>
<th>Proponent</th>
<th>Net obtained marks of technical proposal</th>
<th>Net obtained marks of financial proposal</th>
<th>Total Marks</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>72</td>
<td>18.66</td>
<td>90.66</td>
<td>Proponent A obtaining the highest total marks is to be selected</td>
</tr>
<tr>
<td>B</td>
<td>68</td>
<td>19.53</td>
<td>87.53</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>64</td>
<td>20</td>
<td>84</td>
<td></td>
</tr>
</tbody>
</table>
(2) If the quality standard method is adopted to select the proposal, the Evaluation Committee shall select only the proponent obtaining the highest marks in the technical proposal under Clause (b) of Sub-section (1) of Section 35 of the Procurement Act.

(3) If the fixed budget method is adopted to select the proposal, the Evaluation Committee shall cancel the proposal having the cost more than the ceiling of such budget in accordance with Clause (c) of Sub-section (1) of Section 35 of the Procurement Act and a proposal or proponent obtaining the highest marks in the technical proposal within the ceiling of such budget should be selected.

(4) If the minimum cost method is adopted to select the proposal, the Evaluation Committee shall select the proposal of proponent having the lowest cost among the proponents obtaining the minimum marks prescribed for success in the technical proposal in accordance with Clause (d) of Sub-section (1) of Section 35 of the Procurement Act.

(5) If it is necessary to negotiate with the proponent selected under this Rule, the Local Body shall invite such proposal by mentioning date, time and venue for negotiation.

152. **Provision Relating to Procurement of Other Service**: (1) If it is necessary to procure the service necessary for the operation of daily affairs of Local Body like security of office, carriage of letters, sanitation, operation and caretaking of telephone, electricity, water, health of livestock, publicity of agriculture, maintenance and caretaking of garden, typing or computer type, driving, the Local Body may procure such service by concluding contract with any person, firm, organization or company.
(2) To procure the service under Sub-rule (1), the necessity of service, type, duration, quality standard, service operation method, approximate cost and work sectoral condition shall be prepared and the Chief of the concerned Local Body should have to approve.

(3) Service worth of the service charge upto one hundred thousand rupees can be procured by negotiation. In the case of service worth of the service charge more than the aforementioned one, the Local Body may invite proposal by publishing notice in the local paper by giving a time limit of fifteen days and pinning up a notice in the notice board of the same body and the following office:

(a) District Administration Office.

(b) District Development Committee.

(c) Fund and Accounts Comptroller Office.

The following matter shall be mentioned in the notice under Sub-rule (3):

(a) Name and address of the concerned Local Body,

(b) Nature or service, quantity, terms and conditions and other necessary matters.

(c) Place and duration to be provided the service,

(d) Minimum documents and details to be submitted with the proposal by the proponent,

(e) Deadline and place to submit the proposal,

(f) Terms and conditions of payment of service charge and subject of deduction of tax,

(g) Other necessary matters.
(5) The proposals receive within the time limit shall be opened under Rule 109 and the proposal of proponent shall be evaluated.

(6) While making evaluation under Sub-rule (5), the proposal of proponent proposing the lowest service charge by fulfilling the terms and conditions of work sector under Sub-rule (2) shall be approved and the agreement of procurement shall be concluded.

(7) In case of failure of the proponent of proposal approved under Sub-rule (6) to come to conclude agreement, an agreement of procurement may be concluded with the second lowest proponent.

(8) The Local Body shall occasionally monitor the service provided by the service provider. While monitoring in this way, if the service is found unsatisfactory in this way, if the service is found unsatisfactory or not in consonance with the agreement, the Body shall inform the service provider to promote the standard of service, and in case of failure to promote the standard of service even in the case of such information, another arrangement of procurement shall be made by canceling the said agreement of procurement.

153. **Procedure to Make and Cause to be Made the Maintenance of Goods:**

(1) In case of necessity to maintain and repair any goods of Local Body the user of such Body. The Chief after receiving such information shall approve it by getting prepared a cost estimate as mentioned in these Rules.

(2) After approval of cost estimate under Sub-rule (1), such goods shall be got repaired by own workshop or repair centre in case of availability of such workshop or repair centre. In case of necessity to change any goods, equipment or part while getting repaired in this way, such goods, equipment or part shall be obtained from the stock; and in case
of not available in the stock, it shall be procured by adopting the procedure under the Procurement Act and these Rules.

(3) The Local Body, in the case of procurement of the equipment or part under Sub-rule (2), shall maintain record of the equipment or part worth of more than five thousand rupees per unit by maintaining records in the stock and the matter of substitution of such goods for the old equipment or part shall be got certified by the concerned technician and the old goods shall be deposited in the stock.

(4) A Local Body, not having its own workshop or repair centre, shall get maintained or repaired the goods by adopting the procedure of the Procurement Act and these Rules.

(5) Notwithstanding anything mentioned elsewhere in these Rules, Body having its own workshop or repair centre may maintain records in the job card and may approve the cost after repair.

154. Design May be Procured by Making Competition: The Local Body, while procuring the design of the subjects like architectural or urban plan, may procure the appropriate design by preparing the documents with detailed particulars of such design and by making design competition as per such document.

155. Provision Concerning the Works to be Carried Out Through Consumers' Committee: (1) Notwithstanding anything contained elsewhere in these Rules, out of the projects to be operated at the local level, a programme costing upto three million five hundred thousand rupees shall be given priority to be carried out by the Consumers' Committee formed by the local consumers.
(2) For the purpose of having a work done pursuant to Sub-rule (1), a Local Body shall be required to classify and list on subject-wise basis the Consumers' Committee and make their records up-to-date.

(3) For the purpose of Sub-rule (1), proposal may invited by making a public notice mentioning the nature of concerned function or service, cost, amount to be borne by the Consumers' Committee and other necessary matter or such committee or group itself may present proposal or application; and while submitting such proposal, a minute of meeting of consumers group along with a list of beneficiary family, need or plan and details of contribution that may given to the operation of planning by the consumer group of beneficiary family also should have been enclosed.

(4) The concerned Local Body and such Consumers' Committee, after reception of proposal or application under Sub-rule (3), shall conclude an agreement of procurement in regard to such function or service by making discussion, negotiation or visiting the construction site as per necessity.

(5) In operating or carrying out a local project or programme by the Consumers' Committee pursuant to Sub-rule (1), it shall be done as follows:

(a) In carrying out the works through the Consumers' Committee, an agreement between the concerned Local Body and the Consumers' Committee shall be made clearly stating therein the cost estimate, period supposed to be completed the function, repair and maintenance of the completed work and other necessary matters.

(b) The concerned Local Body shall have to prepare a cost estimate, provide technical advice and to final test and
also to provide other technical assistance. In case of a situation of not being available the full time technicians even in the time or doing the construction function, technician for supervision may be kept subject to the provision set forth in these Rules.

(c) In making a cost estimate, the technician has to clearly indicate the portion of public participation as well. Work shall be given to the Consumers’ Committee after having deducted the value added tax, overhead and contingency amount and portion of public participation, from the cost estimate. After so giving the work, normally an advance of one third amount may be given for expenditure, taking into account of the nature of work and based on calendar of operations received from the Committee.

Provided that, in a situation to include the value added tax also in the market price of the construction materials to be applied in the function to be done by the Consumers’ Committee, cost estimate shall be prepared by including the same.

(d) In carrying out the work by the Consumers' Committee, clear records in regard to the persons who have worked in full wage, who have worked in low wage or who have worked without wages from amongst the local persons shall have to be maintained separately.

(e) The Consumers’ Committee shall, after completing the works concerning construction, get the final test done
by the technician, submit a statement of the total cost consisting of the amount obtained, labour, or cash or kind borne through public participation and an attested duplicate copy of attendance and decision of majority of Consumers' Committee to the concerned Local Body shall after obtaining such statement, maintain records thereof by making public audit also, if necessary.

(f) The Consumers' Committee shall not cause any work awarded to it to be carried out by a contractor. If the Consumers' Committee fails to carry out the work in time, the concerned Local Body shall ask for a response giving necessary time limit whether they can complete the work or not; and if they cannot complete it, the concerned Local Body may get the work done pursuant to these Rules or through other process. If it is found that amounts have been misused by the Consumers' Committee, it shall be inquired and the misused amount shall be realized from the dignitaries of the Consumers' Committee as governmental dues on pro rata basis.

(g) It shall be clearly stated in the agreement that after the completion of a work by the Consumers' Committee, the responsibility for repair and maintenance thereof shall lie on that Consumers’ Committee.

(h) After the completion of the work undertaken by the Consumers' Committee, the ownership of the project shall be handed over to the Consumers' Committee,
also specifying its responsibility to supervise, repair and maintain the same, as well. The Consumers' Committee may prescribed the charges for the service of the project obtained form such handing over, and maintain and operate a fund of its own consisting of such charges.

(i) Generally, only a programme or project where labour intensive technology is applied excluding a work involving more complex technical aspect and which requires much use of machinery, shall be carried out through the Consumers' Committee.

Provided that, nothing shall prevent the operating of the other projects in joint management with the Consumers' Committee by making arrangement for special monitoring if the Local Body makes a decision to that effect, by specifying the reason for the same.

(j) The Consumers' Committee, while settling the advance taken under Clause (c) of Sub-rule (5) of Rule 155, shall submit an application along with a technical evaluation of first installment, running bill depicting measurement and price on the basis of agreement and performance and a duplicate copy of minute of meeting of Consumers' Committee to the concerned Body.

(k) Only the amount to the extent of clearance of advance after the submission of statement under Clause (j) by
the Consumers' Committee shall be reimbursed as advance by recognizing as next installment.

(l) The concerned Local Body may collect report by getting examined and checked the accounts, bill and receipt of expenditure of the Consumers' Committee by deploying staff any time.

(m) While submitting application for function to the concerned Local Body by the Consumers' Committee and while concluding agreement of function with the Consumers' Committee by the Local Body, the amount of contribution of Consumers' Committee shall be mentioned and the Consumers' Committee, while accomplishing the function, shall accomplish it accordingly and maintain book keeping and accounts.

(n) In the case of receipt of running bill and evaluation report with accomplishment of function less than the contribution of Consumers' Committee as recognized under Clause (m), payment shall be made in the same ration by recognizing the amount to be borne by the Local Body also as less accordingly. Record of the Consumers' Committee accomplishing such type of function shall be maintained at the concerned Local Body.

(o) If it is not possible for the Local Body to provide technical assistance for the work carried out by the Consumers' Committee for any reasons, the Consumers' Committee may appoint a technician on its behalf on contract basis subject to the ceiling to the
expenditure as prescribed. The remuneration to be given to the technician so appointed shall be paid out of the contingency amount. Such remuneration shall not be more than three percent of the cost estimate.

(p) The Consumers' Committee form the direct beneficiaries of the project shall have representation of women, dalit, indigenous/ethnic group also in fifty percent to the extent of availability on condition of being the women members no less than thirty three percent of total members.

Provided that, no member elected in the Local Body shall be eligible to remain in the Consumers' Committee.

(q) The Consumers' Committee shall have to get done the final test and clearance of the work carried out by it.

(r) If the Consumers' Committee is in need of additional time-limit to complete the work which it has undertaken and makes an application along with reasons thereof, the concerned Local Body may extend the time-limit on the basis of the Consumers' Committee as referred to in Clause (p) and the decision made by such Committee.

Provided that, extension of such time limit shall not be more than the period required to complete the work in general.

(s) Installments shall be disbursed on the basis of the evaluation and survey book of the Consumers'
Committee and the final installment shall be disbursed on the basis of the final work completion form and the survey book. If it is required to correct any defect of such function due to any defect within six months by giving due consideration to the nature of the function, it shall be corrected by the Consumers' Committee doing the construction function in its own cost.

(t) The documents including bills and receipts of the function accomplished by the Consumers' Committee and that of the procured goods should be kept safe and sound at the Consumers' Committee and they are also got audited if they are to be audited under the prevailing law.

(u) While getting operated or accomplished function by concluding agreement with the Consumers' Committee in the programme other than construction function, the programme may be implemented through the Consumers' Committee by approving the proposal of the approved norms, standards and cost.

(v) The concerned Local Body has to disburse payments in a manner that an expenditure of upto two percent in the cost estimate may be shown in the concerned project by the Consumers' Committee for purposes of meeting administrative expenses.

(w) Another function shall not be provided to the same Consumers' Committee without completion of a function provided once.
156. **Functions, Duties and Powers of Consumers' Committee:** In getting a project carried out or operated through the Consumers' Committee pursuant to Rule 155, the functions, duties and powers of such Consumers' Committee shall be as follows:

(a) To enter into an agreement with the concerned Local Body in respect of the act of carrying out construction works of the project,

(b) To submit statement of registration, renewal, general meeting and annual programme and budget of its own committee to the concerned Local Body.

(c) To carry out construction works of the project, subject to the cost estimate prepared by the technician specified by the Local Body and the technical advice,

(d) In implementing the project, to mobilize the local resources, means and labour force to the maximum extent,

(e) To provide progress report on project construction to the concerned Local Body on bimonthly basis,

(f) After the completion of construction works of the project, to get is verified by the technician deputed by the concerned Local Body to ascertain whether it is of quality standards corresponding to the specified drawings, design and specifications,

(g) To take over and operate the project handed over the concerned Local Body after the project has been cleared,

(h) To operate, protect, repair and maintain the project,

(i) To collect service charge from the persons or families using service from the project for purposes of maintenance and repair of the project,
(j) To repair, maintain and operate the project with the amounts obtained from the concerned Local Body pursuant to Clause (a) of Sub-rule (5) of Rule 155 and with the service charges collected pursuant to Clause (i),

(k) To operate the project subject to the policy and direction issued by the concerned Local Body,

(l) To hold a meeting of the Consumers' Committee on a monthly basis and give information of the decision made by the meeting to the concerned Local Body,

(m) To appraise and review the facilities to the local people from the operation of the project, quality standards of the services, situation to increase services etc. and provide details thereof to the concerned Local Body form time to time,

(n) To submit recommendation, accompanied by proper suggestions, to the concerned Local Body for removing any difficulty and hindrance that may come across in the course of operation of the project,

(o) To request for extension of time limit by making decision of the Consumers' Committee in cases where the work undertaken cannot be completed within the specified time,

(p) To request for disbursement of installment or amount after the completion of the work.

(q) While selecting, operating and accomplishing the programme by the Consumers' Committee, it should be done on the basis of decision of the Consumers’ Group.

(r) To get made discussion by organizing a meeting of Consumers' Group for review before making final clearance of the function accomplished by the Consumers' Committee.
(s) To present the duplicate copy of attendance and minute of meeting of Consumers’ Group to the concerned Local Body.

(t) To present a report of public audit made at the concerned working site to the concerned Local Body by mentioning the cost value of function accomplished by the Consumers' Committee, work, working site, amount incurred, name list of the dignitaries of Consumers' Committee and date of commencement and completion of function.

157. **Provision to get Accomplished Function From the Public Private Partnership:** The following functions relating to collection of internal income of Local Body including the procurement under these Rules may be got accomplished through the public private partnership also as per the provision prescribed in these Rules, Subject to the prevailing law:

(a) Collection of garbage, management thereof and other utilization,

(b) Development of infrastructure of drinking water, supply and distribution of water,

(c) Irrigation,

(d) Construction of physical infrastructure management and maintenance,

(e) Establishment, arrangement and continuity of health service, school, community building, meeting hall, library, sports, facilities,

(f) Construction, management and operation of market infrastructure, management, operation and continuity of public toilet; sewerage, bus park management, bathroom, parking facility, slaughtering house, crematory place etc,
(g) Production, management and distribution of electricity and wholesale procurement and distribution of the produced electricity,

(h) Management, operation and continuity of fire brigade, ambulance including the public facilities,

(i) Construction, management, operation and continuity of tourist spots,

(j) Protection, extension, development and management of the places of archeological, religious and historical importance,

(k) Management of the function of collection of service charge, fee and tax in regard to the existing or future infrastructures and other services,

(l) Construction, management, operation and continuity of industrial areas and special economic areas,

(m) Other functions creating local level employment and giving benefit to the classes having low income,

(n) Any other function as deemed appropriate by the Local Body.

158. **Provision of Procurement in a Special Situation**: (1) The Local Body while procuring under Section 66 of the Procurement Act, shall procure by preparing particulars like written details of necessity of procurement, quality standard, quantity, terms and conditions, duration of completion of function, by making competition as far as possible only for the quantity and period necessary to face the casual situation or by collecting written quotation or proposal for only one construction entrepreneur, supplier, consultant or service provider and by negotiating for fair and proper price.

(2) Documents indicating the following matters shall be kept in the records in the case of procurement under Sub-rule (1):

(a) Details relating to special situation,
(b) Crisis to be occurred in the public security, welfare and community health in case of not procuring immediately,

(c) Reason for and basis of not adopting other methods of procurement,

(3) If the Local Body has made procurement valued at more than one million rupees under Sub-rule (1), such Body shall publish a public notice by mentioning the details of such procurement; and an information thereof shall be furnished to the Public Procurement Monitoring Office.

159. **Documents Relating to Action of Procurement to be Made Available:** The concerned body, in the case of relating to procurement being demanded any document by a competent authority to accomplish auditing, monitoring, research or inspection under the prevailing law, shall make available such document in appropriate time.

160. **Public Notice of Agreement of Procurement:** (1) The concerned Body shall pin a notice on his or her notice board within three days of conclusion of agreement of procurement and make arrangement to pin up on the notice board of the District Development Committee, District Administration Office and Funds and Accounts Comptroller Office also.

(2) The concerned Body may make arrangement for placing the notice under Sub-rule (1) in its website in case of having own website and in the website of Public Procurement Monitoring Office in case of not having its own website.

(3) In addition to the matters mentioned in Section 60 of the Procurement Act, the notice under Sub-rule (1) shall indicate the date of publication of notice of invitation of tender or sealed quotation, name of paper, number of notice, subject of procurement, name and address of the
bidder, proponent or the person submitting sealed quotation concluding agreement and value of agreement.

161. **Consultant is Not Allowed to Make Conflict of Interest:** (1) The consultant shall provide professional, objective and impartial consultation service with a view to be the best interests of the Local Body obtaining the consultation.

   (2) The consultant, while providing consultation service, shall not accomplish his or her function by making conflict between his or her function and his or her other function of present and future time while providing consultation service.

   (3) In case of being the nature of function relating to consultation service as conflicting with the past or present liability of the consultant to any other stakeholder or being his or her incapability to accomplish function to result the best interest of the concerned Local Body, he or she cannot be appointed as consultant for such function.

   Provided that, this provision shall not be applicable in the case of a turn key agreement or design and construction agreement.

   (4) Firm making available goods or doing construction function for a project and other person or organization relating to such project cannot provide consultation service to the same project; and a consultancy firm appointed for the preparation or implementation of a plan or any other organization or person relating to such firm cannot supply goods for such project.

162. **Supervision or Inquiry May be Made:** The office-bearer of Local Body may make supervision and inquiry form time to time whether the office-bearer assigned in the action of procurement has complied with the procedure mentioned in the Procurement Act and these Rule or not.
163. **Information of Alluring, Corruption or Forgery Oriented Behaviour:** If any bidder or proponent proposes any office-bearer of the Local Body to provide graft or if the office-bearer knows any act of corruption or forgery, the office-bearer shall inform the matter to the Chief Local Body or the Public Procurement Monitoring Office.

164. **To be Blacklisted:** If the Local Body has to blacklist any bidder, proponent, submitter of sealed quotation, consultant, service provider, supplier, construction entrepreneur or other person, firm, organization or company under Section 63 of the Procurement Act, it shall forward, with the relevant document to the Public Procurement Monitoring Office by mentioning the details and reason in this regard.

   (2) The Public Procurement Monitoring Office, upon considering the letter under Sub-rule (1), and in case of the content with justification to immediately restrict such bidder, proponent, submitter of sealed quotation, consultant, service provider, supplier, construction entrepreneur or other person, firm, organization or company from participating in the procurement function of such Local Body, shall restrict accordingly.

   (3) The concerned Local Body, upon receipt of information of the Public Procurement Monitoring Office to blacklist, shall provide written information to such bidder, proponent, submitter of sealed quotation, consultant, service provider, supplier, construction entrepreneur or other person, firm, organization or company and also publish it in the national level newspaper.

   (4) If the Public Procurement Monitoring Office has decided not to blacklist but only restrict under Sub-rule (2), the said office, after withdrawal of such restriction, shall release such restriction and publicly publish such content.
(5) In case it is decided to blacklist the bidder, proponent, submitter of sealed quotation, consultant, service provider, supplier, construction entrepreneur or other person, firm, organization or company restricted under Sub-rule (2), the time of his or her blacklisting shall be calculated from the date of such restriction.

(6) Before the commencement of these Rules, if a letter of any Local Body with a decision to blacklist or already blacklisting a bidder, proponent, submitter of sealed quotation, consultant, service provider, supplier, construction entrepreneur or other person, firm, organization or company is received, it shall be executed immediately; and information thereof shall be given to the concerned Body. Calculation of the time of blacklisting shall be made under Sub-rule (5).

165. **Procurement to be Made as per the Procurement Guidelines of the Donor Organization:** (1) Notwithstanding anything mentioned elsewhere in these Rules, while procuring in accordance with the grant or loan agreement concluded between the Government of Nepal or Local Body and a donor organization, it may be procured as per the Procurement Guidelines of such parties.

(2) Notwithstanding anything mentioned in Sub-rule (1), nothing shall prevent the making of procurement as per these Rules by obtaining consent of the donor organization.

166. **Provision Relating to Review or Procurement Action or Decision:** (1) While submitting application for review of procurement action or decision under Sub-section (1) of Section 47 of the Procurement Act, it shall be submitted to the Chief of the concerned Local Body as prescribed by the Procurement Act.
(2) Action on and settlement of the application received under Sub-rule (1) shall be in accordance with the Procurement Act and the Public Procurement Rules 2064 (2006).

Chapter -6

Provision Relating to Collection of Internal Income

(arrangement of contract) of the Local Bodies

167. Local Bodies may Make Contract Arrangement for Collection of Internal Income: (1) A concerned Local Body may make a contract arrangement for one financial year for the collection of tax, service fee, charge and other internal income of the rate as levied by the concerned council of the concerned Local Body, subject to the Act and these Rules.

Provided that, if it appears that the Local Body's revenue will increase or if administrative liability will increase if contract arrangement is made form time to time, contract arrangement may be made a time for upto five years in maximum.

Explanation: For the purpose of these Rules, "internal income" means the income a Local Body is entitled to collect within its area except the grant to be received form the Government of Nepal, amount to be received from the allocation of revenue and other grant of special nature.

(2) A group of two or more than two Local Bodies may, by their mutual consent, jointly make contract arrangement pursuant to Sub-rule (1).

(3) A Local Body shall complete the conclusion of contract agreement by making a contract arrangement generally prior to the beginning of a financial year. While making such contract arrangement, notwithstanding anything mentioned elsewhere in these Rules, it is not necessary to enlist firms and persons.
(4) The following procedures shall be applied in making contract arrangement pursuant to Sub-rule (1):

(a) An implementation action plan with minimum fixed contract amount and a recover action schedule as well shall be prepared by projecting internal income by taking into account the availability of every internal income source for the next financial year, probable mobilization of that source and running year's contract figure as well.

(b) After a recovery action schedule and implementation action plan have already been prepared pursuant to Clause (a), in order to make contract arrangement, a tender document shall be prepared consisting of the rate determined by the Council, general and special condition of the contract, and matter to be stated in notice, and other necessary description as well.

(c) If, on the basis of the implementation action plan under Claus (a), it is to collect internal income less than one hundred fifty thousand rupees, agreement shall be concluded by direct negotiation and if internal income is to be collected more than one hundred fifty thousand rupees agreement shall be concluded by inviting a tender.

(d) In inviting a tender pursuant Clause (c), in the case of a tender of up to one million rupees a notice shall be published in a newspaper to be regularly published at the local level or national level by giving at least fifteen day's time and arrangements shall be made for
posting such notice also in the public place to be publicly viewed by everyone at the Local Body inviting the tender, District Administration Office, Land Revenue Office, Funds and Accounts Comptroller Office and office of construction entrepreneur in the in the district headquarters, if any, and a document thereof or information of posting such notice shall be collected. In the case of a tender of more than one million rupees, a notice shall be published in a national level daily newspaper by giving at least thirty days' time.

(e) The following matters shall be stated in a notice under Clause (d):

1. If there exists a previous contract, the matter as to what amount and on what conditions the contract was awarded,

2. Main terms and conditions of the contract,

3. Source-wise and place-wise description and the probable volume of the revenue to be collected,

4. The matter of rebate, if any to be given upon payment in lump sum of the amount under the contract,

5. Place where from the tender form can be obtained (in specifying place the concerned Local Body may, by its decision, include the name of more than one Local Body and the District Administration Office sectoral offices
and the Funds and Account Comptroller Office a well or make arrangement also for enabling to receive form by downloading it form internet. In submitting the tender so downloaded form the internet, the amount applicable as per the notice must be required to be paid.

(6) Mode of forwarding tender,

(7) Name of the office or officer to whom the tender should be forwarded (in specifying the name of office or officer the concerned Local Body ma, by its decision, include the name of more than one Local Bodies and the District Administration Office, the sectoral offices and the Funds and Accounts Comptroller Office as well),

(8) Price payable for tender,

(9) Last date and time for submission of tender and the time, date and place of opening tender,

(10) The date of making decision upon tender,

(11) Amount to be kept for guarantee or type of bank guarantee (bid bond) and validity period.

(12) Other necessary matters.

(f) In fixing the price of tender pursuant to Sub-clause (8) of Clause (e), the price as stated in Rule 98 shall be fixed.
(g) The registration, opening procedure of the tenders submitted within the time limit of the notice published pursuant to Clause (e), matters to be stated by a foreign bidder while submitting a tender, action to be taken in respect of a foreign bidder having local agent, statement to be submitted by the agent of a bidder and other procedures shall be set forth in these Rules.

(h) If no tender is received or failed to obtain even a tender with lawful process or being the promised amount less than the estimated contract amount, in inviting tender for the first time pursuant to Clause (d), tender shall be invited by re-publication of notice by giving the time limit of half of the previous time limit.

(i) If no tender is submitted even in publishing a notice for the second time pursuant to Clause (h), a notice of public bidding shall be published by adding the following matters into the content of the notice under Clause (e) by giving at least seven days time:

1. Office of the Local Body or any other place in which the bidding will be done,

2. Time and date of bidding, and

3. Other necessary matters.

(5) A person who submits tender or quotes bid pursuant to Clauses (e) and (i) of Sub-rule (4) shall be required to attach an original voucher of having deposited, for security (bid bond) having the time limit of seventy five days, five percent of the amount he or she has quoted if he or she in a Nepali citizen an ten percent of the amount he or she has quoted if he or she
is a foreigner in the name of the Local Body which has published such notice in the bank specified in the notice or the original copy of a bid bond issued by a bank recognized by the Nepal Rastra Bank having validity period of seventy five days as specified in the notice.

Provided that, in case of failure to be obtained an offer of even the minimum amount prescribed by the local unit even in the case of auctioning, arrangement of internal income may be made by adopting necessary procedure as per the recommendation of the concerned revenue consultation committee of local level.

(6) Except the cases where it will be forfeited pursuant to these Rules, the amount kept for security pursuant to Sub-rule (5) shall be required to be returned back to the person or organization whose tender or bid has been rejected within thirty days of such tender or bid having been rejected.

Provided that, until a Chalanpurji or Patta (contract execution authority letter) is received or taken there shall be no obstruction for a Local Body to withhold the security of those guarantee holders, out of the persons who have promised to undertake that contract, who have serially been recommended for award of the contract.

(7) No action shall be taken over a bid quoted later than the time or date specified for bidding in the notice published under Sub-rule (4) or in a place other than the one specified for bidding in such notice or a bid quoted by post, telephone or telegram.

168. To accept Contract: (1) A Local Body may accept or reject any or all tender submitted or any or all bids quoted pursuant to notice published under Sub-rule (4) of Rule 167 by assigning or without assigning any reason.
(2) Upon receipt of valid tenders, the tender of a bidder who has quoted the highest bid shall be accepted.

(3) In making a public biding pursuant to Clause (i) of Sub-rule (4) of Rule 167, the bidding shall be required to be started from the minimum figure and the bid of a bidder quoting the highest bid shall be forthwith approved by taking deposit or bank guarantee under sub-rule (5) or Rule 167.

(4) The power to approve a tender or the bid of a public bidding under this Chapter shall rest with the authorities referred to in Rules, 22, 27 and 48 as stated in the said Rules

169. **Issuance of Contract Execution Authority letter (patta) an Execution of Bond:** (1) After a tender or bid for collection of internal income has already been accepted pursuant to these Rules, the Local Body or authority making contract arrangement shall have to give a notice thereof to the bidder or bidder within seven days.

(2) In issuing a notice pursuant to Sub-rule (1), the notice shall be served or cause to be served, by giving seven days' time excluding the time required for journey stating clearly therein the matter that if the bidder or bidder does not come to execute a bond as per his/her/its promise, the contract shall be awarded to the bidder or bidder next to him or her/her/it. If in issuing such notice, the person who is to receive such notice is not found or does not receive notice and such notice is posted on the house/door of the person who is to receive such notice in the presence of four local persons including one member of the local Village Development Committee as witnesses, he or she shall be deemed to have received such notice.
Provided that, the concerned person shall be deemed to have received notice even if such notice is published in a local newspaper.

(3) If the said person appears within the time of the notice issued pursuant to Sub-rules (1) and (2) and agrees to execute a bond, the secretary of the Local Body making contract arrangement shall forthwith have a bond executed by him or her and give him or her a patta (contract execution authority letter) of letter of permission. If such person does not appear or disagrees to execute a bond as per his or her promise, contract arrangement shall be made by publishing a notice under Sub-rule (2) by giving priority to other bidder or bidder as per the order of second, third next to him or her. While making such contract agreement, if such amount is lower than as assumed by the Local Body, another tender shall be invited by maintaining process under these Rules.

(4) The authority accepting a tender or quote or a bid invited jointly by Local Bodies or making contract arrangement shall make a request to the tender or bid accepting joint committee within three days of the tender being opened or bid being quoted for giving sanction for approving or rejecting the tender or bid and shall do as decided by that committee. The joint committee of the Local Bodies also shall have already granted within fifteen days of such request being made its sanction as to whether the tender or bid has been accepted or not. If a Local Body sustains any loss or damage for failure to make a request or grant sanction within that time, such loss or damage shall be recovered from a responsible person by whose delay or recklessness such request or sanction failed to be mad or granted within that time.

(5) After a tender or bid has been accepted, the concerned bidder or bidder shall be given a patta (contract execution authority letter) pursuant to Schedule 78 setting out all the conditions of awarding contract after
receiving from him or hr a performance bond issued by a bank recognized by the Nepal Rastra Bank having at least six moths validity or cash amount equal to the total amount of the fixed contract amount and after having him or her execute a bond pursuant to Schedule 79.

(6) If a bidder or bidder, after receiving the notice of the tender of bid having been accepted, does not take a *patta* (contract execution authority letter) within the time specified in that notice, the security kept by him or her pursuant to Sub-rule (5) of Rule 167 shall be forfeited and paid into the fund of the Local Body.

**170. Mode of Paying Installment of the Contract Amount:** (1) While making the contract arrangement for the work of collection internal income of a Local Body, the figure of an installment to be recovered shall be determined as peer the recovery action schedule set out in the notice of contract and tender and other terms and conditions.

Provided that, in preparing such action schedule, revenue collection time must correspond with the installment payment time and the interval between installments must not exceed by four months.

(2) If a contractor pays in lump sum the fixed contract amount at the time of the conclusion of agreement, rebate may be given up to ten percent in maximum according to rationality.

Provided that, the percentage of such rebate must have been stated in the notice of tender or bidding.

**171. Termination of Contract:** (1) After a *patta* (contract execution authority letter) or bond has been given pursuant to these Rules, except in cases where an act is committed in contradiction to any terms and conditions of a *patta* (contract execution authority letter) or bond or where any work required to be carried out under such terms and conditions has not been
carried out, no contract shall be terminated or left in between prior to the completion of contract period.

(2) If a contractor collects tax at a rate higher than the rate levied by the Local Body or collects tax, service fee or charge on goods and materials not included in the agreement or so collects tax as to be double despite there being the evidence of one Local Body having collected tax, the concerned Local Body shall be required to return back to the concerned person such amount by recovering it from such contractor.

(3) If the activities set out in Sub-rule (2) are recurred again, the contract of such contractor shall be terminated and his or her deposit shall be forfeited. If the amount less than the former amount is received while making new contract arrangement even in the case of such forfeiting the deposit and failure to be recovered the amount incurred while making arrangement of new contract, it shall be recovered like that of governmental dues and his or her name shall be blacklisted and information thereof shall be given to other Local Bodies and the office of the Government of Nepal issuing contractor’s license.

(4) Where a contract is terminated pursuant to Sub-rule (3) and there is available a person or firm to undertake the contract for the remaining period of the same financial year, contract may be awarded after taking the whole contract may be awarded after taking the whole contract amount of such remaining period in lump sum as per the rate and recovery action schedule of previous contract.

(5) In case where a contract is terminated pursuant to Sub-rule (3), the loss caused to the Local Body by it and the amount, if any, to be recovered from the contractor by the Local Body and a ten percent interest thereof, as well, shall be recovered from him or her as government dues if the same is not recovered form the security furnished by him or her.
Provided that, where the contractor has failed to discharge the work of contract for circumstances beyond his or her control, the Local Body may, in consultation with the concerned revenue advisory committee, remit appropriate amount out of the amount to be recovered a per the contract.

(6) A Local Body shall have to bear the loss cause to a contractor from the breach by it of any terms and conditions set out in the patta (contract execution authority letter) given to the contractor by making contract arrangement or the removal from contract prior to the expiry of contract period.

172. **Provision or Recovery Arrears**: (1) The Local Body shall recover the amount of arrear remaining due because of different reason by preparing an Action Plan of Recovery of Arrears.

(2) Assistance of local administration, police, civil society or other person may be obtained for the recovery of the amount supposed to be recovered under Sub-rule (1).

(3) In case of recovery of arrears as a result of assistance of the concerned persons or organization under Sub-rule (2), the concerned Local Body may provide the amount upto five percent in the maximum of the recovered amount as reward. In case of recovery of arrears in cooperation with more than one person or organization, such reward shall be provided on pro rata basis.

(4) In the case of failure to recover even by adopting the procedure under Sub-rule (1), (2) and (3), it shall be recovered as if it were as governmental due.

Chapter-7

Provisions Relating to Deposits
173. **Deposit Account**: (1) The amount of deposit to be furnished in the Local Body in accordance with these Rules or the prevailing laws shall have to be kept by opening a separate account in a bank specified by the concerned Local Body. The deposit account to be opened by each Local Body shall generally be only one.

(2) In depositing amounts into the deposit account as referred to in Sub-rule(1), the concerned person shall have to fill up two copies of the voucher as prescribed by the bank and deposit the amount with the bank.

(3) Out of the two copies of the voucher as referred to in Sub-rule (2), the bank shall give one copy to the concerned person. Such voucher shall be required to be submitted to the concerned Local Body and a cash receipt thereof shall have to be obtained.

Provided that, in the case of the voucher to be submitted along with a sealed tender, the cash receipt shall have to be provided and obtained after the opening of the tender.

(4) The deposit account as referred to in Sub-rule (1) above shall be operated with the joint signatures of the Competent Authority and the Chief of the Financial Administration Section. The Competent Authority may, as per necessity and under his or her own responsibility, also require to operate in with the signature of other officer subordinate to him or her and the Chief of the Financial Administration Section or an employee of accounts designated by him or her.

Provided that, in respect of a Village Development Committee, it shall be operated with the joint signatures of the Chairperson and the Secretary.

174. **Circumstances to Keep Deposits**: The deposit amount shall be required to be furnished to the Local Body in the following circumstances:
In order to pay in advance the amount payable to the Local Body,

In order to deposit the amount prescribed by the Local Body for the submission of a tender or for taking part in an auction,

In case it is provided for in these Rules or as per the prevailing laws requiring thereby to deposit any amount in advance prior to carrying out any work, in order to fulfill such a requirement,

In case a deposit is required to be furnished for any other reason, in order to pay such amount.

175. **Deposits to be Placed as Income in the Local Body:** In cases where the deposit amount is required to be paid into the fund of the concerned Local Body in accordance with the prevailing law or the terms of the contract after having fulfilled the purpose for which the deposit was furnished, the Competent Authority shall have to make a decision and pay such deposit amount into the fund of the concerned Local Body within the time-limit, if any separate time limit is specified under the prevailing laws, and within 15 days if no such time limit is specified.

176. **Deposits to be Forfeited:** (1) If any deposit or security furnished to meet the requirement of furnishing such deposit or security to carry out any work is required to be forfeited in accordance with the prevailing laws or under the terms of the contract by reason of failure to complete such work, the Competent Authority shall have to make a decision and forfeit the amount of such deposit or security.

(2) If any amount due to the Government of Nepal or to the Local Body is required to be recovered and realized from the person entitled to obtain refund of the deposit amount pursuant to Rule 177, such amount may be recovered and realized by forfeiting the deposit amount to be refunded to such person.
(3) The amount as referred to in Sub-rule (1) and (2) above shall be paid into the fund of the Local Body.

Provided that, the amount due to the Government of Nepal shall have to be sent to the concerned office.

(4) The information of the action taken pursuant to Sub-rule (1) or (2) above shall have to be provided to the concerned person having furnished the deposit.

177. **Refund of Deposits**: (1) In case where any deposit furnished to the concerned Local Body is neither to be paid into the fund pursuant to Rule 175 nor to be forfeited pursuant to Rule 176, the concerned person shall be entitled to obtain the refund of such deposit amount.

(2) The person entitled to obtained the refund of the deposit amount in accordance with the Sub-rule (1) shall, in order to obtain the refund of the deposit amount, have to make an application, accompanied by the cash receipt, to the Local Body within the time limit, if any such time limit has been specified for obtaining the refund of the deposit amount, and if no such time limit is specified, within one year from the date on which the act and proceeding of that work for which the deposit was furnished have finally been completed.

Provided that, in the case of the amount deducted by the Local Body itself and furnished as deposit, the submission of cash receipt shall not be required.

(3) If the concerned person does not appear to receive the refund of the deposit within the time limit as referred to in Sub-rule (2) above, the Competent Authority shall have to set up the deposit as income to the fund of the Local Body by following the procedures as set forth in Rule 178.
178. **Procedures for Setting up as Income to the Fund of the Local Body:**

The amount which is deposited in the bank account but which does not appear to have been accounted for in the deposit account of the concerned Local Body or which is lying in the bank account without even being clear as to who has furnished the deposit for what purpose or which is more in the total balance in the bank than in the deposit account of the Local Body, shall have to be paid to the fund of such Local Body as its income.

Provided that, is the person who has furnished the deposit make a claim over it with providing the evidence thereof within the time limit specified in these Rules, the refund of such a deposit amount shall be made available by making arrangement of budget even if it has already been paid to the fund of the concerned Local Body.

179. **Account of Deposit Transactions:**

1. The Local Body shall maintain, in an up-to-date manner the accounts of the transactions of deposit amounts paid into its deposit account.

   (2) The Village Development Committee and the Municipality shall submit to the concerned District Development Committee the monthly statement of the deposits paid into their deposit accounts within seven days from the date on which the month ends and the annual report within thirty-five days from the date of completion of Financial year; and the District Development Committee shall submit the integrated financial statement of deposits to the Ministry of Local Development and the concerned Funds and Accounts Comptroller Office on an annual basis.

   (3) The concerned Local Body shall up-to-date the accounts of deposits and carry forward the liability of deposits remaining in one Financial year to that for the other Financial year.
180. **Prohibition on Making Expenditure from Deposit Amounts for Other Purpose:** (1) Except as otherwise provided for in these Rules, no deposit amount shall be spent in any other work. If it appears that the amount lying in the deposit account has been spent for personal purpose or such amount has not been deposited in time in accordance with these Rules, then the amount in question as well as a fine of sum equal to that amount in question shall be recovered and realized form the Competent Authority and from the Chief of Financial Administration Section on *pro rata* basis. The amount of fine so recovered and realized shall be deposited into the fund of the concerned Local Body.

   (2) No amount shall be borrowed from the deposit account with the requirement of making reimbursement to it. If any amount is borrowed, it shall be the responsibility of the authority issuing the order to obtain the reimbursement of the borrowings. The borrowed amount and an interest at the rate of ten percent per annum to be accrued on the borrowed amount shall be recovered and realize from the remuneration or facilities to be obtained by such an official or from his or her other assets; and the amount so recovered and realized shall be paid into the fund of the concerned Local Body as income.

181. **Reconciliation of Bank Account of Deposit Amounts:** (1) Accounts shall be required to be reconciled by obtaining the statement of the deposit account from the bank and verifying the ledger balance amount and the remaining bank balance on monthly basis.

   (2) In respect of the deposit amount that has been entered as income in the deposit ledger but short-fallen in the bank balance, the Secretary shall inquire into whose recklessness is responsible therefore, take action as per the laws against the person having committed such recklessness, and recover and realized that amount from him or her.


(3) In respect of the amount which is not recorded as income in the deposit ledger but has been deposited in the bank account, such an amount shall be required to be written off and deposited in the fund of the Local Body in accordance with Rule 175, if the evidence of deposit is not submitted by the concerned person within ninety days of the deposit of the amount.

Chapter-8

Provision Relating to the Advance Amount and Settlement of Advances

182. Making and Setting Advances: (1) If it is required to take an advance pursuant to these Rules, a statement as to how much amount is needed for what business shall be required to be submitted.

(2) The Competent Authority shall, on the basis of the statement received pursuant to Sub-rule (1) above have to provide an advance not in excess of the amount required for the concerned business by clearly recording in the case of an employee seeking the advance, the designation and purpose and, in the case of a non-employee, the three generations, permanent and temporary addresses as well of that person.

(3) It shall be the duty of both the parties providing and taking the advance to settle, or cause to be settled, the advance provided pursuant to Sub-rule (2) above within the time-limit specified in these Rules by following the prescribed procedures. The Local Body shall have to settle up the advance within fifteen days after receipt of the statement accompanied by the bills and voucher of advance amount to the concerned Local Body. If, in making settlement, the budget is not sufficient to cover it, the figure of amount to be paid shall have to be ascertained by verifying and examining the bills and vouchers received, and the amount due to be paid
shall have to be entered in the subsidiary account note of outstanding payment.

(4) It shall be the responsibility of the Competent Authority and the Chief of the Financial Administration Section to deduct the advance provided pursuant to Rule 185 form each running bill by preparing a schedule in the percentage as referred to in the contract agreement. If a separate provision has been made in the agreement concluded with the foreign government or association in this regard, such provision shall have to be followed accordingly.

183. **Advance on Procurement of Goods and Materials**: (1) If it is required to procure goods and materials, such goods and materials shall have to be procured by fulfilling the requirements as referred to be procured by fulfilling the requirements as referred to in these Rules. In making such procurement, payment shall be made directly to the concerned firm or seller.

(2) If the goods and materials cannot be obtained pursuant to Sub-rule (1) and it is required to send an employee with providing him or her an advance to have such goods and materials, then the advance may be provided with the approval of the Competent Authority by setting out the reasons for providing such an advance.

(3) The employee who receives the advance to procure the goods and materials pursuant to Sub-rule (2) shall have to submit the bills and vouchers, along with the goods and materials, in order to settle that advance amount no later than seven days of his or her returning to the concerned Local Body after having procured the goods and materials.

(4) If it is required to send own employee with providing him or her an advance to procure the goods and materials under this Rule, generally
the Competent Authority and the Chief of the Financial Administration Section shall not be provided with an advance and sent thereof.

184. **Settlement of Advance in Procuring Goods and Materials Through Letter of Credit:** (1) The Local Body shall, in procuring goods and materials through a letter of credit, settle the advance amount incurred in opening the letter of credit within fifteen days from the date of receipt of the goods and materials.

   (2) In case the goods and materials cannot be obtained from the concerned firm or seller making available the goods and materials or the goods and materials could not be received within the specified time, the letter of credit shall generally be cancelled and the advance amount received in opening the letter of credit shall be settled by obtaining the refund of the amount deposited in the bank for that purpose.

   (3) In procuring goods and materials through the letter of credit, the records thereof shall be required to be maintained.

185. **Advance to be Provided to Individual, Firm or Organization:** (1) The Local Body shall have to take a bank guarantee in accordance with these Rules in providing an advance to any individual, firm or organization for procuring goods and materials, for obtaining services or for any works relating to construction.

   Provided that no bank guarantee is required to be taken in providing advance to a corporate body where more than fifty percent of ownership is being held by the Government of Nepal or the Local Body.

   (2) In executing a bond of the contract in respect whereof an advance is required to be provided, it shall be mentioned in the terms of bond that if the advance remains due because of the failure to complete the work within such time-limit as specified for the work to be completed, the
principal of such advance and an interest thereof at the rate of ten percent to be effective from the date of expiration of the time limit of such advance shall be required to be paid.

186. **Advance for Daily and Traveling Allowances**: A office-bearer of the Local Body and an employee and other person, traveling within Nepal in connection with the business of the Local Body shall be provided with an advance not exceeding the total amount of the daily and traveling allowances and other amounts, if any, to which the office-bearer of the Local Body is entitled as mentioned in Schedule-81 and the employee and other person are entitled in accordance with the prevailing laws; and the concerned office-bearer or employee and other person as well shall have to submit the detailed account (statement) and settle the advance taken by them within thirty-five days from the date of their return from the traveling or from the date of completion of the traveling business. In cases where the statement is not submitted within the time-limit, but such statement is submitted for settlement of advance after the expiration of the time-limit, an interest at the rate of ten percent shall be charged on the entire advance for the period running from the expiration of the time-limit.

187. **Authority to Depute on Assignment**: (1) The following office-bearer may depute the following office-bearer or employee on assignment:

<table>
<thead>
<tr>
<th>Office-bearer to be Deputed on Assignment</th>
<th>Office-bearer to Depute on Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Office-bearer of the District Development Committee</td>
<td>Chairperson</td>
</tr>
<tr>
<td>(b) Office-bearers of the Municipality</td>
<td>Mayor</td>
</tr>
</tbody>
</table>
(c) Office-bearers of the Village Development Committee Chairperson

(d) Secretary of the District Development Committee Chairperson within the District, and the Ministry of Local Development for outside the District.

(e) Secretary of the Municipality Mayor

(f) Secretary of the Village Development Committee Chairperson

(g) Sectoral section in-charge under the Local Body Secretary

(h) Staff of the Local Body Secretary

(2) In case an office-bearers or staff of a Local Body is needed to be deputed for travel or assignment outside the country in course of business of Local Body, the Ministry of Local Development may depute to that effect.

(3) While deputing for travel or assignment in the course of business of the Local Body, it shall be done by filling up a traveling order and maintaining records thereof. The Authority deputing for travel or assignment shall have duty to prescribed to make travel vial the less expensive route and means as far as possible.
188. **Daily and Traveling Allowances of the Office-bearer of the Local Body:**

A office-bearer of the Local Body shall, in traveling outside the district, be entitled to receive the daily and traveling allowances as provided for in Schedule-81 and accommodation expense. In traveling within the district, however, be entitled to receive the traveling allowances as per the bill of traveling allowance and daily allowance, in a situation of passing night at a place in the distance of more than five Kosh (ten mile) at the rate as approved by the concerned Council on condition of not exceeding three fourth of daily allowance supposed to be obtained while traveling outside the district.

189. **Provision Concerning Daily Allowance and Travel Expense of Employees:** (1) The provision concerning the daily allowance and travel expense of the employees of a Local Body shall be as follows:

   (a) For the purpose of payment of daily allowance and travel expenses, the staff of Local Body are graded as follows:

   (1) Secretary of District Development Committee or Municipality - First Level

   (2) Officer Level Staff - Second Level

   (3) Other Staff - Third Level

   (b) If it is necessary to purchase a ticket for travel inside Nepal in the course of business of Local Body, expenses incurred for ticket shall be paid.

   (c) In case a staff of Local Body, after purchasing ticket of any mean of travel, has to return the ticket as per the
order of the Authority deputing him or her for traveling, the charge to be levied for returning the ticket shall be paid by the office. In case of a situation to return ticket or return home because of change of date of schedule of flight, the concerned staff may obtain the amount of fare of taxi, rickshaw, bus from the office by getting the content certified by the concerned agency.

(d) While traveling outside the district in the course of business of the Local Body, amount of daily and traveling allowance and stay allowance shall be paid as mentioned in Schedule-81. While traveling inside the district, however, the amount as per the bill of traveling expense in the case of traveling expense and daily allowance as approved by the concerned Council on condition of not exceeding the three-fourth amount of daily allowance supposed to be obtained while traveling outside the district hall be paid in a situation of staying overnight in a place being the distance more than five Kosh (ten mile) in the case of daily allowance.

(e) A staff deputed for the assignment of Local Body to a place to be visited and returned within one day by using the facility of bus or other public transport shall be paid the traveling expenses only under these Rules.

(f) A staff taking leave during the period of his or her traveling or assignment shall not be entitled to obtain
daily and traveling allowance during the period of such leave.

(2) An employee going from one district to another district after being transferred or promoted from one Local Body to another Local Body shall be given the following daily allowance and travel expense:

(a) An employee going from one district to another district or form one Local Body to another Local Body of more than six Kosh (twelve miles) distance of the same district after being transferred, promoted or appointed as acting small be required to submit the statement of the amount for the daily allowance and travel expense he or she is entitled to obtain and the travel expense bill to the previous office.

(b) After examining the statement received pursuant to Clause (a), the concerned Local Body shall be required to pay the amount to which he or she is entitled as per the Rules. In making such payment, the following shall be done:

(1) Employees of first and second level shall be given air fair payable when traveling by short and economical air route as far as possible or bus fair, daily allowance entitled to be obtained under these Rules and one thousand rupees in lump sum for miscellaneous expense.

(2) Employees of third level shall be given air fair payable if travel by air will be less expensive or bus fair, daily allowance entitled to be obtained
as per these Rules and one thousand rupees in lump sum for miscellaneous expense.

(3) If an employee has to travel on foot in a place having no transportation facility after being transferred, promoted or appointed as acting, daily allowance shall be required to be given by calculating the days the travel will take by the rate of six kosh (twelve miles) per day. If there remains a remainder upon dividing the kosh to be traveled on foot by six, then half a day's daily allowance shall be given for the remaining kosh (one kosh equals to two miles).

(4) Employees going to attend the deputed office, after being transferred, promoted or appointed as acting, shall be required as acting, shall be required to be given for the purpose of taking his or her family with him or her an additional amount equal the amount he or she is entitled to under Clause (a) or (b).

Provided that, additional amount shall not be given for miscellaneous expense.

(3) While traveling within the country or abroad through the means of transportation like aeroplane, ship, train, bus, minibus etc. the employee shall be entitled to get the expenditure to be incurred for having an insurance done of seven hundred fifty thousand rupees during the period of his or her traveling or deputation on assignment, in traveling to the place to which he or she has been deputed and returning back from that place.
(4) If an employee is required to return back home after being disassociated from the local service for whatsoever reasons, he or she shall be given by the office where from his or her service was discontinued daily allowance and travel expense pursuant to these Rules according to the rank from which he or she was disassociated from service.

Provided that, such facility shall not be give to a temporary employee.

(5) In the event of death of any employee in the district of his or her/her deputation, his or her wife or her husband shall be given the daily allowance and travel expense entitled to be obtained pursuant to these Rules from the office of his/her deputation in returning back to his or her/her home.

(6) If the travel by air transport is less expensive, the Competent Authority may give an order to an employee of any level to use means of the air transport. In so giving an order there must be clearly specified the place from and to which the means of air transport shall be used.

(7) Except in cases where a travel is made after being transferred or promoted, an employee deputed on travel shall be required to submit the travel report along with the required bill, receipt by filling in the bill of daily allowance and travel expense he or she is entitled to obtain as per the Rules to the concerned office within seven days of the end of the travel.

Provided that, in the case of flight insurance, it shall be suffice to submit only such insurance number.

(8) The concerned District Development Committee shall be required to prepare and keep the description of distance form one place to another place within the district and make it available to all the Local Bodies within the district.
(9) If a decision is made to have a person other than the employee and official of a Local Body travel inside Nepal or abroad in the work of a Local Body, the daily allowance and travel expense and other facilities to which he or she will be entitled shall be as stated in the concerned decision.

Provided that, the rate of such daily allowance and travel expenses shall not be more than that of first level employee.

(10) An employee traveling abroad in connection with the work of Local Body by aeroplane shall be entitled to obtain the travel expense of economy class.

(11) An employee traveling countries referred to in Schedule-81 for international conference, seminar, ceremony, invitation, meeting, training, study tour, and in connection with any other work of a Local Body shall be given daily allowance at the rate provided for in the same Schedule.

Provided that, in case a hotel bill is submitted, the employee shall be given for accommodation expenses the amount under the bill and daily allowance only forty percent of the daily allowance rate specified for that country. Accommodation expense in excess of the amount of the daily allowance rate shall not be paid. Provided that, if daily allowance is given pursuant to these Rules in traveling aboard pursuant to his Sub-rule, he or she will be entitled to obtain full daily allowance for departure day and in the case of arrival day one half of the daily allowance to be given for the immediate preceding day of the arrival day.

(12) In case where an employee traveling abroad pursuant to Sub-rule (11) for international conference, seminar, ceremony, invitation, negotiation or meeting has been provided with meals and accommodation on behalf of a friendly country or international agency but has not been provided pocket money, such employee shall be given the US Dollars per
day as pocket money. Pocket money shall not be given for a travel for training or study.

(13) Pocket money shall not be given pursuant to Sub-rule (12) if a friendly country or international agency gives money for meals and accommodation.

(14) In the case of transit countries of a travel to and from the country of deputation, an employee shall be entitled to only the amount as is provided for such countries.

(15) In case where an employee traveling to and from abroad pursuant to Sub-rule (11) has to spent night in a transit country and the agency making available means of travel has not provided meals and accommodation in such country, he or she will be given the expense under Sub-rule (11) for the night spent.

(16) Daily allowance shall not be given for the days stayed at the pleasure of an employee in excess of the days the travel route for an international conference, seminar takes and the days from the day before the beginning of the conference to the next day of the conclusion of the conference.

(17) If, while traveling abroad pursuant to Sub-rule (11), an employee falls ill of a sudden requiring medical treatment by being admitted into a hospital, the certified amount incurred in the treatment shall be paid, if not borne by the concerned agency, by a Local Body.

(18) Notwithstanding anything contained elsewhere in these Rules, an employee traveling bordering cities of India referred to in paragraph (8) of Schedule-81 shall be given daily allowance under Clause (a) of paragraph (2) of Schedule-81 and stay expenses pursuant to Sub-rule (11).
(19) Employees deputed by a Local Body to participate an international conference, seminar, meeting, invitation, delegation, training, study, ceremony, fair etc. shall be given seven thousand rupees in the case of first and second level employee and five thousand five hundred rupees in the case of third level employee for clothing allowance.

Provided that, generally no employee shall be given clothing allowance until the visit programme is fixed.

(20) Notwithstanding anything contained in Sub-rule (19), clothing allowance shall not be given on the following conditions:

(a) Save training, in traveling foreign border area adjoining to the border of Nepal.

(b) Where there is a provision of a foreign government or union and organizations providing clothing allowance.

(21) In case where an employee is not permitted to travel by the decision of a Local Body after giving him or her clothing allowance upon the travel programme having been fixed pursuant to the proviso to Sub-rule (19), the concerned employee shall be required to return the amount received for clothing allowance within thirty five days from the dated of having received that amount.

(22) If an employee who has received clothing allowance is himself or herself unwilling to travel or resigns from service or disassociates himself or herself from the service of the Local Body, he or she shall be required to return back the clothing amount in lump sum within thirty five days of having unwilled to travel or the resignation being accepted or being dismissed from the service.

(23) In an employee who is not permitted to travel on the occurrence of conditions under Sub-rule (22) is a service holder, the salary paying
officer shall recover the clothing allowance he or she has taken by deducting it from his or her salary and if he or she is out of service he or she shall be required to return back the amount within thirty five days of having been disassociated from the service. If he or she does not pay such amount within thirty five days the amount received by him or her for clothing allowance shall be recovered from him or her as government due pursuant to the prevailing laws.

(24) An employee who has once received clothing allowance from the Government of Nepal or an agency of Government of Nepal's undertaking or Local Body shall not be entitled to obtain another clothing allowance until two year have expired from the date of having received clothing allowance.

(25) A person shall not so received clothing allowance as to be double. A departmental action shall be taken against those who receive such allowance knowingly that it will be double and they shall be fined an amount equal to the clothing allowance amount and the fine and the clothing allowance shall be recovered from him or her.

(26) If an employee traveling abroad to participate an international conference etc. after being deputed by the Government of Nepal or Local Body or for training receives clothing allowance from a governmental or other agency, he or she will be given from the Local Body only the deficit amount out of the amount entitled to be obtained under these Rules.

(27) In cases where an employee has taken the reimbursement payment of the clothing allowance entitled to be obtained pursuant to Sub-rule (19) after returning from the visit for reasons of having failed to receive that amount for some reasons prior to traveling abroad to participate a conference, seminar meeting, training, study, the period of two years shall
be computed for the purpose of Sub-rule (24) from the date of having traveled for participation.

(28) An officiating or acting employee traveling abroad shall be given the daily and travel allowances the post of the officiating or acting is entitled to.

(29) If a person is proved to have taken payment by submitting false statement for the purpose of taking facility available under these Rules, a double amount of the amount he or she has taken by submitting false statement shall be recovered by deducting it from his or her salary if he or she is in the service of the Local Body and in the case of others the amount shall be deducted from any amount they are entitled to and if the employee who has to make such deduction do not deduct the concerned Local Body shall be required to recover from the salary as well of the employee who does not deduct and a departmental action as well shall be taken against him or her.

190. **Action to be Taken upon Failure to Settle the Advance**: If any office-bearer of the Local Body or employee or any other person receiving an amount as advance does not settle the advance within the time-limit specified in these Rules, an interest on the entire advance amount at the rate of ten percent per annum with effect from the expiration of the time-limit shall be charged and both the advance as due and the interest thereof shall be recovered; and if an unnecessary advance has been taken or reluctance has been shown in settling the advance or the detailed account of such advance is not submitted within the time-limit, salary may be withheld in respect of an employee and an action to withhold his or her promotion may be taken against him or her if such employee becomes so reluctant even after withholding the salary. In respect of the office-bearer other than the employees, such advance amount along with the interest thereof shall be
recovered and realized as governmental dues by withholding the facilities to be provided to him or her and with the issuance of a public notice thereabout as well.

191. **To Carry Forward the Liability and Hand Over the Charge of the Amount Remained Unsettled:** (1) If the advance amounts provided in one Financial year for a business assignment could not be settled in that Financial year, then the Competent Authority shall carry forward and certify the liability thereof to the other Financial year with setting out the extensive name list of the outstanding advance amounts as well as the purposes for which such advance amounts were provided. The advance amounts so carried forward shall have to be settled pursuant to these Rules.

(2) The Competent Authority shall, upon being transferred, promoted or getting retirement or leaving the office for any other reason or upon being discharged from the assignment, have to hand over the statement of the advance amounts remained to be settled.

192. **Detailed Account of the Advance to be Submitted:** The Competent Authority shall, while submitting the statements and books of accounts for the month of Ashadh (June/July) of each Financial year, submit the detailed account of the advances remained to be settled, out of the advance provided throughout that Financial year and the advances of the previous years (separately specifying for each Financial year) the liability of which has been carried forward, and out of the advances remained to be settled, the description of the advances of which the time-limit for settlement has expired and of which time-limit not expired, as well as the detailed records thereof and reasons thereof.

193. **Time-limit to be Extended:** (1) If anyone makes an application specifying therein a justifiable reason for being unable to settle an advance within the time-limit specified in these Rules, the Competent Authority may extend
the time-limit for a maximum period of twenty-one days. In case where the time limit is required to be extended for a period more than that, it shall be submitted to the concerned Local Body.

(2) If there occurs a special circumstance requiring the extension of the time limit for the settlement of advance taken in accordance with the specified term following the acceptance of the contract on any work, the approval of the concerned Local Body is required to be obtained; ad if the validity period of the guarantee expires in so extending the time limit, the validity of the guarantee shall also be extended accordingly.

194. **Advance for Deposit**: (1) The Village Development Committee and the Municipality shall have to forward the statement of the amount furnished as deposit for the telephone, water tap, electricity and similar other facilities, to the District Development Committee in a prescribed format. Upon receipt of such statement, that office shall prepare a separate record and statement of the deposit amounts and shall provide a notice thereof to the Village Development Committee and the Municipality. Similar process shall have to be adopted for the District Development Committee as well.

(2) Upon receipt of the notice pursuant to Sub-rule (1), the Village Development Committee and the Municipality shall indicate as "settled" in their advance accounts.

195. **To Monitor About Advances**: The Chief of the Financial Administration Section shall prepare a list of advances and submit it to the Competent Authority within seven days of the expiration of a month in order to provide information as to whether the advance have been settled pursuant to these Rules or not and to get the advances settled in time. Upon receipt of such a report, the Competent Authority and the Chief of the Financial Administration Section shall appraise it and carry out the settlement
business; and shall maintain the record of the decisions taken in such appraisal.

Chapter-9

Provisions Relating to the Accounts.

Audit and Clearance of Financial Irregularities

196. Monthly and Yearly Statement to be Prepared and Submitted: (1) The Local Body shall prepare and forward the statement of income and expenditure, the monthly statement of the advances due to be settled and bank statements to the Ministry of Local Development and to the Office which sanctions the authority to make expenditure, within seven days of the expiration of each month.

(2) The project/office of the budget containing foreign aid shall, in forwarding the statement pursuant to Sub-rule (1), forward the statement of commodity aid, direct payment, turnkey basis assistance, technical and other assistance and reimbursable amounts as well.

(3) Village Development Committee and Municipality shall prepare and forward the yearly financial statement and the statement of progress in target as referred to in Schedule-73 to the District Development Committee within thirty-five day from the end of a Financial year In forwarding such statements, the statement as referred to in Sub-rule (2) shall also be forwarded therewith. The District Development Committee shall integrate all the received statements and forward the same to the concerned Ministry and the Ministry of Local Development.

(4) The District Development Committee shall submit the statement of the income and expenditure of the amount sanctioned to it and of the amounts of its own source to the Ministry of Local Development and the
concerned Funds and Accounts Comptroller Office within thirty-five days from the end of a financial year.

(5) While forwarding the statement pursuant to Sub-rule (4), the annual budget, amounts transferred from budget heads, sanctioned amount, amounts remained to be spent (balance amount) and bank statement as well as shall be certified by conducting the verification thereof and forwarded to the concerned Funds and Accounts Comptroller Office.

197. **Obligation to Maintain Central Accounts**: (1) The District Development Committee and the Office giving authorization shall, by obtaining the statements from the concerned office and the Funds and Accounts Comptroller Office pursuant to these Rules, maintain the central accounts.

(2) The District Development Committee shall submit such accounts to the Ministry and the Office giving authorization to the office of the Financial Comptroller General within thirty-five days from the end of a financial year.

198. **Duty of the Local Body to Provide Statement**: It shall be the duty of the Competent Authority to submit the accounts and financial statement to the concerned body or office pursuant to these Rules and to submit the periodical statement of accounts as well as the statement of the amounts of foreign aid, if there is any such amounts, as demanded by the Ministry of Local Development, Office of the Financial Comptroller General and the concerned Funds and Accounts Comptroller Office. Punishment may be inflicted in accordance with the prevailing laws upon the Competent Authority who does not send the aforementioned statements within the prescribed time period without any justifiable reason thereof.

199. **To Maintain the Accounts of Transactions**: (1) Each Local Body shall maintain the accounts of income, expenditure, deposits, goods in-kind and
other income and expenditure in the approved format. Even the authentic documents to be attached with the accounts shall have to be maintained in a systematic order.

(2) In respect of the accounts of the special project being implemented with the foreign assistance, subsidiary accounts as specified by the Office of the Financial Comptroller General shall be maintained in addition to the accounts approved pursuant to Sub-rule (1) above. Such statement as required for the donor agencies shall, on the basis thereof, be submitted in time.

(3) The accounts of commodity aid, direct payment, turnkey, technical assistance shall have to be maintained and the statement thereof shall have to be submitted as specified by the Office of the Financial Comptroller General.

(4) The Competent Authority shall frequently examine whether the books and accounts are up-to-date or not. He or she shall personally visit or depute any other employee to visit the offices, if there is any, under his or her office and shall carry out, or cause to be carried out, internal examination and inspection.

(5) In carrying out the examination pursuant to these Rules, the actions as follows shall have to be taken and the information thereof shall be provided to the concerned Local Body:

(a) In case where an inventory or record of cash and goods in-kind is omitted to be established, to require to establish the records within three days,

(b) In case where the records of cash and goods in-kind has been maintained in an underhand way with the intention of embezzlement by causing loss and damage
to recover and realize the amount of such loss within fifteen days, and to forthwith recover and realize it as governmental dues in accordance with the prevailing laws if such loss could not be recovered and realized within fifteen days.

200. **Submission of Accounts or Account Statements**: (1) Except as otherwise provided for in these Rules, the following statements shall have to be submitted as follows:

   (a) The statement required to be forwarded daily, on the following day,

   (b) The statement required to be forwarded on weekly basis, within three days of the expiration of that time,

   (c) The statement required to be forwarded on monthly basis, within seven days of the expiration of the month,

   (d) The annual statement within thirty-five days from the end of a Financial year,

   (e) The statement required by the Department of Auditor General or Ministry of Finance or the Office of the Financial Comptroller General or the concerned Funds and Accounts Comptroller Office or District Development Committee or the office giving authorization or the concerned Ministry, within the time-limit mentioned in the requisition letter,

   (f) The statement required to be forwarded upon obtaining it from any other body, within three days of receipt of such statement.
(2) In the event of failure to forward the statement within the time-limit prescribed in Sub-rule (1), a requisition, with setting out therein the reasons for such failure to forward, for the extension of the time-limit shall be made to the Chief of the body requiring it, in the case of a statement required to be forwarded occasionally, and to the concerned authority or organization, in the case of a statement required to be forwarded regularly; and it shall be done accordingly as sanctioned in respect of such requisition.

201. **Provision of Social Audit and Public Audit**: (1) The Local Body within four months or termination of a financial year, shall cause to make social audit of the programmes accomplished within one financial year.

   (2) Public audit of all type of planning and programmes to be operated through the Local Body shall have to be made before making clearance of sum.

202. **To Require to Carry out Internal Audit**: (1) It shall be the obligation of the Competent Authority and the Chief of Financial Administration Section to update the income and expenditure of each Local Body as well as the accounts of the offices under such body, to get such accounts audited internally, and to update the accounts by regularizing the irregularities or errors detected from the internal audit if they are required to be so regularized or by submitting any evidence, if such evidence is required to be submitted or by recovering and realizing, if they are required to be recovered and realized, prior to the carrying out of final audit, and enclosing the evidence thereof with the related accounts.

   (2) The Competent Authority himself or herself shall regularize the amounts for which he or she is empowered to so regularize and submit those amounts for which he or she is not empowered to so regularize, to the Local Body in time. The Local Body shall also regularize, or cause to be
regularized, in time such amounts required to be regularized. In the event of failure to do so, the Competent Authority shall be responsible for the same.

(3) A reference copy of the irregularities detected from the internal audit shall have to be forwarded for information to the concerned Ministry as well. The Secretary of the Local Body shall monitor whether such irregularities have been settled and regularized or not.

(4) In cases where the irregularities detected from the internal audit could not be settled by procuring evidence thereof prior to the carrying out of the final audit for any special reason, the Secretary of the Local Body shall give a written explanation, setting out therein that matter as well, to the final auditor.

(5) The irregularities detected from the internal audit and yet to be settled and regularized shall be given to the final auditor pursuant to Sub-rule (4), who shall, in carrying out the final audit, determine the final irregularities by studying and examining the irregularities detected by the internal audit and yet to be settled and regularized. The internal audit irregularities shall cease to remain after the final irregularities have been so determined.

203. To Require to Carry out Final Audit: The Competent Authority shall, after having carried out the internal audit, have to submit the accounts and financial statements and financial statements and get the same audited finally.

204. Responsibility for Settling or Requiring to Settle the Irregularities: (1) It shall be the obligation of the Competent Authority to settle the irregularities set from the audit by submitting evidence or by regularizing, or causing to be regularized, or by recovering and realizing the amounts.
(2) Where the Competent Authority or employee with the obligation to settle the irregularities is required to leave the office by being transferred, promoted or retired, he or she shall handed over the records of the irregularities yet to be settled and all the details on the action relating to the transactions to the successor. The successor shall also take over the aforementioned inventory of the irregularities accordingly and settle, and cause to be settled, the irregularities on the priority basis.

205. To Make Reply by Taking Action on Settlement of Irregularities: (1) After a letter has been received from the concerned auditor or the office carrying out the audit in respect of the irregularities detected from the internal audit or the final audit, the irregularities should be settled within the time-limit, if any, specified in that letter and within thirty-five days if no such time-limit is specified therein, by regularizing the irregularities if they are required to be regularized, by submitting necessary evidence if any evidence is required to be submitted or by recovering and realizing amounts if they are required to be recovered and realized or by giving clear reply if they are required to be made clear through such reply; and a reply to that letter shall be given within the specified time-limit to the auditor or the office carrying out the audit.

(2) If the irregularities could not be settled pursuant to Sub-rule (1) due to the lack of time, a requisition, accompanied by the reasons thereof, shall be made to the auditor, who has written the letter on irregularities, for the time extension and the irregularities shall be settled by completing the required act within the time-limit extended by him or her.

(3) A reference copy of the action taken and reply given as referred to in Sub-rules (1) or (2) shall be given for information to the office giving authorization.
(4) The concerned Local Body may impose a fine on or may make recommendation for taking departmental action against, or may take both the actions against, the employee who does not take action for the settlement of irregularities pursuant to Sub-rules (1) and (2) or does not give a reply or the reply even if made does not contain an objective answer to the questions asked.

206. **Provisions Relating to the Settlement of Irregularities**: (1) The Local Body shall itself regularize those irregularities which it may regularize pursuant to the prevailing laws.

(2) The Local Body shall, in the case of those irregularities which it itself cannot directly regularize but it may regularize by inquiring any office or authority or the concerned person or employee, regularize such irregularities by holding such inquiry accordingly.

(3) The Local Body may, on the recommendation of the Secretary of the Local Body take decision to regularize such irregularities as seemed to have been irregular merely because of failure to meet the requirements to be met pursuant to the prevailing laws but no loss and damage has been caused thereof. In so regularizing the irregularities, the reasons for not causing such loss and damage shall be made clear to the extent possible. All the details in this regard shall be required to be submitted to the meetings of the Council of the Local Body and the concerned Local Body shall comply with the directions given by such Council in regularizing the irregularities.

(4) In cases where the Secretary of the Local Body has a justifiable reason for regularizing the irregularities other than those mentioned in Sub-rules (1), (2) and (3) and remission is require to be granted to regularize the same, he or she may remit the same by submitting it to the Council on the recommendation of the Local Body.
207. **Procedure for Recovery as Government Dues**: (1) In order to recover the amount remaining to be recovered pursuant to Section 260 of the Act, a Local Body shall be required to publish a notice in a national and local newspaper in the name of the concerned person by giving twenty one days time limit.

(2) Prior to publishing a notice under Sub-rule (1) the concerned Local Body shall be required to withhold or request in writing to withhold the property registered in the name of the person who is to pay the amount or in his or her family's name or the amount, if any, he or she has to receive from a government office or a Local Body.

(3) If a request is made pursuant to Sub-rule (2) to withhold (property), a government office or Local Body shall be required to withhold and give information thereof to the Local Body.

(4) After expiry of the time-limit stated in a notice under Sub-rule (1) and after the property or amount is withheld pursuant to Sub-rule (2), the Local Body shall be required to fill in the description of Schedule-76 and make available the same to the District Administration Office.

(5) Upon receipt of the description under Sub-rule (4), the District Administration Office shall be required to recover pursuant to the prevailing law and make available the said amount to the Local Body within one year.

(6) A Local Body shall be required to make available in lump sum an amount equal to one percent of the amount required to be recovered pursuant to these Rules to the District Administration Office for administrative expense.

(7) Out of the amount recovered pursuant to these Rules, a Local Body may make available upto one percent amount to the police personnel.
deputed to that work and upto one percent amount to the employee of the District Administration Office as reward on the recommendation of the Chief of the said body.

208. **To Make Inquiry About the Amount Failed to be Recovered:** (1) If the Secretary of a District Development Committee or Municipality submits a report, along with the reasons, before the District Development Committee or Municipality stating that an amount more than fifty thousand rupees is not recoverable, the concerned District Development Committee or Municipality may constitute the following committee by specifying time-limit according to necessity for submission of a report after making inquiry into it:

(a) Chairperson of the account committee constituted pursuant to Sub-section (4) of Section 188 of the Act - Coordinator

(b) Chief of the Funds and Accounts Comptroller Office or an officer level employee designated by him or her - Member

(c) Officer level employee of the District Administration Office - Member

(d) Officer level expert designated by the committee as per necessary - Member

(e) Secretary of the District Development Committee or Municipality or an officer level employee designated by him or her - Member-Secretary
(2) The committee under Sub-rule (1) shall itself determine its procedure.

209. **To Remit Arrear or Advance**: (1) An inquiry under Rule 208 shall be caused to be carried our for an arrear required to be settled by giving remission pursuant to Sub-rule (4) or Rule 206 or if an arrear is required to be settled due to the death or disappearance of the employee or official who had taken advance or due to other divine accidental event.

Provided that, if an arrear or advance of less than twenty five thousand rupees amount is required to be settled by giving remission, the Chief of the financial administration section shall be required to submit along with reasons and proof thereof to the secretary and the secretary, if he or she considers it appropriate to remit the arrear, shall be required to recommend to the concerned Local Body for remission.

(2) The District Development Committee shall be required to submit to the concerned Local Body along with reasons, proof and justification for remission the amount concluded to be irrecoverable from the investigation carried out pursuant to Rule 208 or the advance or arrear recommended pursuant to Sub-rule (1) for remission.

210. **Accountability of Accounts Responsible Officer**: It shall be the responsibility of the Secretary of the Local Body to maintain accounts and submit account statements and oversee and inspect, or cause to be overseen and inspected, whether audit has been carried out or not pursuant to these Rules, to make comments on the report of the auditor and it shall be the responsibility of the Secretary of the concerned Ministry to carry out, or cause to be carried out, actions relating to settlement of irregularities by taking part in the discussions held at the Public Accounts Committee of Parliament.
To Forward the Statement or Irregularities: (1) The concerned Local Body itself shall recover and realize the amounts held to be recovered and realized from the irregularities or as per the Act. If it could not be recovered and realized within one Financial year despite taking frequent actions, a statement, accompanied by the details filled up as referred to in Schedule-76, in respect of the amounts held to be recoverable and realized, along with the reasons for failure to recover and realize the same shall have to be forwarded to the District Administration Office.

(2) The District Administration Office shall examine the details received pursuant to Sub-rule (1) and maintain records thereof within seven days and give information thereof to the concerned body. The District Administration Office shall, on the basis thereof, have to make recovered and realized in accordance with Section 60 of the Act.

Chapter-10

Provisions Relating to the Records of the Good in-kind and the Preservation Thereof and Auction

To Prepare the Statement of the Goods-in-kind: (1) The goods in-kind which are lying in the Local Body and which are acquired by procurement or by handing over on aid or by any other means shall be required to be maintained in an up-to-date manner by entering their details into the records of the goods in-kind with specifying their value within seven days of the acquisition of such goods and materials and with having prepared and maintained a statement thereof.

(2) The responsibility of preparing the statement pursuant to Sub-rule (1) and keeping on custody the goods in-kind as peer the statement so prepared shall lie on the store officer or the store-keeper, in the Local Body where the provision of the store-keeper is made, under the general
supervision of the competent Authority. If no Provision for such post is made, such responsibility shall be of the Competent Authority or an employee designated by him or her.

(3) While preparing a statement in the case of the goods in-kind required for the use in technical works pursuant to Sub-rule (1), the statement shall be maintained with having cause to be checked and verified by the concerned technician as to the conditions of such goods and materials at the time of acquisition and having stated in the remarks the particulars thereof.

(4) In case the value of any old materials out of the stock material in the Local Body could not be specified, the value thereof shall be required to be specified and maintained in records in the presence of an authorized representative of the Funds and Accounts Comptroller Office and a technical officer, taking into consideration the condition of such materials and their prevailing market price.

Provide that, in respect of the Village Development Committee, a representative of a nearby government office may be invited to be present.

(5) After having acquired the goods and materials from the foreign assistance, the details thereof with specifying the value of such goods and materials by entering the value of such goods in-kind shall be required to be forwarded to the Ministry and the Office of the Financial Comptroller General within fifteen days of such acquisition.

(6) The statement of the movable and immovable properties under the ownership or title and possession of the Local Body hall have to be prepared and entered as assets in the records of the ledger of goods in-kind.

213. **Custody of the Government Assets, Their Records and Protection:** (1) the cheque book, cash, bank balance and its records, deposits and their
records and books and accounts of income of the Local Body shall be under the custody of the Chief of Financial Administration Section. The goods and materials, records and accounts thereof shall be under the custody of the store officer or the store-keeper.

Provided that in respect of the Village Development Committee, it shall be under the custody of the Secretary.

(2) It shall be the duty of the employee who has taken the goods and materials under his custody and of the Competent Authority to protect and preserve such goods and materials lying in custody pursuant to Sub-rule (1) so as not to cause any loss and damage thereto.

(3) The Competent Authority may, at his own responsibility, require other employees subordinate to him or her to perform the functions referred to in Sub-rule (2).

214. **Inspection of the Goods in-kind to be Conducted**: (1) The Competent Authority shall make arrangement to conduct an inspection by himself or herself or cause to be conducted the same by another employee or technician other than the employee taking the goods and materials on his or her custody at least once in a year so as to know the condition of the goods in-kind, kept by the Local Body with having prepared a statement thereof in accordance with these Rules, and to have and maintain the report thereof in writing. Upon receipt of such inspection report, if any good and materials have been found to be omitted from entering into the ledger book as assets, it shall have to be required to enter such goods and material in the ledger book as assets with specifying therein the value and particulars thereof.

(2) The following matters shall be required to be clearly specified in the report as referred to in Sub-rule (1):
(a) If there are goods and materials which have not been entered as assets in the books of records for goods in-kind, the number and condition of such goods and materials,

(b) Whether the protection and maintenance of goods and materials have been carried out in a proper manner or not,

(c) How many goods and materials are in the state of requiring repair,

(d) How many good and materials are worthless and need to be auctioned or written off,

(e) Whether there has been use of the goods and materials or not, and whether there has been any loss or damage or not and if it has been lost or damaged, whose negligence is responsible thereof,

(f) Comparative statement of the quantities of the similar goods and materials that have been used in the last year and procured in the current Financial year as well, and

(g) Such other matters as the Office of the Financial Comptroller General may prescribe.

(3) Upon receipt of the inspection report in accordance with Sub-rule (1), the Competent Authority shall complete the auction sale of the goods and materials, if any, requiring to be sold by auction within six months, and shall complete the repair and maintenance of the goods and materials, if any, requiring repair and maintenance, by making provision of budget for such repair and maintenance within three months.
(4) Out of the reports as referred to in Sub-rule (1), the details of land and assets under the ownership of the Local Body and the places of archaeological or historical importance shall have to be submitted to the concerned Ministry and the Ministry of Local Development on annual basis.

215. **Handing Over and Taking Over of Charges**: (1) In cases where a office bearer of the Local Body taking the statement, books of accounts etc. of cash, good and materials, deposits and other amounts on his or her custody is relieved from his or her office owing to any reason thereof or where an employee of such a Body leaves the office or where an employee of such a Body leaves the office or becomes released from his or her assignment of maintaining such statement and books and accounts upon being transferred or promoted or getting retired or for any other reason, it shall be the duty of such office-bearer and employee to hand over the charges thereof. The person taking over the charges shall also be required to take over the charges immediately.

(2) The office-bearer or the employee assigned to the duty of handing over or taking over the charges pursuant to Sub-rule (1) shall have to complete the handing over or taking over of the charges within twenty-one days from the date of assumption of office of the said post by the present office-bearer or the employee. If the handing over or taking over of the charges could not be completed even within twenty-one days, departmental action shall be taken against the employee and a submission shall be made to the Local Body in respect of the office-bearer, and an action shall be taken against him or her according to the decision taken on such submission.

(3) While carrying out the handing over or taking over of the charges pursuant to Sub-rule (1), if any loss or damage or embezzlement has been
found to be caused to the cash or goods and materials, deposits and other amounts, the cash or the value of the goods and materials as well as the interest on the amount in question accruable at the rate of ten percent with effect from the date of causing such loss or damage shall be recovered and realized from the officer-bearer or the employee taking on custody such cash and goods and materials to which the loss or damage so caused by withholding salary or any other amounts to be obtained by him. If such loss or damage cannot be recovered form such amount, it shall be recovered as government dues.

(4) Where it is required to recover and realize the value pursuant to Sub-rule (3), the value shall be fixed taking into consideration, *inter alia*, the condition of such goods and materials as well as the current market value thereof. A committee comprising the Competent Authority as well as the officer level representatives of the concerned District Administration Office and the Funds and Accounts Comptroller Office shall carry out the task of so fixing the value.

Provided that in respect of the Village Development Committee, a representative may be specified from the nearby government office.

(5) If it is required to depute any employee on assignment while handing over or taking over the charge pursuant to these Rules, the Competent Authority shall depute such employee on assignment as soon as possible.

(6) If the office-bearer or the employee who has the duty to hand over the charge has already been retired from service or his or her whereabouts is not known or is dead or is of unsound mind or is insane owing to health reason and if the members of his or her family are willing to hand-over the charge of such office-bearer or employee, the person who has to take over the charge shall take over the charge form such person or
from a person sent by such person with giving consent thereof at the presence of the person designated by the concerned Local Body.

216. **Certificate of Handing-over of Charge**: (1) After completion of the handing over of the charge, the employee of office-bearer who has a duty to hand-over the charge shall be given a certificate as referred to Schedule-77.

(2) Notwithstanding anything contained in the prevailing laws, if the person bearing the responsibility to hand-over the charge is an employee or office-bearer who is no longer in service, he or she shall not be provided with pension or gratuity or other facility unless he or she submits a certificate pursuant to Sub-rule (1).

217. **Auction Sale and Handing Over**: (1) No goods in-kind shall be sold or handed over without written order of the Competent Authority.

(2) It shall be the duty of the Competent Authority to auction those goods which seem to be out of use because of being worthless, to repair those goods which seem to be repaired and forthwith make store entry of those goods which have not been so entered, all as indicated in the report as referred to in Rule 214.

(3) In cases where the report referred to in Rule 214 has been made by any person other than the Competent Authority shall, in respect of the goods in-kind are in a condition of requiring to be auctioned or not; and they shall be auctioned only where they are held to be so auctioned by such authority.

(4) In handing over the goods in-kind pursuant to Sub-rule (1), they shall be handed over by filling up the hand over form. The Local Body receiving the goods shall make store entry in the goods in-kind ledger of the goods so handed over and give information thereof. Upon receipt of the
information from the recipient Local Body of such store entry, the former office shall cross off the records of such goods.

218. **Procedures to Carry out Auction**: (1) If any machine, tools and heavy equipment as well as the goods in respect of which the mechanical technician has made a report that in spite of the running condition of such machines, tools and heavy equipment and means of transport (except a horse and bicycle), they are of old model, there is scarcity of their spare parts and they require much more expenses in their repair, maintenance and operation and they are un-useful at present situation are held by the Competent Authority to be worth auctioning, the Local Body shall have to do in accordance with sub-rule (2) to make recommendation by examining and checking such goods and materials.

(2) In case where the means of transport, equipment, machine or tools are required to be auctioned, the concerned Local Body shall have to do as follows:

(a) A committee shall be formed under the Chairpersonship of the Secretary or an officer designated by him or her, consisting of the officer level technician representative designated by the concerned Local Body and the officer level representative designated by the Funds and Accounts Comptroller Office.

Provided that in respect of the Village Development Committee, a committee consisting of the Chairperson of the Village Development Committee, Secretary and a technician representative designated by the Office of the District Development Committee shall be constituted.
(b) In designating a technician representative, an employee having knowledge about the concerned goods in-kind shall be designated to the extent of possibility.

(c) In the case of those goods in-kind which cost more than one million rupees or which are of special type, the Local Body may invite to more than two technicians of the concerned field.

(d) The committee shall submit to the Local Body a report of recommendation by carrying out necessary study and survey pursuant to Sub-rule (4) and also specifying the estimated value where no value has been specified.

(3) Following the receipt of the recommendation of the committee referred to in Sub-rule (2), submission shall be required to be made to the Local Body, setting out all the details therein.

(4) The committee as referred to in Sub-rule (2) shall, while fixing the value of the goods of which value is not set out, take into account, *inter alia*, of utility, service life, depreciation deduction, residual value and market value of the goods. While making depreciation deduction, it shall be deducted at the rate referred to in the prevailing law relating to income tax. In fixing the value of the goods of which customs duties have not been paid, customs duties shall also be included and depreciation shall also be deducted from such duties as well.

Provided that, in the case of those goods in respect of which none of the bases referred to in this Rule can be fully or partially indicated, the committee referred to in Sub-rule (2) shall make submission to the
concerned Local Body. After the receipt of such information, such Local Body shall cause the concerned expert to examine as to whether the goods can be put in use or not. If the concerned expert makes a report that such goods are incapable of being used again despite their repairing or the situation as referred to in Sub-rule (14) will occur in repairing such goods, direction to fix the value by taking the same report as a base shall have to be given.

(5) After submission of the recommendation as referred to in Sub-rule (3), the concerned Local Body may issue an order for carrying out auction. The Secretary shall, upon receipt of such order, auction the goods pursuant to Sub-rule (6).

(6) After an order to auction has been received pursuant to Sub-rule (5) or following a decision to auction made pursuant to Sub-rule (1), a notice indicating the following matters shall be required to be published by giving a time-limit of fifteen days to auction the goods which cost upto one hundred thousand rupees and of twenty one days to auction the goods which cost more than that; and the goods shall be auctioned accordingly by a public bidding: Description of the goods,

(a) Minimum value of the goods,
(b) Place, date and time (beginning and deadline, hours) of public bidding for auction sale,
(c) Matter that the bid will ascend from the minimum value,
(d) Matter that cash deposit of a sum to be set by five percent of the quoted value has to be furnished before making a bid to confirm the auction and that such
deposit will be kept on being added in proportion of
the increase, if any, in the bid figure,

(e) Period of time for taking away the goods of which
auction have been confirmed,

(f) Other necessary matters.

(7) Notwithstanding anything contained elsewhere in this Rule, if it
appears reasonable to auction the goods by way of tender, tender may be
called by giving a time-limit referred in Sub-rule (6) with making
arrangement to be able to observe the goods. In cases where a tender is so
invited, a bank guarantee equal to five percent of the quoted bid price or a
voucher indicating the deposit of that amount in the deposit account shall
be required to be enclosed with the tender. The concerned Local Body may
if it deems it appropriate, make arrangement relating to the purchase and
submission of the tender from and to any other Local Body as well.

(8) In conducting a public bidding to auction the goods or publishing
a notice to auction them by calling a tender pursuant to Sub-rule (6) or (7),
the notice in respect of the goods of which cost price is not revealed but
costs upto fifty thousand rupees as per the current valuation and the goods
of which cost price set out and is valued at upto one hundred thousand
rupees as per the current valuation, may be published by displaying it at the
concerned Local Body, District Administration Office, Land Revenue
Office, Funds and Accounts Comptroller Office and also the office of any
construction entrepreneur organization located at the District Headquarters
of that District if any, and a document or information thereof should be
collected and the notice in respect of the goods to be valued at more than
that may be published in a national level newspaper.
Provided that, the Competent Authority may conduct a public bidding for auction in respect of the goods to be valued at a value less than the aforementioned value or may sell the same by auction, by inviting tenders thereof through publishing a notice thereof at the concerned Local Body, District Administration Office, Land Revenue Office, Funds and Accounts Comptroller Office and also the office of any construction entrepreneur organization located at the District Headquarters of that District if any. While conducting such auction sale, if the goods could not be sold by auction for the first time, action shall have to be taken for auction sale by publishing a notice again, with providing a time-limit of seven days.

(9) If the goods in-kind, of which auction sale has been confirmed, are not taken way by making payment of the entire amount offered within the period of time specified by the concerned Local Body, the furnished deposit shall be forfeited and re-auction shall be made.

(10) If the minimum value is not offered even in conducting re-auction, the goods shall be required to be revalue by the committee as referred to in Sub-rule (2) and public bidding for auction shall be carried out accordingly. If the goods could not be auctioned in the public bidding at the price so re-valued, the goods may be directly sold in presence of the Member designated by the concerned Local Body, the officer level representatives of the District Administration Office and the Funds and Accounts Comptroller Office. If the good could not be so sold directly, action shall have to be initiated for writing off.

Provided that, in respect of the Village Development Committee, a representative of a nearby government office shall be invited to be present.

(11) Meeting allowances at a rate as fixed by the Local Body shall be provided to the members of the evaluation committee, which examines
and verifies the means of transport such as motor vehicle, trucks, jeeps, cars, and heavy machine equipment.

(12) In doing the valuation of such goods as furniture except motor vehicles, machinery, tools and technical goods, their value may be fixed on the basis of the rate of depreciation deduction specified for the purpose of income tax without constituting the evaluation committee. After the expiration of the life of any goods of which life is fixed, such goods may be sold by auction by getting them valued by the committee as referred to in Sub-rule (2).

(13) The concerned Local Body shall require to inspect once a year to have information as to whether auction sale has been carried out or not pursuant to these Rules, shall obtain a report thereof and take necessary action on such report.

(14) Notwithstanding anything contained elsewhere in these Rules, the Competent Authority may on the recommendation of the committee referred to in Sub-rule (2), sell by auction those goods which are older than twelve years and not in running condition, or repairing expenditure of more than twenty-five percent of the market price of the same goods is required to be incurred to bring them on the running condition.

(15) In auctioning the built up physical structures by demolishing them, an item-wise cost estimate of the expenditure to be incurred in demolition and of the sum of money to be received from the sale of the goods is required to be prepared. In cases where the sum of money received from the auction sale happens to be less than that amount to be incurred in demolishing, the difference amount shall have to be considered as the minimum value and the process of public bidding for lowest cost (Dutch auction) shall be required to be followed. If the sum of money to be received from auction sale happens to be more than the expenditure to be
incurred in demolition, the difference amount shall be required to be considered as the minimum value and the action of auctioning through public bidding shall have to be taken.

Chapter-11

Miscellaneous

219. **Tax to be Deducted in Making Payment:** In making payment for carrying out construction or procurement or for obtaining services pursuant to these Rules, such payment shall be made only after deducting the tax in accordance with the prevailing laws.

220. **Matters to be Taken into Account for Being Confident that the Income and Expenditure have been Duly Made:** (1) The Competent Authority shall, in sanctioning for expenditure or spending the amount, be confident, with taking into account the regularity, economy, efficiency, effectiveness and propriety, that the following matters do exist:

   (a) The amounts approved under various heads and sub-heads have been spent, being confined within the limit approved for the prescribed services and works, for the same purpose accordingly,

   (b) Financial transactions are in accordance with these Rules and such transactions are supported by sufficient evidence.

   (c) Books of accounts have been maintained in the format specified in accordance with these Rules, such books of accounts reflects the actual picture of the financial transactions,

   (d) The statement of the assets is accurate and up-to-date and assets have been well managed and protected,
(e) Provision for an internal control system is made as to prevent loss and damage to, and misuse of, cash, goods in-kind and other assets as well, and such system is being followed,

(f) The books of accounts of the income and deposit as well are maintained accurate and the procedures for recovery and realization and maintaining accounts are adequately complied with,

(g) The organization, management as well as allocation of business of the office are in proper form and manner and the business is being operated accordingly,

(h) No work is being carried out by different employees or bodies leading to unnecessary duplication nor is necessary work omitted to be carried out,

(i) Available resources, means and properties are properly utilized and proper arrangement for maintenance and protection is made in such a manner as to prevent them from causing loss and damage thereto,

(j) Progress has been made as per the programme and within the specified time period and the quality standard and quantity of the works are satisfactory,

(k) The objective and policy of the office is clear, and programmes have been formulated in accordance with the set objective and policy,

(l) The programme has been operated by being confined within the limit of the approved cost expenditure and
the return is reasonable in comparison with the cost incurred,

(m) The provision of maintaining data of progress in target and cost expenditure is adequate and reliable,

(n) Periodic financial statements have been prepared in time and are being submitted in times as well.

(2) Whether the matters are in accordance with Sub-rule (1) or not shall be taken into consideration prior to carrying out financial transaction; and even after the transactions have been carried out and accounted for, internal examination in respect out and accounted for, internal examination in respect of the transactions carried out shall have to be conducted, or cause to be conducted, and the concerned authority be confident on the accuracy and correctness of the matter.

221. Action to be Taken Against the Person Not Maintaining or Submitting the Books of Accounts: The concerned Local Body may fine the concerned Competent Authority and the Chief of Financial Administration Section, who do not maintain the books of accounts or do not submit the report thereof in accordance with these Rules, an amount up to five percent of the amounts for which no books of accounts is maintained, in cases where books and accounts are not maintained, and with an amount equal to the salary of seven days, in cases where no report is made.

222. Functions and Duties of the Competent Authority: (1) In addition to the functions and duties mentioned elsewhere in these Rules, the functions and duties of the Competent Authority shall be as follows:

(a) To take over the charge in the event of fresh assumption of office by the Competent Authority or office in-charge; in the event of leaving office upon
being transferred or promoted, to prepare a statement indicating the accounts of income and expenditure, list of irregularities, the state of action taken to settle the irregularities and the statement of actual situation of financial, physical and manpower of the office during the tenure of his or her office and hand over the charge to the successor,

(b) To maintain the books of accounts of the amounts furnished to the office and bear the responsibility for all the financial transactions of the office,

c) To make provision of control in a manner to prevent the cash and goods in-kind of the office from being lost and damaged,

(d) To maintain, and cause to be maintained, fiscal discipline in the office,

e) To take the notice of these Rules, and the prevailing laws relating to financial administration, and to abide by, or cause to be abided by accordingly,

(f) To make prompt reply to the irregularities detected from the audit, monitor whether they have been settled accordingly; and if they have not been settled through the reply or evidence made or submitted, to submit the reply or evidence again and get the irregularities settled,

g) To bear the responsibility of the item of accounts and the amount of expenditure made through a decision without seeking the opinion of, or against the opinion
of, the Chief of Financial Administration Section in doing financial transactions. He or she shall also be jointly responsible for the item of accounts and amount in respect of which the Chief of Financial Administration Section has rendered opinion.

(2) The Secretary of the District Development Committee shall, in cooperation with the Funds and Accounts Comptroller Office, have to inspect the financial transactions of the Village Development Committee and Municipality at least once in a year and submit a report thereof to the concerned Village Development Committee, Municipality and District Development Committee as well as to the concerned Ministry and the Ministry of Local Development.

223. **Functions and Duties of the Chief of Financial Administration Section:**

(1) The functions and duties of the Chief of Financial Administration Section shall, under the general accountability of the Competent Authority, be as follows:

   (a) To formulate the budget in coordination with the concerned section looking after the project and programme,

   (b) To make arrangement for making requisition for sanction and for operating the account pursuant to these Rules, while carrying out the financial transactions and bearing the responsibility thereof,

   (c) To duly maintain books and accounts of expenditure, prepare a statement of expenditure, prepare a statement of expenditure and financial statement; and to get such a statement and financial statement approved by the
Competent Authority and forward them to the concerned body and get them audited in time,

(d) To maintain a statement of the irregularities set form the final audit and collect evidence to settle the irregularities and submit, or cause to be submitted, such evidence,

(e) In leaving the office upon being transferred promoted, to hand over all the books of accounts, cash and bank balances, statement of irregularities, and records under his or her charge to the successor or to a subordinate employee who is, in turn, required to hand over the same to the successor,

(f) To carry out such financial transaction related function as may be assigned to him or her by the Competent Authority and, to render opinion and advice to him or her in financial transactions.

(2) The Chief of Financial Administration Section may allocate business and assign the responsibility of carrying out the functions mentioned in Clause (a) through (f) to his or her subordinate officer or other assistant staff.

(3) It shall also to be the duty of the Chief of the Financial Administration Section to examine whether the requirements referred to in the prevailing law have been met or not in carrying out financial transaction and to submit or payment where such requirements have been met, and where such requirements have been met or any item of such amount failing to meet the requirements is put before him or her for payment as was approved without seeking his or her opinion, to submit it in writing to the
Competent Authority clearly setting out the matter of failure to meet the requirements, and to do as per the written order of him or her.

(4) If the Competent Authority gives an order to make expenditure pursuant to Sub-rule (3), the Chief of Financial Administration Section shall make expenditure accordingly and make a submission to regularize the amount so spent within seven days of the performance of such act. The Competent Authority shall be responsible to get regularized the expenditure so submitted.

(5) The Chief of Financial Administration Section shall bear responsibility for amounts or items of amounts decided as per his or her opinion.

224. **Evaluation Committee**: (1) An Evaluation Committee shall be constituted as follows for the accomplishment of evaluation under Section 71 of the Procurement Act:

(a) Competent Authority or a Senior Officer specified by him or her - Chairperson

(b) Chief of the Financial Administration Section - Member

(c) Technical expert relating to the subject - Member

(d) Law Officer (to the extent of possibility) - Member

(e) Chief of the Procurement Unit or a staff specified for that - Member-Secretary
function

Provided that, in the case of Village Development Committee, a committee consisting of a member prescribed by the Chairperson, representative of the concerned Service Centre, Sub-centre of local level and Secretary my evaluate the tender.

(2) While constituting the Evaluation Committee, a staff holding the administrative affairs shall also be prescribed.

(3) The quorum of Evaluation Committee shall be two-thirds. Decision made by majority including the subject specialist shall be the decision of Committee.

(4) An expert in the concerned field may be invited in the Evaluation Committee as per necessity.

225. **Payment for Medical Treatment Carried out in Country:** Payment of amount upto ninety percent amount bill as per the prescription issued by a medical person registered in the Nepal Medical Council may be made as per the approval of the Local Body in the case of medical treatment made by a office-bearer of the Local Body with enrolment at the approved health organization within the country. In case of being such amount more than twenty five thousand rupees, it shall be submitted to the Council and carried on as per the decision.

226. **Power to Give Remission:** (1) The criteria as to which goods go worn and torn and become dross and lost and damaged to what extent shall be as prescribed by the Local Body. The Competent Authority shall have the power to grant remission, subject to the criteria so approved.

(2) Upon receipt of the inspection report of the goods in-kind pursuant to Sub-rule (1) of Rule 214, the Competent Authority shall maintain and repair the goods in-kind and keep such goods in an updated
and safe manner. If, in that very course, any goods seem to be remitted and the records thereof to be crossed of or rescinded/disposed of, the Competent Authority shall take action vis-à-vis remission once a year. If any goods seem to have been lost not because of anyone's recklessness but because of being very old or because of any divine act or accidental event or any justifiable reason or any goods seem to be useless even after maintenance or repair thereof or it seems no use of maintaining or repairing them, and the Chief of Financial Administration Section, store-keeping employee, main employee of the administration are all agreed on that matter upon submission of evidence or details, collected to the extent of possibility, and upon making everything clear, the goods of which cost price being up to twenty-five thousand rupees may be remitted by the Secretary, of which cost price being up to one hundred thousand rupees by the concerned Local Body, and the cost price being up to an amount exceeding this sum by submitting it to the Council of the Local Body and as per the decision of the Council.

(3) In the case of goods of which cost price could not be set out pursuant to Sub-rule (2), the Competent Authority shall from a committee comprising himself or herself, an officer level representative of the concerned Funds and Accounts Comptroller Office and one concerned expert of office level, and get the value fixed by that committee, taking into account, inter alia, of the market and utility. Remission may be granted pursuant to Sub-rule (2) on the basis of the value so fixed by the committee.

Provided that, in respect of the Village Development Committee, a committee comprising the Chairperson, Secretary and a representative of a nearby government office may fix the cost price.

227. **Prohibition on Interference with Power**: (1) No interference shall be allowed to be made with the powers of the Competent Authority as
entrusted to him or her pursuant to these Rules. If the Local Body is of the opinion that the power has been abuse, it may immediately cause to inquire into the matter or make a request, setting out all the matters, to the body holding inquiry therein.

(2) Nothing contained for in Sub-rule (1) shall be deemed to have restricted the powers of the concerned Ministry or the Local Body to supervise, monitor and give directions.

228. **Sanction of Amount**: The amount of conditional or unconditional grant supposed to be made available by the Government of Nepal to the District Development Committee and Municipality shall be made available directly to the Fund of the concerned District Development Committee and Fund of Municipality by the Ministry of Finance.

Provided that, in the case of a Village Development Committee, until another arrangement is made, the amount of grant supposed to be made available from the Government of Nepal shall be made available to the Fund of Village Development Committee through the District Development Committee by the Ministry of Finance.

229. **Delegation of Power**: (1) Power to amend the cost estimate, to amend an agreement of procurement, to extend the time limit of agreement of procurement and to make variation as set forth in the Procurement Act and these Rules cannot be delegated.

(2) Powers other than those mentioned in Sub-rule (1) may be delegated by the Authority holding the power to any officer under him or her.

(3) The Authority delegating the power under Sub-rule (1) and (2) shall have, however, to continue to bear the responsibility in regard to the delegated power.
(4) The Authority delegating power under Sub-rule (2) shall have to continue to obtain necessary information form time to time form the concerned officer in regard to the functions accomplished as per the delegated power.

230. **Provision Relating to Sanction of Amount of Subject-wise Section.**

**Account, Audit, Settlement of Irregularities:** (1) The Ministry of Finance shall directly delegate the authority to the Local Body in regard to the amount of conditional and unconditional grant arranged for the subject-wise Section to operate the declared programme. For this purpose, the concerned Ministry shall co-operate the Ministry of Finance to prepare the statement of district-wise distribution of the amount of grant to be sent.

(2) The Local Body shall make available the authority with annual programme and direction to spend to the concerned subject-wise Section within the last day of *Shrawan* (Mid August) of every year by adding the amount appropriated from its internal income and the amount as per the authority obtained under Sub-rule (1).

(3) The subject-wise Section shall obtain the amount as per the authority under Sub-rule (2) form the Local Body on four monthly basis and spend by maintaining account subject to the provision of these Rules. While spending the amount, in case of remaining the amount in the last of financial year, it should be refunded to the concerned Local Body. In case of being any amount of grant obtained by the Local Body from the Government of Nepal to be frozen in the amount refunded by the subject-wise office, it shall be refunded to the concerned agency for the purpose of freezing. In case of not freezing the amount required to be frozen or not refunding to the concerned agency for freezing, sanction shall be obtained only by deducting the said amount. The agency giving sanction also shall sanction accordingly.
(4) The concerned subject-wise Section Chief shall be responsible for accounting report of expenditure of subject-wise Section, internal and final audit and settlement of irregularities in accordance with these Rules.

(5) The Secretary and Account Chief of the Local Body shall submit a report to the concerned agency within the last day of Shrawan (Mid August) of every year by making observation regarding the matters such as whether the subject-wise Section has maintained the accounts under these Rule, whether the amount remained in the last of the financial year after expenditure is refunded to the concerned agency and whether the action of settlement of irregularities is accomplished in time.

231. **Prohibition on Making Expenditure of Amounts**: The Competent Authority shall not issue the order to make expenditure from the budget without having the programme and budget approved by the Council of the Local Body.

Provided that, if the payment is for the salary and allowances of employees, tap water, electricity and the completed run over project, it shall not be prejudicial to make payment thereof on condition of getting in endorsed by the Council of the Local Body.

232. **Cash Balance May be Held**: (1) The Local Body may hold a cash balance of upto ten thousand rupees in the custody of the Chief of Financial Administration Section to meet petty spent to be incurred by it on daily basis reimbursement for the sum spent out of it shall be taken by submitting bills and vouchers thereof.

Provided that, the outstanding cash balance shall be depositeed in the bank within 25th day of the month of Ashad (July) of each year.
(2) If the balance as referred to in Sub-rule (1) be insufficient to meet such expenses, the limit of such cash balance may be increased with the approval of the Local Body by specifying the reasons thereof.

Provided that, the maximum balance shall not be more than twenty-five thousand rupees.

233. **Function may be Got Carried on by Non-governmental Organization**:

(1) For the purpose of getting carried on a work by a non-governmental organization in accordance with Section 46 of the Procurement Act, as sector-wise condition and cost estimate along with need of such function, type, duration, quality standard of function, manpower, function operation procedure shall be prepared.

(2) A Local Body, for the purpose of getting carried on function under Sub-rule (1), shall invite proposal from the non-governmental organization incorporated under the prevailing law with an objective to accomplish such function and enlisted in the existing list under Rule 70 by publishing a notice by giving a time limit of at least fifteen days.

(3) The following matter shall be mentioned in a notice published under Sub-rule (2):

   (a) Name and address of the agency inviting the proposal,
   (b) Nature, volume and other necessary details of the proposed function,
   (c) Place and duration of accomplishment of the proposed function,
   (d) Deadline and place to submit the proposal,
   (e) Form of proposal,
(f) Documents supposed to be submitted with the proposal by the proponent,

(g) Terms and conditions of payment and deduction of tax.

(h) Other matters as deemed necessary by the Public Procurement Monitoring Office.

4) The Local Body shall open the proposal received as per the invitation under Sub-rule (3) in the presence of the proponent and prepare a document thereof.

5) The Evaluation Committee shall recommend for approval of the proposal of a proponent proposing the minimum amount by maintaining the sector condition under Sub-rule (1) to the Local Body.

6) The Local Body, in case of being found the proposal recommended under Sub-rule (5) as appropriate, shall inform the concerned proponent by mentioning date to come to conclude agreement with him or her in case of his or her presence on such date.

7) In case the proponent fails to be present to conclude a contract after obtaining information under Sub-rule (6), agreement may be concluded with the next proponent making proposal of lowest amount by maintaining the sector condition under Sub-rule (1).

234. **Formation of Procedure and Directory:** (1) The Ministry may frame and enforce procedure and Directory so as to regularize the financial transaction of the Local Body.

(2) In case an opinion is sought due to any confusion regarding the execution of these Rules, the Ministry may interpret and inform the Local Body for execution.

236. **Repeal and Saving**: (1) The Local Body (Financial Administration) Rules, 2056, (1999) is, hereby, repealed.

   (2) Acts and actions done and taken under the Local Body (Financial Administration) Rules, 2056 (1999) shall be deemed to have been done and taken under these very Rules.

   (3) Matters set forth in these Rules shall be carried on as per these very Rules and those not set forth in these Rules shall be carried on in accordance with the Public Procurement Rules, 2064 (2007). In the case of the tender document and directory issued by the Public Procurement Monitoring Office, provision as per the same shall be executed.
Schedule-1
(Relating to Clause (a) of Sub-rule (1) of Rule 18)

Classification and Explanation of Income of
Village Development Committee

1.0. **Internal Source**: The explanation of headings of income required to be earned by the Village Development Committee shall be as follows:

1.1. **Local Tax**

1.1.1. **House and Land Tax**: Amount of tax levied annually on the basis of house and the land within the coverage thereof, size and type of house and structure also within the area of Village Development Committee under the prevailing law shall be included under this heading.

1.1.2. **Land Revenue or Land Tax**: Seventy Five percent of amount of Village Development Committee out of the land revenue and land tax to be levied in the land within the area of Village Development Committee shall be mentioned as income under this heading and Twenty Five percent of amount required to be sent to the District Development Committee shall be mentioned as income under the heading Other Income of Code No. 15.3.

1.1.3. **Market, Bazaar, Shop Tax**: Income gained from the tax levied in the shop of market of livestock, regular market, fair ceremonial procession etc. operated within the area Village Development Committee shall be mentioned as income under this heading.

1.1.4. **Vehicle Tax**: Amount obtained while registering the vehicle within the jurisdiction of Village Development Committee, registering on annual basis and vehicle tax levied in the vehicle coming on occasional basis within the jurisdiction of Village Development Committee shall be mentioned as income under this heading.

Provided that, in the case of the said vehicle entered within Nepal, the Village Development Committee of the area in which the vehicle enters for the first time from abroad shall be eligible to levy the tax as prescribed, and it shall
not be allowed to gain income by levying such tax again when such tax is already paid in one Village Development Committee.

1.1.5 **Entertainment Tax**: Entertainment tax collected under the prevailing law form the recognized cinema halls, video halls and the halls like cultural exhibition within the area of Village Development shall be mentioned as income under this heading. Fee levied in the entertainment programme like magic, circus under Clause (d) of Sub-section (1) of Section 56 the Act shall be mentioned under this very heading of income.

1.1.6 **Rent and Tenancy Tax**: Amount of rent and tenancy tax collected from the market, bazaar, barren land constructed, controlled or possessed by within the Village Development Committee and the rented temporary shops located in the side of road shall be mentioned as income under this heading. In a situation of being rented fixed and movable property by the Village Development Committee, the amount of rent generated by the same shall also be mentioned as income under this very heading.

1.1.7 **Advertisement Tax**: Amount of advertisement tax collected from a person or agency keeping signboard within the area of Village Development Committee shall be mentioned as income under this heading.

1.1.8 **Enterprise Tax**: Enterprise tax levied to a person or organization operating the prescribed industry, business, enterprise of occupation within the area of Village Development Committee shall be mentioned as income under this heading.

1.1.9 **Professional Video Tax**: Tax levied to the operator of professional video within the area of Village Development Committee shall be mentioned as income under this heading.

1.1.10 **Natural Resource Utilization Tax**: Amount of Tax levied to person or organization professionally utilizing the natural resource and heritage within the area of Village Development Committee shall be mentioned as income under this heading. Amount obtained from using the water of Public River and
stream for a purpose other than public purpose shall also be mentioned as income under this heading.

1.2 **Service Charge**

1.2.1 **Service Charge:** Amount charged by the Village Development Committee under its jurisdiction for the facility of sanitation and sewerage made available by the Village Development Committee within its area and for allowing for entry in the tourism and picnic spot, park, industry, view tower etc. levied at the rate a prescribed by the Village Council shall be mentioned as income under this heading.

1.3 **Fee**

1.3.1 Fee of license renewal of television, radio and other equipment, fee of recommendation or compromise to be levied by the Village Development Committee at the prescribed rate within its area shall be mentioned as income under his heading.

1.4 **Sale**

1.4.1 **Sale Income:** Amount received by the Village Development Committee by selling property of Village Development Committee shall be mentioned as income under this heading. Amount obtained by selling the soil of government barren land under Clause (a) of Section 58 of the Act, sale of product of the public pond or garden under Clause (b) of Section 58 of the Act, sale of wild products, dry wood, firewood, branch, twig, roots etc. under Clause (d) of Section 58 of the Act shall be mentioned as income under this heading. Amount obtained by the Village Development Committee from the sale of form and income generating programme also shall be mentioned as income under this heading.

1.5 **Resource Utilization and Other Income**

1.5.1 **Allocation obtained from Utilization or Resource:** Amount obtained by the Village Development Committee out of the amount obtained by using the resource within the area of Village Development Committee by the
Government of Nepal or District Development Committee shall be mentioned as income under this heading.

1.5.2 **Fine:** Amount obtained from fine imposed to a person or organization by the Village Development Committee under the law shall be mentioned as income under this heading.

1.5.3 **Other Income:** All kinds of amount of income of Village Development Committee other than the afore-mentioned headings shall be mentioned as income under this heading. Amount of service charge levied in the case of collection of due amount of anyone by the Village Development Committee under Sub-section (2) of Section 56 of the Act and the amount to be obtained for assisting the function of illegal export of wild product within the Village Development Committee also shall be mentioned as income under this very heading.

2.0 **External Source:**

2.1 **Grant**

2.1.1 **Government of Nepal Grant:** Amount of government grant made available by specifying the central budget subheading of Government of Nepal to the Village Development Committee through the District Development Committee shall be mentioned as income under this heading.

2.1.2 **District Development Committee Grant:** Amount of all types of grants obtained from District Development Committee without specifying the central budget subheading of the Government of Nepal shall be mentioned as income under this heading.

2.1.3 **Other Grant:** Amount of grant or donation or gift etc obtained from any agency or person other than the Government of Nepal or District Development Committee shall be mentioned as income under this heading.

2.1.4 **Commodity Aid:** Sum of grant to be obtained as commodity to the Village Development Committee shall be mentioned as income under this heading.
2.1.5 **Technical Aid**: Amount to be obtained by the Village Development Committee for technical aid from different person and organization shall be mentioned as income under this heading.

3.0 **Credit and Loan**

3.1 **Credit**

3.1.1 **Credit**: Credit, loan obtained from a bank or any other organization and association by pledging or without pledging the fixed and movable assets of Village Development Committee or as per the guarantee of Government of Nepal by the Village Development Committee and the amount obtained from foreign debt shall be mentioned as income under this heading.

3.2 **Loan**

3.2.1 **Loan**: Amount obtained by Village Development Committee from loan shall be mentioned as income under this heading.

**N.B**

(1) In case of reception of any other tax prescribed under Section 55 (k) of the Act, it shall be mentioned as income under the similar heading out of the headings of income of the afore-mentioned tax.
Schedule-2
(Relating to Clause (b) of Sub-rule (1) of Rule 18)

Classification and Explanation of Expenditure of
Village Development Committee

(a) **Running Expenditure**: Expenditure like consumption expenditure to be made on yearly basis, expenditure necessary for operation of office on daily basis, expenditure necessary for operation of office on daily basis, expenditure of payment of grant, loan for service and delivery of service to be provided by the Village Development Committee for public welfare, amount of refund of loan are included under the heading of running expenditure. In general, account shall be maintained by making gradation of expenditure of purchase of goods durable for less than one year or worth of less than one thousand rupees per unit in spite of durable for more than one year as running expenditure. The following expenditures are included in the running expenditure:

1. **Consumption Expenditure**: Salary to be paid to the dignitaries including the employees under the prevailing law, allowance prescribed to be paid to the staff, meeting allowance, refreshment (tea), service expenditures, daily and traveling expenses, ration, dress and medical treatment expenses and gratuity to be paid to a retired staff, expenses of operation of training symposium, workshop etc. operated for career development of employees are included under the consumption expenditure.

1.01 **Salary (Staff)**: The following amounts are included in this amount:

(a) Amount of salary, grade, provident fund and welfare fund to be obtained by the employee for his service under the prescribed rules.

(b) Amount of reward to the provided to the employee.

(c) Amount of home leave, sickness leave, substitute leave and expenses of Dashain.

(d) Remuneration to be obtained by an employee.
1.02 **Allowance**: The following amounts are included in this amount:
   (a) Allowance prescribed by the Government of Nepal.
   (b) Amount of allowance and emolument to be provided to the employee or office-bearer as prescribed by the Village Council or Village Development Committee in accordance with the Act.
   (c) Meeting allowance of meetings held at the Village Development Committee.

1.03 **Traveling and Daily Allowance of Transfer**: The following amounts are included in this amount:
   (a) **Traveling Cost**: Vehicle cost at the prescribed rate for an employee transferred from one office to another office or transferred as temporary assignment by keeping his lien post as usual and his family that can be taken by him in accordance with the Rules. Similarly, aviation tax to be levied while traveling buy air craft insurance cost relating to traveling and miscellaneous cost relating to traveling as approved by the Government of Nepal.
   (b) **Daily Allowance**: Allowance at the prescribed rate to be obtained by an employee or person departing upon being transferred.

1.04 **Other Consumption Cost**: The following amounts are included in this amount:
   (a) Uniform, boot, shoes, cap etc. to be provided to a person working in the Village Development Committee by making decision with an arrangement of budge also if the Village Development Committee deems necessary in accordance with the prevailing rules and the dress allowance to be obtained in accordance with the Rule while making foreign visit or staying in the Himalayan area.
   (b) Expenses to be paid in cash for price of food stuff as ration to be made available to the employee of Village Development Committee by making decision with an arrangement of budget if the Village Development
Committee deems it necessary in accordance with prevailing Rules and the expenses for fodder of livestock.

(c) Amount of medical cost to be provided to the employee of Village Development Committee in accordance with the Rules in included in this heading.

(d) Gratuity and expenses of retirement to be obtained by a retired office-bearer or employee in accordance with the Rules.

(e) Training expenditure for the operation of training, symposium, workshop to be imparted for career development or capacity building of employee of Village Development Committee.

1.05 Remuneration (Office-bearer): Salary, allowance or remuneration to be paid to the dignitaries of Village Development Committee in accordance with the prevailing Rules shall be debited as expenditure under this heading.

2. Office Operation Expenditure: Expenditures which are essential for the operation of daily affairs of office (operation of office is impossible without appropriation of this expenditure) are included in this heading. Expenses of tap, electricity, communication, necessary stationary for office purpose, papers and books, postal charge, regular maintenance cost of physical goods of office like vehicle, machinery, tools etc., rent, expense of service taken for office, fuels, etc. are particularly included in it.

2.01 Tap, Electricity and Communication Charge: The following expenditures are included in this heading:

(a) Installation cost and utility charge of tap and electricity of office and facility cost in this regard and amount of deposit;

(b) Charge to be paid for using telephone, telegram, telex, computer, fax and such other communication cost and facility cost in this regard and amount of deposit.

2.02 Rent: Expenditure of rent of building, land, store, machine, vehicle hired for Village Development Committee.
2.03 **Other expenditure relating to operation or Office**: The following expenditures are included in it:

(a) Expenses for letter, parcel, postage stamp, currier, registry, insurance and receipt of acknowledgement.
(b) Expenses for the publication of notice of advertisement, auction, contract, bidding.
(c) Ban commission, compensation and similar other service charge.
(d) Transport and carriage cost to be incurred for transporting goods from one place to another.
(e) Cost of printing including letter-pads necessary for office.
(f) Expenditure relating to papers and books.
(g) Goods for daily uses of office like papers, pens, files, punching machines, stapler pins.
(h) Goods of decoration of office such as curtains, carpets etc.
(i) Goods necessary for cleaning the office such as brushes, fennels etc.
(j) Electrical goods.
(k) Goods like quilt and mattress (except furniture), bags.
(l) Cost of insurance of fixed assets such as vehicles, machinery equipment and buildings.
(m) Expenditure of other office goods durable for less than one year and other office goods durable for more than one year but valued at less than one thousand per unit rupees.
(n) Expenditure of goods and wages necessary for minor maintenance of the goods to be regularly used in the office.

Provided that, expenses of parts replaced to prolong the durability of vehicle or machinery and the cost of repair changing the goods and form of property shall be kept under the concerned heading or capital.
(o) Cost of fuel (including fodder of horse) necessary for the office of Village Development Committee and vehicle of office such as petrol, diesel, Mobil, kerosene and battery.

(p) Service charge to be paid for obtaining the service on contract basis or occasional basis for cleaning the office building, maintenance of garden, carriage of letters of office, extension of agriculture, facility of first aid health service, operation of vehicle, maintenance of the goods like telephone, fax, computer, photocopy machine etc.

2.04 **Miscellaneous Cost:** The following expenditures are included in this amount of budge:

(a) Cost relating to an approved exhibition.

(b) Cost of welcome and hospitality of team of delegation.

(c) Worshipping cost.

(d) Cost of tea and refreshment at meeting conference etc.

(e) Miscellaneous cost not included in any other heading of expenditure.

3. **Current Grant:** The following grant expenditures of current grant are included in it.

3.01.1 **Social Service Grant:** The following amounts are included in it:

(a) Grant to be provided to a public organization.

(b) Grant aid to be provided to an educational organization or benevolent service organization.

(c) Cooperation to be provided to the person suffering from natural calamity or other reason.

(d) Cooperation to be provided for the operation of temples and shrines.

3.02 **Social Security Grant:** The following expenditures are included in it:

(a) Financial cooperation to be provided from the Village Development Committee to the old destitute, widow.

(b) Assistance to be given to the family of deceased employee.

(c) Financial assistance expenditure.
Provided that, amount cannot be spent by getting transferred form elsewhere to heading.

4. **Service Expenditure:** The following expenditures are included in it.

4.4.1 **Programme Expenditure:** The following expenditures are included in it:

(a) Expenditure made by the Village Development Committee for any kind of programme from which income is generated for the consumer or Village Development Committee.

(b) Expenditure of programme of joint venture with a native or foreign organization.

4.2 **Programme Traveling Expenditure:** The following expenditure are included in it:

(a) Expenditure of programme like domestic or foreign training and observation tour of office-bearer or employee of Village Development Committee.

(b) Expenditure of travel and allowance to be incurred while traveling for programme in the course of affair of Village Development Committee or while being deputed in function in the course of implementation of programme.

4.3 **Production and Service Expenditure:** The following expenditures are included in this heading:

(a) Price and expenditure relating to the transport of goods received or produced by directly including the additional labour and other expenses also relating to production buy purchasing raw materials and other goods by the Village Development Committee by which cash is obtained by selling afterwards.

Provided that, the expenditure incurred while carrying by purchasing the capital goods to the destination of consumption (Village Development Committee) shall be added in the price of the concerned goods and it shall be recognized also in the stock register.
(b) Expenses relating to medicine to be made available by the Village Development Committee by purchasing the medicine to be provided from the agencies like hospital, primary health centre, Ayurved dispensary etc. or to be used for the treatment of patient.

(c) Expense relating to purchase of book to be made available free of charge by the Village Development Committee to a public school or a destitute person.

(d) Regular maintenance cost or insurance cost of the public property of Village Development Committee like road, bridge, canal, electricity, building etc.

9.01 **Contingency Expenditure:** The current expenditures to be incurred for the commodity or service not mentioned above are included in this amount.

Provided that, amount cannot be spent by getting transferred from elsewhere to this heading.

11.1 **Payment of Interest of Credit:** Expenditure of payment of internal credit of Village Development Committee is included in this heading.

12.1 **Refund Expenditure:** Expenditures relating to refund of the amount supposed to be refunded by the Village Development Committee, refund of tax, fee and charge and refund of loan as per the court order are included in it.

5. **Capital Transfer Expenditure**

5.01 **Purchase of Land:** Expenditure relating to purchase and requisition of land and the indemnity for that and taxes.

5.02 **Purchase of Building:** Expenditure to be incurred while acquiring a readymade building and land of coverage of the same and the indemnity for that, and taxes.

Provided that, expenditure of construction of new building shall not be included in it.
6. **Capital Formation Expenditure**

6.1 **Furniture:** Price of furniture procured for the purpose of office of Village Development Committee, cost of transport of the same, insurance, tax, customs etc.

6.02 **Vehicle:** Price of the procured vehicles (like jeep, motor car, bus, truck, motor cycle, scooter, cycle, tractor working relating to transport, livestock like bull, horse etc., pulling carts). Price of change of engine of vehicle and the expenses incurred while importing vehicle or engine etc. including fare, charge, tax, insurance etc.

6.03 **Machine Equipment and Other Tools:** Expenditure to be incurred while purchasing the following goods, maintenance cost in case of replacement of main part of such goods and necessary fare, charge, tax, insurance etc. are included in it.

(a) Goods like heater, fan, telephone set and calculator durable for more than one year.

(b) Office equipment like typewriter, calculator, computer, printer, equipment of communication etc.

(c) Machine equipment like tractor, machine relating to construction etc.

Provided that, in case of being the per unit price less than one thousand rupees while procuring the afore-mentioned goods, such expenditure shall be debited in heading No 2.03. Clear record of site of use of such goods shall be maintained.

6.04 **Construction of Building:** All the following expenditures to be incurred in the construction of buildings, cowsheds and sheds are included in it.

(a) Cost expenditure relating to the construction of building.

(b) Expenditure to be incurred to add room and flats of existing building.

6.05 **Public Construction Expenditure:** All the construction and capital reformation expenditures except the building are included in this amount. For example: Expenditure of construction of fixed assets like project relating to road, bridge, electricity, water supply, sewerage, canal forest, mine.
In addition, the following expenditures are also included in it:

(a) Expenditure of cost relating to construction.
(b) Expenditure of fuel directly relating to the construction function.
(c) Expenditure like establishment of nursery and plantation of trees.
(d) All the expenditure of construction of road and such other fixed assets.

7.01 **Investment:** Amounts of investment of share and credit made by the Village Development Committee are included in it.

8. **Capital Grant:** The following expenditure relating to capital grant made available by the Village Development Committee under the prevailing law to accomplish the work of capital nature and formation of capital assets, infrastructures etc. are included.

8.01 **Grant to Public Organization:** Expenditures relating to grant to be provided to a public organization for the purchase of furniture, vehicle, machine equipment, building and land, construction of building and public infrastructure and production of service and commodity are included in it.

8.02 **Grant to Service Motive Organization:** Expenditures relating to capital grant to be provided to an educational organization, person suffered form natural calamity and temple and shrine for purchase of furniture, vehicle, machine equipment, building and land, construction of building and public infrastructure and production of service and commodity are included in it.

9.2 **Contingency Expenditure:** Expenditures not mentioned above are included in this amount.

Provided that, expenditure cannot be made from this heading. Expenditures shall be made by allocating amount form this heading to other heading.

10.1 **Payment of Principal of Credit:** Expenditure of payment of principal of internal credit taken by the Village Development Committee is included in this heading.
### Schedule-3

(Relating to Clause (a) of Sub-rule (1) of Rule 39)

**Classification and Explanation of Income of Municipality**

<table>
<thead>
<tr>
<th>Symbol No.</th>
<th>Income Heading</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Internal Source</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Local tax</td>
<td>Amount of tax collected by the Municipality within the municipal area under the authority prescribed by the Act falls under the local tax.</td>
</tr>
<tr>
<td>1.1.1</td>
<td>Land revenue and land tax</td>
<td>Amount of land revenue and land tax collected by levying at the rate prescribed by the Rules in the land within the municipal area falls under it.</td>
</tr>
<tr>
<td>1.1.2</td>
<td>House and land tax</td>
<td>Amount of house and land tax collected by levying in each house and land within the municipal area as approved by the municipal council falls under it.</td>
</tr>
<tr>
<td>1.1.3</td>
<td>Rent tax</td>
<td>Amount of tax collected while renting out the house, shop, garage, store, shed, factory, land or pond within the municipal area falls under it.</td>
</tr>
<tr>
<td>1.1.4</td>
<td>Tenancy tax</td>
<td>Rent and tenancy tax collected from the markets established, controlled or operated by the Municipality, public place barren land, or the temporary shops allowed to be established on the foot path within the municipal area falls under it.</td>
</tr>
<tr>
<td>1.1.5</td>
<td>Enterprise tax</td>
<td>Enterprise tax collected from the business,</td>
</tr>
<tr>
<td>Symbol No.</td>
<td>Income Heading</td>
<td>Explanation</td>
</tr>
<tr>
<td>------------</td>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>enterprise being operated within the municipal area falls under it.</td>
</tr>
<tr>
<td>1.1.6.</td>
<td>Vehicle tax</td>
<td>Amount collected from registration of vehicles within the municipal and annual vehicle tax.</td>
</tr>
<tr>
<td>1.1.6.1</td>
<td>Vehicle registration and annual vehicle tax</td>
<td>Amount of occasional vehicle tax levied in all types of vehicles entering the municipal area.</td>
</tr>
<tr>
<td>1.1.6.2</td>
<td>Occasional vehicle tax</td>
<td>Amount collected from the integrated property tax levied in the property of the inhabitants of Municipality within the municipal area.</td>
</tr>
<tr>
<td>1.1.7</td>
<td>Property tax</td>
<td>Amount collected from the entertainment tax levied in the mean of entertainment like cinema hall, video hall, cultural exhibition hall approved within the municipal area and the amount collected from video, projector, cable etc. used for business purpose by any individual or organization within the municipal area.</td>
</tr>
<tr>
<td>1.1.8</td>
<td>Entertainment tax</td>
<td>Amount collected from signboard, glowboard, stall etc. allowed to be kept for the purpose of advertisement, publicity etc. at the road, chowk, public place within the municipal area.</td>
</tr>
<tr>
<td>1.1.9</td>
<td>Advertisement tax</td>
<td></td>
</tr>
<tr>
<td>1.2.</td>
<td>Service Charge</td>
<td></td>
</tr>
<tr>
<td>Symbol No.</td>
<td>Income Heading</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1.2.1.</td>
<td>Vehicle parking fee</td>
<td>Amount collected from the parking fee levied in the vehicle park managed by the Municipality.</td>
</tr>
<tr>
<td>1.2.2.</td>
<td>Fee and service charge</td>
<td></td>
</tr>
<tr>
<td>1.2.2.1.</td>
<td>Charge of drinking water</td>
<td>Service charge levied for drinking water made available by the Municipality.</td>
</tr>
<tr>
<td>1.2.2.2.</td>
<td>Charge of electricity</td>
<td>Service charge levied for electricity made available by the Municipality.</td>
</tr>
<tr>
<td>1.2.2.3.</td>
<td>Charge of telephone</td>
<td>Service charge levied for making available the telephone managed by Municipality.</td>
</tr>
<tr>
<td>1.2.3.</td>
<td>Tourism service charge</td>
<td>Amount collected from the native and foreigners visiting the different tourist spots within the municipal area.</td>
</tr>
<tr>
<td>1.2.4</td>
<td>Service charge of use of public facility</td>
<td>Service charge levied for making available the public facilities like garbage management, toilet, park, bathroom, swimming pool, gymnastic center, guest house, hostel, market, slaughtering house, crematory, clothes washing place etc. within the municipal area.</td>
</tr>
<tr>
<td>1.2.5.</td>
<td>Charge of maintenance of public construction</td>
<td>Charge of maintenance to be collected from the concerned consumers on annual basis by prescribing the cost to be incurred for the maintenance of roads, sewerage, bridges, sidewalks, chowk, streets drainage, lamps etc. constructed by the Municipality.</td>
</tr>
<tr>
<td>1.2.6.</td>
<td>Service charge of valuation</td>
<td>Service charge to by obtained by making</td>
</tr>
<tr>
<td>Symbol No.</td>
<td>Income Heading</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>of fixed assets.</td>
<td>valuation of fixed assets.</td>
</tr>
<tr>
<td>1.2.7.</td>
<td>Local development fee</td>
<td>Local development fee to be collected by the Municipality itself or to be made available to the Municipality by the Government of Nepal.</td>
</tr>
<tr>
<td>1.2.8.</td>
<td>Other service charge</td>
<td>Other service charge which can be levied by the Municipality subject to the prevailing law.</td>
</tr>
<tr>
<td>1.3.</td>
<td>Fee</td>
<td></td>
</tr>
<tr>
<td>1.3.1.</td>
<td>Registration and renewal fee</td>
<td>Registration and renewal fee of registration of births, deaths and other personal events to be registered by the Municipality, under the prevailing laws.</td>
</tr>
<tr>
<td>1.3.2.</td>
<td>Map approval fee</td>
<td>Fees levied while granting approval of design of house, building etc. to be constructed within the municipal area.</td>
</tr>
<tr>
<td>1.3.3.</td>
<td>Fee of recommendation and compromise</td>
<td>Fee of different kinds of recommendation and compromise to be recognized by the Municipality.</td>
</tr>
<tr>
<td>1.3.4.</td>
<td>Fee of verification of relationship</td>
<td>Fee to be levied while verifying relationship by the Municipality in accordance with Section 259 of the Act.</td>
</tr>
<tr>
<td>1.3.5.</td>
<td>Other fee</td>
<td>Other fees to be levied by the Municipality under the prevailing laws.</td>
</tr>
<tr>
<td>1.4.</td>
<td>Sale</td>
<td></td>
</tr>
<tr>
<td>1.4.1.</td>
<td>Sale of working assets</td>
<td>Income obtained from sale of current assets of Municipality.</td>
</tr>
<tr>
<td>Symbol No.</td>
<td>Income Heading</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1.4.2.</td>
<td>Sale of fixed assets</td>
<td>Income obtained from sale of fixed materials and other permanent assets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>registered in the name of Municipality.</td>
</tr>
<tr>
<td>1.4.3.</td>
<td>Other sale</td>
<td>Income obtained from sale of any other thing by the Municipality.</td>
</tr>
<tr>
<td>1.5.</td>
<td>Resource mobilization</td>
<td></td>
</tr>
<tr>
<td>1.5.1.</td>
<td>Public private partnership</td>
<td>Income of Municipality obtained from partnership with private sector for the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>development of municipal area and operation of other programme.</td>
</tr>
<tr>
<td>1.5.2.</td>
<td>Mobilization of other resources</td>
<td>Income of the Municipality earned from photocopy, different machineries and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>other miscellaneous functions to be made available for the convenience of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>citizens by the Municipality.</td>
</tr>
<tr>
<td>1.6.</td>
<td>Principal, interest, dividend and</td>
<td>Income of principal, interest, dividend and bonus from the investment of</td>
</tr>
<tr>
<td></td>
<td>bonus</td>
<td>Municipality.</td>
</tr>
<tr>
<td>1.6.1.</td>
<td>Refund of principal</td>
<td>Amount obtained from refund of credit or investment given by the Municipality.</td>
</tr>
<tr>
<td>1.6.2.</td>
<td>Income from interest</td>
<td>Amount of interest obtained from credit invested by the Municipality or any</td>
</tr>
<tr>
<td></td>
<td></td>
<td>other means.</td>
</tr>
<tr>
<td>1.6.3.</td>
<td>Bonus</td>
<td>Amount of bonus obtained from the investment of share of Municipality.</td>
</tr>
<tr>
<td>1.7.</td>
<td>Other income</td>
<td></td>
</tr>
<tr>
<td>1.7.1.</td>
<td>Fine</td>
<td>Amount of fine to be recovered from any</td>
</tr>
<tr>
<td>Symbol No.</td>
<td>Income Heading</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>person or organization by the Municipality under the law.</td>
</tr>
<tr>
<td>1.7.2.</td>
<td>Income from rent</td>
<td>Amount of rent for giving any fixed and movable property of Municipality to any person or organization for use.</td>
</tr>
<tr>
<td>1.7.3.</td>
<td>Confiscation of deposit</td>
<td>Amount of obtained by confiscating the amount of deposit.</td>
</tr>
<tr>
<td>1.7.4.</td>
<td>Refund of deposit</td>
<td>Amount obtained from refund of deposit deposited by the Municipality in any service provider organization.</td>
</tr>
<tr>
<td>1.7.5.</td>
<td>Refund of advance</td>
<td>Amount refunded out of the amount of advance made available to any person or organization by the Municipality.</td>
</tr>
<tr>
<td>1.7.6.</td>
<td>Other miscellaneous income</td>
<td>In case of any income of Municipality other than the aforementioned headings shall be mentioned as income under this heading.</td>
</tr>
<tr>
<td>2.</td>
<td>External resource</td>
<td></td>
</tr>
<tr>
<td>2.1.</td>
<td>Grant</td>
<td></td>
</tr>
<tr>
<td>2.1.1.</td>
<td>Grant from the Government of Nepal</td>
<td>Amount of grant made available by the Government of Nepal on condition to invest for a particular function or program.</td>
</tr>
<tr>
<td>2.1.1.1.</td>
<td>Conditional grant</td>
<td>Amount of grant made available by the Government of Nepal by not fixing program and to be invested as per the decision of the Municipality.</td>
</tr>
<tr>
<td>2.1.1.2.</td>
<td>Unconditional grant</td>
<td></td>
</tr>
<tr>
<td>Symbol No.</td>
<td>Income Heading</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2.1.1.3.</td>
<td>Other grant in cash</td>
<td>Grant made available by the Government of Nepal to the Municipality other than the conditional and unconditional grant.</td>
</tr>
<tr>
<td>2.1.1.4.</td>
<td>Commodity grant</td>
<td>Amount derived from the prescribed price or goods obtained under commodity aid made available by the Government of Nepal or the price recognized under the prevailing law.</td>
</tr>
<tr>
<td>2.2.1.</td>
<td>District Development Committee grant</td>
<td></td>
</tr>
<tr>
<td>2.2.1.1.</td>
<td>Conditional grant</td>
<td>Amount of conditional grant made available by the District Development Committee to be invested in a particular work or program.</td>
</tr>
<tr>
<td>2.2.1.2.</td>
<td>Unconditional grant</td>
<td>Amount of grant made by District Development Committee by not fixing a program and to be invested as per the decision of Municipality.</td>
</tr>
<tr>
<td>2.2.1.3.</td>
<td>Other grant in cash</td>
<td>Grant made available by the District Development Committee to the Municipality other than the conditional and unconditional grant.</td>
</tr>
<tr>
<td>2.2.1.4.</td>
<td>Commodity grant</td>
<td>Amount derived from the prescribed price of goods obtained under commodity aid made available by the District Development Committee as the price recognized under the prevailing laws.</td>
</tr>
<tr>
<td>2.3.1.</td>
<td>Other grant</td>
<td></td>
</tr>
<tr>
<td>Symbol No.</td>
<td>Income Heading</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2.3.1.1.</td>
<td>Grant obtained from other agency</td>
<td>Amount of grant obtained from an agency other than the Government of Nepal and District Development Committee should be mentioned under this heading.</td>
</tr>
<tr>
<td>2.4.1.</td>
<td>Commodity grant and technical aid.</td>
<td></td>
</tr>
<tr>
<td>2.4.1.1.</td>
<td>Commodity aid</td>
<td>Amount of commodity aid obtained from other agency shall be mentioned under this heading.</td>
</tr>
<tr>
<td>2.4.1.2.</td>
<td>Technical aid</td>
<td>Amount of technical aid obtained by the Municipality shall be mentioned under this heading.</td>
</tr>
<tr>
<td>3.1.</td>
<td>Income from allocation of revenue from the District Development Committee</td>
<td></td>
</tr>
<tr>
<td>3.1.1.</td>
<td>Allocation from resource utilization tax</td>
<td>Allocated amount obtained by the Municipality from the District Development Committee under Section 215(3) of the Act.</td>
</tr>
<tr>
<td>3.1.2.</td>
<td>Allocation from sale</td>
<td>Amount of sale obtained by the Municipality from the District Development Committee under Section 218 of the Act.</td>
</tr>
<tr>
<td>4.1.</td>
<td>Foreign aid</td>
<td></td>
</tr>
<tr>
<td>4.1.1.</td>
<td>Conditional grant</td>
<td>Amount of grant in cash made available by a donor organization, country or foreign citizen to the Municipality through the Government of Nepal or by obtaining prior approval of Government of Nepal for a</td>
</tr>
<tr>
<td>Symbol No.</td>
<td>Income Heading</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4.1.2.</td>
<td>Unconditional grant</td>
<td>Amount of grant in cash made available by a donor organization, country or foreign citizen to the Municipality through the Government of Nepal or by obtaining prior approval of the Government of Nepal without fixing a particular program.</td>
</tr>
<tr>
<td>4.1.3.</td>
<td>Commodity grant</td>
<td>Amount of commodity grant directly made available by a donor organization, country or foreign citizen to the Municipality through the Government of Nepal or by obtaining prior approval of the Government of Nepal with or without fixing a particular program.</td>
</tr>
<tr>
<td>4.2.4.</td>
<td>Direct payment</td>
<td>Grant made available from direct payment in the name of the Municipality by a donor organization, country through the Government of Nepal or by obtaining prior approval of the Government of Nepal with or without fixing a particular program.</td>
</tr>
<tr>
<td>5.1.</td>
<td>Other grant</td>
<td>Grant obtained by the Municipality from a source other than the afore-mentioned headings.</td>
</tr>
<tr>
<td>6.1.</td>
<td>Other sanction</td>
<td>Amount of any other sanction directly obtained from the Government of Nepal or District Development Committee for the implementation of a program.</td>
</tr>
<tr>
<td>Symbol No.</td>
<td>Income Heading</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7.1</td>
<td>Credit and loan</td>
<td></td>
</tr>
<tr>
<td>7.1.1</td>
<td>Bank credit (native)</td>
<td>Amount of credit taken from a native bank or financial institution.</td>
</tr>
<tr>
<td>7.1.2</td>
<td>Other credit (native)</td>
<td>Amount of credit borrowed from any other domestic agency.</td>
</tr>
<tr>
<td>7.1.3</td>
<td>Foreign credit</td>
<td>Amount of credit borrowed from a friendly country or foreign organization and association. In case of obtaining commodity aid or direct payment under foreign credit, the amount equal to the same shall also be mentioned as income under this heading.</td>
</tr>
<tr>
<td>7.2</td>
<td>Loan</td>
<td>Amount of loan borrowed from an agency on condition of not paying interest.</td>
</tr>
<tr>
<td>8.1</td>
<td>Donation, alms, gift</td>
<td>Amount of donation, alms and gift made available to the Municipality by a person or organization should be mentioned as income under this heading.</td>
</tr>
<tr>
<td>8.1.1</td>
<td>People’s participation</td>
<td>Labour and commodity assistance from the consumers to operate a municipal level plan.</td>
</tr>
<tr>
<td>8.1.2</td>
<td>Cost participation</td>
<td>Amount of assistance in cash and participation in cost from the stakeholders to operate the municipal level plan.</td>
</tr>
<tr>
<td>9.1</td>
<td>Municipality fund</td>
<td>To reflect the amount of difference between the assets and other liabilities of the Municipality in the balance sheet.</td>
</tr>
<tr>
<td>Symbol No.</td>
<td>Income Heading</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>9.2.</td>
<td>Other funds</td>
<td>To show the sum of funds like employees welfare fund, gratuity fund established by the Town Council in accordance with the la.</td>
</tr>
<tr>
<td>10.1.</td>
<td>Due amounts of liability</td>
<td>To maintain accounts of the amounts of deposit and those to be paid to different parties by the Municipality adopting the accrual accounting system.</td>
</tr>
<tr>
<td>11.1.</td>
<td>Provisions</td>
<td>To maintain accounts of the amounts to be mentioned as expenditure by debiting under the concerned heading on the ground of the being related to the current fiscal year on part of the expenditures that are not ascertained immediately by the Municipality, adopting the accrual accounting system.</td>
</tr>
<tr>
<td>12.1.</td>
<td>Amount supposed to be obtained payment</td>
<td>To maintain accounts of the amounts that are already credited as income but payment whereof is yet to be received by the Municipality, maintaining the accrual accounting system.</td>
</tr>
<tr>
<td>13.1.</td>
<td>Sum of advance</td>
<td>To maintain accounts of the sum of advance to be given to different persons or agencies and settlements thereof.</td>
</tr>
<tr>
<td>14.1.</td>
<td>Opening stock of inventory</td>
<td>To prepare a voucher by crediting it the income expenditure of the current year.</td>
</tr>
<tr>
<td>14.2.</td>
<td>Final stock of inventory</td>
<td>To prepare a voucher by crediting to the</td>
</tr>
<tr>
<td>Symbol No.</td>
<td>Income Heading</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>income expenditure account and debiting the final stock inventory ledge after making evaluation of the construction materials remaining in the last of the year and to make posting in this ledger also. To mention the amount of closing stock of inventory in the assets of balance sheet also.</td>
<td></td>
</tr>
<tr>
<td>15.1.</td>
<td>Bank balance</td>
<td>To record the sum of bank accounts opened with different banks.</td>
</tr>
<tr>
<td>16.1.</td>
<td>Cash</td>
<td>To maintain accounts of cash transaction.</td>
</tr>
<tr>
<td>17.1.</td>
<td>Sum of income and expenditure</td>
<td>This sum is to be used for posting of the vouchers prepared to show the sum of opening and closing stock of inventory and to show the amounts of the whole income and expenditure in the last of the year by transferring them.</td>
</tr>
</tbody>
</table>
Schedule-4
(Relating to Clause (b) of Sub-rule (1) of Rule 39)

Classification and Explanation of Expenditure of Municipality

(a) **Running Expenditure:** Expenditure like consumption expenditure to be made on yearly basis, expenditure necessary for the operation of office on daily basis, expenditure of payment of grant, loan for service and delivery of service to be provided by the Municipality for public welfare and operation grant to be provided to the agency providing such service, expenditure of payment of credit and loan borrowed by the Municipality, expenditure of refund to be paid as per the court order or order of the Government of Nepal etc. are included under this heading. In general, accounts shall be maintained by making gradation of expenditure of purchase of goods durable for less than one year or worth of less than one thousand rupees per unit in spite of durable for more than one year as running expenditure.

1. **Consumption Expenditure:** Salary, allowance, transfer traveling cost, food, dress and medical cost to be paid under the prevailing laws to the dignitaries and employee being assigned in the service of Municipality, and gratuity, pension to be paid to a retired employee, expenses of operation of training, symposium, workshop etc. operated for career development of employees of the Municipality are included under the consumption expenditure.

1.01 **Salary:** The following amounts are included in this amount:

1.01.1 **Employee Salary:** Expenditure of salary to be obtained for service by the employee appointed under the law in the service of Municipality, addition in the employee's provident fund, annual increment of grade and encouragement reward. Expenditure of wage for working in the post of approved quota for a short period and remuneration. Amount for the accumulated home leave and sickness leave, substitute leave, expenses of Dashain, Remuneration to be paid to one being appointed on contract basis by specifying duration.
Provided that, the remuneration to be paid for service contract of cleaning and operation of fire brigade, ambulance, health clinic etc. shall be debited in the concerned heading.

1.01.2 **Office-bearer remuneration**: Expenditure of remuneration to be paid to the office-bearer of the Municipality in accordance with the Rules.

1.01.3 **Employees Welfare Fund**: Amounts to be deposited in the employees welfare fund on annual basis as prescribed by the Rules of Municipality.

1.01.4 **Insurance Premium Expenditure**: Expenditure of premium paid for the approved insurance of employee and different assets of Municipality.

1.02 **Allowance**

1.02.1 **Employee Allowance**: Remote area allowance, overtime allowance to be paid to the employee and incapability allowance to be obtained during service.

1.02.2 **Office-bearer Allowance**: Allowance to be paid to the dignitaries of the Municipality in accordance with the Rules.

1.03 **Meeting Allowance**: Meeting allowance to be paid to the employee and dignitaries in accordance with the Rules.

1.04 **Uniform**: Uniform allowance of municipal police and employee of fire brigade, employee and clothing allowance for office-bearer making foreign visit, and other employee prescribed by the Town Council.

1.05 **Food and Ration**: Expenditure to be paid in cash for the price of food stuff and ration of the employee of the Municipality (e.g. security and police and other
employee) to be made available as prescribed by the Town Council in accordance with the Rules. Expenditures relating to fodder or livestock.

1.06 **Medical Treatment**: Expenditure of medical treatment to be paid to the employee of the Municipality in accordance with the Rules and the medical cost to be paid to the dignitaries as per the decision of Town Council subject to the approved budget.

1.07 **Retirement Facility**: Expenditure of gratuity of retired employee of the Municipality, expenditure of incapability allowance to be obtained after retirement.

1.08 **Expenditure of Training Programme**: Expenditure of operation of training, symposium, workshop organized for career development or capacity building of employee of Municipality.

2. **Expenditure of Operation of Office and Service**: Expenditure necessary for the operation of daily affairs of office (operation of office is impossible without appropriation of this expenditure) are included under this heading. Expenses of tap, electricity, communication, stationary necessary for office purpose, papers and books, postal charge, regular maintenance cost of physical goods of office like vehicle, machinery tools, etc., rent expenses of services taken for office, fuels etc. are particularly included in it.

2.01 **Utility Charge of Water and Electricity**: Expense of installation and utility charge of tap and electricity in the Office and quarter (employee and office-bearer) and the expenses of facility in this regard.

2.02 **Communication Charge**: Charge of telephone, telegram, trunk call, telex charge for website, charge for using computer, fax and such other expenses of communication and cost of facility in this regard.

2.03 **Expenditure Relating to Operation of Office**: The following expenditures are included in it:

(a) Expenses for letter, parcel, postage stamp, registry, receipt of acknowledgement and currier,
(b) Expenses for the publication of notice of Municipality and notice relating to auction, contract, bidding,

(c) Bank commission, compensation and similar other service charge,

(d) Price of stationeries like paper, envelope, form, record file, stapler, punching machine and other materials necessary for such machines, pen, ink pencil etc. to be used in course of daily affairs of secretariat/office,

(e) Expenses of other official goods durable for less than one year and other small accessories needed for machinery, tools of security. Expenses of other office goods durable for more than one year but worth of less than one thousand rupees per unit.

(f) Printing cost of secretariat/office,

(g) Expenses relating to papers and books of official use,

(h) Insurance cost of the goods of Municipality like vehicle, machinery, equipments, building etc.

(i) Transport cost of goods used by the Municipality.

2.04 Rent: Rent for using the house, land, store house, machine, vehicle and such other capital assets hired by the Municipality are include in it.

2.05 Repair and Maintenance: Expenses or goods necessary for regular repair and maintenance of different types of goods such as cost of repair and maintenance or vehicle, machine, equipment, furniture, house, store house etc. and wages are included in it in general.

Provided that, cost of parts replaced to prolong the durability of a vehicle or machinery should be mentioned in the concerned heading of capital part.

2.06 Fuels and Other Maintenance: The following amounts are included in it:

2.06.1 Fuels of Vehicles of Office-bearer: Expenses of fuels and lubricants or vehicles of office-bearer being used in the course of function of Municipality.

2.06.2 Fuels of Vehicles or employee: Expenses of Fuels and lubricants of vehicles of employee being used in the course of functions of Municipality.
Provided that, the expense of fuels of vehicle to be use for cleaning, fire brigade, ambulance, vehicle transporting the materials of construction as mentioned in the cost estimate and heavy machinery are included in the very concerned budget.

2.6.3 **Other Fuels:** Expenses of kerosene, gas, other fuels to be use for administrative function and expenses of all kinds of battery.

2.07 **Consultation and Other Service Charge:** The following expenses are included in it:

2.07.1 **Consultation Fee:** Cost of causing study, research, cost or remuneration of expert, advisor etc. that are not included in the capital formation or not related to such construction.

2.07.2 **Sanitation and Other Service Charge:** Expenses to be incurred while getting accomplished sanitation related activities of the Municipality through contract service.

2.08 **Miscellaneous Expenses:** The following expenses are included under this budget:

2.08.1 **Membership Fee:** Donation and membership fee to be paid to the national and international organization and association.

2.08.2 **Financial Assistance:** Financial Assistance which can be provided by the mayor of Municipality in accordance with the Rules.

2.08.3 **Prize:** Expenses of prize to be provided to different persons, employees or organizations and associations by the Municipality as per the approved programme and budget.

2.08.4 **Council Operation Cost:** Expenses to be incurred for operating the town council as per the approved budget.

2.08.5 **Miscellaneous Expenses:** The following expenses are included in the miscellaneous expense subject to limitation approved by the Rules:

(a) Expenses relating to the approved recreation, exhibition, tea and feast,

(b) Cost of welcome and hospitality of delegation team,
(c) Expense of ceremonial worshipping,
(d) Approved contingency expenditure of traveling of employee and office-bearer of Municipality,
(e) Miscellaneous costs not included in any other heading.

3. Grant

3.01 **Grant to a Public Organizations:** Expense to be made for operation grant and other grant to be provided to the public and independent agency incorporated under different Acts to deliver service to be made available by the Municipality under economic and social sector but not contributing to the generation of capital are included in it.

3.02 **Grant to the Village Development Committee and Municipality:** Expenses to be made in a situation of making available any running grant by any Municipality to another Municipality or Village Development Committee are included in it.

3.03 **Grant to the Social Organization:** Expense relating to operation grant to be provided to different social and religious organizations, shrines, temple, club, civil society and private enterprise as per the decision of Municipality are included in it. Further, amount of grant to be provided to service motive organization like, educational organization, hospital etc. also is included under the same heading.

3.04 **Social Security grant:** Allowance or financial assistance to be provided to the citizens for social security like old, destitute, widow, street children or a person whose liability is borne by the state made available from the source of Municipality itself or the source made available from the Government of Nepal or through other organization and association, ration, largesse, dress and other facility to be given to the prisoners and compensation and indemnity to be given to the persons suffering from natural calamity or other cause are included under this heading.
4. **Service Expenses**: Expenses relating to the service to be provided by the Municipality for public welfare are included in it. Specially, the raw materials relating to the goods or services to be produced, operation cost of hospital, health centre/sub-centre/health post operated by the Municipality and the materials of medical treatment to be distributed through them, textbook and sport goods, expense relating to training, symposium to be operated for public welfare, expenses relating to traveling in course of operation of programme and the cost of regular repair and maintenance of public infrastructure that are already prepared are included in it.

4.01 **Produced goods/service**: Price of goods obtained or produced with direct inclusion of other expenditure, additional labour by purchasing raw materials and other goods that can earn cash by selling afterwards, for example: Expenditure to be incurred while obtaining materials of production or service necessary for income generating programme to be operated by the Municipality.

4.02 **Expenses for Medicine and Operation of Hospital**: Operational cost of hospital, primary health centre, Ayurved hospital etc. to be operated by the Municipality within the municipal area and the cost to be incurred for purchasing medicine and medicinal objects to be provided to such agencies or to be used for medical treatment.

4.03 **Books and Materials**: Expenses of books, sports and educational materials to be distributed free of charge by the Municipality and books purchased for public library are included in it.

4.04 **Programme Expenditure**: Cost of operation of public symposium, training to be imparted publicly relating to income generating skill development, empowerment, awareness (allowance of participants also), cost of awareness related information and advertisement, allowance of resource persons while delivering service to the stakeholder and the expenses to be incurred for the functions like worshipping, ritual sacrificial ceremony, chanting at the shrines and temples operated by the Municipality are included in it.
4.05  **Programme Traveling Cost**: The following costs are included in it:

4.05.1  **Programme Traveling Cost of Office-bearer** Costs of traveling and daily allowance to be incurred for the dignitaries of Municipality while making domestic or foreign visit in course of affairs of Municipality or being deputed for assignment in course of implementation of programme.

4.05.2  **Programme Traveling Cost of Employee**: Cost of traveling and daily allowance to be incurred for the employee of Municipality while making domestic or foreign visit in the course of affairs of the Municipality or being deputed for assignment in the course of implementation of programme.

4.06  **Cost of Maintenance of Constructed Public Property**: Regular costs of maintenance and repair of public property constructed by the Municipality like road, bridge, canal, power house, building etc. and insurance cost of such property are included in it.

4.07  **Cost of Sanitation and Garbage Management of Municipality**: Cost of service contract and other costs to be incurred for sanitation and garbage management of the Municipality.

4.08  **Cost of Operation of Fire Brigade and Ambulance**: Cost of operation of fire brigade and ambulance to be operated within the Municipal area by the Municipality, expenses relating to the employee assigned in the said function and other relevant costs.

9.01  **Contingency**: Amount that are not possible to definitely mention the heading of expenditure while formulating budget from the Municipality may be proposed under this heading just for the purpose of formulation of budget.

Provided that, it should be spent by including in the concerned heading by allocating. It cannot be directly sanctioned or spent from this heading of expenditure.

11.  **Payment of Interest**: Expenditure relating to payment of interest on internal and foreign credit taken by the Municipality is included in it.
11.01 **Payment of Interest of Internal Credit**: Expenditure relating to payment of interest of internal credit is included in it.

11.02 **Payment of Interest of External Credit**: Expenditure relating to payment of interest of external credit is included in it.

12. **Refund Expenditure**: Expenditure relating to tax to be refunded as per the court order or order of the Government of Nepal and other refund amount are included in it.

B. **Capital Expenditure**: Expenditure relating to the generation of capital and transfer of capital of the Municipality and capital grant to be provided to different agencies to be made formation of capital and investment of share and credit to be made from the Municipality so as to promote the entrepreneurial capacity are included in it. Transfer from different headings under it cannot be made to the heading or running expenditures.

5. **Capital Transfer Expenditure**

5.01 **Purchase of Land**: Expenses to be included for the purchase and requisition of land of the Municipality and the indemnity thereof and taxes.

5.02 **Purchase of Building**: Expense incurred for acquiring readymade building and land thereof by the Municipality, indemnity thereof and taxes.

Provided that, expenses of construction of new building shall not be included it.

6. **Capital Generation Expenditure**

6.01 **Furniture**: Price of furniture purchased for Municipality and the relevant transport cost, insurance, tax, customs etc.

6.02 **Vehicle**: Price of vehicles (like jeep, motor car, bus, truck, motor cycle, scooter, bicycle, tractor used for transport, animals pulling carts, ox, horse etc.). Price of replaced engine or vehicle in case of being repaired in this way, and the expenses of fare, tax, customs, insurance etc. incurred while importing the vehicles.

6.03 **Machinery Equipments and Tools**: Price of various heavy machines, agriculture related machines and tools, tractor (other than one used for transport),
generator, transformer, goods of factory, construction related machine, devices of communication, scientific machine and goods, devices of measurement, device to take picture, goods relating to technical drafting, official machine and tools like typewriter, mimeograph, computer printer etc. Further, cost of repair by replacing the main part of such machine and tools in case of such repair. Necessary fare, tax, insurance etc. of all to the afore-mentioned ones. Likewise, price of the following goods durable for more than one year necessary for the Municipality:

(a) Heater, fan telephone set, calculating machine, cheque writer, meter of electricity, torch light, small technical goods necessary for telephone, wireless and radio, television etc.

(b) Agricultural inputs, small articles relating to veterinary, technical goods of drawing, design.

Provided that, in case of procurement of goods worth of less than one thousand rupees per unit, expenditure should be debited in heading No. 2.03. The records of whereabouts of the use of such goods should be clearly maintained.

6.04 **Construction of Building**: All of the following expenditures incurred in the construction of building, cowshed, shed to be constructed by the Municipality are included in it.

(a) Cost relating to construction,

(b) Cost for construction of additional rooms and flats of existing building.

6.05 **Public Construction Expenditure**: Expenditures of all of the construction other than building to be construction by the Municipality and cost relating to capital improvement are included in it. Such as expenditure of road, bridge, ropeway, airport, project relating to communication, electricity, water, canal, forest, mine etc. Further, the following expenditures also are included in it.

6.06 **Capital Improvement Expenditure**: Expenditures to prolong the age of existing buildings or capital infrastructures are included in it. Provided that the
costs to be incurred to increase the capacity or increase the existing shape or length of infrastructure should be included in 6.04 in case of being related to building and in 6.05 in case of being related to capital formation. For example, cost to increase the standard of 50 kilometer long existing road is included in it but the cost to be incurred for adding 10 kilometer length of the said road is included in 6.05.

6.07 **Study and Capital Technical Consultation Service Cost:** The following expenditure are included in it.

(a) Feasibility study cost,
(b) Survey, design, drawing cost,
(c) Exploration, excavation and research cost,
(d) Cost relating to technical consultation of supervision of construction work,
(e) Cost relating to different study and research for programme and development of the Municipality.

7. **Investment:** Investment of share and credit to be invested by the Municipality in the public corporation and other agencies is included in it.

7.01 **Share Investment:** Cost relating to investment of share made by the Municipality is included in it.

7.02 **Credit Investment:** Cost relating to investment of credit made by the Municipality is included in it.

8 **Capital Grant:** Grants to be made available as per the decision of Municipality or under the prevailing law for formation of capital assets, construction of infrastructure etc. to accomplish the capital work are included in it.

8.01 **Grant to Public Corporation:** Expenditures relating to grant provided to a public corporation, committee of economic sector, board etc. for the purchase of furniture, vehicle, machinery equipment, building and land, construction of building and public construction and production of service and commodity are included in it.
8.02 **Grant to Village Development Committee and Municipality**: Expenditures relating to grant provided to the Village Development Committee and Municipality by the Municipality for the purchase of furniture, vehicle, machinery equipment, building and land, construction of building and public construction and production of service and commodity are included in it.

8.03 **Grant to Service Motive Organization**: Expenditures relating to grant to be provided to the service motive and community organization, educational organizations assigned in the social sector, hospital, other social organization incorporated under the law for purchase of furniture, vehicle, machinery equipment, building and land, construction of building and public construction and production of service and commodity are included in it.

9.02 **Contingency**: Amounts not being possible to definitely specify the heading for capital expenditure while formulating budget by the Municipality may be proposed under this heading merely for the purpose of formulation of budge.

Provided that, while making expenditure, it should be spent by making under the concerned heading by allocating accordingly. Amount cannot be directly sanctioned or spent from this heading.

10. **Payment of Principal**: Expenditures relating to payment of principal of internal or foreign credit taken by the Municipality is included in it.

10.01 **Payment of Principal of Internal Credit**: Expenditure relating to payment of principal of internal credit taken from the different domestic organization, association or agency by the Municipality are included in it.

10.02 **Payment of Principal of External Credit**: Expenditure relating to payment of principal of foreign credit taken by the Municipality are included in it.
Schedule - 5
(Relating to Clause (a) of Sub-rule (1) of Rule 60)

Classification and Explanation of Income of District Development Committee

1. **Internal Income**: Incomes obtained from tax, service charge, fee, sale and allocation of revenue are included in the internal income of District Development Committee. The internal income of the District Development Committee is classified under different headings and Sub-headings for the purpose of maintenance of accounts and submission of report. The income of the District Development Committee is explained as follows for the purpose of maintenance of accounts by crediting the income under a particular heading and Sub-heading.

1.1. **Local Tax**

1.1.1 **Infrastructure Utilization Tax**: Income gained by the District Development Committee having levied tax in the road, path, bridge, irrigation, canal, pond etc. either constructed by the District Development Committee itself or transferred to the District Development Committee as per the provision of Section 215 (1) of the Local Self-governance Act.

1.1.2 **Resource Utilization Tax**: Amounts obtained by levying tax in the mine, scraps, agricultural, livestock, forest and other resources under Section 215(2) of the Act are included in the resource utilization tax. The resource utilization tax is classified as follows:

1.1.3 **Mine Related Tax**: Amount obtained from the tax levied in the products of mine like stone, slate, marble etc for using different mines within the district.

1.1.4 **Scrap Related Tax**: Amount obtained from the tax levied in the scraps prescribed in Clause (4) of Schedule-23 of the Local Self-governance Rules, 2056 (1999) to be used on the same condition by the industries established in the condition by the industries established in the homeland and to be used again after being processed.
1.1.5 **Agriculture and Livestock Related Tax:** Amount obtained from the tax levied in the agriculture and livestock related goods produced from business point of view and trade of livestock within the district at the rate of not exceeding one percent of the prevailing market price as specified by the District Council.

1.1.6 **Forest Related Tax:** Amount obtained from the tax levied in the forest related goods like wood, firewood, wool, gum, herbs, wild product, and bone, horn, feathers, leather of dead wildlife as prescribed at the rate as passed by the District Council within the district.

1.2 **Service Charge**

1.2.1 **Physical Facility Service Charge:** Amount obtained for service charge levied in the guest house, library, clinic, inn, meeting hall etc constructed by the District Development Committee or remaining under charge of the District Development Committee and the canal, dam etc. constructed by the District Development Committee.

1.2.2 **Local Development Charge:** Amount obtained from the local development charge levied in the service, commodity or production for special kind of service delivery within the district by enacting by-laws by the District Development Committee in exercise of the powers conferred by the Act.

1.2.3 **Other Service Charge:** Amount obtained from other service charge not mentioned above.

1.3 **Fee**

1.3.1 **Cable Car Fee:** Amount obtained from the fee of operation of cable car levied at the rate prescribed by the Rules for operating cable car within the District.

1.3.2 **Cinema Hall License Fee:** Amount obtained for license fee levied by the District Development Committee as prescribed by the Rules while granting license for establishment of cinema hall in the area other than municipal area within the district.
1.3.3 **Construction Entrepreneur License and Renewal Fee**: Amount obtained for the prescribed fee for issue of license of construction entrepreneur of Class D and renewal of the license.

1.3.4 **Examination Fee**: Amount obtained for examination fee to be collected under the prevailing law in the different examinations to be operated by the District Development Committee for the fulfillment of vacancy of post.

1.3.5 **Water Port, Water Traveling and Fishing License**: Amount obtained for the fee of issue of license of water traveling, operation of boat and ferry and fishing in the rivers of district, renewal of such license and the fee of registration and renewal of water port.

1.3.6 **Mine Registration and Renewal Fee**: Amount obtained for the fee levied for registration and renewal of various mines in the district.

1.3.7 **Recommendation Fee**: Amount obtained for the fee of any kind of recommendation to be made by the District Development Committee to any person or organization as prescribed.

1.3.8 **Other Fee**: Amount obtained from the other fee prescribed by the Rules from time to time to be levied by the District Development Committee.

1.4 **Income Obtained From Sale**

1.4.1 **Mine Related Source**: Amount to be obtained by selling the concrete, stone, sand, slate, soil of the river within the area by the District Development Committee under Section 218 of the Act.

1.4.2 **Floating and Flowing Objects**: Amount obtained by selling the gloating and flowing objects of the rivers within the district under Section 218 of the Act.

1.4.3 **Fixed and Movable Assets**: Amount obtained by selling any kind of fixed and movable assets under the ownership of the District Development Committee.

1.5 **Fine**

1.5.1 Amount of the obtained by imposing fine by the District Development Committee to a person in accordance with Sub-section (1) of Section 133 of the Act on the ground of violation of the said Act, or Rules or Bye-laws or order
under the same Act and the amount to be obtained in the course of recovery of loss by the District Development Committee in a situation of alteration or embezzlement of property of District Development Committee under Sub-section (2) of the said Section.

Provided that, in case of collection of any fine by the District Development Committee in the course of collection of tax, fee, service charge or amount of sale, the amount the such fine shall be mentioned under the heading of the concerned income.

1.6 Income Obtained from Allocation of Revenue:

1.6.1 Registration Fee: Amount of allocation of revenue of registration at the rate prescribed in the Rules to be obtained from the District Land Revenue Office by the District Development Committee.

1.6.2 Tourist Entry Fee: Amount to be obtained by the District Development Committee out of the entry fee collected from the tourists entering the district by the Government of Nepal.

1.6.3 Hydro Power Royalty: Amount to be obtained for electricity royalty at the prescribed rate by the District Development Committee on the basis of the power house located within the concerned development are and district and their capacity out of the electricity royalty to be obtained by the Government of Nepal.

1.6.4 Income of Forest Area: Amount of ten percent to be obtained by the District Development Committee out of the royalty of wild products collected by the Government of Nepal.

1.6.5 Mine Royalty: Amount to be obtained at the prescribed rate by the District Development Committee out of the royalty to be paid to the Government of Nepal by the different mine industries operated within the district.

1.6.6 Mountaineering Royalty: Amount to be obtained by the District Development Committee out of the amount of royalty of mountaineering collected by the Government of Nepal.
1.6.7 **Income of Buffer Zone**: Amount to be obtained by the District Development Committee by allocating out of the amount of royalty of wild products of national park and buffer zone collected by the Government of Nepal.

1.7 **Principal, Interest, Dividend and Bonus**

1.7.1 **Refund of Principal**: Amount to be obtained by the District Development Committee in the course of any kind of refund of principal from the investment of share, saving or credit of any financial organization made by the District Development Committee.

1.7.2 **Interest**: Income of interest of balancer, saving or credit deposited in any bank or financial organization on condition to be obtained interest by the District Development Committee.

1.7.3 **Divided and Bonus**: Amount of divided to be obtained from the share invested by the District Development Committee.

1.8 **Land Revenue Obtained from Village Development Committee/Municipality**: Income of 25 percent of land revenue to be obtained by the District Development Committee as prescribed by collecting land revenue by the District Development Committee and Municipality.

1.9 **Income Oriented Programme**: Amount to be obtained from the income oriented programme e.g. private-public partnership operated by the District Development Committee.

1.10 **Miscellaneous Income**

1.10.1 **Rent**: Income obtained by the District Development Committee for rent by giving the fixed and movable property for use.

1.10.2 **Confiscation of deposit and refund**: Income as a result of confiscation of deposit furnished by a person or organization at the District Development Committee in accordance with the Rules and the amount obtained as a result of refund of deposit furnished with other agency by the District Development Committee.
1.10.3 **Refund of Advance**: Amount obtained as a result of refund of advance made available to a person or organization by the District Development Committee after termination of the concerned fiscal year. As the amount of advance refunded within the same fiscal year of making available is to be debited in the concerned budget heading, it is not necessary to mention in the income.

1.10.4 **Deposit**: Amount of deposit furnished with at the District Development Committee by a person or organization on condition to be refunded afterwards.

1.10.5 **Other Income**: Other miscellaneous income to be obtained by the District Development Committee not included in the prescribed heading and not being ascertained the heading.

2. **External Source**: The District Development Committees obtain grant from the Government of Nepal, Grant can be conditional or unconditional. Likewise, obtain credit or grant from the domestic or foreign financial organizations. Such credit or grant is obtained as cash, commodity or direct payment. All of these sources are taken as the external source of the District Development Committee. Classification of heading of external source is made as follows for accounts purpose.

2.1 **Government of Nepal Grant**

2.1.1 **Conditional Grant**: Aid in cash or commodity obtained in lump sum or sector-wise grant made available by the Government of Nepal on condition to be spent/used for a particular sector and purpose.

2.1.2 **Unconditional Grant**: Aid in cash or commodity obtained in lump sum or sector-wise grant made available to the District Development Committee by the Government of Nepal without fixing sectoral scope or particular condition in regard to expending.

2.1.3 **Commodity**: Amount of commodity aid made available by the Government of Nepal on condition to be used for a particular sector or purpose, based on the prescribed price in case of being prescribed and the price recognized by evaluating under the prevailing laws in case or not being prescribed the price.
2.1.4 **Cash**: Aid in cash obtained in lump sum or sector-wise grant made available to the District Development Committee by the Government of Nepal without fixing sectoral scope or particular condition in regard to expending.

2.1.5 **Commodity**: Amount of commodity aid made available by the Government of Nepal without fixing sectoral scope or particular condition based on the prescribed price if such price is prescribed and the price recognized by evaluating under the prevailing laws if such the price is not prescribed.

2.1.6 **Other Grant**

2.1.6.1 **Cash**: Amount of grant in cash obtained in any other manner.

2.1.6.2 **Commodity**: Amount of grant in commodity obtained in any other manner.

2.2 **Foreign Grant**: Amount obtained in cash or commodity or direct payment in the name of District Development Committee from the foreign donor organization, person or agency.

2.2.1 **Cash**: Amount in cash obtained as grant by the District Development Committee form a foreign donor or organization, person or agency.

2.2.2 **Commodity**: Amount of commodity aid obtained by the District Development Committee from a foreign donor organization, person or agency based on the prescribed price if such price is prescribed and the price recognized by evaluating under the prevailing law if such price is not prescribed.

2.2.3 **Direct Payment**: Amount of grant directly paid in the name of the District Development Committee by the foreign donor organization, person or agency.

2.3 **Other Grant**: Amount of gift, donation, grant or aid in cash or commodity obtained by the District Development Committee from a person or organization or Consumers' Committee.

2.3.1 **Cash**: Amount of gift, donation, grant or aid obtained by the District Development Committee from a person or organization or Consumers' Committee.

2.3.2 **Commodity**: Amount of gift, donation, grant or aid in commodity obtained by the District Development Committee form a person or organization based on the
prescribed price if such price is prescribed and the price recognized by evaluating under the prevailing law is such price is not prescribed.

2.4 **Other Sanction (Government of Nepal):** Amount made available by the Government of Nepal for a particular project (by prescribing the project) to be operated by the District Development Committee.

2.5 **Credit**

2.5.1 **Domestic Credit:** Amount obtained by taking credit by the District Development Committee from the domestic financial organization, person or agency.

2.5.2 **Financial Organization Credit:** Amount obtained by taking credit by the District Development Committee from the domestic financial institution.

2.5.3 **Other Credit:** Amount obtained by taking credit by the District Development Committee from the person or agency other than the financial institution within the country.

5.2.4 **Foreign Credit:** Amount obtained in cash or commodity or direct payment in the name of the District Development Committee from a foreign government, financial organization, person or agency.

5.2.5 **Cash:** Amount in cash obtained as credit by the District Development Committee from the foreign government, financial organization, person or agency.

5.2.6 **Commodity:** Amount of commodity aid obtained as credit by the District Development Committee from the foreign government, financial organization, person or agency, based on the prescribed price if such price is prescribed and the price recognized by the evaluating under the prevailing law if such price is not prescribed.

5.2.7 **Direct Payment:** Amount of credit directly paid in the name of District Development Committee by a foreign government, financial organization, person or agency.
2.6 **Loan:** Amount obtained while borrowing loan by the District Development Committee from a person, organization or agency and the amount while being refunded the lent amount.
Schedule 6
(Relating to Clause (b) of Sub-rule (1) of Rule 60)
Classification and Explanation of Expenditure of the
District Development Committee

Running Expenditure

<table>
<thead>
<tr>
<th>Amount No.</th>
<th>Heads of Expenditure</th>
<th>Basis or Explanation of Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Consumption Expenditure</td>
<td></td>
</tr>
<tr>
<td>1.01.</td>
<td>Salary</td>
<td></td>
</tr>
<tr>
<td>1.01.1.</td>
<td>Employee's Salary</td>
<td>Expenditure including salary, employee's provident fund, annual grade increment and motivational rewards to be obtained by the employees appointed as per the prescribed Rules for providing services. Expenses including wages, salary, and remuneration of the employees who have served for a certain period in the approved posts. An amount for accumulated home leave and sickness leave, substitute leave and Dashain allowance, Remuneration of the employees appointed on contract basis with the fixed period of tenure</td>
</tr>
<tr>
<td>1.01.2.</td>
<td>Remuneration of Dignitaries</td>
<td>Amount relating to the remuneration to be obtained by the dignitaries of the local bodies as per the Rules.</td>
</tr>
<tr>
<td>1.01.3.</td>
<td>Employees Welfare Fund</td>
<td>Expenses relating to the employee's welfare fund.</td>
</tr>
<tr>
<td>1.01.4</td>
<td>Insurance Premium</td>
<td>Expenses on the insurance premium of the employees.</td>
</tr>
<tr>
<td>Amount No.</td>
<td>Heads of Expenditure</td>
<td>Basis or Explanation of Classification</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1.02</td>
<td>Allowances</td>
<td></td>
</tr>
<tr>
<td>1.02.1</td>
<td>Employee's Allowances</td>
<td>Remote place allowances, additional time allowances etc.</td>
</tr>
<tr>
<td>1.02.2</td>
<td>Dignitaries' Allowances</td>
<td>Allowances expenses to be obtained by the dignitaries.</td>
</tr>
<tr>
<td>1.02.3</td>
<td>Meeting Allowances</td>
<td>Meeting allowances to be obtained by the participants at the meeting of the District Development Committee.</td>
</tr>
<tr>
<td>1.03</td>
<td>Transfer, Traveling Cost and Daily Allowance</td>
<td>Transportation cost, and travel cost for traveling on foot to be paid for the employees from one office to another or transferred on deputation keeping his lien in the same place and for the family member of such employee who can be taken as per the Rules at the prescribed rate. Similarly, embarkation tax, insurance cost relating to travel by aeroplane, miscellaneous expenses relating to travel prescribed by the Government of Nepal and allowances to be obtained by the employee transferred in connection with government business.</td>
</tr>
<tr>
<td>1.04</td>
<td>Clothing (Uniform)</td>
<td>Clothing (Uniform) cost of police, fire brigade, and clothing allowances to be provided to the dignitaries and the employees for performing foreign travel as prescribed by the council.</td>
</tr>
<tr>
<td>1.05</td>
<td>Ration and Food</td>
<td>Ration amount to be provided to the police, fire brigade and cost relating to food of animal,</td>
</tr>
<tr>
<td>Amount No.</td>
<td>Heads of Expenditure</td>
<td>Basis or Explanation of Classification</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1.06.</td>
<td>Medical Treatment</td>
<td>Expenses on treatment and care to be provided to the employees.</td>
</tr>
<tr>
<td>1.07.</td>
<td>Retirement Facility</td>
<td>Gratuity and other amount to be provided to the retired employees.</td>
</tr>
<tr>
<td>1.08.</td>
<td>Training Programme Expenditure</td>
<td>Expenses for the operation of seminars, workshops to be conducted for career development and capacity building of the employees.</td>
</tr>
<tr>
<td>2.</td>
<td>Business Operation and Service expenditure</td>
<td></td>
</tr>
<tr>
<td>2.01.</td>
<td>Utility Charges for Water and Electricity</td>
<td>Charge payable for the use of water tap and electricity installation costs as well as the costs of facility thereof.</td>
</tr>
<tr>
<td>2.02.</td>
<td>Utility Charge of Communication</td>
<td>Telephone, telegram, trunk calls, telex, internet-charge expenses, cost for website, charges payable for the use of computer, fax as well as other expenses relating to communications and the cost of facilities related thereto.</td>
</tr>
</tbody>
</table>
| 2.03.     | Expenses Relating to Office                 | The following expenses fall under the office related expenditures:-
Letters, parcel, postage stamp cost, registry, return receipt cost, courier cost.
Cost for publication of the government notices and notices relating to auction, contract and bidding.
Bank fee, compensation and other similar expenses. |
<table>
<thead>
<tr>
<th>Amount No.</th>
<th>Heads of Expenditure</th>
<th>Basis or Explanation of Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Price of the goods of daily use like paper, envelope, forms record files, stapler, punching machine, and other goods necessary for these machine and office related stationery goods like pen, ink, pencil etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cost of other office goods durable for less than one year and small auxiliary instruments etc. required for safety related machinery equipments and other office goods durable for more than one year but the unit price of which is less than one thousand rupees.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Printing cost of office purpose.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cost relating to newspapers and books of office use.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Insurance Cost of government equipment like vehicles, machinery equipment, buildings etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transportation cost of the equipment of government use.</td>
<td></td>
</tr>
<tr>
<td>2.04.</td>
<td>Rent</td>
<td>Rent cost for the use of buildings hired on rent for office, land, store, machine and other similar capital property. Rent of the buildings hired for the Chairperson and Vice-Chairperson.</td>
</tr>
<tr>
<td>2.05</td>
<td>Repair and Maintenance</td>
<td>Generally the cost of spare parts and wages required for repair and maintenance of capital goods falls under this amount. For example, repair and maintenance of vehicles, machine,</td>
</tr>
<tr>
<td>Amount No.</td>
<td>Heads of Expenditure</td>
<td>Basis or Explanation of Classification</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>equipment, furniture, house and godown etc. Provided that the cost incurred in changing spare parts of vehicles or machineries that extends their life shall be included in the relevant budget head.</td>
</tr>
<tr>
<td>2.06.</td>
<td>Fuel and Other Fuel</td>
<td></td>
</tr>
<tr>
<td>2.06.1.</td>
<td>Vehicle's Fuel (dignitaries)</td>
<td>Fuel cost of the vehicles provided to the dignitaries as facility.</td>
</tr>
<tr>
<td>2.06.2.</td>
<td>Vehicle's Fuels (employees)</td>
<td>Fuel cost of the vehicles provided to the employees a facility or used in the office.</td>
</tr>
<tr>
<td>2.06.3.</td>
<td>Other fuel</td>
<td>Kerosene, other fuel cost and all kinds of batteries to be used in administrative work.</td>
</tr>
<tr>
<td>2.07.</td>
<td>Consultation and Other Fee</td>
<td></td>
</tr>
<tr>
<td>2.07.01</td>
<td>Consultation Fee</td>
<td>Expenses for causing study, research that does no fall under capital formation remuneration of experts, advisors, service charge to be given for getting service on contract or on temporary basis for cleaning the office buildings primary health service facility, driving maintenance work of the goods like telephone, fax, computer photocopy machine.</td>
</tr>
<tr>
<td>2.07.2.</td>
<td>Sanitation and Other Service Charge</td>
<td>Expenses incurred in sanitation.</td>
</tr>
<tr>
<td>2.07.3.</td>
<td>Installation of Street Lights</td>
<td>Expenses incurred in the installation of streetlights.</td>
</tr>
<tr>
<td>2.8.</td>
<td>Miscellaneous Expenditure</td>
<td></td>
</tr>
<tr>
<td>2.8.1.</td>
<td>Membership Fee</td>
<td>Membership fee to be paid ass per Rules to any</td>
</tr>
<tr>
<td>Amount No.</td>
<td>Heads of Expenditure</td>
<td>Basis or Explanation of Classification</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>national or international associations or institution to which the District Development Committee is a member.</td>
</tr>
<tr>
<td>2.08.2</td>
<td>Financial Assistance</td>
<td>Amount of financial assistance to be given pursuant to the Local Self Governance Act, 2055 (1999) and Local Self Governance Rules, 2056 (1999).</td>
</tr>
<tr>
<td>2.08.3</td>
<td>Prize</td>
<td>Expenses of the amount to be given for prize.</td>
</tr>
<tr>
<td>2.08.4</td>
<td>Council Operation Expenditure</td>
<td>Expenses relating to the operation of the Council.</td>
</tr>
<tr>
<td>2.08.5</td>
<td>Miscellaneous Expenditure</td>
<td>The following expenses fall under this budgeted amount. Expenses of approved entertainment, exhibition reception and parties. Expenses incurred in welcoming the distinguished guests and hospitality. Festival and worshipping expenses. Casual expenses approved for foreign visits. Miscellaneous expenses not included in any other expenditure heads.</td>
</tr>
<tr>
<td>3.</td>
<td>Grant</td>
<td></td>
</tr>
<tr>
<td>3.01</td>
<td>Grant to Co-operative Associations/Professional Organizations</td>
<td>Expenses relating to operation grant to be given to co-operative associations and professional organizations.</td>
</tr>
<tr>
<td>3.02</td>
<td>Local Bodies Unconditional Grant</td>
<td>Running grant to be provided for the programme selected by the local Body itself.</td>
</tr>
<tr>
<td>3.02.1</td>
<td>Municipality/Village</td>
<td>Expenses to be given to the Municipalities</td>
</tr>
<tr>
<td>Amount No.</td>
<td>Heads of Expenditure</td>
<td>Basis or Explanation of Classification</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>3.02.02.</td>
<td>Consumer's Committee Grant</td>
<td>Expenses to be given Consumers Committee relating to operation on grant.</td>
</tr>
<tr>
<td>3.02.03.</td>
<td>Non-governmental organizations/ Club Grant</td>
<td>Expenses to be given to the Non- governmental organizations and clubs relating to operation on grant.</td>
</tr>
<tr>
<td>3.03.</td>
<td>Social Service Unconditional Grant</td>
<td>Running grant to be given for a program selected by a social organization/ agency itself.</td>
</tr>
<tr>
<td>3.03.01.</td>
<td>Education Sector Grant</td>
<td>Operation grant assistance amount to be given to the educational institutions.</td>
</tr>
<tr>
<td>3.03.02</td>
<td>Health Grant</td>
<td>Expenses to be given to the health institutions, hospitals relating to operation on grant.</td>
</tr>
<tr>
<td>3.03.03</td>
<td>Other Social Sector Grant</td>
<td>Amount to be given to the organizations, institutions relating to other social sector.</td>
</tr>
<tr>
<td>3.04</td>
<td>Social Security Grant</td>
<td>Financial assistance or grand amount to be given to senior citizens, helpless widows, disabled or to those persons on whose regard the state ha decided to take liability.</td>
</tr>
<tr>
<td>3.05</td>
<td>Social Organization-Conditional Grant</td>
<td>Running grant to be given to a social organization to operate the programme prescribed on behalf of the District Development Committee.</td>
</tr>
<tr>
<td>3.06</td>
<td>Local Agency-Conditional Grant</td>
<td>Amount relating to running expenditure to be provided to the Local Body to accomplish the prescribed function.</td>
</tr>
<tr>
<td>3.07</td>
<td>Scholarship</td>
<td>Amount of grant to be given by the District</td>
</tr>
<tr>
<td>Amount No.</td>
<td>Heads of Expenditure</td>
<td>Basis or Explanation of Classification</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Development Committee to a student studying in a school, college, university.</td>
</tr>
<tr>
<td>4</td>
<td>Service and production Expenditure</td>
<td></td>
</tr>
<tr>
<td>4.01</td>
<td>Production Material Service</td>
<td>The price of the goods produced or received with the direct involvement of the raw materials and other goods and materials purchased and of labour and other expenses related with production added thereto, which provides cash in selling and distributing lateron, such as, the expenses incurred in procuring the production materials or service required for the income generating programme to be operated by the District Development Committee.</td>
</tr>
<tr>
<td>4.02</td>
<td>Medicine</td>
<td>Expenses incurred in the purchase of medicine to be distributed by the bodies like hospitals, primary health centers, Ayurvedic Aushadhalayas or to be used in the treatment of patients.</td>
</tr>
<tr>
<td>4.03</td>
<td>Books and Materials</td>
<td>Expenses incurred in books, sports and educational materials to be freely distributed by the public schools, books purchased for the purpose of public library fall under this heading.</td>
</tr>
<tr>
<td>4.04</td>
<td>Programme Expenditure</td>
<td>Expenses incurred to the conduct of public seminar, like income generation, skill development, empowerment, sensitization awareness, sensitive information and</td>
</tr>
</tbody>
</table>

www.lawcommission.gov.np 292
<table>
<thead>
<tr>
<th>Amount No.</th>
<th>Heads of Expenditure</th>
<th>Basis or Explanation of Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>advertisement cost, allowances of the resource person to the customers, cost for performing worship, homage, oblation in the hermitage, temple run by the state.</td>
</tr>
<tr>
<td>4.05</td>
<td>Traveling Expenditure for programme</td>
<td></td>
</tr>
<tr>
<td>4.05.1</td>
<td>Traveling Expenditure for Programmes (Dignitaries)</td>
<td>Travel and daily allowance expenses of the dignitaries traveling in connection with official business or in deputation in connection with the implementation of programmes.</td>
</tr>
<tr>
<td>4.05.2</td>
<td>Traveling Expenditure for Programmes (Employees)</td>
<td>Travel and daily allowance expenses of the employees traveling in connection with official business or in deputation in connection with the implementation of programmes.</td>
</tr>
<tr>
<td>4.06</td>
<td>Maintenance of the Constructed Public Property</td>
<td>Cost incurred regular repairing and maintenance of already constructed public property such as road, bridge, canal, powerhouse, buildings etc. and insurance cost of such properties fall under this amount.</td>
</tr>
<tr>
<td>9.01</td>
<td>Casual (incidental)</td>
<td>Amount relating to running expenditure which is not possible to identify definitely while formulating budget may be proposed under this heading for the purpose of budget formulation only. Provided that, it should be allocated and spent by putting under the concerned expenditure heading. Authorization sanction cannot be provided to spend from this heading and to</td>
</tr>
<tr>
<td>Amount No.</td>
<td>Heads of Expenditure</td>
<td>Basis or Explanation of Classification</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>expend as well.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Payment of Interest</td>
<td></td>
</tr>
<tr>
<td>11.01</td>
<td>Payment of Interest of Internal Credit</td>
<td>Expenses for the payment of interest of internal credit are included under this heading.</td>
</tr>
<tr>
<td>11.02</td>
<td>Payment of Interest of Foreign Credit</td>
<td>Expenses for the payment of interest of foreign credit are included under this heading.</td>
</tr>
<tr>
<td>12</td>
<td>Reimburse Expenditure</td>
<td>Tax, land revenue, fine and other return expenses to be reimbursed by the local bodies fall under this amount.</td>
</tr>
<tr>
<td></td>
<td><strong>Capital Expenditure</strong></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Capital Transfer Expenditure</td>
<td></td>
</tr>
<tr>
<td>5.01</td>
<td>Purchase of Land</td>
<td>Expenses relating to the purchase and acquisition of land and compensation and tax thereof.</td>
</tr>
<tr>
<td>5.02</td>
<td>Purchase of Buildings</td>
<td>Expenses incurred in acquiring the constructed buildings and land occupied by such buildings and compensation and taxes thereof. Provided that, the cost incurred in constructing new buildings shall not be incurred in it.</td>
</tr>
<tr>
<td>6.</td>
<td>Capital Formation Expenditure</td>
<td></td>
</tr>
<tr>
<td>6.01</td>
<td>Furniture, Fixtures</td>
<td>Price of furniture fixtures purchased for the government office purposes and transportation fare, insurance, tax, customs related thereto</td>
</tr>
<tr>
<td>6.02</td>
<td>Vehicles</td>
<td>Cost of vehicles (for example plane, helicopter, jeep, motor car, bus, truck, motor cycle scooter, cycle, tractor used in transportation, cart pulling animals (oxen, horses etc.). If a vehicle is</td>
</tr>
<tr>
<td>Amount No.</td>
<td>Heads of Expenditure</td>
<td>Basis or Explanation of Classification</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>repaired by changing the engine, the cost thereof, the expenses incurred for fare, transportation, tax, customs and insurance etc. in purchasing vehicles or engines.</td>
</tr>
<tr>
<td>6.03</td>
<td>Machinery Tools and Other Equipment</td>
<td>Price of various heavy vehicles and tools related with farming, tractors (except those used in transportation), generator, transformer, factory goods, machines related with construction, communication equipment, scientific equipment and goods, instrument for measuring and weighing, photographing instrument, instrument relating to technical drafting, office machine and tools such as typewriter, mimeograph, computer, printer etc; the expenses incurred in repairing such goods by changing main parts; expenses of fare, transportation charge, tax insurance etc. required therefor.</td>
</tr>
<tr>
<td>6.04</td>
<td>Construction Buildings</td>
<td>All expenses incurred in constructing buildings, cowsheds and sheds.</td>
</tr>
<tr>
<td>6.05</td>
<td>Public Construction Expenditure</td>
<td>Expenses relating to all other construction of buildings fall under this amount. For example, cost incurred in the projects relating to highway, road bridge, ropeway, airport, communication, electricity, water, canal, forest, mining etc. Similarly cost relating to construction the fuel directly related with the</td>
</tr>
<tr>
<td>Amount No.</td>
<td>Heads of Expenditure</td>
<td>Basis or Explanation of Classification</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6.06</td>
<td>Capital Maintenance Expenditure</td>
<td>Expenses to be made to expand life of the existing building or capital structure fall under this amount. Provided that in the case of the cost to be incurred in adding capacity of the structure or adding the existing size or width it shall be included in Amount No. 6.04 if it is related with building and in 6.05 if it is related with capital formation.</td>
</tr>
<tr>
<td>6.07</td>
<td>Study and Capital Technical consultation Service Expenditure</td>
<td>Expenses related with feasibility study cost, cost relating to exploration, excavation and research, cost relating to technical consultation service for supervision of construction works.</td>
</tr>
<tr>
<td>7.01</td>
<td>Investment on Shares</td>
<td>Investment on shares in bank or in other institutions by the District Development Committee.</td>
</tr>
<tr>
<td>7.02</td>
<td>Loan Investment</td>
<td>Loan investment made in bank or in other institutions by the District Development committee.</td>
</tr>
<tr>
<td>8.01</td>
<td>Grant to Co-operative Institutions and other Professional Organizations</td>
<td>Expenses relating to capital grant to be given to co-operative institutions and other professional organizations.</td>
</tr>
<tr>
<td>8.02</td>
<td>Unconditional Grant to the</td>
<td>Running grant given for a programme selected</td>
</tr>
<tr>
<td>Amount No.</td>
<td>Heads of Expenditure</td>
<td>Basis or Explanation of Classification</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Local Bodies</td>
<td>by the Local Body itself.</td>
<td></td>
</tr>
<tr>
<td>8.02.01</td>
<td>Grant to the Municipalities/Village Development Committees</td>
<td>Expenses related to the capital grant to be given to the Municipalities/Village Development Committees.</td>
</tr>
<tr>
<td>8.02.02</td>
<td>Consumers' Group Grant</td>
<td>Expenses related to capital grant to be given to the Consumers' Committee.</td>
</tr>
<tr>
<td>8.02.03</td>
<td>Non-governmental Organizations/Club Grant</td>
<td>Expenses relating to capital grant to be given to non-governmental organizations/clubs.</td>
</tr>
<tr>
<td>8.03</td>
<td>Unconditional Grant to Social Service</td>
<td>Running grant to be given for a programme selected by a social organization/agency itself.</td>
</tr>
<tr>
<td>8.03.01</td>
<td>Education Sector Grant</td>
<td>Capital grant assistance to be given to educational institutions.</td>
</tr>
<tr>
<td>8.03.02</td>
<td>Health Grant</td>
<td>Expenses related with capital grant to be given to health institutions, hospitals.</td>
</tr>
<tr>
<td>8.03.03</td>
<td>Other Social Sector Grant</td>
<td>Capital grant amount to be given to other organizations and institutions.</td>
</tr>
<tr>
<td>8.05</td>
<td>Social Organization Conditional Grant</td>
<td>Running grant to be given to a social organization to operate the programme prescribed on behalf of the District Development Committee</td>
</tr>
<tr>
<td>8.06</td>
<td>Local Unit Conditional Grant</td>
<td>Expenses relating to capital grant to be given to the Local Body to accomplish the prescribed function.</td>
</tr>
<tr>
<td>9.02</td>
<td>Casual (incidental)</td>
<td>Amount relating to capital expenditure, which is not possible to identify, definitely while formulating budget, may be proposed under this heading for the purpose of budget formulating</td>
</tr>
<tr>
<td>Amount No.</td>
<td>Heads of Expenditure</td>
<td>Basis or Explanation of Classification</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td></td>
<td>only.</td>
<td>Provide that, it should be allocated and spent by putting under the relevant expenditure head while making expenses. No authority or sanction or expense shall be made under this expenditure head.</td>
</tr>
<tr>
<td>10.</td>
<td>Payment of Principal Amount</td>
<td>Expenses relating to the repayment of internal loan fall under this amount.</td>
</tr>
<tr>
<td>10.01</td>
<td>Repayment of Principal Amount of Internal Loan</td>
<td>Expenses relating to the repayment of internal loan fall under this amount.</td>
</tr>
<tr>
<td>10.02</td>
<td>Repayment of Principal Amount of External Loan</td>
<td>Expenses relating to repayment of external loan fall under this amount.</td>
</tr>
</tbody>
</table>
Schedule-7

(Relating to Clause (c) of Sub-rule (1) of Rule 39 and Clause (c) of Sub-rule (1) of Rule 60)

**Sector-wise Appropriation of Budget**

<table>
<thead>
<tr>
<th>District Indication</th>
<th>Sector-wise Indication</th>
<th>Name</th>
<th>Programme Indication</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Local Body General Administration</td>
<td>xxxx</td>
<td></td>
<td>Programme indication of 4 digits should be maintained.</td>
</tr>
<tr>
<td>02</td>
<td>Industries Forest and Environment</td>
<td>xxxx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Agriculture and Cooperative</td>
<td>xxxx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Infrastructure Development</td>
<td>xxxx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Education and Sports</td>
<td>xxxx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Health</td>
<td>xxxx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Payment of principal and interest</td>
<td>xxxx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Other</td>
<td>xxxx</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Schedule-8

(Relating to Clause (d) of Sub-rule (1) of Rule 39 and Clause (d) of Sub-rule (1) of Rule 60)

**District Indication Number**

shall be

<table>
<thead>
<tr>
<th>District</th>
<th>District</th>
<th>District</th>
<th>District</th>
<th>District</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Taplejung</td>
<td>2 Panchthar</td>
<td>3 Illam</td>
<td>4 Jhapa</td>
<td>5 Sankhuwashava</td>
<td>6 Terathum</td>
</tr>
<tr>
<td>7 Bhojpur</td>
<td>8 Dhankuta</td>
<td>9 Sunsari</td>
<td>10 Morang</td>
<td>11 Solukhumbu</td>
<td>12 Khotang</td>
</tr>
<tr>
<td>13 Udaypur</td>
<td>14 Okhaldhunga</td>
<td>15 Saptati</td>
<td>16 Siraha</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 Dhansha</td>
<td>18 Mahottari</td>
<td>19 Sarlahi</td>
<td>20 Sindhuli</td>
<td>21 Ramechhap</td>
<td>22 Dolakha</td>
</tr>
<tr>
<td>23 Sindhupalchok</td>
<td>24 Rasuwa</td>
<td>25 Dhading</td>
<td>26 Nuwakot</td>
<td>27 Kathmandu</td>
<td></td>
</tr>
<tr>
<td>28 Lalitpur</td>
<td>29 Bhaktapur</td>
<td>30 Kabhralanchok</td>
<td>31 Makawanpur</td>
<td>32 Rautahat</td>
<td></td>
</tr>
<tr>
<td>33 Bara</td>
<td>34 Parsa</td>
<td>35 Chitwan</td>
<td>36 Nawalparasi</td>
<td>37 Rupandhi</td>
<td>38 Kapilbastu</td>
</tr>
<tr>
<td>39 Arghakhanchi</td>
<td>40 Palpa</td>
<td>41 Gulmi</td>
<td>42 Syangja</td>
<td>43 Tanahun</td>
<td>44 Gorkha</td>
</tr>
<tr>
<td>45 Manang</td>
<td>46 Lamjung</td>
<td>47 Kaski</td>
<td>48 Parbat</td>
<td>49 Baglung</td>
<td>50 Myagdi</td>
</tr>
<tr>
<td>51 Mustang</td>
<td>52 Mugu</td>
<td>53 Dolpa</td>
<td>54 Humla</td>
<td>55 Jumla</td>
<td>56 Kalikot</td>
</tr>
<tr>
<td>57 Rukum</td>
<td>58 Rolpa</td>
<td>59 Pyuthan</td>
<td>60 Dang</td>
<td>61 Salyan</td>
<td>62 Bank</td>
</tr>
<tr>
<td>63 Bardiya</td>
<td>64 Surkhet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>65 Jajarkot</td>
<td>66 Dailekh</td>
<td>67 Kailali</td>
<td>68 Doti</td>
<td>69 Achham</td>
<td>70 Bajura</td>
</tr>
<tr>
<td>71 Bajhang</td>
<td>72 Darchula</td>
<td>73 Baiatdi</td>
<td>74 Dadeldhura</td>
<td>75 Kanchanpur</td>
<td></td>
</tr>
</tbody>
</table>
Schedule-9
(Relating to Clause (c) of Sub-rule (1) of Rule 18 and Clause (e) of Sub-rule (1) of Rule 39 and Clause (e) of Sub-rule (1) of Rule 60)

..........................Office

Cash Receipt

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Ledger Page No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>For (1)</td>
<td>Income Indication No. (2)</td>
<td>Rupees (3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In words

Signature of the person paying receipt of the amount

Signature of the payment of amount

N.B.:
(1) While receiving the cash by the Local Body, this receipt shall be provided to the person making payment of the cash.
(2) This receipt shall be prepared in two copies for each number by using a carbon. First copy shall be provided to the person making payment. The posting into the income ledger shall be made on the basis of the second copy.
(3) An entry of the printed receipt indicating the receipt number shall have to be registered in the goods in-kind ledger book.
(4) Handing over the custody of receipts shall be made by getting the receipt to sign in the goods in-kind ledger book indicating the number of the receipt.
(5) Both copies of the cancelled receipt shall have to be attached in the receipt pad if a cancellation of any receipt is required.
Schedule-10

(Relating to clause (d) of Sub-rule (1) of Rule 18, Clause (f) of Sub-rule (1) of Rule 39 and Clause (f) of Sub-rule (1) of Rule 60)

.........Office

**Daily Income Head-wise Tax Collection Ledger Book**

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt No.</th>
<th>Income Classification</th>
<th>Discount Amount Rs.</th>
<th>Net Bill Amount Rs.</th>
<th>Fine Rs.</th>
<th>Total Bill Amount Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**N.B.:**

(1) This ledger should be filled on daily basis.

(2) The main head of the income shall be mentioned in the income classification. For example, 1.1 local tax shall have to be mentioned when a Municipality takes something on rent or tenancy.
Schedul-11

(Relating to Clause (e) of Sub-rule (1) of Rule 18, Clause (g) of Sub-rule (1) of Rule 39 and Clause (g) of Sub-rule (1) of Rule 60)

........................Office

Recorded Income Account

(Personal Account Towards Income)

Page No.:................

Description of Taxpayer

Name of Taxpayer:- Address:- Phone Number:-
Tax/Income Head:- Fiscal Year Payable Amount:-
Other particulars relating to Income Tax:-

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Statement of the Income</th>
<th>Bank Deposit</th>
<th>Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cash Receipt No.</td>
<td>Date</td>
<td>Amount</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cash</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bank Account No.</td>
<td>Deposit Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. 2. 3. 4. 5. 6. 7. 8. 9.

N.B. : As this from helps to ascertain the tax liability of taxpayer, it is appropriate to have a separate pages or each tax head.
# Schedule-12

(Relating to Clause (f) of Sub-rule (1) of Rule 18, Clause (h) of Sub-rule (1) of Rule 39 and Clause (h) of Sub-rule (1) of Rule 60)

.................Municipality

**Daily Tax Receipt Ledger Book**

<table>
<thead>
<tr>
<th>Counter No: -</th>
<th>Page No: -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Name of the Counter Clerk</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**N.B.:** This ledger shall be filled on daily basis
Schedule-13
(Relating to Clause (i) of Sub-rule 39)

........................Office

Ward-wise Tax collection Ledger Book

Page No:-

<table>
<thead>
<tr>
<th>Head of Income No:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Receipt No.</th>
<th>Amount</th>
<th>Ward No. 1</th>
<th>Ward No. 2</th>
<th>Ward No. 3</th>
<th>Ward No. 4</th>
<th>Ward No. 5</th>
<th>Ward No. 6</th>
<th>Ward</th>
<th>Ward</th>
<th>Ward</th>
<th>Ward</th>
<th>Ward</th>
<th>Ward</th>
<th>Remarks</th>
</tr>
</thead>
</table>
Schedule-14

(Relating to Clause (g) of Sub-rule (1) of Rule 18, Clause (j) of Sub-rule (1) of Rule 39 and Clause (i) of Sub-rule (1) of Rule 60)

Fiscal Year ............

**Statement of Cost Recovery of Internal Source**

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Head/Sub-head No.</th>
<th>Head of Income</th>
<th>To be Recovered (Record)</th>
<th>Remission/deduction</th>
<th>Total Cost to be Recovered</th>
<th>Budget Estimate</th>
<th>Recovery</th>
<th>Bank Deposit</th>
<th>Remaining to be Recovered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Profession Tax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>House Tax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rent Tax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Towards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Investment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Towards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Currently</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Running</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total

Cash Balance  | Cost  | Cash
---|---|---
... | ... | ...
Matters to be taken into consideration while filling up this statement:

(1) Some of the amounts to be recovered by the Local Body are of such kinds as required to be recorded. It is necessary, from various points of view, to take notice about the position of the amount as to what portion has been recovered and what portion has been recovered and what portion is yet to be recovered. Therefore, there are two parts separating the transactions of the previous record and of the current year (the Fiscal Year of which the statement is prepared).

(2) The mount mentioned in the current year Column 10 shall be required to be mentioned in column 4 in the next year.

(3) As Column 7 towards the record is for the previous year, it is not required to be filled up.

(4) It is just like a subsidiary financial statement but this statement is required to be enclosed with the final audit report in a compulsory manner.

(5) The person who has signed the main financial Statement shall have to sign here accordingly.
Schedule-15
(Relating to Clause (h) of Sub-rule (1) of Rule 18, Clause (k) of Su-rule (1) of Rule 39 and Clause (j) of Sub-rule (1) of Rule 60)

Daily Transaction Statement

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Voucher No.</th>
<th>Statement of Transaction</th>
<th>Towards Income</th>
<th>Towards Expenditures</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Income</td>
<td>Payment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cash</td>
<td>Cash Cheque No.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cash</td>
<td>Amount</td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advance</td>
<td>Bank</td>
<td>Cash</td>
</tr>
</tbody>
</table>

| 1    | 2           | 3                        | 4              | 5                    | 6 7 8 9 10 11 12 13 |

Date..............
The liability of the previous day

Objective of this statement and method of filling it up:
1. This statement shall have to be prepared in order to know the daily financial status.
2. It makes easy to ascertain the actual situation of the income and expenditure and advance according to the general voucher numbers, heads, sub-heads, out of the daily transactions, if arrangement is made to write in a consolidated form in the reverse side of this by preparing summary of the afore-mentioned matters.
Schedule-16
(Relating to Clause (i) of Sub-rule (1) of Rule 18, Clause (l) of Sub-rule (l) of Rule 39 and Clause (k) of Sub-rule (1) of Rule 60)

Office

**General Voucher**

<table>
<thead>
<tr>
<th>Statement (1)</th>
<th>Ledger Page No. (2)</th>
<th>Income/Expenditure Indication Number (3)</th>
<th>Debit (4)</th>
<th>Credit (5)</th>
<th>Total</th>
</tr>
</thead>
</table>

Receipt No.               Cheque No:-
Received Amount:-         Amount of Cheque:-

Signature of the person submitting:-
Name, Surname:-
Designation:-
Date:-
Signature of Recipient:
Name and Surname:-

Signature of the approving authority:-
Name, Surname:-
Designation:-
Date:-
N.B.:-

(1) The Local Body shall produce this voucher while making income, incurring expenditure and settling advances.

(2) This voucher shall have to be started from serial No. 1 in each Fiscal Year (from the month of *Shrawan* of each year to the month of *Ashadh* of the next year). It shall be restarted from serial No. 1 again, on the completion of the current Fiscal Year and at the commencement of the new Fiscal Year.

Provided that, no separate voucher shall be made from serial No. 1 for income and expenditure, the same serial number shall be applied for both types of transactions and the number shall be so indicated orderly.

(3) A lump-sum debit or credit shall be mentioned in the name of the accounts of transactions in the statement column above on the basis of the classification of income as mentioned in Schedule-27 and the classification of expenditure as mentioned in Schedule-28. A brief description of the transaction shall have to be mentioned thereunder.

Method of mentioning income and expenditure in this column shall be as follows: (For example):

In making an income of Rs. 500/- by the Municipality from the temporary market shop tax.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Ledger Page No.</th>
<th>Income/Expenditure Indication Number</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash/Bank-debit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary market shop tax-credit</td>
<td></td>
<td>1.03</td>
<td>500/-</td>
<td>500/-</td>
</tr>
</tbody>
</table>

Total 500/- 500/-
Providing Salary of Rs. 1000/- to any employee for the month of Baisakh (April/May) by the Municipality.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Ledger Page No.</th>
<th>Income/Expenditure Indication Number</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary-debit Bank-debit (The Salary of the Peon Mr. Ram Prasad for the month of Baisakh incurred)</td>
<td></td>
<td>2.01</td>
<td>1000/-</td>
<td>1000/-</td>
</tr>
</tbody>
</table>

(4) The ledger page number of the income/expenditure/advance ledger book of the accounts of transaction shall have to be mentioned in the ledger page number column.

(5) The expenditure voucher number according to the nature of transaction shall be mentioned in the income/expenditure indication number column. For example, expenditure indication number 2.04 shall be mentioned in this column in preparing a voucher for the purchase of paper and pen for the office, and indication number, 1.02 shall be mentioned in this column in preparing a voucher upon having recovered the land revenue.

(6) Income voucher of the total amount of income of throughout the day shall be prepared, while preparing a general voucher of income.

(7) A general voucher shall be produced by mentioning the sum to be clearly appeared the source expenditure of foreign resource.
### Schedule-17

(Relating to Clause (j) of Sub-rule (1) of Rule 18, Clause (m) of Sub-rule (l) of Rule 39 and Clause (l) of Sub-rule (1) of Rule 60)

...............Office

**Bank Cash Book**

<table>
<thead>
<tr>
<th>Date</th>
<th>General Voucher</th>
<th>Statement</th>
<th>Treasury Balance</th>
<th>Bank Balance</th>
<th>Budget Expenditure</th>
<th>Advance</th>
<th>Miscellaneous</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Debit</td>
<td>Credit</td>
<td>Debit</td>
<td>Credit</td>
<td>Amount</td>
<td>Rs</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9</td>
<td></td>
<td>10</td>
<td></td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td>13</td>
<td></td>
<td>14</td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>17</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

1. There are 17 columns in this form. The date is in the stating column, date will be mentioned on the day on which the voucher is approved and financial transaction is closed.
2. The general voucher column shall be filled in with the General voucher of the basic documents of the financial transaction. General voucher number shall be specified in it.
3. The statement of column shall be filled in with necessary details as required.
4. There are two columns in treasury balance-debit and credit.
5. If any amount is received in treasury, the amount received shall be entered in to as debit and the equal amount shall be entered into as credit in that ledger or account from which the amount has been received. Similarly, if any amount from treasury is
spent or deposited in the name of any person, debit shall be made in the name of the receiver and credit to the treasury. As cash transaction is not allowed, this column is not used frequently. This column is used in case an advance amount or the amount spent in excess of sanctioned amount comes to be deposited in cash.

(6) There are credit, debit, cheque number and balance columns in the Bank Balance column. The debit and credit columns shall have to be filled in as mentioned above. Cheque number shall have to be mentioned if the transaction is made in cheque. The balance column shows the sum of balance remained in the bank account.

(7) There are two parts in the budget expenditure column-amount and rupees, the concerned budget number shall have to be mentioned in the Amount column and the actual expenditure amount shall be mentioned in the spent rupees column. This amount is the amount to make debit; this amount is entered into the concerned column of Budget Account Ma. Le. Pa. Form No. 8. At the time of settlement of advance amount, the previous advance amount shall be shown in credit (minus sign is used in it).

(8) There are two columns received and settled in the advance column. In these columns, advance shall be mentioned in the advance column when it is taken and the settled amount of advance shall be mentioned in the settled column when any amount of advance is settled. The actual amount of advance to be settled is known by deducting the settled amount from the total advance amount.

(9) This form shall be up-dated on a monthly basis.

(10) The sum of each column Nos. 4, 6, 11 and 15 shall be required to be equal to the sum of column Nos. 5, 7 and 16.
Schedule-18

(Relating to Clause (k) of Sub-rule (1) of Rule 18, Clause (n) of Sub-rule (l) of Rule 39 and Clause (m) of Sub-rule (1) of Rule 60)

......................Office

<table>
<thead>
<tr>
<th>Sum of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salary</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.01</td>
<td>1.02</td>
</tr>
<tr>
<td>1.03</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Symbol No</td>
</tr>
<tr>
<td>Particulars</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Symbol No</td>
</tr>
<tr>
<td>Particulars</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Symbol No</td>
</tr>
<tr>
<td>Particulars</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

**N.B.:**

1. Posting should be made on the basis of general voucher.
2. Budget approved in each expenditure heading should be written in the portion of approved budget. Amount sanctioned in the heading in each year should be written in the portion of sanction. Amount spent in the concerned expenditure heading should be mentioned in the portion of expenditure on the basis of general voucher.
3. Separate sum of budget should be maintained for running expenditure and capital expenditure.
4. While operating a programme having the foreign source, accounts should be maintained accordingly by dividing 2 columns, namely, own source and foreign source in the symbol No. of column No. 4 expenditure heading symbol 2.01 and 2.02 meeting allowance.
5. Sum should be calculated by making monthly summation of the details mentioned in this ledger.
Schedule-19
(Relating to Clause (l) of Sub-rule (1) of Rule 18, Clause (o) of Sub-rule (l) of Rule 39 and Clause (n) of Sub-rule (1) of Rule 60)

Accounts Heading.....................

<table>
<thead>
<tr>
<th>Year</th>
<th>Statement</th>
<th>Voucher No.</th>
<th>Debit</th>
<th>Credit</th>
<th>Dr/Cr</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td>Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

N.B.:
(1) This ledger has been prepared for the purpose of maintaining the record of the income, sanctioned amount, expenditure and other fund, property etc.
(2) The monthly and the annual report forms shall be prepared on the basis of it after entering the accounting of transactions into this ledger.
(3) This ledger may also be used as subsidiary ledger as required.
Schedule-20
(Relating to Clause (m) of Sub-rule (1) of Rule 18, Clause (p) of Sub-rule (1) of Rule 39 and Clause (o) of Sub-rule (1) of Rule 60)

.........................Office

**Advance Ledger Book**

Name of the Person Taking the Advance:  
Page Number:

<table>
<thead>
<tr>
<th>....Year (1)</th>
<th>Statement (2)</th>
<th>General Voucher No. (3)</th>
<th>Debit (4)</th>
<th>Credit (5)</th>
<th>Reminder (6)</th>
<th>Certified by (7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td>Day</td>
<td></td>
<td>Rs.</td>
<td>P.</td>
<td>Rs.</td>
<td>P.</td>
</tr>
</tbody>
</table>

**N.B.:**

(1) In taking advances and having settlement thereof, they shall have to be indicated in this Ledger Book.

(2) Each page shall be allocated to each person taking the advance.

(3) It shall be started from page number (1).

(4) The purpose of providing the advance shall have to be mentioned in the statement column.

(5) The figure shall have to be entered into the debit column after having taken the advance.

(6) The record shall be maintained in this Ledger Book for settling the advances after submission of statement in the credit column or deposit of cash and after having prepared a voucher thereof.

(7) The amount that remains balance after deducting the amount mentioned in the credit column from the amount mentioned in the debit column shall have to be indicated in the remainder column.

(8) In carrying out the posting of each general voucher into the ledger, the Secretary shall have to sign in the certified by column and certify the same.
Schedule-21
(Relating to Clause (n) of Sub-rule (1) of Rule 18, Clause (q) of Sub-rule (l) of Rule 39 and Clause (p) of Sub-rule (1) of Rule 60)

.................................Office
Year.....................month...............  

Statement of Expenditure

Fiscal Year:
Budget Sub-heading No.:

Name of programme/budget heading:

<table>
<thead>
<tr>
<th>Expenditure of......month</th>
<th>Sanction upto.......</th>
<th>Budget No. amount</th>
<th>Heading of budget</th>
<th>Total budget appropriation</th>
<th>Expenditure upto the last day....</th>
<th>Remained budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.01 Salary</td>
<td></td>
<td></td>
<td>Salary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.02 Allowance</td>
<td></td>
<td></td>
<td>Allowance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.03 Daily and traveling allowance</td>
<td></td>
<td></td>
<td>Daily and traveling allowance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.04 Water and electricity</td>
<td></td>
<td></td>
<td>Water and electricity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Bank:  
Situation of Fund  
Total Sanction:  
Bank Account No.:  
Total Expenditure:  
Bank Balance:  
Advance:  
Cash Balance:
Expenditure after deduction of Advance:

Prepared by: Approved by:
Designation: Designation:
Date: Date:

N.B.:
(1) This form should be filled up every month for the purpose of budget having Local Body internal source and Government of Nepal source only.
(2) This details should be prepared as per the number of budget Sub-heading.
(3) Separate statement of expenditure should be prepared for finance budget and occasional sanctioned Sub-heading.
Schedule-22

(Relating to Clause (o) of Sub-rule (1) of Rule 18, Clause (r) of Sub-rule (l) of Rule 39 and Clause (q) of Sub-rule (1) of Rule 60)

..................Office

..................year..................month

Description of the Advances Remained to be Settled

Fiscal Year:

Budget Sub-head No. and Name:

<table>
<thead>
<tr>
<th>Date of Advance</th>
<th>Designation</th>
<th>Name of the person taking advance</th>
<th>Office-bearer/employee</th>
<th>Contractor/Personal</th>
<th>Letter of Credit</th>
<th>Off Current Fiscal year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Of current fiscal year</td>
<td>Of current fiscal year</td>
<td>Of current fiscal year</td>
<td>Of current fiscal year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Time expired</td>
<td>Time expired</td>
<td>Time expired</td>
<td>Time expired</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Time yet to be expired</td>
<td>Time yet to be expired</td>
<td>Time yet to be expired</td>
<td>Time yet to be expired</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Upto the previous F.Y.</td>
<td>Upto the previous F.Y.</td>
<td>Upto the previous F.Y.</td>
<td>Upto the previous F.Y.</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Upto the previous F.Y.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

Chief of Financial Administration Section

Subject-wise Section Chief/Secretary

Date

Date:

N.B.: This description of advances shall have to be forwarded with the statement of monthly income and expenditure.
Schedule-23
(Relating to Clause (p) of Sub-rule (1) of Rule 18, Clause (s) of Sub-rule (1) of Rule 39 and Clause (r) of Sub-rule (1) of Rule 60)

Office

Statement of Ban Account
20.........year...............month
Bank Balance (According to the statement of the Bank)..................Rs. ................
.................................................................................................
Not deposited in the bank account due to being in transit..................
.................................................................................................
Total:................................................
Deduction-The cheque Nos. yet to be paid: ...................................
    No. ........................................
    No. ........................................
    No. ........................................
    No. ........................................
    No. ........................................
    No. ........................................
    No. ........................................
Actual Bank Balance........................................ Total.................................
Bank Balance shown as per the books of accounts of Village Development Committee/Municipality/D.D.C.................
Date of Submission with..................stating that the afore-mentioned statement is correct........
Date of granting approval:...................

N.B
1. The remaining bank balance as per the bank statement shall have to be mentioned in the first column.
2. The amount forwarded for deposit in the bank but not deposited due to lying still on the way shall have to be mentioned in the second column.
3. The total sum of afore-mentioned all columns shall have to be calculated thereafter.

4. The cheque numbers and amounts of the cheques that have been shown as already issued in the name of a bank but not yet encashed shall have to be mentioned in a serial order in the second column.

5. The bank balance shall be calculated from the balance found from the bank statement by making total of the amount of those cheques not yet encashed from above mentioned bank.

6. Ten the balance seen from the books of accounts shall be calculated.

7. After having done so, if the account is correct, the balance seen from the books of accounts will be equivalent to the actual bank balance.

8. These details shall be prepared in each month and forwarded to the pertinent department along with the statement of expenditure.
Schedule-24
(Relating to Clause (q) of Sub-rule (1) of Rule 18, Clause (t) of Sub-rule (1) of Rule 39 and Clause (s) of Sub-rule (1) of Rule 60)

........................Office

**Statement of Outstanding to be Paid**

<table>
<thead>
<tr>
<th>Date</th>
<th>Particulars</th>
<th>General Voucher No.</th>
<th>Debit Rs.</th>
<th>Paisa</th>
<th>Credit Rs.</th>
<th>Pais</th>
<th>Dr./Cr.</th>
<th>Balance Rs.</th>
<th>Paisa</th>
</tr>
</thead>
</table>

....................

Chief of the Financial Administration Section
Office In-charge

**N.B.:** General Voucher of transaction of outstanding to be paid should be prepared on sequence order and entered in this ledger. It should be certified by the Office In-charge and Chief of the Financial Administration Section.
Schedule-25

(Relating to Clause (r) of Sub-rule (1) of Rule 18, Clause (u) of Sub-rule (l) of Rule 39 and Clause (t) of Sub-rule (1) of Rule 60)

........................Office

Annual Financial Statement of the

Fiscal Year......................

Name of the Programme/Project:

Address:

Budget Sub-head No.:

<table>
<thead>
<tr>
<th>Budget amount No.</th>
<th>Budget amount</th>
<th>Approved budget figure</th>
<th>Supplementary</th>
<th>Amount transferred from one budget head to another</th>
<th>Total budget</th>
<th>Sanctioned amount</th>
<th>Expenditure</th>
<th>Surplus</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Budget amount</td>
<td>Amount transferred from one budget head to another</td>
<td>Total budget</td>
<td>Sanctioned amount</td>
<td>Expenditure</td>
<td>Surplus</td>
<td>Remarks</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>1.01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.02</td>
<td>Salary</td>
<td>Allowance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total

www.lawcommission.gov.np
Status of Balance

1. Name and address of the bank:
2. Bank account number:
3. Remaining balance as per the bank Rs.:
4. Remaining advance
   (a) Upto the last F.Y., Rs
   (b) Of this F.Y., Rs.
   Total, Rs.
5. Cash balance, Rs.:

6. Amount of the cheque yet to be paid or collected, Rs.
   Signature of the person preparing:
   Designation:
   Date:

   Signature of the approving authority:
   Designation:
   Date:

N.B.
1. This statement shall be prepared as per the budget Sub-head number according to the budget Sub-head.
2. If there is any remaining balance amount of various Sub-heads in the bank account, the amount of remaining balance as per each Sub-head shall have to be specified.
3. If any foreign source is involved, it should be so prepared as to reflect the source.
4. This statement should be filled up for the development budget involving the source of the Government of Nepal.
Schedule-26
(Relating to Clause (s) of Sub-rule (1) of Rule 18, Clause (v) of Sub-rule (l) of Rule 39 and Clause (u) of Sub-rule (1) of Rule 60)

......................Office

.................................Year..............................Month

**Monthly Financial Report (Statement)**

<table>
<thead>
<tr>
<th>Upto the previous month (Amount Rs.)</th>
<th>Statement</th>
<th>As per the Budget</th>
<th>This month (Amount Rs.)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Towards Income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The name of Sub-heads towards income shall have to be mentioned here in a serial order affording to the classification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Towards Expenditure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Details according to the classification of the heads of expenditure shall have to be mentioned here.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Borrowing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bank</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Schedule-27

(Relating to Clause (t) of Sub-rule (1) of Rule 18, Clause (w) of Sub-rule (1) of Rule 39 and Clause (v) of Sub-rule (1) of Rule 60)

..................Office

**Annual Statement of Income and Expenditure**

..................Fiscal Year

<table>
<thead>
<tr>
<th>Estimated amount of the previous year Rs.</th>
<th>Actual amount of the previous year</th>
<th>Heads of Income</th>
<th>Estimated amount of the current year Rs.</th>
<th>Actual amount of the current year Rs.</th>
<th>Amount of the previous years Rs.</th>
<th>Heads of Expenditure</th>
<th>Approved Budget</th>
<th>Expenditure Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Opening balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Operation cost</td>
<td>Approved Budget</td>
<td>Expenditure Rs.</td>
</tr>
<tr>
<td></td>
<td>Bank Rs.................................</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Capital cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cash Rs..............................</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Advance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internal source income</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Towards operation cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 ..................................</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Towards programme expenditure</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 ..................................</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Borrowings</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 ..................................</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 ..................................</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Bank balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 ..................................</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cash balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>External sources</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Signature of the Chief of the Financial Administration Section: Signature of the approving authority:
Name: Name:
Designation: Designation:
Date: Date:

N.B.:
1. Name of the main heads of income such as 1.1 Local Tax, 1.2 Service Charges shall have to be mentioned in the internal sources. It shall be mentioned accordingly in the external sources.
2. Total amount of administrative expenditure shall have to be mentioned in the operational costs of the expenditure part.
3. This is a report required to be provided to the auditor on annual basis.
## Schedule-28

(Relating to Clause (u) of Sub-rule (1) of Rule 18, Clause (x) of Sub-rule (l) of Rule 39 and Clause (w) of Sub-rule (1) of Rule 60)

................Office

### Comparative Statement of Income and Expenditure

<table>
<thead>
<tr>
<th>Indication</th>
<th>Particulars</th>
<th>Net of the last Fiscal Year</th>
<th>Current Fiscal Year</th>
<th>Budget</th>
<th>Net</th>
<th>Difference</th>
<th>Budget of the forthcoming F.Y.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td>Local development charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vehicle tax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>House, property, house rent tax and land revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professional tax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other tax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fee and fine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Income form properties</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Income from investment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Donation and reward</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Schedule-29**

(Relating to Clause (y) of Sub-rule (1) of Rule 39)

..........................Municipality
Fiscal Year....................

**Trial Balance**

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Head No.</strong></td>
<td><strong>Budget Head</strong></td>
</tr>
<tr>
<td>Fixed Property</td>
<td>Fund, Saving Fund and Provision</td>
</tr>
<tr>
<td>Land</td>
<td>Municipality fund</td>
</tr>
<tr>
<td>Pre project cost (site development works)</td>
<td>Provision</td>
</tr>
<tr>
<td>Buildings</td>
<td>Long-term liability</td>
</tr>
<tr>
<td>Vehicles</td>
<td>Long-term loan</td>
</tr>
<tr>
<td>Office equipment</td>
<td>Long-term</td>
</tr>
<tr>
<td>Furniture</td>
<td>Long-term deposit and retention</td>
</tr>
<tr>
<td>Plant and equipment</td>
<td>Current liability</td>
</tr>
<tr>
<td>Incomplete running works</td>
<td>Short-term loan</td>
</tr>
<tr>
<td></td>
<td>Current installment of long-term loan</td>
</tr>
<tr>
<td></td>
<td>Short-term deposit retention, pre-payment</td>
</tr>
<tr>
<td></td>
<td>Payable account</td>
</tr>
<tr>
<td></td>
<td>Remaining expenditure written off</td>
</tr>
<tr>
<td></td>
<td><strong>Income</strong></td>
</tr>
<tr>
<td>Long-term property</td>
<td></td>
</tr>
<tr>
<td>Long-term investment</td>
<td></td>
</tr>
<tr>
<td>Long-term loan</td>
<td></td>
</tr>
<tr>
<td>Debit</td>
<td>Credit</td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>Budget Head No.</strong></td>
<td><strong>Budget Head No.</strong></td>
</tr>
<tr>
<td><strong>Budget Head</strong></td>
<td><strong>Budget Head</strong></td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td><strong>Amount</strong></td>
</tr>
<tr>
<td>Long-term deposit</td>
<td></td>
</tr>
<tr>
<td>Remaining expenditure to be written off</td>
<td></td>
</tr>
<tr>
<td>Deduction</td>
<td></td>
</tr>
<tr>
<td>Current capital</td>
<td></td>
</tr>
<tr>
<td>Balance</td>
<td></td>
</tr>
<tr>
<td>Short-term investment</td>
<td></td>
</tr>
<tr>
<td>Advance and deposit</td>
<td></td>
</tr>
<tr>
<td>Pre-payment</td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td></td>
</tr>
<tr>
<td>Income generating account</td>
<td></td>
</tr>
<tr>
<td>Cash balance</td>
<td></td>
</tr>
<tr>
<td>Bank balance</td>
<td></td>
</tr>
<tr>
<td>General annual expenditure</td>
<td></td>
</tr>
<tr>
<td>Salary and facilities</td>
<td></td>
</tr>
<tr>
<td>Operational cost</td>
<td></td>
</tr>
<tr>
<td>Other expenditure</td>
<td></td>
</tr>
<tr>
<td>Other fees</td>
<td></td>
</tr>
<tr>
<td>Total Debit</td>
<td>Total Credit</td>
</tr>
</tbody>
</table>

Chief of Financial Administration Section

Secretary
Schedule-30
(Relating to Clause (z) of Sub-rule (1) of Rule 39)
...............Municipality

**Balance Sheet**
(The last day of Ashadh (Mid July).............Year)

<table>
<thead>
<tr>
<th>Statement</th>
<th>Schedule</th>
<th>Current Fiscal Year</th>
<th>Previous Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-term investment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advance and deposit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-payment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income generating account</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-term loan from financial institutions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current installment of long-term loan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current interest of long-term loan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-term deposit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payable account</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net current property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(current property-current liability)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term Liability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term loan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term deposit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund, saving and provision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipality fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saving and provision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consolidated surplus/deficit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total fund balance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Schedule-31
(Relating to Clause (aa) of Sub-rule (1) of Rule 39 and Clause (x) of Sub-rule (1) of Rule 60)

Office Description of Property

1. Property

<table>
<thead>
<tr>
<th>Statement</th>
<th>Land Rs.</th>
<th>Building Rs</th>
<th>Construction Site Rs.</th>
<th>Machinery, Equipment and Vehicles Rs.</th>
<th>Furniture Rs.</th>
<th>Total Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost or Appraisal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Starting Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase in the current year Expense in the current year Last balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Integrated Depreciation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deduction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Starting Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deduction in the current year Written off Last balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Price</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At the end of current Fiscal Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At the end of previous Fiscal Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Long-term Property

<table>
<thead>
<tr>
<th>Share investment</th>
<th>Previous year</th>
<th>Current year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government bond</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed deposit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. **Current Property**

<table>
<thead>
<tr>
<th>Previous year</th>
<th>Current year</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. <strong>Short-term Investment</strong></td>
<td></td>
</tr>
<tr>
<td>Fixed deposit</td>
<td></td>
</tr>
<tr>
<td>Government bond</td>
<td>...............</td>
</tr>
<tr>
<td>b. <strong>Advance and Deposit</strong></td>
<td></td>
</tr>
<tr>
<td>Advance to the contractor/supplier</td>
<td></td>
</tr>
<tr>
<td>Advance to the Ward/area</td>
<td></td>
</tr>
<tr>
<td>Personal advance to the employees</td>
<td></td>
</tr>
<tr>
<td>Programme advance to the employees</td>
<td></td>
</tr>
<tr>
<td>Other advance</td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td></td>
</tr>
<tr>
<td>c. <strong>Income generating Account</strong></td>
<td></td>
</tr>
<tr>
<td>(Income Head)</td>
<td>...............</td>
</tr>
<tr>
<td>d. <strong>Bank Balance</strong></td>
<td></td>
</tr>
<tr>
<td>Current account</td>
<td>...............</td>
</tr>
<tr>
<td>Saving account</td>
<td></td>
</tr>
<tr>
<td>(Payable Cheques)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

4. **Fund**

Ordinary fund

Special fund

Property rehabilitation fund

Property-revaluation income

Value of present property | ............... | ............... |

5. **Provision**

Depreciation deduction

Gratuity

Bad loans | ............... | ............... |
6. Long-term Liability

   a. Long-term loan
      From financial institutions
      From Government
      From others
      Previous year: ..................
      Current year: ..................
   b. Long-term deposit
      Previous year: ..................
      Current year: ..................

7. Current Liability

   a. Short-term loan-overdrafts form financial institutions, banks
      Previous year: ..................
      Current year: ..................
   b. Current installment of long-term loan
      Previous year: ..................
      Current year: ..................
   c. Short-term deposit, retention, and pre-payment
      Previous year: ..................
      Current year: ..................
   d. Payable account
      Previous year: ..................
      Current year: ..................

8. Salary and Allowance

   a. Salary
      Previous year: ..................
      Current year: ..................
   b. Allowance and other facilities
      Previous year: ..................
      Current year: ..................

9. Operational Cost

   a. Service
      Previous year: ..................
      Current year: ..................
   b. Transport (except personal vehicles)
      Previous year: ..................
      Current year: ..................
   c. Vehicles operation cost
      Previous year: ..................
      Current year: ..................
   d. Communications
      Previous year: ..................
      Current year: ..................

10. Other Expenses

    Natural calamities rescue
    Scholarship
    Donation
    Seminars and workshops
    Exhibition and festivals
    Others
11. **Other Fees**

- Inventory loss provision
- Provision of bad loans
- Loss in sale or property
- Commission in revenue collection
## Schedule-32

(Relating to Clause (bw) of Sub-rule (1) of Rule 39)

...............Office

Building Description Book

<table>
<thead>
<tr>
<th>Name of the Street</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.N.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of the house owner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>House No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ward No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of house</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of storey</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plot No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area of the plot</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plinth Area L.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plinth Area W.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Present utilization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Chief of Financial Section

Signature of the Secretary
**N.B.:**

1. Frame, structure, R.C.C., roof, corrugated zinc roof, tile roof, straw roof or whatever shall be mentioned in the type of house column.

2. The present utilization column shall be filled in with the details whether the house is used by self or given on rent or partial rent.

3. The physical facility column shall be filled up with indicating whether the facilities such as electricity, drinking water, sewerage, telephone etc. are available or not.
Schedule-33
(Relating to Clause (v) of Sub-rule (1) of Rule 18, Clause (ab) of Sub-rule (1) of Rule 39 and Clause (y) of Sub-rule (1) of Rule 60)

........................Office

........................year.........month

**Monthly Statement of Debit and Credit of Bank Account**

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name of account</th>
<th>Upto the last month</th>
<th>Of this month</th>
<th>Balance of this month</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Debit</td>
<td>Credit</td>
<td>Debit</td>
<td>Credit</td>
</tr>
</tbody>
</table>

Prepared by: 
Date:

Approved by:
Date:
Schedule-34

(Relating to Clause (ac) of Sub-rule (1) of Rule 39 and Clause (z) of Sub-rule (1) of Rule 60)

...............Office

**Letter of Credit Record Account**

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name of the person of company opening the letter of credit</th>
<th>Letter of credit No. and date</th>
<th>Amount</th>
<th>Subject</th>
<th>Duration</th>
<th>Name and address of the Bank where the letter of credit is opened</th>
<th>Date of closing</th>
<th>Date on which the liability is extended</th>
<th>Date of final closing</th>
<th>Advance ledger page no.</th>
<th>Country of foreign of the goods and date of production</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Schedule-35**
(Relating to Clause (ad) of Sub-rule (1) of Rule 39 and Clause (aa) of Sub-rule (1) of Rule 60)

...............Office

**Bank Guarantee Records Ledger**

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name of contractor or firm</th>
<th>Bank guarantee No</th>
<th>Guarantee amount</th>
<th>Name and address of bank issuing the guarantee</th>
<th>Date of issue of guarantee</th>
<th>Date of termination of guarantee</th>
<th>Duration</th>
<th>Date of extension of time limit</th>
<th>Date expiry of time limit after extension of time limit</th>
<th>Type of bank guarantee: mobilization/performance</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Schedule-36
(Relating to Clause (w) of Sub-rule (1) of Rule 18, Clause (ae) of Sub-rule (1) of Rule 39 and Clause (ab) of Sub-rule (1) of Rule 60)

.................Office
.................year.................month

**Pay Roll Form**

<table>
<thead>
<tr>
<th>SN</th>
<th>Post</th>
<th>Name and surname of employee</th>
<th>Starting Pay Scale</th>
<th>Total</th>
<th>Allowance</th>
<th>Additional provident fund</th>
<th>Total</th>
<th>Provident fund</th>
<th>Insurance</th>
<th>Citizen investment fund</th>
<th>Monthly deduction</th>
<th>Income tax</th>
<th>Loan</th>
<th>Other</th>
<th>Total</th>
<th>Net Amount to be paid to the employee</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provided by: 
Date:

Approved by: 
Date:
Schedule-37

(Relating to Clause (x) of Sub-rule (1) of Rule 18, Clause (af) of Sub-rule (1) of Rule 39 and Clause (ac) of Sub-rule (1) of Rule 60)

........................Office
........................fiscal year

**Annual Salary Report**

To the......................,

As the following employee of this......................office are obtaining the following salary from the beginning to the last of the fiscal year............, you are request to maintain records. In case of any change in it due to any reason within this fiscal year, information thereof shall be given in the meantime.

<table>
<thead>
<tr>
<th>SN</th>
<th>Symbol No.</th>
<th>Name of Employee</th>
<th>Post</th>
<th>Service</th>
<th>Group</th>
<th>Subgroup</th>
<th>Date of appoint/promotion in the present post</th>
<th>Pay scale</th>
<th>Grade before..... <em>Shrawan</em> (July)</th>
<th>Technical and other facility</th>
<th>Total grade Rs.</th>
<th>Total Salary</th>
<th>Month to increase the grade</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prepared by:            Submitted by;            Approved by:
Date:                   Date:                    Date:

**N.B.:**
1. This report should be prepared by the Financial Administration Section and forwarded to the Internal Audit Section.
2. The Internal Audit Section shall make coordination with the Personnel Administration Section, obtain the personal details of employee, ascertain the number of grade, approve the salary report and return to the Financial Administration Section.
3. The salary be debited by getting approved the salary report every year.
Schedule-38

(Relating to Clause (y) of Sub-rule (1) of Rule 18, Clause (ag) of Sub-rule (1) of Rule 39 and Clause (ad) of Sub-rule (1) of Rule 60)

........................................Office

Traveling Order

In country/International

Number:-

Date:-

1. Name:
2. Designation:
3. Place to travel:
4. Purpose of the travel:
5. Period of the travel:.......................From.......................To....................... 
6. Means of travel:
7. Advance for the travel:
   Traveling Allowance:
   Daily Allowance:
   Miscellaneous expenses:
8. Other order relating to the travel:
Signature of the person going for travel

Signature of the recommending authority

Signature of the authority issuing the order to go for travel

Note:

1. As there are two kinds of travel - in country and international, therefore, the type of the traveling order shall have to be mentioned herein.

2. The number of the traveling order issued in one Fiscal Year shall have to be mentioned in the traveling order number in a chronological order.

3. The name and designation of the office-bearer issuing the traveling order as well as the office of the said office-bearer shall also have to be mentioned.

4. While referring the place of traveling, if there is one or more place for carrying out any specific task, the name of the place shall have to be referred accordingly.

5. The purpose of the travel shall have to be mentioned.

6. While fixing the period of the travel, the period required for the person traveling shall have to be fixed according to the days needed.

7. The means through which the traveling is to be performed shall have to be mentioned in the means of travel.

8. If there is any other order relating to travel, that is also required to be mentioned.
Schedule-39

(Relating to Clause (z) of Sub-rule (1) of Rule 18, Clause (ah) of Sub-rule (1) of Rule 39 and Clause (ae) of Sub-rule (1) of Rule 60)

Daily and Traveling Allowance Bill

<table>
<thead>
<tr>
<th>Name:</th>
<th>Office:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Departure</th>
<th>Arrival</th>
<th>Date</th>
<th>Means of Transport</th>
<th>Travel Expenses</th>
<th>Daily Expenses</th>
<th>Hotel Stay expenses</th>
<th>Miscellaneous expenditure</th>
<th>Grand Total</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place</td>
<td>Date</td>
<td>Place</td>
<td>Day</td>
<td>Rate</td>
<td>Total</td>
<td>Day</td>
<td>Rate</td>
<td>Total</td>
<td>Particulars</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total
1. Traveling expenses (column 6), total Rs.
2. Traveling allowance of .......... days (column 9), total Rs.
3. Hotel stay expenditure (column 12), total Rs.
4. Miscellaneous expense (column 14), total Rs.
5. Grant total (column 15), Rs.
6. Traveling advance, Rs
7. Net amount to be obtained Rs.

Approved traveling order No..................date................
Approved amount:
The submitted content is right and in case of being proved false; I shall bear and pay in accordance with the prevailing laws.
Signature of the employee who travels: Date:
Signature of official checking this bill: Date:
Signature of official approving this bill: Date:

N.B.: Date should be mentioned and the employee shall also sign in the submitted bills. The submitted documents should be presented with sequential order.
### Schedule-40
(Relating to Clause (aa) of Sub-rule (1) of Rule 18, Clause (ai) of Sub-rule (1) of Rule 39 and Clause (af) of Sub-rule (1) of Rule 60)

..........................Office

Fiscal Year....................

**Personal Deposit Account**

Name of the depositor:
Address:

<table>
<thead>
<tr>
<th>Voucher No.</th>
<th>Date</th>
<th>Particulars</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance Dr./Cr.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Schedule-41

(Relating to Clause (ab) of Sub-rule (1) of Rule 18, Clause (aj) of Sub-rule (1) of Rule 39 and Clause (ag) of Sub-rule (1) of Rule 60)

....................Office

Fiscal Year..................

**General Deposit Account**

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Date</th>
<th>Statement</th>
<th>Indication No.</th>
<th>Amount received for deposit Rs.</th>
<th>Settled</th>
<th>Balance</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Refund Rs.</td>
<td>Written off Rs.</td>
<td>Total Cash</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Schedule-42
(Relating to Clause (ac) of Sub-rule (1) of Rule 18, Clause (ak) of Sub-rule (1) of Rule 39 and Clause (ah) of Sub-rule (1) of Rule 60)

........................Office

.....................year.............month.

Statement of Deposit

Balance of deposit of this month:
Deposit debited in this month:
Total:

To be subtracted:
Deposit refunded in this month:
Written of deposit of this month:
Total:

Net Balance of deposit:
Bank account No.:
Bank where the account remains:

Prepared by:                      Submitted by:                      Approved by:
Date:                            Date:                            Date:
Schedule-43
(Relating to Clause (ad) of Sub-rule (1) of Rule 18, Clause (al) of Sub-rule (1) of Rule 39 and Clause (ai) of Sub-rule (1) of Rule 60)

Financial Statement of Deposits of the Fiscal Year 20..................

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Statement</th>
<th>Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Income:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The liabilities accumulated upto previous Fiscal Year carried forward-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Of the current Fiscal Year-</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expenditure:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Written Off-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Refund-</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Remaining balance according to the books of accounts:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cash</td>
<td>Rs.</td>
</tr>
<tr>
<td>4.</td>
<td>In Bank</td>
<td>Rs.</td>
</tr>
<tr>
<td>5.</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Remaining balance according to the bank:</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>The amount of difference (3-4)</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Reason for difference</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deposit account number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The bank having the account</td>
<td></td>
</tr>
</tbody>
</table>

Submitted by:                                  Approved by:  
Date:                                      Date:
### Schedule-44

(Relating to Clause (ae) of Sub-rule (1) of Rule 18, Clause (am) of Sub-rule (1) of Rule 39 and Clause (aj) of Sub-rule (1) of Rule 60)

.........................Office

**Details of Deposits for Water Tap, Electricity, Telephone**

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Statement Relating to Deposit</th>
<th>Telephone No./Meter No.</th>
<th>Amount</th>
<th>Office receiving the deposit</th>
<th>Date of receiving and receipt number</th>
<th>Record Number of the Internal Audit Section of the D.D.C. (To be filled up by the D.D.C.)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Secretary

Signature of the Internal
requesting to maintain the record: Audit Officer of the D.D.C. certifying the record after having made entry in to the details:

**Note:**

(1) Two copies of this statement shall be forwarded to the Internal Audit Section of the District Development Committee along with the certified copy of the receipt of receiving the amount. The Internal Audit Section of the District Development shall keep one copy in the office by mentioning it in the record and shall certify and forward one copy to the concerned office.

(2) The general voucher number and date of recording the deposit expenditure shall have to be specified in the statement column.
### Schedule-45

(Relating to Clause (an) Sub-rule (1) of Rule 39 and Clause (ak) of Sub-rule (1) of Rule 60)

#### Log Book of Vehicle

<table>
<thead>
<tr>
<th>Date</th>
<th>Place From</th>
<th>Place To</th>
<th>Kilometer From</th>
<th>Kilometer To</th>
<th>Total</th>
<th>Petrol/Diesel</th>
<th>Mobil</th>
<th>Grease</th>
<th>Gear Oil</th>
<th>Objective</th>
<th>Signature of Official using the vehicle by mentioning designation and name</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Vehicle No.: [ ] Name of driver: [ ]
N.B.:
1. Sine each vehicle has separate log book, number of vehicle and name of driver also should be written in the top of this from.
2. Date of day-to-day using the vehicle should be written.
3. Name of place of origin and of destination of each time of each date should be clearly written in the column of 'place'.
4. Figure of kilometer from the place of origin to destination of each time of each date should be written in the column of kilometer.
5. Quantity of petrol, mobil, grease, etc. used in the vehicle should be written with the kilometer of so and so figure to so and so figure as mentioned therein.
6. Quantity of petrol, mobil, grease, etc. used in the said vehicle as per the bill of the purchased oil should be written in the column of petrol, diesel, mobil, grease.
7. It is compulsory to write the function for which the vehicle was used in the said place and the clear details in the column of 'objective'. Office-bearer using the vehicle should sign by clearly mentioning his full name and designation.
8. Use of vehicle should be got approved by one level superior employee as far as possible.
### Schedule-46
Relating to Clause (ao) of Sub-rule (1) of Rule 39 and Clause (al) of Sub-rule (1) of Rule 60

Office

**Book of Operating Machine of Vehicle**

<table>
<thead>
<tr>
<th>Engine Number:</th>
<th>Registration Number:</th>
<th>Type:</th>
<th>Weight of Vehicle (ton):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chassis Number</td>
<td>Vehicle Registration</td>
<td>Price:</td>
<td>Date of purchase:</td>
</tr>
<tr>
<td>Number</td>
<td>Registration</td>
<td>Other Details:</td>
<td>Date of purchase:</td>
</tr>
<tr>
<td>Model:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Details of Fuel Consumption</th>
<th>Details of Payment</th>
<th>Details of Repairing</th>
<th>Details of the Replaced Parts</th>
<th>Signature of the person making entry into</th>
<th>Signature of the person certifying</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Coupon or bill No.</td>
<td>Petrol/diesel</td>
<td>Mobil</td>
<td>Gear Oil</td>
<td>Details of payment</td>
<td>G.V. No. and Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quantity</td>
<td>Price</td>
<td>Quantity price</td>
<td>Name of the parts</td>
<td>Amount</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quantity price</td>
<td></td>
<td></td>
<td>Quantity</td>
<td>Price</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Break Oil</td>
<td>Other</td>
<td>Details of the replaced parts</td>
<td>G.V. No. and Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Quantity price</td>
<td></td>
<td>Name of the parts</td>
<td>Amount</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Details of the replaced parts</td>
<td>G.V. No. and Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Name of the parts</td>
<td>Amount</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Details of the replaced parts</td>
<td>G.V. No. and Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Name of the parts</td>
<td>Amount</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Details of the replaced parts</td>
<td>G.V. No. and Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Name of the parts</td>
<td>Amount</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Details of the replaced parts</td>
<td>G.V. No. and Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Name of the parts</td>
<td>Amount</td>
</tr>
</tbody>
</table>


N.B.:
1. All the details mentioned in the title particulars of this form shall be filled in immediately upon the receipt of the vehicles or operating machines to the concerned office.
2. All the action taken in regard to these vehicles or operating machines shall have to be entered into this form prior to making any payment thereof.
3. This form is required to be maintained in one book throughout the life of use of each vehicle or an operating machine notwithstanding the years of their use.
4. The details of this Book shall also be forwarded along with the vehicles or operating machines at the time of handing over such vehicles or machines to other place. The receiving office shall also indicate these particulars accordingly in its book.
5. In the case of auction of a machine, the particulars thereof shall have to be indicated in this book.
6. It is not required to submit separate submission report of replacing any parts by new parts when the details of such parts have already been mentioned in the details of repairing column, however, the invoice is required to have certified by the operator of the machine and technician about the carrying out of such replacement work and return of the parts to the store prior to making any payment thereof.
Schedule-47
(Relating to Clause (af) of Sub-rule (1) of Rule 18, Clause (ap) of Sub-rule (1) of Rule 39 and Clause (am) of Sub-rule (1) of Rule 60)

.................................Office
Sanction No. ...........................Fiscal Year

**Demand Form**

The Chief,
Store Section,

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name of Goods (if necessary)</th>
<th>Specification</th>
<th>Quantity of Goods</th>
<th>Unit</th>
<th>Quantity of Sanctioned Goods</th>
<th>Stock Register Page No.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of demanding person
(a) Be purchase from the market
Name: 
(b) Be given from the Stock
Date: Signature of official issuing order*
Purpose: Date:

Signature of official making entry in the stock register
Signature of recipient of goods:
Date:
Schedule-48

(Relating to Clause (ag) of Sub-rule (1) of Rule 18, Clause (aq) of Sub-rule (1) of Rule 39 and Clause (an) of Sub-rule (1) of Rule 60)

.......................Office

M/S:......................... Purchase Order No.........

Address: Date:

TPIN/PAN:

Taxpayer No.

You are requested to submit bill/invoice by presenting the following goods at his office on.........................

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Budget heading No.</th>
<th>Particulars</th>
<th>Specification</th>
<th>Quantity of goods</th>
<th>Unit</th>
<th>Price Rate</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Section Holder: 

Date: 

Signature of Section Chief: 

Date:
To be filled up by the Financial Administration Section:

Budget is sufficient/not sufficient for the payment of the afore-mentioned goods from budget Sub-heading No..................of expenditure heading.

Signature of Section Chief:
Date:

Signature of Office In-charge:
Date:

I hereby sign stating that I shall present the afore-mentioned goods at............................office within the date.........................

Name of Firm  Signature:  Date:
Schedule-49

(Relating to Clause (ah) of Sub-rule (1) of Rule 18, Clause (ar) of Sub-rule (1) of Rule 39 and Clause (ao) of Sub-rule (1) of Rule 60)

............................Office

Report of Presentation Form

Presentation Report No.

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Stock register page No.</th>
<th>Stock gradation symbol No.</th>
<th>Specification</th>
<th>Unit</th>
<th>Quantity</th>
<th>Price (as per the invoice)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Per unit rate</td>
<td>VAT per unit</td>
</tr>
</tbody>
</table>

As the afore-mentioned goods as per the purchase order No./transfer form No.................dated...............are received from Mr./Ms.........................; and as they are found accurate while checking and counting; now, I hereby certify that the entry is made in the stock register to that effect.

Signature of Section Holder: Signature of Certifying Section Chief Office In-charge:
Name: Name: Name:
Post: Post: Post:
Date: Date: Date:
Schedule-50

(Relating to Clause (ai) of Sub-rule (1) of Rule 18, Clause (as) of Sub-rule (1) of Rule 39 and Clause (ap) of Sub-rule (1) of Rule 60)

Ledger of Disposable Goods

Name of goods:
Unit:
Specification:

<table>
<thead>
<tr>
<th>Date</th>
<th>Presentation No/Sanction No</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Quantity</td>
<td>Rate</td>
<td>Amount</td>
<td>Quantity</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

Signature of Section Holder:  
Signature of Section Chief:  
Signature of Office In-charge

Date:  
Date:  
Date:
Schedule-51

(Relating to Clause (aj) of Sub-rule (1) of Rule 18, Clause (at) of Sub-rule (1) of Rule 39 and Clause (aq) of Sub-rule (1) of Rule 60)

Ledger of Durable Goods

Name of goods:
Unit:
Assets gradation Symbol No.:

<table>
<thead>
<tr>
<th>Date</th>
<th>Presentation No/Sanction No.</th>
<th>Specification No.</th>
<th>Name of produce country or company</th>
<th>Size</th>
<th>Assumed durability</th>
<th>Date of receipt of goods</th>
<th>Quantity</th>
<th>Per unit price</th>
<th>Total price</th>
<th>Quantity</th>
<th>Total price</th>
<th>Balance</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Section Holder: Signature of Section Chief: Signature of Stock Observer:

Date: Date: Date:
Schedule-52

(Relating to Clause (ak) of Sub-rule (1) of Rule 18, Clause (au) of Sub-rule (1) of Rule 39 and Clause (ar) of Sub-rule (1) of Rule 60)

Office Fiscal Year

Stock Verification Report Form

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Ledger page No.</th>
<th>Stock gradation symbol No</th>
<th>Particular</th>
<th>Unit</th>
<th>Stock as per the stock register</th>
<th>Specification</th>
<th>While making physical inspection</th>
<th>Sound condition</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Quantity</td>
<td>Price</td>
<td>Sanctioned (Number)</td>
<td>Not adjusted the sum (Number)</td>
<td>Deficit (Number)</td>
</tr>
</tbody>
</table>

Signature of Section Holder: ____________________________
Date: ____________

Signature of Section Chief: ____________________________
Date: ____________

Signature of Stock Observer: ____________________________
Name: ____________________________
Post: ____________________________
Date: ____________
Schedule-54
(Relating to Clause (am) of Sub-rule (1) of Rule 18, Clause (aw) of Sub-rule (1) of Rule 39 and Clause (at) of Sub-rule (1) of Rule 60)

Office

Transfer Form

M/S..........................

..........................

Pursuant to a decision dated..........................the following goods are forwarded to you through..................Mr.  

......................of that Ministry/Department/Office/Project. You are requested to make entry in your stock and forward an entry report thereof within 7 days.

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Stock Register Ledger Page No.</th>
<th>Stock Gradation Symbol No.</th>
<th>Name of goods</th>
<th>Specification</th>
<th>Quantity</th>
<th>Unit</th>
<th>Total Price</th>
<th>Date of Reception for the first time</th>
<th>Physical condition of goods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I have received the afore-mentioned goods along with two copies of transfer form on the condition of presenting them at the ....................... Ministry/Department/Office/Project.

Goods:  
Name:  
Post:  
Signature:  
Office:  
Date: 

To be filled up by the recipient office of goods  
It is hereby certified that the afore-mentioned goods are obtained by this Office through ....................... Mr........................ of this Office.........

Certified by:  
Name:  
Post:  
Signature:  
Office:  
Date: 
Schedule-55

(Relating to Clause (an) of Sub-rule (1) of Rule 18, Clause (ax) of Sub-rule (1) of Rule 39 and Clause (au) of Sub-rule (1) of Rule 60)

Office

Auction Sale Form

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name of goods</th>
<th>Quantity</th>
<th>Date of reception for the first time</th>
<th>Cost/Price</th>
<th>Minimum price recognized at present</th>
<th>Figure promised by............</th>
<th>Figure promised by......</th>
<th>Figure promised by</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

Witness (Representative of Government Office):
Witness (Representative of Contractor):
Representative of Local Body:
As the amount promised by Mr................................is the highest, it is hereby granted approval to auction by taking Rs..............................(in words Rs..............................) accordingly.

Approved by:

**N.B.:** If the date of reception for the first time and cast price are not mentioned in the stock register, the minimum price recognized at present should be mentioned.
### Schedule-56
(Relating to Clause (ao) of Sub-rule (1) of Rule 18, Clause (ay) of Sub-rule (1) of Rule 39 and Clause (av) of Sub-rule (1) of Rule 60)

.........................Office

**Goods Remission Form**

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Stock gradation symbol No.</th>
<th>Name of goods</th>
<th>Specification</th>
<th>Date of reception for the first time</th>
<th>Year of its use</th>
<th>Quantity</th>
<th>Purchased price</th>
<th>Present assumed price</th>
<th>Reason for remission</th>
<th>Type of remission</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As the afore-mentioned content is right and accurate, I have submitted requesting for an order to remit, sell, auction, destroy as mentioned in column No. 11.

Signature of Section Holder  
Signature of Section Chief  
Signature of Official issuing the order:

Date:  
Date:  
Date:
Schedule-57

(Relating to Clause (ap) of Sub-rule (1) of Rule 18, Clause (az) of Sub-rule (1) of Rule 39 and Clause (aw) of Sub-rule (1) of Rule 60)

........................Office

**Record Book of Rented Assets**

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Date</th>
<th>Hiring person or office</th>
<th>Name</th>
<th>Address</th>
<th>Number</th>
<th>Date of approval order to rent out</th>
<th>From</th>
<th>To</th>
<th>Total unit/period rate</th>
<th>Total amount of rent</th>
<th>Receipt No</th>
<th>Date of returning</th>
<th>Date of entry</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
</tbody>
</table>

Signature of Section Holder: 
Signature of Section Chief: 
Signature of Official Issuing Order:

Date: 
Date: 
Date:
Schedule-58

(Relating to Clause (aq) of Sub-rule (1) of Rule 18, Clause (ba) of Sub-rule (1) of Rule 39 and Clause (ax) of Sub-rule (1) of Rule 60)

........................Office

**Record Book of Hired Machines and Tools**

Name of hired machine and tool:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Date</th>
<th>Office renting out</th>
<th>Rented</th>
<th>Duration of hiring</th>
<th>Rate of rent per unit</th>
<th>Total amount of rent</th>
<th>Returned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Name</td>
<td>Address</td>
<td>Number</td>
<td>From</td>
<td>To</td>
<td>Unit/Period</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

Signature of Section Holder: 
Signature of Section Chief: 
Signature of Official Issuing Order:

Date: 
Date: 
Date:
Schedule-59
(Relating to Clause (ar) of Sub-rule (1) of Rule 18, Clause (bb) of Sub-rule (1) of Rule 39 and Clause (ay) of Sub-rule (1) of Rule 60)

Method of Calculation of Cost Estimate of Construction Work

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>Total rate</th>
<th>Total quantity of item</th>
<th>Total cost of item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item (1)</td>
<td>(f)</td>
<td>(k)</td>
<td></td>
<td>(f)×(k)</td>
</tr>
<tr>
<td>Item (2)</td>
<td>(g)</td>
<td>(l)</td>
<td></td>
<td>(g)×(l)</td>
</tr>
<tr>
<td>Item (3)</td>
<td>(h)</td>
<td>(m)</td>
<td></td>
<td>(h)×(m)</td>
</tr>
<tr>
<td>etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Summation=(w)= \{(f)×(k)+(g)×(l)+(h)×(m)+.............\}

Work chart employee cost-At the rate of 2.5 percent of (w)=0.025×(t)

Miscellaneous small cost-At the rate of 2.5 percent of (w)=0.025×(t)

Total figure of cost estimate=1.05×(t)

**N.B.:** While comparing the figure of tender, figure of cost estimate (w) should be deemed.

Method of calculation of total rate of item:
Labour cost.........................(a)
Construction material cost.......................(b)
Rent of mechanical equipment (including fuels and oils) (c)
Actual note (a+b+c)=d

Overhead of tenderer (15% of d)-0.15×(e)

Total rate (e)=1.15×(d)

**N.B.:** While getting accomplished the work by the Consumers' Committee, 3% instead of 2.5% of the afore-mentioned work chart employee cost (w) and upto 2% in the maximum instead of 2.05% of miscellaneous small cost (w) may be included as administrative cost in the cost estimate to be prepared for getting accomplished the work by the Consumers' Committee.
Schedule-60

(Relating to Clause (as) of Sub-rule (1) of Rule 18, Clause (bc) of Sub-rule (1) of Rule 39 and Clause (az) of Sub-rule (1) of Rule 60)

.........................Office

Tender Evaluation Form

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Particulars of function</th>
<th>Cost estimate</th>
<th>Promised by the contractor</th>
<th>Promised by the contractor</th>
<th>Promised by the contractor</th>
<th>Promised by the contractor</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Quantity</td>
<td>Rate</td>
<td>Total</td>
<td>Rate</td>
<td>Total</td>
</tr>
</tbody>
</table>

As per the said analysis,

Name of contractor promising the lowest figure: Promised amount (also in words)

Name of contractor promising the next higher figure: Promised amount (also in words)

Name of contractor promising the next higher figure: Promised amount (also in words)

Signature of evaluator and date: Signature of checker and date:
Schedule-61
(Relating to Clause (at) of Sub-rule (1) of Rule 18, Clause (bd) of Sub-rule (1) of Rule 39 and Clause (ba) of Sub-rule (1) of Rule 60)

.........................Office

Site Attendance Form

Part 1

F. No.................

Statement of Work: Date: From...............to............

Name of Site:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Type of work</th>
<th>Name, Surname and Address</th>
<th>Name of Father</th>
<th>Date of Working</th>
<th>Total Working Days</th>
<th>Rate</th>
<th>Total Amount to be Paid</th>
<th>Signature of Recipient of amount</th>
<th>Signature of Official making Payment</th>
<th>Page No. of Attendance Control Ledger</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name and Signature of Official

Checked by:

Official approving the

maintaining the records of daily attendance:

Signature:

Total Paid Amount:

Name and signature of official making payment:
**N.B.:**

(1) The Chief of the Financial Administration shall recommend for payment only after making entry in the site attendance control ledger before making recommendation for payment.

(2) The Official approving for payment shall approve for payment only after certifying by checking the entry in the said ledger.

**Part 2**

...............Office

Name of Plan:

Site Attendance form No:

<table>
<thead>
<tr>
<th>S.N. as per the site attendance form</th>
<th>Name which is yet to be paid as per the site attendance form</th>
<th>Due amount Rs.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Number of workers (as per the type)</td>
</tr>
</tbody>
</table>

Signature of the certifying Official:

Designation:
## Part 3

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Price of goods</th>
<th>Unit</th>
<th>Rate</th>
<th>Quantity</th>
<th>Remarks</th>
<th>Particular of works, separate item of work of each as per the estimate</th>
<th>Quantity of accomplished work</th>
<th>Quantity as shown in the previous attendance form</th>
<th>Total quantity of accomplished work</th>
<th>Remaining as per the estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Goods expenditure</td>
<td>Goods expenditure</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Written by:  
Approved by:  
Designation:  
No. and Page No. of Survey Book  
Date:  


Schedule-62
(Relating to Clause (au) of Sub-rule (1) of Rule 18, Clause (be) of Sub-rule (1) of Rule 39 and Clause (bb) of Sub-rule (1) of Rule 60)

........................Office

Site Attendance Control Ledger Book

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Site Attendance Form No.</th>
<th>Estimate No.</th>
<th>Work</th>
<th>Name of Recipient of Site Attendance Book</th>
<th>Period</th>
<th>Number and Type of Workers</th>
<th>Signature of Official Approving the Site Attendance Book</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Form</td>
<td>To</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

N.B.:
1. The actual number of site attendance form should be written in the column of site attendance form No.
2. Estimate under which it is issued should be written in the column 'estimate No.'
3. Name of construction work should be written in the column 'function'.
4. Period for which the site attendance form is issued should be written in the column 'period'.
5. Official ordering to attend should be got signed in the column 'signature of official approving the site attendance book'.
6. Since the site attendance form is an important document like a survey book account should have to be maintained to control it. This form is designed with an objective that site book should be printed by the central office only and that the site attendance book printed in the said office only should be allowed to be carried to his site by signing a receipt.
Schedule-63
(Relating to Clause (av) of Sub-rule (1) of Rule 18, Clause (bf) of Sub-rule (1) of Rule 39 and Clause (bc) of Sub-rule (1) of Rule 60)

Survey Book

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Particulars</th>
<th>Number</th>
<th>Quantity of work</th>
<th>Total survey</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Length</td>
<td>Width</td>
</tr>
</tbody>
</table>

N.B.: It is necessary to comply with the following guidelines in a proper manner, while carrying out the survey and entering into in this book.

1. Survey book shall be issued only under the responsibility of a technician and he shall be required to carry out a detailed survey.

2. The detailed survey of the work performed shall be entered into the Survey Book issued for the concerned work immediately at the site by the concerned technician only after having carried out the survey of the work.

3. The following matters in each survey to be entered into in this book shall be required to be mentioned in a clean and clear manner.

   (a) In respect of the invoice relating to work:

      (1) Full name of the work as mentioned in the estimate:

      (2) Place of work:

      (3) Name:

      (4) Date of Agreement: and Number:

      (5) Date to complete the work:

      (6) Date of order issued to start the work:

      (7) Date of completion of the work:

      (8) Date of carrying out of survey:
Page No. of the item-wise assignment record book:

Page number of the personal account:

Page No. of the details relating to contract:

Serial No. of the invoice:

In relation to the invoice relating to the supply of goods:

Name of the person making available the goods:

Date and number of the agreement or order:

The purpose whether the goods were purchased for a stock or for any other work has to be clearly mentioned. It is necessary to specify the name of the work mentioned in the estimate and date of issuance at the time of carrying out the survey of the goods received for direct consumption at the work or to issue to the contractors.

4. The technician to carry out the survey shall have to sign with date at the end. Summary of each item shall be prepared after having carried out the survey of each work.

5. At the time of handing over this ledger book to the concerned technician conducting the supervision or examination, it shall be handed over after making an entry into the survey book control ledger and requiring to sign thereon.

6. As this book is not allowed to be disposed for ever, it has to be started from page No. 1 and accumulated page number shall be mentioned thereafter in a chronological order, while getting the Survey book printed.
Schedule-64
(Relating to Clause (aw) of Sub-rule (1) of Rule 18, Clause (bg) of Sub-rule (1) of Rule 39 and Clause (bd) of Sub-rule (1) of Rule 60)

………………Office

Survey Book (Control) Recording Ledger

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Serial No. of the Survey Book</th>
<th>Date</th>
<th>Particulars</th>
<th>Signature of the recipient</th>
<th>Date of return and signature of the recipient</th>
<th>Remarks</th>
</tr>
</thead>
</table>

N.B.:
1. Serial No. of the Survey Book shall also be printed at the time of printing the Survey Book. This number is the required serial number to be mentioned in the Survey Serial No. column.
2. The details with indicating as to what purpose the Survey Book is issued shall be required to be mentioned in the Statement column.
3. The official who receives the total number in lump sum shall be required to sign in the recipient column.
4. The person receiving back the Survey Book after its return shall mention proof of receipt.
5. As the payment is compulsory only on the basis of a survey and full responsibility of it lies upon the official carrying out the survey, while taking survey of any work, the details of the currently carried out survey shall have to be specified only after setting out the figure of liability with indicating the page number of the Survey Book in respect of the survey carried out before in relation to that work. Thus after having so calculating the total and having prepared the summary as well as having ascertained the cost thereof, the
Competent Authority shall have to issue an order to make payment for the remaining cost by deducting the amount already paid before. The number and date of the invoice shall have to be specified. After making such payment, the detailed survey is required to be crossed off.

6. While making registered the survey in this book, no registration shall be made by leaving out or tearing out any pages. In case any page is left out or anything in already registered survey is required to be crossed off owing to some reasons, the same shall be required to be certified with indicating justifiable reasons thereof.

7. Signature of the contractor is required to be made in each survey.

8. As the Survey Book is a major document regarding construction work, it shall, therefore, be controlled. The Survey Book is required to be registered immediately after its printing and the person taking the charge of it shall have to maintain the record of its receipt and return. This form has been formulated for the accomplishment of this purpose.
Schedule-65

(Relating to Clause (ax) of Sub-rule (1) of Rule 18, Clause (bh) of Sub-rule (1) of Rule 39 and Clause (be) of Sub-rule (1) of Rule 60)

Invoice Regarding Contract

<table>
<thead>
<tr>
<th>Serial No. of the Invoice</th>
<th>Payment Voucher No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Project:</td>
<td>Page No. of the Survey Book No.:</td>
</tr>
<tr>
<td>Name of the Contractor:</td>
<td>Page number of the Item-wise Assignment:</td>
</tr>
<tr>
<td>Record Book:</td>
<td>Cost number relating to contract:</td>
</tr>
<tr>
<td>Number of the Contract:</td>
<td>Personal accounts number of the contractor:</td>
</tr>
<tr>
<td>Serial No. of the previously paid invoice:</td>
<td></td>
</tr>
<tr>
<td>Date of order issued to commence the work:</td>
<td></td>
</tr>
<tr>
<td>Date of completion of the work:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In Page</th>
<th>Details of the work</th>
<th>Unit</th>
<th>Work Carried Out up to Date</th>
<th>Mentioned in the Previous Invoice</th>
<th>Work Carried Out Currently</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Quantity</td>
<td>Rate</td>
<td>Total Cost</td>
<td>Quantity</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

www.lawcommission.gov.np
Signature of the person certifying with stating that the above mentioned details are correct:

Total Rupees as per it:....................

Payment made from the previous invoice Rs: ....................

The outstanding amount to be paid, Rs:....................

The amount to be deducted, Rs:....................

(a) Advance:....................
(b) Price of the Goods:....................
(c) Rent of Machinery Tools:....................
(d) Income Tax:
(e) Deposit:
(f) Other:

Net to be received:....................

Signature of the person carrying out the survey certifying examining the sum:

Signature of the person

.................................

Chief of the Financial

Overseer

Engineer

Administration Section

Total Rs..........................In words..........................is received from cheque number.............................
Signature of the Contractor:

**N.B.:**

1. Serial number of invoice- The serial number of the invoice related with a single work submitted by one contractor shall be mentioned.
2. Name of the project and work- First of all, the name of the project shall be mentioned and thereafter, the name of the work carried out under that project.
3. Name of the contractor- The name of the contractor or the firm with whom the contract has been concluded shall be required to be mentioned here.
4. Number of the contract- The number of the contracts concluded shall be mentioned here.
5. Serial number of the previously paid invoice- The serial number of the invoice prior to this invoice of the same contractor for the same work shall be mentioned here.
6. Voucher and number of the previously paid invoice- The concerned voucher number of the paid invoice mentioned in paragraph 5 shall be mentioned here.
7. Date of order to commence the work- The date on which the work referred to in paragraph 2 has been commenced is required to be mentioned here.
8. The date required to complete the work- The date on which work referred to in paragraph 2 is required to be completed as per the contract shall be mentioned here.
9. Date of completion of the work- The date on which the work referred to in paragraph 2 has been completed shall be mentioned.
10. Voucher number of the payment- The concerned voucher number from which the payment to the contractor has been made from this invoice shall be mentioned.
11. Date of Payment- The date on which the payment to the contractor from this invoice has been made shall be mentioned.

12. The Survey Book number and page number from which Survey Book and page number, the quantity etc. of the various works mentioned in the invoice (such as soil work, brick work etc.) carried out are copied out is required to be mentioned here.

13. Item number as per the estimate- The item number (such as- 1. soil work, 2. brick work, 3. R.C.C. work etc.) as set out in the estimate shall be mentioned.

14. The type of work (such as soil work, brick work, wood work) that has been carried out shall be mentioned in the details of the work column.

15. The unit of each work as per the estimate (such as one thousand cubic feet in soil work, one hundred squares in cement plaster) shall be mentioned in the unit column.

16. The details as to which work has been completed in what quantity so far (at the time of preparation of this invoice) is required to be mentioned in the space for quantity under the Work Carried Out up-to-date column and the rate as per the contract in the space for the rate and the total cost to be reckoned at the rate of each work in the space for the total cost.

17. This form is required to be produced in examining a work carried out by a non-governmental organization.
Schedule-66

(Relating to Clause (ay) of Sub-rule (1) of Rule 18, Clause (bi) of Sub-rule (1) of Rule 39 and Clause (bf) of Sub-rule (1) of Rule 60)

Statement Relating to Contract

| S.N. | Description of function | Name of contractor | Medium of contract | Performance bond or the amount of guarantee | Date of termination of time limit of guarantee | Date of agreement and date supposed to commence the work | Date supposed to complete the work | Period of extension of time limit | Official extending the time limit | Date of completion of work | Estimate amount | Contract amount | Amount of increment of price | Total actual cost | Remarks |
|------|-------------------------|--------------------|--------------------|--------------------------------------------|-----------------------------------------------|---------------------------------------------------|----------------------------------|-------------------------------|-------------------------|------------------|----------------|----------------------------|----------------|---------|
Schedule-67
(Relating to Clause (az) of Sub-rule (1) of Rule 18, Clause (bj) of Sub-rule (1) of Rule 39 and Clause (bg) of Sub-rule (1) of Rule 60)

Item-wise Assignment Record Book

<table>
<thead>
<tr>
<th>Assignment (According to the Estimate)</th>
<th>Rate (According to the Estimate)</th>
<th>Quantity (According to the Estimate)</th>
<th>Amount (According to the Estimate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Survey Book number and page No.]</td>
<td>[Date of payment and general voucher No.]</td>
<td>[Total works carried out]</td>
<td>[Reminder]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[Unit] [Quantity] [Rate] [Total]</td>
<td>[Quantity] [Amount]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certifying official

N.B.
1. The quantity, rate, amount of the each work required to be carried out as per the estimate and the record of the completed work out of such works shall be mentioned in the item-wise assignment record.

2. The items set out in the estimate, quantity of the items, rate, amount and quantity rate of the carrying out of work as well as the quantity of the remaining work and amount or that of each item shall be mentioned in separate pages.

3. Separate page is required to be maintained for each item. The name of the project, indication (code) number of the estimate, the assignments, rate, quantity and amount according to the estimate shall be mentioned in it.

4. After the completion of the work, the indication referred to in the Survey Book of the completed work and date, unit, quantity and amount of survey shall also be mentioned. All these particulars shall be mentioned on the basis of the Survey Book. After having mentioned such particulars herein, the technician deputed on such assignment shall have to put indication mark in it.

5. The purpose of this form is to show as to what work in which quantity has been carried out and left to be carried out according to the estimate, while causing a work to be carried out through contract. All the works carried out as mentioned in the Survey Book shall be entered into in this Book. The internal administration section shall prepare this form and it shall be required to be certified by an officer on the day of posting by carrying out the posting of it into the Book.
Schedule-68

(Relating to Clause (ba) of Sub-rule (1) of Rule 18, Clause (bk) of Sub-rule (1) of Rule 39 and Clause (bh) of Sub-rule (1) of Rule 60)

.......................Office

**Personal Account of a Contractor/Consumers' Committee/Non-governmental Organization**

Citizenship No.:

Name of the contractor: Date to be complete:

The authority approving the contract: The period of time extended:

Type of work: Authority extending the time limit:

Type of the amount for security: Date of completion of the work:

The expiry date if there is any performance bond: Date to commence the work:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Survey Book Page Number</th>
<th>Date</th>
<th>General Voucher Receipt Number</th>
<th>Details</th>
<th>Debit</th>
<th>Credit</th>
<th>Paid Amount</th>
<th>Certifying Officer</th>
<th>Amount for prie rise</th>
<th>Total Actual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This form has been prepared with the purpose of maintaining the record so as to show the accounts of the transactions made with the Contractor/Consumers' Committee/Non-governmental organization in an obvious manner. In making transactions with the Contractor/Consumers' Committee/Non-governmental organization in cash and kind, such transactions shall have to be mentioned in this form on a compulsory basis.

N.B.:
1. The voucher number of the advance provided to the Contractor/Consumers' Committee/Non-governmental organization and of the statement of such advance and the receipt number of the goods shall be mentioned in the voucher No. and receipt No. columns, respectively.
2. The details column shall be filled up with the name etc. of the project under which the work is carried out. The goods and materials column shall be filled up with the price of goods and materials provided to the Contractor/Consumers' Committee/Non-governmental organization and an amount equivalent to that shall be mentioned in the debit column (column No. 12).
3. Advance (debit) column shall be filled up with the advance amount provided to the Contractor/Consumers' Committee/Non-governmental organization and amount equivalent to that shall be mentioned in debit (column No. 12) as well.
4. Other (debit) column shall be filled up with any other amounts or item other than the goods and advance provided and the same shall also be mentioned in debit (column No. 12).
5. The total amount of column No. 8 of the submitted invoice relating to the contract shall be mentioned in the Paid Amount column (column No. 14).
6. Amount derived after deducting the amount of column No. 10 from the amount of column No. 8 of contract bill should be mentioned in credit column (column No. 14).
7. The amount deducted from the invoice relating to contract for goods and materials, advance, other debit (column No. 6, 7 and 8) shall be mentioned in the concerned credit column (column No. 9, 10, 11 goods and materials, advance, other) and rest of the amount in debit
column (column No 12.). The amount so mentioned is required to be equal to the amount of credit column No. 13, debit column No. 12 and the amount of column No 9, 10 and 11 including goods and materials, advance and others towards the credit.

8. The account shall be closed in each month. In such closing, if the difference amount of debit and a credit column (column No. 12 and 13) is debit balance, it shall be just reverse to that. The amount so remained shall be transferred to the following month and the Secretary shall maintain the record thereof with putting his signature therein.

9. The accounts shall be maintained so as to show in one place the transaction relating to various projects carried out by Contractor/Consumers' Committee/Non-governmental organization under one office.
Schedule-69
(Relating to Clause (bb) of Sub-rule (1) of Rule 18, Clause (bl) of Sub-rule (1) of Rule 39 and Clause (bi) of Sub-rule (1) of Rule 60)

Bill to be Paid to the Consumers' Committee

S.N. of Bill:
Name of Plan:
Name of Consumers' Committee:
Number of Agreement:
Serial Number of precious Payment Bill:
Voucher No. of previous Payment Bill:
Date of issue of order to commence the function:
Date to complete the work:

<table>
<thead>
<tr>
<th>Page</th>
<th>Particulars of work</th>
<th>Unit</th>
<th>Work done so far</th>
<th>Entry in the previous bill</th>
<th>Work accomplished now</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Quantity</td>
<td>Rate</td>
<td>Total price</td>
<td>Quantity</td>
</tr>
</tbody>
</table>
Signature of official certifying that the afore-mentioned content is right:

Signature of office-bearer of consumers' committee:

Total as per this Rs.

Payment from previous bill: Rs.

Due Rs.

To be deducted Rs.

(a) Advance
(b) Price of goods
(c) Rent of machine equipment
(d) Other

Net to be obtained: ......................

Receive total Rs. ................................(in words Rs..................................) from cheque No.................................

Signature of official checking and surveying: Certified by: Checked the sum by: Approved by:
Overseer Engineer Chief of Financial Administration Competent Authority

Section
Schedule-70

(Relating to Clause (bc) of Sub-rule (1) of Rule 18, Clause (bm) of Sub-rule (1) of Rule 39 and Clause (bj) of Sub-rule (1) of Rule 60)

..........................Office

**Work Completion Report Form**

Name of the work:  
Figure of amount spent:  
Figure of the estimated cost:  
More or less of the estimation:  
Date of commencement of the work:  
Percentage of the difference:  
Date of completion of the work:  
Date of Completion of the work:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Details of the work (1)</th>
<th>As per the cost estimate</th>
<th>Actual work performed</th>
<th>Remainder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>To be borne by the V.D.C (2)</td>
<td>To be borne by the consumers’ committee (3)</td>
<td>To be borne by the V.D.C (4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quantity</td>
<td>Rate</td>
<td>Total</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The authority certifying with stating that the assignment has been complete as per the approved cost estimate and specification.

..........................  ............................................  ............................................

Technician  The Person checking the accounts  Certified by
N.B.:
1. Quantity and rate of the public labour, kind or cash to be provided by the Consumers' Committee has to be mentioned in column to be borne by the Consumers' Committee.
2. If there is any employee of the accounts section to check the accounts, such employee has to sign after having checked with arithmetic calculation of the amount and rate and, in the absence of such employee, the Secretary shall do the same.
3. It is not necessary to fill up column no. 3, 5 and 7 while preparing a work completion report of work accomplished by a contractor.
Schedule-71
(Relating to Clause (bn) of Sub-rule (1) of Rule 39 and Clause (bk) of Sub-rule (1) of Rule 60)

..........................Office

**Annual Procurement Plan**

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Particulars relating to procurement</th>
<th>Package No.</th>
<th>Cost estimate</th>
<th>Procurement process</th>
<th>Type of procurement agreement</th>
<th>Date of feasibility study and design</th>
<th>Date to approve the tender estimate</th>
<th>Date to publish the notice of invitation of tender</th>
<th>Date to open submitted tender</th>
<th>Date to conclude agreement</th>
<th>Date to complete the work</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prepared by:  

Approved by:

www.lawcommission.gov.np  395
## Schedule-72
(Relating to Clause (bo) of Sub-rule (1) of Rule 39 and Clause (bl) of Sub-rule (1) of Rule 60)

...............Office

**Master Plan of Procurement**

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Particulars of procurement work</th>
<th>Package number</th>
<th>Total cost estimate</th>
<th>Budget</th>
<th>Procurement process</th>
<th>Type of agreement</th>
<th>Source of budget</th>
<th>Date to commence the work</th>
<th>Date to complete the work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>First year</td>
<td>Second year</td>
<td>Third year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prepared by:  

Approved by:
Schedule-73

(Relating to Clause (bd) of Sub-rule (1) of Rule 18, Clause (bp) of Sub-rule (1) of Rule 39 and Clause (bm) of Sub-rule (1) of Rule 60)

Target Progress Statement of the Fiscal Year

Type of the project: New/running/repair

Sub-head number of the Budget: V.D.C./Municipality/D.D.C.

<table>
<thead>
<tr>
<th>S.N. (1)</th>
<th>Name of the Programme (2)</th>
<th>Target (3)</th>
<th>Progress (4)</th>
<th>Budget (5)</th>
<th>Grand Total (6)</th>
<th>Expenditure (7)</th>
<th>Grand Total (8)</th>
<th>Investment from other projects (9)</th>
<th>Name of the Organization (11)</th>
<th>Reasons for not Achieving progress (12)</th>
<th>Remarks (13)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prepared by: Checked by: Approved by:

N.B.:
1. Each Local Body shall prepare the report of new, running and repair and maintenance projects operated by it and submit the same within thirty-five days from the completion of the fiscal year.
2. The Village Development Committee and the Municipality shall forward to the District Development Committee; and the District Development Committee shall consolidate all the received statements and forward the same to the Monitoring and Evaluation Section and Financial Administration Section of the Ministry of Local Development.
Schedule-74
(Relating to Clause (bq) of Sub-rule (1) of Rule 39 and Clause (bn) of Sub-rule (1) of Rule 60)

Internal Audit Report

Budget heading No.
Period of report: From.............to.....................
Name of programme:
Approved annual budget:

Name of office In-charge:
Name of Chief of Financial Administration Section:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>General Voucher No.</th>
<th>Date</th>
<th>Main content found in course of internal audit</th>
<th>Amount to be regularized</th>
<th>Amount to be recovered</th>
<th>Advance Rs.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Chief of the Internal Audit Section:
Date:
Schedule-75

(Relating to Clause (be) of Sub-rule (1) of Rule 18, Clause (br) of Sub-rule (1) of Rule 39 and Clause (bo) of Sub-rule (1) of Rule 60)

..........................Office

Arrears and Irregularities Record Book

Budget Sub-head No.:
Name of the Project:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Irregularities Section No.</th>
<th>Statement of Irregularities</th>
<th>Amount Rs.</th>
<th>Filled in by</th>
<th>Certified by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total

N.B.:
1. The arrears and irregularities of final audit of each budget Sub-head shall be transferred into this format.
2. The arrears and irregularities shall be mentioned in this Record Book and the total of each budget Sub-head and page number shall be calculated and maintained.
Schedule-76

(Relating to Clause (bf) of Sub-rule (1) of Rule 18, Clause (bs) of Sub-rule (1) of Rule 39 and Clause (bp) of Sub-rule (1) of Rule 60)

....................Office

**Statement of Amounts to be Recovered**

(a) In the context of an employee:
   1. Name, Surname, Address:
   2. Office and designation:

(b) In the context of a non-official person or office-bearer:
   1. Name, Surname and Address of his or her three-generation:
   2. The amount taken by him under his or her responsibility:

(c) The amount to be recovered:

(d) The assignment undertaken:

(e) Reasons for getting recovered:

(f) The amount taken as advance:

(g) Name, designation and office of the authority providing the advance:

(h) If any cash or assets guarantee is furnished, the details thereof and the bond of guarantee:

(i) Name, designation and office of the officer taking the cash or assets guarantee:

(j) If the cash or assets guarantee is withheld, the details thereof:
Schedule-77

(Relating to Clause (bg) of Sub-rule (1) of Rule 18, Clause (bt) of Sub-rule (1) of Rule 39 and Clause (bq) of Sub-rule (1) of Rule 60)

...................Office

Certificate of Hand Over of Charge

This is to certify that Mr..................................................., of the post of........................................of this Village Development Committee/ Municipality/District Development Committee, has already handed over the cash, goods in kind, documents and other properties remained in his or her custody to the employee/office-bearer specified as his or her successor.

Store In-charge

Chief of the Financial Administration Section

Signature of the Secretary
Schedule-78

(Relating to Clause (bh) of Sub-rule (1) of Rule 18, Clause (bu) of Sub-rule (1) of Rule 39 and Clause (br) of Sub-rule (1) of Rule 60 and Sub-rule (5) of Rule 169)

(Bond Form)

Whereas, I.......................................aged........., son of...........................................grandson of............................................., a resident of..............................................................upon processing the tender/bidding submitted by me as well as per the invitation made through the notice, no............................................., dated...............................by this District Development Committee, Municipality/Village Development Committee for making contract arrangement for the collection of income of the District Development Committee/Municipality/Village Development Committee in the following area on the following conditions, this District Development Committee/Municipality/Village Development Committee made a decision/on...............................to make contract arrangement with me by awarding the contract to me in Rupees...............................for the fiscal year....................;

Whereas, this.....................................................Local Body asked this day me whether or not I had come having agreed to execute a bond of the contract for the collection of income on behalf of the Local Body in the following area from the sources under the following terms and conditions pursuant to the decision and I am satisfied and hereby state that I have come after having agreed to execute a bond on the condition of carrying out the work as per the following terms and conditions. I shall run the contract for..................fiscal year.................from....................to....................by carrying out the work without being deviated form the following terms and conditions and by paying the District Development Committee/Municipality/Village Development Committee within the following time limit Rs...............................of...............installment/in lump sum. Lateron, I will not make a complaint over any matter; if I do so; that be annulled by virtue of this deed; I have executed this bond of the contract for income collection with my full consent and free will and submitted it to this District Development Committee/Municipality/Village Development Committee.

Particulars

1. I shall collect the income of the District Development Committee/Municipality/Village Development Committee within the area specified herein below from
the year.................to the year..............................subject to the prevailing laws and the following terms and conditions on the condition that I shall pay contract amount of total Rs..........................................................by the sum of Rs.............................................of the fiscal year..........................Rs.............................................of fiscal year.............as well in total................................installments within the following time by the rate of Rs..............................................per installment.

2. I shall pay installment amount to the District Development Committee/ Municipality/Village Development Committee after collecting income in the form of the tax, service fee or charges on the goods and materials of the list attached herewith out of the goods and materials produced in or exported commercially from the area of the Local Body, at the rate specified in the same list; I shall use the bill, receipt to be given to a taxpayer in so collecting income after having it certified by this District Development Committee/ Municipality/Village Development Committee.

3. No tax, service fee, or charges etc of any type save pursuant to the rate specified shall be levied and collected on the goods specified by the District Development Committee/ Municipality/Village Development Committee and income shall not be collected by using receipts other than those certified from this Local Body. If its is found upon monitoring by the Local Body that any such unauthorized amount has been collected or unauthorized receipt has been used, I shall bear and pay as per the laws.

For this contract amount, I have attached herewith cash bank voucher of having deposited in the Local Body's bank account specified in the notice of Rs.............................................required to be paid this day, the day of having executed bond for the following first installment.

4. In the case of other installment, I shall gradually pay to this....................... District Development Committee/ Municipality/Village Development Committee within the specified date..................

5. I shall personally pay the income tax applicable as per the Rules in this case.

6. In order to receive Chalanipurji (a contract execution authority letter) after executing this bond of the contract for income collection, I have attached a
performance bond issued by a commercial bank recognized by the Nepal Rastra Bank having validity period upto.....................of an amount equal to the total fixed contract amount Rs..............................a bank voucher of having deposited in cash in the account no.....................of the District Development Committee/ Municipality/Village Development Committee in the bank an amount equal to the total fixed contract amount Rs..............................

7. Other necessary matters, if any.

**Installments**

Total Rs.............................for.........................years.................months.............from the year..............date......................to the year.............Rs.............................of the first installment to be paid this day, the day of the bond and Patta (contract execution authority letter) having been execute for one year upto the year.....................

Rs.............................to be paid for second installment to the District Development Committee/ Municipality/Village Development Committee in the year.................on the date.....................

Rs.............................to be paid for third installment to the District Development Committee/ Municipality/Village Development Committee in the year.............................date.............................

Contractor or his attorney: Secretary of the Local Body or an officer having this authority:

Signature: Signature:

Name and Surname: Name and Surname:

Address: Post:

Father's Name:

Grandfather's Name:

Witnesses' name, surname and address

.................................1
.................................2

Done on the.............year.............date.............................day
**Schedule-80**

*(Relating to Rule 57)*

Details of the districts where an assistant level employee works as Chief of Internal Audit Section

<table>
<thead>
<tr>
<th>No.</th>
<th>Zone</th>
<th>Districts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mechi Zone</td>
<td>Taplejung, Panchthar</td>
</tr>
<tr>
<td>2.</td>
<td>Koshi Zone</td>
<td>Sankhuwasabha, Therhathum, Bhojpur</td>
</tr>
<tr>
<td>3.</td>
<td>Sagarmatha Zone</td>
<td>Solukhumbu, okhaldhunga, Khotang</td>
</tr>
<tr>
<td>4.</td>
<td>Janakpur Zone</td>
<td>Ramechhap</td>
</tr>
<tr>
<td>5.</td>
<td>Bagmati Zone</td>
<td>Rasuwa, Nuwakot</td>
</tr>
<tr>
<td>6.</td>
<td>Gandaki Zone</td>
<td>Manang, Lamjung</td>
</tr>
<tr>
<td>7.</td>
<td>Lumbini Zone</td>
<td>Gulmi, Arghakhanchi</td>
</tr>
<tr>
<td>8.</td>
<td>Dwawalagiri Zone</td>
<td>All districts</td>
</tr>
<tr>
<td>9.</td>
<td>Karnali Zone</td>
<td>All districts</td>
</tr>
<tr>
<td>10.</td>
<td>Rapti Zone</td>
<td>Rukum, Ropla, Pyuthan, Salyan</td>
</tr>
<tr>
<td>11.</td>
<td>Bheri Zone</td>
<td>Dailekh, Jajarkot, Surkhet</td>
</tr>
<tr>
<td>12.</td>
<td>Seti Zone</td>
<td>Bajhang, Bajura, Doti, Accham</td>
</tr>
<tr>
<td>13.</td>
<td>Mahakali</td>
<td>Baitadi, Darchula, Dadeldhura</td>
</tr>
</tbody>
</table>
Schedule-81
(Relating to Rules 186, 188 and 189)
(Ceiling of the daily allowance and hotel expense of the office-bearer and members and employees of a Local Body, while traveling outside the district)

1. **Office-bearer**

<table>
<thead>
<tr>
<th>Daily Allowance</th>
<th>Ceiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson/Vice-Chairperson of District Development Committee</td>
<td>Rs. 400/-</td>
</tr>
<tr>
<td>Member of the District Development Committee</td>
<td>Rs. 300/-</td>
</tr>
<tr>
<td>Mayor/Deputy Mayor or Municipality Metropolitan City</td>
<td>Rs. 400/-</td>
</tr>
<tr>
<td>Sub-metropolitan City</td>
<td>Rs. 350/-</td>
</tr>
<tr>
<td>Municipality</td>
<td>Rs. 300/-</td>
</tr>
<tr>
<td>Member of Municipality</td>
<td></td>
</tr>
<tr>
<td>Metropolitan City</td>
<td>Rs. 300/-</td>
</tr>
<tr>
<td>Sub-metropolitan City</td>
<td>Rs. 275/-</td>
</tr>
<tr>
<td>Municipality</td>
<td>Rs. 250/-</td>
</tr>
<tr>
<td>Chairperson/Vice-chairperson of Village Development Committee</td>
<td>Rs. 275/-</td>
</tr>
<tr>
<td>Member of Village Development Committee</td>
<td>Rs. 250/-</td>
</tr>
<tr>
<td>Other member of Council of the Local Body</td>
<td>Rs. 250/-</td>
</tr>
</tbody>
</table>

**Travel Expense**

<table>
<thead>
<tr>
<th>Travel Expense</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fare: Aeroplane, Train, Bus etc. means of travel</td>
<td>as per bill</td>
</tr>
</tbody>
</table>
2. **Concerning Employees**

(a) Rate of daily allowance the employees of a Local Body are entitled to obtain:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Level</th>
<th>Amount entitled to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Employee of first level</td>
<td>Rs. 300/-</td>
</tr>
<tr>
<td>2.</td>
<td>Employee of second level</td>
<td>Rs. 250/-</td>
</tr>
<tr>
<td>3.</td>
<td>Employee of third level</td>
<td>Rs. 225/-</td>
</tr>
</tbody>
</table>

(b) Traveling cost: Amount as per the bill of vehicles like aeroplane, rail, bus, etc.

c) While traveling outside a district, amount of stay cost upto 7 days in maximum may be provided to the office-bearer and employee for hotel accommodation cost on condition of not being more than the rate of daily allowance mentioned above in S.N. 1 and 2.

d) While traveling by staying overnight far from 5 kosh (10 mile) within a district, the office-bearer and employee shall be paid daily allowance at the rate as approved by the Council on condition of not being more than \( \frac{3}{4} \) of rate daily allowance mentioned in S.N. 1 and 2.

e) Office bearer and employee traveling outside a district shall be paid half of the prescribed daily allowance prescribed for the office-bearer and employee in S.N. 1 and 2 on the day of arrival from the traveling.

6. **Classification of countries for the purpose of daily allowance:**

(a) 'A' class countries: Countries and region of Europe
North America, South America, Caribbean Region, Africa, West Asia, Middle East and Asia and Pacific Region except the countries referred to in class 'B'.

(b) 'B' class countries: Countries of SAARC region.

7. **Daily Allowance Rate entitled to be obtained while traveling abroad**
   **(in US dollar)**

<table>
<thead>
<tr>
<th>Level office-bearer and employee</th>
<th>For countries of &quot;A&quot; class</th>
<th>For countries of 'B' class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson/Vice</td>
<td>100</td>
<td>80</td>
</tr>
<tr>
<td>Chairperson/Mayor/Deputy Mayor</td>
<td>100</td>
<td>80</td>
</tr>
<tr>
<td>Other dignitaries and Office of Local Body</td>
<td>90</td>
<td>70</td>
</tr>
<tr>
<td>Other employee of Local Body</td>
<td>70</td>
<td>60</td>
</tr>
</tbody>
</table>

8. **Indian Districts adjoining to the border of Nepal**

   1. Sikkim  
   2. Darjeeling  
   3. Purniya  
   4. Saharsa  
   5. Madhubani  
   6. Sitamadhi  
   7. Champaran  
   8. Gorakhpur  
   9. Batti  
   10. Gonda  
   11. Baharaich  
   12. Lakhimpur  
   13. Pilivit  
   14. Nainital  
   15. Almoda  
   16. Pithauragadh

**N.B.:**

1. Fuel expenses to be incurred in using office motor vehicle shall be required to be borne from fuel budget.

2. In the case of travel or monitoring within the district, daily allowance shall be required to be given only after receiving travel or monitoring report compulsorily.

3. The Chairperson, Mayor and Members shall compulsorily be required to submit before the concerned board within every three months for review the description of for what purpose and result they had traveled.
Schedule-82
(Relating to Clause (bj) of Sub-rule (1) of Rule 18, Clause (bx) of Sub-rule (1) of Rule 39 and Clause (bt) of Sub-rule (1) of Rule 60 and Rule 173)

Agreement of Procurement of Goods or Other Service:
While procuring goods or other service, procurement may be made by concluding any of the following agreements:

1) Agreement for Supply or Particular Goods or Other Service: Agreement for supply or particular goods or other services may be concluded for procurement of raw materials necessary for a particular function, tools, pharmaceuticals, medicine, equipment or such other goods of special nature.

2) Structural or Unit Rate Agreement: Structural or unit rate agreement may be concluded for making arrangement of obtaining the goods or other service mentioned in the procurement agreement from one or more suppliers as per the rate and conditions mentioned in the procurement contract at the time when a public agency demands.

   Minimum and maximum quantity of goods or other service to be procured by the public agency should be mentioned in this agreement.

3) Multiyear Agreement: Multiyear agreement may be concluded in the following situation:
   (a) If the Local Body is substantially benefite4d while procuring by concluding multiyear agreement than procuring by concluding annual procurement agreement,
   (b) If the quantity of procurement is substantially not altered during the period of procurement contract,
   (c) If the design of goods to be procured is not changed during the period of procurement contract,
   (d) If the technical risk relating to the supply of goods is not excessive.
(4) **Design, Supply and installation Agreement:** Design, supply and installation agreement may be concluded so as to design the goods of high or complex technology like the big power plant or pumping station, to install by supplying at the construction site and make for probation operation and to make arrangement of imparting necessary training to the employee of concerned agency. Such agreement may be concluded also for the accomplishment of any two functions out of design, supply and installment.

(5) **Trunkey Agreement:** Turnkey agreement may be complete the function of design, supply, construction and installation of high technological industrial plan like ones producing chemical fertilizer, dairy processing by mentioning performance capacity of such plant as mentioned in the procurement contract and to transfer the same to the Local Body.

**N.B.:** Agreement under Clause (1), (2) (4) and (5) may also be a multiyear agreement.
Schedule-83

(Relating to Clause (by) of Sub-rule (1) of Rule 18, Clause (by) of Sub-rule (1) of Rule 39 and Clause (by) of Sub-rule (1) of Rule 60 and Rule 74)

Agreement of Procurement of Construction Work

A Local Body may conclude any one of the following agreement to get accomplished a construction work:

1. **Unit Rate Agreement:** Unit Rate Agreement is concluded to make arrangement of getting accomplished the construction work whose quantity is not ascertained at the time of concluding agreement or getting accomplished a construction work at the rate per unit mentioned in the bill of quantity. The tenderer shall have to include the necessary materials, labour and other matters necessary to accomplish the proposed construction work in such unit rate.

   The local Body, while making payment for the work accomplished under this agreement, shall pay the amount derived by multiplying the quantity of construction work ascertained from the survey and measurement of construction site by the rate per unit.

2. **Agreement of Lump sum Figure Amount:** Agreement of lump sum Figure Amount may be concluded to get accomplished the construction work being difficult to measure like fixing the pipeline of underground water or the construction work that can be measured like construction of bridge. While concluding this agreement it should be concluded on condition to be borne all the risk and liabilities relating to construction work.

   Provided that, in case of increment of any financial liability of construction entrepreneur due to an order to make any kind of change in the construction issued by the Local Body after commencement of construction work by concluding agreement, it should borne by the Local Body.

3. **Cost Reimbursement Agreement:** Cost Reimbursement Agreement may be concluded to get accomplished a construction work having a great risk in which the construction entrepreneur does not or cannot agree to work as per the unit rate agreement and in which the situation to act cannot be predicted. While making payment to an entrepreneur for the construction work under this
agreement, amount derived by including his actual cost incurred for such construction work, overhead cost of the said work and the profit mentioned in the approved cost estimate may be paid. While getting accomplished the construction work by concluding this agreement, the Chief of the Local Body shall determine the limitation, of maximum amount of cost reimbursement; and in case of necessary to reimburse the cost more than the said limitation; a prior approval of the Local Body should be obtained.

(4) **Time and Materials Rate Agreement:** Time and Materials Rate Agreement may be concluded to get accomplished the work by calculating the labour on the basis of time and the materials on the basis of unit rate when it is not possible to predict the labour and materials to be incurred for repair and maintenance of a particular construction work at the time of concluding the procurement agreement. While concluding this agreement, the matter of payment to be made to the construction entrepreneur as follows should be clearly stated:

(a) Amount derived by adding the overhead cost and profit mentioned in the approved cost estimate in the amount derived by dividing the labour of the construction entrepreneur on the basis of per hour or per day or per month; and

(b) Amount of payment of price of materials incurred for repair and maintenance subject to the limitation of amount mentioned in the procurement contract.

(5) **Design and Construction Agreement:** Design and Construction Agreement may be concluded for getting accomplished the design and construction of a construction work from the same construction entrepreneur. The Local Body, while commencing work under this agreement, shall commence only after approval of design of construction work by getting checked the same from a technician or a group of technicians. A technician or group of technicians checking the design in this way shall, while examining and approving such design, drawing and cost estimate, examine and approve by adopting the procedure of examination and approval under these Rules.
(6) **Management Agreement**: Management agreement may be concluded to get accomplished such work through different Sub-contractors under supervision or management of the construction entrepreneur concluding procurement agreement with the Local Body on condition to be borne the legal and contractual liability relating to the period of completion of work and quality standard of construction work. Payment of work under this agreement shall be made to the construction entrepreneur only which concludes agreement with the Local Body.

(7) **Repair and Maintenance or Management Agreement Based on Performance**: Repair and Maintenance or Management Agreement Based on Performance may be concluded to get accomplished a construction work by not mentioning the equipments and different item-wise work necessary for repair, maintenance or management of a construction work but mentioning the final performance only.

(8) **Piece Work Agreement**: Piece Work Agreement may be concluded by recognizing the price list or the construction work relating to small maintenance and repair that are to be occasionally done to get accomplish such work at the time of necessity. Duration of such agreement shall not be more than one year in general.
Schedule-84
(Relating to Clause (bl) of Sub-rule (1) of Rule 18, Clause (bz) of Sub-rule (1) of Rule 39 and Clause (bv) of Sub-rule (1) of Rule 60 and Rule 75)

Agreement of Procurement of Consultancy Service

The Local Body may procure the consultancy service by concluding any one of the following agreement to procure the consultancy service:

(1) **Agreement of Lump sum Amount**: Agreement of lump sum amount may be concluded to procure consultancy service for a function of which the feasibility study, design of project, preparation of tender documents are clearly identified, which has less risk in the consultant and in which the quality standard can be easily measured. In this agreement, the matter should be stated that consultant shall have to submit a report to the Local Body by accomplishing the function having the technical features as mentioned in the terms of reference within the specified period of time and that he shall be paid the service charge for that.

(2) **Time Bound Agreement**: Time Bound Agreement may be concluded for a consultancy service like supervision of construction work, management of large business organizations or design of complicated structure like dam, tunnel etc., of which the period cannot be assumed in this agreement, the matter of fixation of service charge of consultant as follows should be mentioned:
   (a) Amount derived by multiplying the actual time of consultant taken to accomplish the function as per the procurement contract by the rate of remuneration mentioned in the agreement.
   (b) Amount of reimbursement of actual miscellaneous expenditure as per the bills and receipts.

(3) **Agreement for Payment of Fee on the Basis of Completion of Work**: Agreement for payment of fee on the basis of completion of work may be concluded while procuring consultation service on condition of inviting the consultant to accomplish the work mentioned in the procurement contract at the time of necessity or paying charge to him or her on the basis of work
accomplished by him or her. The service charge of such consultant shall be as mentioned in such agreement.

(4) **Agreement Based on Percentage:** Agreement based on percentage may be concluded to procure the service to observe the goods, service of architect, supervision or monitoring service or other such types of services. It should be mentioned in this agreement that while paying service charge to consultant, payment shall be made as per the percentage of the assumed or actual cost of the concerned construction work or project or the cost of purchased or observed goods.

(5) **Agreement without Definite Service Time:** Agreement Without Definite Service Time may be concluded to procure consultation service in the time of necessity from time to time, mediator or arbitrator of dispute regarding the procurement contract, consultant relating to organizational reform or procurement, settler of technical problems. The following matters should be mentioned in this agreement:

(a) The consultant shall have to accomplish the work mentioned in the agreement in the time when it is necessary for the Local Body at the rate as mentioned in the procurement contract,

(b) Remuneration shall be paid on the basis of the actual time of the consultant taken to accomplish the work.