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16th September, 2020

Subject: Mandatory uploading the pdf copy of NQM inspection reports in OMMAS & e-payment of hotel bills during field visit.

Dear Sir,

As you are aware, starting from 01st January 2020 onwards, NQMs were advised to start uploading the pdf copy of their inspection report (*excluding copy of digital photographs*) in OMMAS, for each of the PMGSY project inspected by them. As an initial hand holding support to NQMs, the SQC in all States/ UTs were requested to advise their PIUs to provide the individual scanned pdf copy of the inspection report to the visiting NQM, for uploading through his login. Many of the NQMs had started doing so since the pre-pandemic period.

2. Now the process of deployment of NQMs for inspection of projects, under 3rd tier has restarted, I would like to request you once again to kindly ensure that the scanned copy of your inspection report, in pdf format, is uploaded by you, in OMMAS. NRIDA shall be processing the TA bills only after verifying the scanned copies of the inspection reports from OMMAS.

3. NRIDA is also in the process of revising the NQM inspection guidelines and reporting formats, in consultation with stakeholders. Once the revised guidelines are prescribed, NQMs would not be required to send separate hard copies of their inspection reports to the SQC and NRIDA. Till such time, please continue to send hard copies of your reports, as prescribed in the existing guidelines.

4. Further, I would also like to inform you that with a view to encourage cashless transactions during the field visits, it has now been made mandatory for all NQMs to pay their hotel accommodation charges only through e-payment modes such as credit/debit card, net banking, UPI, BHIM, Paytm etc., linked to their own account/ mobile phone. A certificate to this effect shall be attached by NQM in his TA claim. Reimbursement of the hotel charges may not be made if the payment is made in cash/ the certificate to this effect is not attached with the TA bill. Staying in Hotels, which do not have e-payment facilities, should therefore be avoided.

With regards,

Yours Sincerely,



(Dr. I. K. Pateriya)

All NQMs

Copy: SQC in all States/ UT- for information.