

Standard Operating Procedure

Sub: KNMT - Standard Operating Procedure adopted for release of funds –
Regarding

I Release of First Installment:

- a. ULBs should ensure that relevant details are entered in the webpage :
tufidcoschemes, which includes
 - a. Contact details in the portal / Corporation/Municipality/ Town
Panchayat Details
 - b. Bank details, PAN details ,
 - c. Sanction details (Technical Sanction, Tender details, Work Order
details, Work order amount (without tax and with tax)).
 - d. Progress details portal (Latitude and longitude of site, uploading of
Photo with Latitude and longitude and value of work down).
- b. Value of work down must be a minimum of 50 percent of respective total
approved cost.
- c. Download the respective release forms and submit for individual project id
with details such as
 - a. Covering letter by the Commissioner / Executive officer , request to
release funds.
 - b. Duly filled in forms mentioning project id on the top
 - c. Expenditure / value of work down in the respective forms
 - d. Certified / Attested copy of bank first page which is opened for the
operation of this scheme.
 - e. Certified / Attested copy of PAN in the name of ULBs
 - f. Hard copy of Colour photos taken in the site, to access the value of
work indicated in the form.

II Release for second installment of funds

- a. Inspection by SQM , TUFIDCO / Any Engineering college teaching faculty
- b. As in the case of first release request follow the same procedure
 - a. ULBs should ensure that updated details are entered in the webpage : tufidcoschemes, which includes
 - b. Update the Progress details portal (Latitude and longitude of site, uploading Photo with Latitude and longitude and value of work down).
 - c. Value of work down must be a minimum of 90 percent of respective total approved cost.
 - d. Download the respective release forms and submit for individual project id with details such as
 - i. Covering letter by the Commissioner / Executive officer , request to release funds.
 - ii. Dully filled in forms mentioning project id on the top
 - iii. Expenditure / value of work down in the respective forms
 - iv. Latest Hard copy of Colour photos taken in the site, to access the value of work indicated in the form.

III Release for third and final installment of funds

- a. Inspection by SQM , TUFIDCO / Certificate by approved engineering institute mentioning that the work is executed as per the approved components , interns of quality and quantity.
- b. As in the case of first release request follow the same procedure
 - e. ULBs should ensure that updated details are entered in the webpage : tufidcoschemes, which includes

- f. Update the Progress details portal (Latitude and longitude of site, uploading Photo with Latitude and longitude and value of work down).
- g. Value of work down must be a minimum of 100 percent of respective total approved cost.
- h. Download the respective release forms and submit for individual project id with details such as
 - i. Covering letter by the Commissioner / Executive officer , request to release funds.
 - ii. Dully filled in forms mentioning project id on the top
 - iii. Expenditure / value of work down in the respective forms
 - iv. Latest Hard copy of Colour photos taken in the site, to access the value of work indicated in the form.
- i. ULBs have to give a Utilization certificate duly certified by Commissioner / Executive Officer/concerned Engineers/ REE/ EE/AEE (TPs) that the funds are fully utilized for the purpose for which it is released , without diversion.

Sd / -

Additional Chief Secretary and
Chairman and Managing Director, TUFIDCO