

CHAPTER II – WORKS

Section 1 – Classification of Operations

- 2.001. The operations of Works Departments fall under two categories—original works and repairs. The first includes new works, alterations, additions and purchases; the second repairs and maintenance. All works necessary to bring into use newly purchased or previously abandoned structures fall in the first category.

The classifications of works under the two categories viz original works and repairs is detailed in explanatory note in appendix 2 to C.P.W.A. Code.

- 2.002. (a) Original works are described as major, minor and petty when they cost over Rs. 5,000,00 over Rs. 1,00,000 and Rs.1,00,000 or less respectively.
- (b) Irrigation projects are classified as major, medium and minor when the culturable command areas are more than 10,000 hectares, over 2,000 hectares and 2,000 hectares or less respectively.

Section 2—General Rules Regarding Administrative Approval, Technical sanction and Appropriations

Stages in Initiation of a Work

- 2.003. There are three main stages in the initiations of a work namely :-

- (1) Administrative approval.
- (2) Technical sanction.
- (3) Appropriation or reappropriation of funds.

Administrative approval

- 2.004. When a work other than a petty work or repairs is required by a department, the responsible officer of that department, should in the first instance, obtain the requisite approval to its execution from the competent authority. The concurrence of the competent authority is termed “administrative approval”.

When a work is required to be executed by the P.H.E.D. the responsible officer of that Department shall obtain the administrative approval from the competent authority.

Revised Administrative Approval

- 2.005 Revised administrative approval of the competent authority should be obtained when-
- (1) Administrative approval has been given on the basis of a stage I estimate, and the amount of the detailed estimate or, in the case of a work in progress, the

expenditure on the work exceeds or is likely to exceed the amount already approved by more than 20 percent; or

(2) Administrative approval has been accorded on stage II estimate and the expenditure exceeds or is likely to exceed the amount approved by more than 10 percent; or

(3) Material deviations are made from the original proposals, even though their cost may be covered by savings on other items.

Technical Sanction

2.006. For every work a properly detailed estimate must be prepared for the sanction of the competent authority. This sanction is known as the “Technical sanction to the Estimate” and, except as provided in Paragraph 2.120, must be obtained before the work is commenced.

- Note –**
- (1) All sanctioned estimates should be recorded in the Division Office.
 - (2) A return of all estimates sanctioned by the E.E. should be sent to the S.E. and the Accountant General and those sanctioned by the C.E. and the S.E. should be sent by them to the A.G.
 - (3) In exceptional cases where it is desirable to commence work on a project to which expenditure sanction has been accorded by competent authority before the detailed estimate for the whole project has been sanctioned, it is permissible for the authority competent to sanction the final technical estimate as a whole to accord sanction to detailed estimates for component parts of the project subject to the following conditions:-

(a) for each such work or component part there must be a fully prepared detailed estimate, and in the expenditure sanction as a whole, there must be a clear and specific amount corresponding to the work or component part in question.

(b) the amount of the detailed estimate must not exceed the amount included in the expenditure sanction.

(c) the sanctioning authority must be satisfied before according sanction, that no material deviations from the whole project as prepared for the purpose of expenditure sanction are to be anticipated and that the amount of the technical sanction for the whole project is not likely to exceed the amount of the expenditure sanction.

Note (3) does not apply to estimates of parts of individual structures.

- (4) When a stage I estimate of the work has been administratively approved by the competent authority, detailed stage II estimates of sub-works/sub-heads or individual items or parts finding place in the stage I estimate may be technically sanctioned by the competent authority within his powers with prior approval of the authority competent to technically sanction the work as a whole. Under such circumstances the consolidated estimate shall be sanctioned by the authority competent to sanction the whole estimate.

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In case of works executed by P.W.D. the total of all such sanctions by the lower authority shall not exceed the financial limit of the technical sanction vested in that authority.

In case of irrigation works the powers of technical sanction are as given in Appendix 2.31.

Appropriation

- 2.007. Appropriation means the allotment of a particular sum of money to meet expenditure on a specified work. It is operative only for the financial year for which it is made. A work should not be started unless an allotment for it has been sanctioned except as provided in Paragraph 2.120.

Section 3.- Detailed Procedure for the Grant of Administrative Approval, Technical sanction and Appropriation of Funds for Major, Minor and Petty Works
Call for Plans and Estimates

- 2.008. As the preparation of plans and estimates involves considerable labour and expenses, requisitioning officer/bodies should avoid calling for plans and estimates for works which are not likely to be financed or about the suitability or necessity of which there may be any doubt.

Major Works—Works Costing More Than Rs. 5 Lakhs
(a) Building and P.H.E.D. Works

- 2.009. When a Head of Department desires that a major work should be undertaken, he will first obtain a probable figure of the cost of the work after informal consultation with the local Works Department. He will then ascertain from competent authority through the usual channel whether funds are likely to be available. If they are, but not otherwise, he will intimate his requirements (giving sufficient details) to the S.E. who will ask the E.E. to prepare the necessary plans and estimates in stage I. Where standard approved plans are not available for major building work, the administrative department concerned shall get the concept plans prepared by the Government Architect and approve the same. The stage I estimate will then be prepared on the basis of this approved plan.
- 2.010. On receipt of the plans and estimates from the competent authority, the Head of the Department will send them for the administrative approval, in the administrative department concerned.
- 2.011. A copy of the order conveying administrative approval together with the stage I plans and estimates will be forwarded by the Secretary in the department concerned to the E.-in-C./C.E. for further action.

Subsequent Procedure

- 2.012. When plans and estimates are received by the C.E. after administrative approval has been accorded, he will forward them to the S.E. with instructions to prepare an estimate in stage II.
- 2.013. The stage II plans and estimates will be sent to the Collector or the Head of the Department only if they differ materially from those approved by him and by Government in stage I or when the amount of estimate exceeds that for which administrative approval has been accorded by more than 20 percent. The procedure in such cases is the same as laid down in Paragraph 2.010, but the reasons for the deviation from the original proposals or for the excess must be fully explained.
- 2.014. The stage II estimate will then be technically sanctioned by the competent authority. The sanctioning authority will communicate the amount of the sanctioned estimate to the Collector or the Head of the Department concerned.
- 2.015. Funds provided in the budget shall be allotted by
E.-in C./C.E./S.E.

(b) Roads

- 2.016. For any new road/bridge to be constructed or any existing road to be raised in class, the E.E. shall, on directions from the Government, submit the proposals through the S.E. and C.E. giving information as regards the class/type, the length of the road/bridge and stage I estimate of the approximate cost of the works for the administrative approval by the Government.

- Note – (1) The estimate shall be accompanied by an index plan approved by the Collector/Commissioner.
- (2) The index plan will show proposals of other roads in the neighborhood.

Works Estimate

- 2.017. When the survey is completed and the final alignment is inspected and approved by the E.E., plans and estimates in stage II will be prepared and sanctioned by the competent authority.

Minor works-Costing Over Rs. 1.00 Lakhs but

Not Exceeding Rs. 5.00 Lakhs

(a) Building and P.H.E.D. Works

Administrative Approval

- 2.018. (i) Demands for plans and estimates will be made by the Collector or the Head of the Department concerned on the E.E. who will submit them for administrative approval to the officer who demand them through the local departmental officer.

(ii) Before calling for detailed estimates for minor works, the W.D. should be asked to prepare a stage I estimate and report the approximate cost. Stage II estimates should not be prepared until it is certain that the Collector or the Head of the Department is in a position to allot funds.

(iii) The E.E. should exercise his judgment and may oppose any application for estimates of works with the real necessity of which he is not satisfied. If he feels that he can not recommend a work for which an estimate is demanded he should explain his objection to the officer concerned and in case of disagreement should refer the matter to the S.E.

2.019. With the exceptions noted below administrative approval to Minor Works may be accorded by Collectors and Heads of Departments who will sign the plans and estimates in token there of and will make allotments from the assignment for minor works placed at their disposal by Government in Works Department.

Exceptions:-

- (i) In case of minor works pertaining to residential buildings the administrative approval of Government must be obtained by Collector or Head of Department concerned in the same manner as is prescribed for major works (vide paragraph 2.010). Funds will be allotted by them from their assignment for minor works.
- (ii) Estimates for minor and petty works including the provisions of furniture in:-
 - (a) the bungalows at Raipur allotted to the Ministers of State Government;
 - (b) the rest houses for the members of the Legislative Assembly at Raipur.

These should be submitted to the Secretary to Government in G.A.D. for administrative approval and allotment of funds.

- (iii) The administrative approval of Government in the P.W.D. should be obtained by Collectors all works in connection with circuit houses irrespective of whether they are major, minor or petty.
- (iv) The works in connection with the official residence of the Governor of C.G. are subject to special rules.

2.020. On receipt of the administrative approval, approved plans, estimate and allotment, the E.E. will accord technical sanction to the estimate and issue orders for the execution of the work.

(b) Roads

2.021. Proposals for minor works in connection with State Roads to be undertaken during the next financial year should be submitted by C.E. so as to reach the E.-in-C. by the 15h January. The E.-in-C will obtain the administrative approval of Government in the P.W.D. to such works as are selected and place the necessary funds at the disposal of C.E.

Petty Works—Works Costng Rs. 1.00 Lakh or Less For PWD & PHED**(a) Buildings
Administrative Approval**

- 2.022. Demands for plans and estimates will be made by the Collector or the Head of Department on the E.E. who will submit them to him through the local department officer, in the form in Appendix 2.01.
- 2.023. Administrative approval will be accorded by the Commissioner/ Head of the Department in the case of petty works relating to buildings under the head "General Administration" or the building of the Department concerned respectively (other than those referred to in exceptions (ii) and (iii) to paragraphs 2.019) The Officer according the administrative approval will sign the plans and estimates and return them to the E.E. giving the necessary funds at the same time. The E.E. will then accord technical sanction to the estimate and issue orders for the, execution of the work. (See also paragraphs 2.178(2)).

(b) Roads

- 2.024. Proposals for petty works should be submitted by C.E. to the E.-in-C. by the 15th January for the subsequent year. Administrative approval and funds will be given by the E.-in-C.

Section 4.- Preparation of Schemes for Works

- 2.025. The schemes/project reports should be prepared in accordance with standing administrative/technical directions, from time to time, of the Works Department concerned.

Section 5.- Procedure for Surveys and Investigation of Irrigation Works**(i) Major Projects**

- 2.026. The reconnaissance report for a major project shall be initiated by the S.E. and submitted to the Government through the C.E.. On orders of the Government, the survey estimate for carrying out detailed investigation shall be prepared and submitted to Government. The survey estimate shall be approved by the Executive Committee of Chhattisgarh Irrigation Projects Board for Major Projects after which administrative approval will be accorded by the Government.

On receipt of administrative approval detailed survey and investigation will be taken up, after the estimate is technically sanctioned by the competent authority.

In case of Irrigation works, Project reports will be prepared in accordance with the standards and guidelines prescribed by the C.W.C./C.E.A. The designs and estimates should also confirm to the relevant Indian standards. The project reports will be submitted by the C.E. to the Government for according administrative approval.

In case of PHE works, the project report will be prepared in accordance with standards and guidelines prescribed by the CPHEEO manual & guidelines issued by Ministry of Urban Development and Rural Development.

Administrative Approval

In case of Irrigation works, after the Chhattisgarh Irrigation Projects Board approval, the project report will be forwarded by the State Government to the Government of India for technical clearance by the C.W.C./C.E.A. as the case may be, and for its inclusion by the Planning Commission.

After technical clearance by the C.W.C./C.E.A. and Planning Commission, in case of irrigation works, the administrative approval will be accorded by the State Government.

(ii) Medium Projects

The reconnaissance reports for a medium project shall be initiated by the E.E. and submitted to the Government through S.E. and C.E.. On orders of the Government, the survey estimate will be prepared and submitted to Government for according administrative approval.

Detailed survey and investigation will be started after receipt of administrative approval from Government and technical sanction of the competent authority. On completion of survey and investigation, project report will be prepared and submitted to Government. The administrative approval will then be accorded by the Government after clearance of the project by C.W.C. and Planning Commission in case of irrigation works.

(iii) Minor Projects

The reconnaissance report for a minor project shall be initiated by the S.D.O. and submitted to the C.E. through E.E. and S.E.

On orders of the E.E. survey estimate will be prepared and submitted to the authority competent to accord administrative approval. The financial limits upto which administrative approval to survey estimates can be accorded by the various officers is given in the Appendix 2.30.

On receipt of administrative approval detailed investigation will be taken up and project report will be prepared and submitted to Government for according administrative approval.

Section 6.– Rates

2.027. The rates in an estimate should generally agree with scheduled rates. Where from any cause the latter is not considered suitable or sufficient, the deviation should be explained in details in the report, and if there is no relevant scheduled rate for a particular item of work in the estimate the proposed rate should be supported by an analysis. To cover the cost of unforeseen contingencies 3 percent (or such

lower figure as may appear desirable) should be added to the estimate. Out of this provision for contingencies, amount exceeding Rs.10,000 may not be diverted to new work or repair which is not provided for in the estimate without the sanction of the S.E.

The amounts of anticipated escalation should be indicated in the estimate separately.

Responsibility for Designs and Estimates

- 2.028. An officer according the technical sanction to an estimate is responsible for soundness of design and for incorporating all the items required for inclusion in the estimate with reference to drawing.

Schedule of Rates

- 2.029. (a) All E-in-C of Works Department shall submit a standard data unit analysis for each item of work normally executed in the respective department, to the E-in-C of WRD. Based on the above analysis the E-in-C of WRD will publish a unified schedule of rates common for all works department.
- (b) DELETED.
- (c) A rate book or schedule of rates showing the lowest rate at which metal can be supplied to the road-side throughout the Division, should be kept in the Division office, in the form in Appendix 2.05 with such modifications as may be considered necessary to suit local conditions. The rates should be revised, from time to time, as old quarries are exhausted or new ones opened or as other circumstances affect the rates.

Section 7. – Selection of site for Buildings For a Proposed Building in the Head Quarters of Revenue Division

- 2.030. The site of building to be constructed in the head quarters of a revenue District will be selected by a committee consisting of :-
1. Collector of concerned District.
 2. S.Es. P.W.D. and P.H.E.D. of circles concerned.
 3. A Senior representative of the Public Health Department as may be nominated by the department for the purpose.
 4. A representative of the Local Body.
 5. Joint Director of the Town and Country Planning.

Note :- The siting of the buildings for the Capital Project will not be done by this committee as it will follow a general layout plan duly approved by Government.

- 2.031. For a proposed building in other places throughout the state, the site will be selected by a Committee consisting of :-
1. The Collector of the District.
 2. The E.E., P.W.D. and P.H.E.D. of the Divisions concerned.

The District Medical Officer or the Civil Surgeon of the District.

3. A representative of the Local Administrative Body provided the proposed construction is within the jurisdiction of that Body.
4. A senior representative of the Administrative Department concerned.
5. A Deputy Director of Town and Country Planning.

2.032. The E.E. will then prepare a site plan which shall be signed by all the members.

2.033. If the building is to be erected in the neighborhood of any fort or cantonment belonging to the Central Defence Department, the matter should be referred to the local Military Works Officer for an expression of his opinion from a military point of view, and the concurrence of the Central government in the Defence Department should then be obtained (See also paragraph 2.112).

2.034. The approved site plan will be sent to the administrative department. It will be the responsibility of the department concerned to get the land acquired and handed over to the Works Department.

Section 8. – Preparation of Schemes for Roadst

2.035. Preparation of scheme for roads/bridges will be on the guidelines laid down by E.-in-C. from time to time.

Section 9. – Repairs to Buildings

2.036. Repairs to public buildings are classed under two main heads viz. ordinary and special.

Ordinary Repairs

2.037. Routine repairs such as oiling, greasing of doors and windows, monsoon repairs to buildings, attention to drains, water and electrical fixtures, tar felting etc. shall be carried out as and when necessary.

Internal/external white or colour washing, snowcem and cement paints, plastic emulsion paint, external or internal painting, internal distempering, renewal of approach roads etc. are periodical repairs. E-in-C. shall fix the intervals at which the periodical repairs are generally to be carried out. The intervals at which these should be carried out will vary with the nature of the work, the state and age of the structure and the standard of maintenance required.

Special Repairs

.038. Special repairs are those of a more extensive nature which are required at long intervals such as reproofing of a building, renewal of flooring or repairs, which

have been necessitated by long wear or unusual circumstances. Changes in specification of the items under repairs which do not increase the capital cost of the building shall fall in his category.

Estimate for Ordinary Repairs

- 2.039. The estimate for ordinary repairs, should be prepared in conformity with the direction of E-in-C. from time to time. Provision should be made for property tax payable by the W.D. out of the maintenance grant.
- 2.040. The sanctioned estimates for ordinary repairs to buildings will be current for one working year ending on the 31st March.

Estimates for Special Repairs

- 2.041. Estimates for special repairs will be prepared in detail for each building separately and will remain current till the completion of the repairs.

Agency for Repairs

- 2.042. Use of muster roll should be avoided as far as possible. Measurable items of repairs may be carried out by contract/piece work.

Section 10.- Repairs to Roads

- 2.043. Repairs to roads are classed under two heads viz annual and special.

Annual Repairs

- 2.044. Repairs, e.g. renewals of and petty repairs to the road surface, petty repairs to bridges, maintenance of rest houses, and arboriculture operations undertaken to restore gaps in existing road side avenues, or to maintain newly filled gaps in such avenues etc., black topping on existing W.B.M. roads, widening and strengthening crest and widening bridges/culverts and minor improvement of geometrics will be classed under annual repairs.

Special Repairs

- 2.045. Repairs other than annual are classed as special repairs.

Norms for Annual Repairs

- 2.046. Norms for the maintenance allowance (annual repairs grant) for each class/category of road shall be fixed by State Government.

Renewal Diagram

- 2.047. A renewal diagram should be maintained for each road in a sub-Division and Division in the form given as Appendix 2.03 so as to show the collection and

consolidation during the previous five years. These diagrams will be considered in order to determine which kilometers should be renewed during the ensuing financial year.

- 2.048. A programme diagram in the same form as the renewal diagram should be maintained by each E.E. to show the programme of collection and renewal for the current financial year and the progress made thereon. The S.D.O. should send a sketch progress diagram to the E.E. once in every quarter or more frequently as may be desired by the latter.

Quarry Charts and Road Metal Rate Book

- 2.049. The source of supply of materials (metal, moorum and sand) required for road work, their distances by suitable routes from the road and the nature of the materials should be shown on a quarry chart prepared for each road in the form given as Appendix 2.08. When a quarry is abandoned or a new quarry is approved by the E.E. the changes should be shown immediately on the quarry chart.
- 2.050. From the information given on the quarry charts, a road metal rate book will be prepared in the form given in appendix 2.09 to show the rates payable per cubic meter of road material delivered and stacked in each km. of the road, and the details on which the rates are based.
- 2.051. The Executive Engineer, vide para. 2.029 (c), has the power to revise the rates in the road metal rate book, as may be necessary from time to time, subject to the limitations imposed by the schedule of rates sanctioned by the S.E.
- 2.052. A copy of the relevant extracts of the Divisional roads metal rate book and of the relevant quarry charts, must be on record in each Sub-Division and be kept up to date.

Estimate for Annual Repairs

- 2.053. Estimate for annual repairs should be prepared as per norms fixed by the State Government. The kms. to be renewed shall be selected by the E.E.

Time Schedule

- 2.054. The following time schedule, should, as far as possible, be adhered to in dealing with preparations for repairs to roads:-
1. The estimate for next financial year should be submitted by the S.D.O. to the E.E before the 31st December.
 2. E.E. will sanction the estimate and will return them to S.D.O. by 1st February.
 3. On receipt of the allotment, the estimate shall be recast if necessary.

Estimate for Special Repairs

2.055. Estimate for special repairs will be prepared in detail and will remain current till the completion of the repairs.

Exception:- If the repairs to a work are not commenced within three years of the date on which they were sanctioned finally, the estimate and plans should be submitted for fresh approval and sanction, the rates and details of work being revised as may be necessary.

Section 11- Repairs to Irrigation Works Annual Repairs

2.056. Repairs to irrigation works are classed under two heads viz. annual and special. No administrative approval is required for annual repairs.

Items such as routine silt clearance of canals, jungle, grass and weed clearance, painting of gauges and gates, white washing and repairs to irrigation inspection bungalows and huts, patch repairs and moorum topping on approach roads, filling of rain-cuts, replacement of colaba pipes, maintenance works of colony etc. are classified under annual repairs.

Special Repairs

2.057. Repairs other than annual repairs such as major repairs to dams, canals, masonry structures, gates etc. are classified as special repairs. Administrative approval is required for any special repairs work.

Annual Inspection of Irrigation Works

2.058. The annual inspection which the various officers should carry out are detailed in paragraph 8.016 of Chapter VIII "Operation and Maintenance of Irrigation Works".

2.059. In case of major and medium projects, the S.E. will allocate the annual repair allowance to each Division specifying the amount provided for each of the following components. :-

1. Head-Works.
2. Canals.
3. Approach roads.
 - . Colony and colony roads.
5. Inspection bungalows/huts.
6. Other works.

In case of minor projects, the repair allowance will be distributed work wise by him to each Division.

Section 12-Repairs to Special Type of Works of P.H.E.D.**Periodical Repairs**

- 2.060. Pumping and other machinery installed in water and sewage works, pipe lines, overhead tanks and stablisation ponds require periodical repairs of various nature. The interval at which these should be carried out will vary with water/sewage works and age of the structure/machinery. The S.E. shall fix the type and interval of the required periodical repairs.

Note:-The periodical repairs for structures other than those mentioned above are governed by the rules mentioned in this manual for P.W.D./Irrigation works.

Special Repairs

- 2.061. Repairs to works damages seriously by floods, extensive repairs which may become necessary at long intervals and urgent repair/protection works are classed special repairs. Estimates for special repairs will be prepared in detail and will remain current till the completion of the repairs. The work must be commenced within 3 years of the date of sanction otherwise revised estimate should be submitted for fresh administrative/technical sanction to the competent authority.

**Annual Operation and Repair Estimate of
Water and Sewage Works**

- 2.062. The S.D.O. shall submit in the month of August the estimate for annual operation and repair estimate for the next financial year to the competent authority through proper channel for technical sanction and inclusion in the budget allocation. For repairs and maintenance of Rural Water Supply Schemes, hand pumps and sanitary works, the annual allowance for each unit shall be fixed by the E-in-C. and revised from time to time. The funds for this purpose shall be distributed by E-in-C. to various Divisions according to the work load.

Periodical Inspection

- 2.063. Engineer-in-Chief will decide the items of inspection of P.H.E.D. Works officials who shall inspect these item, periodicity of inspection and the formats to be maintained/submitted by the inspecting official to the higher authorities and action to be taken on the inspection reports at various levels.

Section 13.—Special instructions regarding bridges and cross drainage works
Register of Bridges

- 2.064. A complete and permanent record of every bridge, culvert and causeway on each State Road in charge of the W.D. shall be maintained in the Division and Sub-Division offices in the form given in Appendix 2.07.
- 2.065 The register should be brought up to date each year by the addition or deletion of those bridges and culverts, etc. which have been constructed or dismantled during the previous year. The information regarding change will be obtained from part II of the annual inspection report.
- 2.066. Completion drawings should be kept in the office of the E.E. of all bridges costing more than Rs.5,00,000 and also of any other bridges for which it is desirable to retain such drawings.

Half Yearly Inspection Reports

- 2.067. Proper inspection and prompt repair of bridges and culverts are some of the most important duties of all officers and subordinates concerned.
- 2.068. Every bridge, culvert and causeway must be thoroughly inspected twice a year (once before and once after the rains) by the Sub-Engineer or S.O. incharge of the road, who should record the result of his inspection in detail in his note book. S.D.O. shall inspect all bridges over 6 meter length, or requiring special repairs and 10 percent of the remainder. E.E. shall inspect all bridges over 30 metres and all structures reported to be damaged. S.E. shall inspect all bridges over 100 meter length once in a year.
- 2.069. The Sub-Engineer/S.O. should then prepare, in duplicate, a report on the forms in Appendix 2.08 and 2.09 and submit one copy to the S.D.O. not later than the 15th March & 15th December (for the pre-monsoon and post monsoon reports) respectively.
- 2.070. These reports are to be prepared on the following lines:-
- (i) The exact nature of the damage and of the repairs required should be stated.
 - (ii) It should be noted:-
 - (a) whether the foundation, sub-structure, super-structure and bearings are safe for traffic and whether the damage is increasing. Safety for its class of loading should be mentioned.
 - (b) whether special repairs can be safely deferred, if palliative measures are adopted, chargeable to the grant for ordinary repairs.
 - (iii) Particular attention should be paid to scour and a note should be given to indicate how far the nallah can be trained or groynes constructed to reduce the scour.
 - (iv) If a full inspection cannot be made because of the depth of water, existence of rank vegetation etc. a note should be made to this effect and a more detailed report sent as soon as possible afterwards.

Note.—Special reports should be sent in by Sub-Engineer/S.O. at any time they become necessary.

2.071 After signing certificate No. 2 in Appendix 2.08 the S.D.O. should forward a copy of the inspection report together with the report in part II Appendix 2.09 to the E.E. not later than the 15th April and 15th November.

2.072 The E.E. should examine the reports to see that the inspections have been properly carried out and that the information regarding bridges and culverts constructed after the last inspection report is in accordance with the record plans. After signing certificate No. 3 Appendix 2.08 he should forward a copy to the S.E. to reach him not later than the 1st May and the 1st December.

2.073. The E.E. should inspect all bridges and culverts reported to be unsafe for traffic as soon as possible, after the receipt of the reports and should sanction or submit to the S.E. for sanction, estimate for special repairs to such works which cannot be repaired out of the grant for ordinary repairs.

2.074. The S.E. should inspect the bridges reported to be damaged and unsafe whose length is more than 10 meters.

Section 14.-Tenders

2.075 (a) The officer competent to sanction the estimate is empowered to approve splitting up the estimate for the purpose of inviting tenders.

Note.- Tenders for collection of road material in groups of suitable kilometers will however not be treated as splitting

(b) Tenders must be invited for all Works proposed to be given on contract unless the amount of work proposed to be given on contract is Rs. 50,000. or less. However, in emergent cases work can be ordered to be taken up for execution departmentally and on piece work system up to Rs.10 lakhs by S.E. and above it by C.E..

(c) - All the tenders of the work above Rs. 10.00 Lacs shall be processed using the e-Procurement system. The details on the tender and bidding process may visit main portal : <http://cgeprocurement.etenders.in> and respective sub-portal of the department. The e-Procurement tender notice form, guideline to officers for online e-GPS, information & instruction to the bidders and schedule key dates for e-Procurement are given in Appendix 2.18 -C

(d) Work costing less than 10.00 Lacs can be awarded to the unemployed Graduate Civil/Electrical/Mechanical Engineer by calling--

(i) For W.R.D.:- item rate tender at or below S.O.R. of bonafied resident of Chhattisgarh directly on limited tender among them.

(ii) For P.W.D. & P.H.E.D.:- tender at par S.O.R. of bonafied resident of Chhattisgarh directly on limited tender among them using tender form 2.13 (B)

Note.-Supply of road material such as moorum, metal, sand etc. and building materials such as masonry stones, rubble, material for puddle filling, bricks,

metal, moorum, sand, roof tiles and timber shall be treated as work and not as purchase of store materials.

Note.-Supply of road material such as moorum, metal, sand etc. and building materials such as masonry stones, rubble, material for puddle filling, bricks, metal, moorum, sand, roof tiles and timber shall be treated as work and not as purchase of store materials.

- 2.076. (1) Tender documents may be down loaded online free of cost, however tender submission should be paid at the time online submission of tenders as specified in the tender document.
 (2) For work exceeding Rs. 10 lakhs, the intending tenderer shall also produce a certificate that either he has already under his employment graduate/diploma engineer or he undertakes to appoint such an engineer before signing the agreement.
 (3) A register of sale of tender forms to contractors shall be maintained.
- 2.077. Tenders which should always be sealed should invariably be invited in the most open and public manner by notice in English or in Hindi posted in prominent places. Tender for works costing above Rs.50,000 and for works of special nature shall be advertised in news papers. In such cases the date of receipt of tender should be decided after taking in to consideration probable date of first publication.
- 2.078. In cases of works of specialised nature, where short listing of contractors is considered necessary prior approval of Government shall be obtained.
- 2.079. The notice inviting tenders should be in one of the forms, printed in Appendix 2.10, 2.10-A, 2.11 and 2.18-C.

The rate of earnest money to be submitted by intending tenderers will be as follows.

(i) For tenders upto Rs. 1 Lakh .	3 Percent
(ii) For tenders more than Rs. 1 Lakh and upto Rs. 5 Lakhs	1.5 percent subject to a minimum of Rs. 3000
(iii) For tenders more than Rs. 5 Lakhs and upto Rs. 2 crores	1 percent subject to a minimum of Rs. 7500
(iv) (a) For tenders above Rs. 2 crores and upto Rs. 10 crores	0.75 percent subject to a minimum of Rs. 2 Lakhs.
(b) For tenders above Rs. 10 crores.	0.50% Subject to a minimum of Rs. 7.50 Lacs
(v) For unemployment engineer (tender upto Rs. 10.00 Lacs)	Nil.

Where the amount of earnest money to be deposited is more than Rs. 500 the amount should be deposited in the Treasury/State bank of India and the Chalan should be enclosed with the tender. If, however instead of depositing the earnest

money in cash in Treasury, a contractor wishes to deposit the same in any of the following forms, he should be permitted to do so:

- (a) Treasury Receipts
- (b) National Savings Certificates
- (c) Treasury Bonds
- (d) Approved Interest-bearing securities.
- (e) Government promissory notes in National Loan Plan.
- (f) Post Office Cash Certificates.
- (g) 10 Years Treasury Savings / Deposits/ Certificates.
- (h) 12 year National Savings Certificates.
- (i) 10 years Defence Deposit Certificates.
- (j) All Small Savings Securities and Post Office Savings Bank Accounts duly pledged to Government.
- (k) Demand draft of S.B.I. or Scheduled Banks.
- (l) Bank Drafts issued by big urban banks whose working capital exceed Rs. 5 Crores and by "A" "B" and "C" class Central Co-operative Banks/Non scheduled state Co-operative banks subject to the condition that the drafts are encashed by accepting authority as soon as they are received the contracts are allotted only after the encashment of draft as per M.P.F.D. No.F/2/18/77/R/5/ (iv) dated 13.02.78.

2.080. 1. Draft notice inviting tenders (NIT document) shall be approved before NIT is issued by the authority competent to approve the tender. In case of tenders in the competency of State Government and Engineer-in-Chief P.W.D./PHED/ Water Resources Department approval will be given by Chief Engineer, P.W.D./PHED/ Water Resources Department.

2. All NIT shall be invited by the Executive Engineer, after obtaining approval from the competent authority. Tenders costing Rs. 40 Lakhs and below shall be opened by E.E. Where as all the tenders costing above Rs. 40 Lakhs and upto Rs. 1 Crore shall be opened in the office of S.E., all the tenders costing above Rs. 1 Crore shall be opened in office of C.E.

2.081. No tender will be opened unless accompanied by the stipulated amount of earnest money in a separate sealed cover duly superscribed. Tenders not accompanied by earnest money will be returned to the tenderer unopened. Tender received from institutions approved by the Government for exemption need not be accompanied by earnest money.

2.082. At the advertised time and place all tenders received for the contract should be opened by the officer (or any other officer authorized by him) in person as authorized vide para 2.080 in the presence of the such of the intending contractors or their agents, as may choose to attend.

2.083. (a) **For P.W.D & P.H.E.D.:-** For tenders, the tenders should submit his offer in two sealed envelopes suitably super scribed, one containing the earnest money, second containing financial bid. In the first instance, the envelope containing the

earnest money shall be open, the envelope containing financial bid shall be opened in the presence of such contractors who choose to be present.

Specially when the tender is more than Rs. 100 lakhs three envelopes system may, if Government prior approval is there, be applicable comprising of one containing the earnest money and the second containing the terms and conditions and the third, the offer as usual in such cases.

In the first instance, the envelope containing the earnest money shall be open. If the earnest money is found proper, the envelope containing the terms and conditions will be opened in the presence of such contractors, who choose to be present.

A common set of conditions would then be drawn by the S.E. after hearing the views of all the contractors, who choose to be present. After this the contractors will be directed to submit there revised offers if any in sealed envelope in terms of the common terms and conditions on or before a date and time specified.

This offer shall:

1. In case of lump sum and percentage rate, tender be on plain papers, specifying the increase or decrease, if any, on the original offer.
2. In the case of item rate tenders, be on the schedule of item, an additional copy of which shall be made available while calling for the revised offer.

In any of the above cases, if there is no change in the original offer, the contractor shall so state on plain paper in sealed envelope.

(b) For W.R.D.:- For all tenders, costing up to Rs. 1 Crore the tenderer should submit his offer in two sealed envelopes, suitably superscribed, one containing the earnest money and second containing financial bid. In the first instance, the envelope containing earnest money shall be opened. If the earnest money is found proper the envelope containing financial bid shall be opened on the same day in the presence of such contractors who choose to be present.

For all tenders whose amount put to tender is more than Rs. 80.00 lakhs, the tenderer should submit his offer in three sealed envelopes, "A" "B" and "C" suitably super scribed, envelope "A" containing the earnest money, envelope "B" containing required details for pre-qualification and terms and conditions etc. and the envelope "C" containing the price bid.

In 1st instance, the envelope "A" containing the earnest money shall be opened. If the earnest money of required amount as per para 2.079 above is found in order, then only envelope "B" shall be opened. Envelope "C" shall not be opened and shall be kept in custody of the officer, who is competent to accept the tender (C.E. in case of Engineer-in-Chief/Government).

After opening of envelope "B" based on the information given in the document by the tenderer, evaluation of pre-qualification will be carried out as per norms/criteria given in the section of pre-qualification document. Pre-qualification of the bidder will be decided by the Superintending Engineer for tenders up to Rs. 1.00 crore and by the Chief Engineer for all the tenders more than Rs. 1.00 crore

The bidder who does not pre-qualify as per prescribed norms, his price bid will not be opened and will be kept in the office of the officer competent to accept the tender (C.E. in case of Engineer-In-Chief/Government). Pre-qualified bidders

shall be intimated the time and date on which envelope “C” the price bid shall be opened. Price bid shall be opened on pre intimated time and date in the presence of bidders or their authorized representatives who choose to be present.

- 2.084. An officer who opens the tenders which he is not competent to accept will forward them with a copy of the notice inviting tenders, a schedule of tenders as in Appendix 2.12 along with his recommendations to the competent authority through proper channel.
- 2.085. If an officer who is competent to accept tender receives a tenders from his near relative he should not decide the tender himself but submit the same to the next higher authority. Near relative means son, grand-son, father, mother, spouse, brother, sister, brother-in-law, father-in-law and mother-in-law.
- 2.086. The following instructions are laid down for compliance in accepting tenders:-
 - (1) Unless provided otherwise in the N.I.T. only those tenders should be considered as are offered by the contractors who by virtue of their classification vide paragraph 2.097 are eligible to tender for the work in question.
 - (2) The lowest valid tender shall ordinarily be accepted.
 - (3) **Powers of rejections of tenders:-** If none of the tenders received for a work is suitable, all the tenders may be rejected only by the same authority which is competent to accept the tender but in the case of the tenders in the competency of E-in-C and Government for acceptance, the C.E. will be competent to reject the tenders.
 - (4) **Powers of negotiations (1st or subsequent call):-** The authority competent to accept the tender may conduct negotiations even in first call if the rates are not reasonable with the lowest tenderer of the call with the prior approval of the next higher authority and send the negotiated tenders to that higher authority for decision but in case of tenders in the competence of the Government for acceptance, the E-in-C will conduct the negotiations on direction from the State Government and send the negotiated tenders to the State Government for decision.

Procedure for negotiations of tenders

- (a) The lowest tenderer who had tendered his rates in that particular tender, for which the negotiations are considered suitable should be called for negotiations with a view to withdraw conditions and reduce the rates.
- (b) Wherever necessary common conditions should be prepared and fresh sealed offer should be obtained from lowest tenderer. While drawing common conditions it should be mentioned that only downward revision of rates would be permissible.

If the negotiated tender is within the powers of E-in-C, the common conditions should be approved by the C.E. before obtaining fresh offers on such common conditions. If the tender is beyond the E-in-C's powers of acceptance, the common condition should be got approved from the E-in-C.

- (c) Fresh sealed offer on common conditions, should be received at a pre-determined time and opened in the presence of the tenderer who choose to attend.
- (d) Whenever acceptance of a single tender is permissible under the rules, negotiations, if necessary, may be conducted with single tenderer for lowering the rates and withdrawing/clarifying condition.
- (e) Negotiated tender should be sent to the competent authority for approval.
- (5) If, after calling tender for the work, no suitable tender is received, the following alternatives are open:-
 - (a) The tender should be rejected by the competent authority and retendering resorted to with the prior approval of next higher authority.
 - OR
 - (b) The authority competent to accept the tender may conduct negotiations with the lowest tenderer with the prior approval of the next higher authority and send the negotiated case of tender to the next higher authority for decision. In the case of tenders in the competence of State Government for acceptance, C.E. will conduct the negotiations on directions from the State Government and send the same to State Government for decision.
 - OR
 - (c) The work may be ordered to be taken up on piece work or departmentally if it can be done conveniently/economically and it is not a work of specialized nature.
 - (6) Other conditions being equal, preference shall be given to permanent resident of C.G..

2.087. Tenders other than the lowest may be accepted by the next higher authority. The authority (other than the State Government) accepting the tender other than the lowest should record the reasons for doing so.

Section 15.- Contract Agreement

- 2.088. Written agreements may be dispensed with in the case of works costing Rs.5,000 and less. Disbursing Officers must record on the paid bills a certificate to the following effect "Payment has been made at rates scrutinized by me and found reasonable and no excess over estimate will arise".
- 2.089. All agreement must be executed on the standard forms but they may be modified to suit local requirements, with the consent of the State Government.
- 2.090. All agreements or security bonds entered into with the W.D. by contractors for the execution of work for securing the due performance of contract are exempt from stamp duty.

The contractor should be supplied with a certified copy of the agreement along with the work order.

2.091. The forms of agreement for W.D. works are printed as Appendix 2.13 to 2.18 B of this Manual and are as follows:-

- (1) Form A or B should be used when it is proposed to give out a considerable quantity of work to a single contractor for completion by him in a fixed time.
- (2) Form C should be used only for the supply of materials and when used for collection of road materials, the specifications and instructions given in Appendix 2.19 should be attached to it.
- (3) Form D should ordinarily be used in connection with bona fide piece works. Though the probable value of work to be done will not be specified in this form of agreement, its amount will indicate the authority competent to accept the agreement.
- (4) Form E will be used in connection with supply of bazaar articles or materials by local merchants.
- (5) Form F is meant for lump sum contracts and should be used when the whole of the work as described in the given drawings and specifications is to be entrusted to a single contractor for execution for a fixed sum.
- (6) Form "G" is meant for Turn-Key contract and should be used when due to shortage of time or otherwise it is not possible to conduct detail survey and investigations of the project and hence the whole of the work including detail survey and investigation, preparing stage-II drawings, designs & estimates of all the components of the work and getting their technical sanction from the competent authority, preparing land acquisition case of revenue and forest lands obtaining award/sanction from the competent authority construction of works as per so approved designs, drawings and specifications then commissioning of the project and then its maintenance for the period mentioned in N.I.T. is to be entrusted to a single contractor for execution for a fixed time period. Tender in form "G" shall be called for a sum, worked out on the basis of stage -I estimate prepared by the W.R.D. on the basis of preliminary survey, and is administratively approved by the state Govt. However the tentative drawings, designs and specification shall be enclosed with the tender documents showing basic design parameters and general guidelines for the tenderers.
- (7) Thus in form "G"-Turn Key tender, the detail drawings, designs and estimates of each and every component parts of the work included in N.I.T. shall be prepared & submitted by the contractor in accordance with the requirements of the Department explained in conditions of contract, to the Engineer-in-charge within scheduled time. The competent authority will accord Technical Sanction to this estimate. Thus it is clear that in case of Lump-Sum tender in Form "F", Technical Sanction is accorded prior to calling tender where as in Turn Key tender in Form "G". The Technical Sanction shall be accorded after accepting the tender but before making any payment to the contractor

- 2.092. (1) After the tender has been accepted, the E.E. will draw and execute the agreement on the original tender. He will send certified copies thereof to the higher authority and one copy to the A.G..
- (2) Officer executing the agreement is responsible for ensuring that it is complete in all respects and all corrections are initialed and dated by both parties.

Note :- The following points should also be attended to :-

- (1) All rates in the schedule must be inserted in words as well as in figures.
- (2) If materials are to be supplied by the department to the contractor for use on work, (i) the description of materials, (ii) the place (or places) of delivery, and (iii) the rates (including the storage rates when the materials are to be issued from stores) to be charged to the contractor for each description of material must be definitely specified, vague quotations, e.g., “at stock rates”, “actual cost” being avoided. In the event of intending contractors having been communicated that the materials would be supplied at a certain rate and asked to tender on that assumption, that rate should be adhered to in the contract. The materials not mentioned in the tender may be issued by the E.E. at “issue rate” plus 10 (ten) percent if available in store. In such a case the issue rates shall be such rate as on the date of supply and not on the date of agreement or N.I.T.
- (3) The rates to be allowed to the contractor for each item of work should be definitely stated. But, if for any reason, the contract provides for payment at a specified percentage below or above the S.O.R. it should be stated in clear terms in the contract that the deduction or addition or as the case may be of the percentage will be calculated on the amount of the bill for the work done, after deducting the cost of materials supplied departmentally at rates specified in the agreement.
- (4) In view of the conditions of the contract in forms A and B that contractors shall remove at their own cost, all scaffolding, surplus materials and rubbish and also clean the buildings, provision for payment for site clearance should not be entered in the agreement in these forms and no payment should be made to the contractor on this account. Where clearance for items other than those mentioned above is necessary, they should be entered as rated items in the contract.
- (5) In view of the conditions of the contract in form “G”(Turn Key), the contractor has to conduct detail survey, investigation, prepare detail drawings, designs, and estimates of each & every component of the project as mentioned in the N.I.T., he has to submit the “payment schedule” showing the component-wise sum in term of percentage of agreement amount, payable to the contractor on completion of a particular part of the work for all components included in contract.

- (6) In Form “G”-Turn- Key contract, any extra item or any extra quantity of work mentioned in the estimates, technically sanctioned by the competent authority of W.D. shall not be permitted. Likewise there will not be any provision for cost escalation.
- (7) In case of Turn-Key contract, a sum equal to 10% of each running bill shall be deducted and kept with the department as performance money. This amount shall only be paid to the contractor after successful operation and maintenance of the whole work under contract for a period of minimum two years or as mentioned in N.I.T. after trial/commissioning of the project.

Security for Performance of Contracts

2.093. Security should in all cases be taken for the due fulfillment of a contract. This security may be -

- (a) Earnest money deposited.
- (b) Government Securities, Municipal Debentures, Port Trust Bonds and deposits of recognised banks approved by Governments and such other securities approved by Government from time to time except Bank Guarantee.
- (c) Post Office Cash Certificates at their original purchase value and not face value.
- (d) A deduction of percentage as mentioned in N.I.T. from the payments to be made on account of work done.

In case of Labour Co-Operative Societies a deduction as provided in sub-clause (d) above will be made.

Powers to accept tenders

2.094. Where the splitting has been approved by the competent authority the competency for acceptance for each tender will be governed by the actual cost payable to the contractor for complete execution of that particular work put to tender and not the estimated cost thereof i.e.

- (a) In case of percentage rate tender:- the estimated cost of the work put to tender at S.O.R. plus or minus the percentage offered by the tenderer;
- (b) In the case of item rate tender:- the total of cost of various item of work put to tender based on the rates offered by the tenderer for those items;
- (c) In case of supply of materials or Bazar articles or collection of road materials:- the total cost of supply of full quantities of all the goods for which tenders are invited based on the rates offered by the tenderer for those articles;

- (d) In case of lump-sum tenders:- the lump-sum cost offered by tenderer to complete the work put to tender;
- (e) In case of piece work contract and work to be carried out on work order system:- actual cost to be paid to the contractor at stipulated rates for the execution of the work offered to the contractor.

The financial powers of officers to accept tenders are as per the booklet of Financial power Part-II.

Register of Contract Agreements

- 2.095. A register of contract agreements should be maintained in each sub-division and division office in the form, vide Appendix 2.20. The C.E. and S.E. when inspecting circle and division offices should examine this register and see that no officer has accepted a contract for work, the cost of which exceeds or is likely to exceed his power of acceptance.

Section 16- Registration of Contractors

- 2.096. Tenders will be issued only to registered contractor of appropriate class and firms of repute approved as such by competent authority.

Special registration of contractors in category S-I to S-V shall be done for execution of the following specialised works:-

- (i) Gates and Steel Fabrications.
- (ii) Tunneling.
- (iii) Drilling and Grouting.
- (iv) Supply of Special Tools and Plants.
- (v) Supply of special materials the list of which is approved by C.E.
- (vi) Installation of special equipments in Water Works/Sewage Works.
- (vii) Construction of Water/Sewage Treatment Plants
- (vii) Manufacture, transport, laying and joining of steel/prestressed concrete pipe mains.
- (ix) Water Towers of capacity 2 million liters and above.

Period of Registration

- (a) **For W.R.D.:-** A Contractor shall be registered for a period of five years only. All registration shall be reviewed on a fixed date at an interval of five years. Registration of such contractors who have been registered during the intervening period should also be reviewed on such a fixed date. Contractors desirous of continuing registration shall have to apply for renewal in the prescribed form with a renewal fee equal to 10% of the original registration fee as per column no 6 of table clause no 2.097 at least three months in advance of the date fixed for review.
- (b) **For P.W.D. and P.H.E.D. :-** A Contractor shall be registered for a period of five years only. All registration shall be reviewed on a fixed date at an interval of five years. Registration of such contractors who have been registered during the intervening period should also be reviewed on such a fixed date. Contractors desirous of continuing registration shall have to apply for renewal in the

prescribed form with a renewal fee of 10 per cent of the fee deposited at the time of original registration at least three months in advance of the date fixed for review.

Classification

2.097. Contractors are classified according to their financial status and professional capability. The classification, registration fees, officer competent to sanction registration and the area to which the registration applies are shown in the following table.

Class	Minimum Security deposit required (Rs.in lakhs)	Capable of executing work of the value of	Officer competent to sanction regn.	Area in which the work may be taken up by the contractor	Regn. Fees (In Rs)
S-V	12.00	Any Value	E.-in-C.	C.G. State	25,000
S-IV	6.00	5 Crores	E.-in-C.	C.G. State	20,000
S-III	3.60	2 Crores	E.-in-C.	C.G. State	15,000
S-II	1.35	1 Crores	C.E.	Basin/Zone/ Project	10,000
S-I	0.60	20 Lakhs	C.E.	Basin/Zone/ Project	7,500
A-V	12.00	Any Value	E.-in-C.	C.G. State	25000
A-IV	6.00	5 Crores	E.-in-C.	C.G. State	20000
A-III	3.60	2 Crores	E.-in-C.	C.G. State	15000
A-II	1.35	1 Crores	C.E.	Basin/Zone/ Project	10000
A-I	0.60	20 Lakhs	C.E.	Basin/Zone/ Project	7500
B	0.29	8 Lakhs	S.E.	In circle concerned	3000
C	0.12	4 Lakhs	E.E.	In Dn. concerned	1000

Note:- (a) P.W.D./P.H.E.D. :- (1) Firms of repute shall get themselves registered in appropriate class prior to drawal of agreement.

(2) No fee shall be payable for registration from such institutes as are exempted by the State Govt. from time to time. The work can be allotted to "Land Army C.G. " in accordance with rules framed by the State Government.

(3) No verification of cash deposits is necessary for registering public undertaking wholly owned by the Central or State Government.

(b) For W.R.D.:- (1) Firms shall get themselves registered in appropriate class prior to purchase of tender document.

(2) No fee shall be payable for registration from such institutes as are exempted by the State Govt. from time to time. The work can be allotted to "Land Army C.G. " in accordance with rules framed by the State Government.

(3) No cash deposit is necessary for registration of the registered public undertaking wholly owned by the central or state government.

For registering a public limited company the latest balance sheet of the company duly verified by a chartered accountant may be accepted in lieu of cash deposit if the balance sheet discloses the company's sound financial capacity. Such company shall however be required to submit the balance sheet for the

preceding year at the time of the tender duly authenticated by a chartered accountant.

Note:- Not Applicable for W.R.D.

- 2.098. Application for registration should be made in the prescribed form which can be obtained from any W.D. Division on payment of Rs.500.
- 2.099. No contractor may be registered without full enquiry as his suitability in regard to:
- (a) Financial suitability as per paragraph 2.097.
 - (b) Professional capacity and reliability supported by certificates or recommendations of officers who have had knowledge of the applicant and his work.
- 2.100. A register of contractors should be maintained in the offices of, Engineer-in-Chief, Chief Engineer, Superintending Engineer and the Executive Engineer showing the details of the contractors registered by them and all their higher officers (in the case of C.E., S.E. and E.E.) in the form in Appendix 2.21. The E.-in-C., C.E. and S.E. will communicate the names and addresses of contractors registered by them to the C.Es., S.Es., and E.Es. for entry in their registers. The register should be examined by E.E. on the 1st July each year and after examination of contractor's performance during the year, if he considers it necessary, report to the registering authority for a review of the registration.
- 2.101. A contractor who has been found unsuitable for the class in which he is registered may be removed from the register or reduced to a lower class by the officer authorized to sanction his original registration. When this is done the contractor will not be entitled to any refund of the registration fee.
- 2.102. The names of contractors who have not tendered for any work for a period of two years and of those who, having tendered, failed to secure any contract during a period of five years, should be removed from the register of approved contractors. If a contractor whose name has been so removed desires to take up re-enrolment ayment of the prescribed fees such application should be considered on its merits.

Section 17—Acquisition of Land General Procedure

- 2.103. When land is required for a work the E.E. should obtain from the Collector, full information as to probable cost of the land and buildings, trees, etc. situated on it, for which compensation will have to be paid, and should make provision in the estimate for the work accordingly.

Note:- The principles governing the debits of charges incurred on acquisition of land for quarries are given in paragraphs 17.2.2 and 17.2.3 of C.P.W.A. Code.

- 2.104. When the estimate has been sanctioned and funds allotted, an application for acquisition shall be sent to the Collector by the authorities as specified in the following table:-

- (a) For WRD :- E.E. - Any amount
 (b) For P.W.D. and P.H.E.D. :-

	Amount Rs.	Authority
When the cost of acquisition does not exceed	5 Lakhs	E.E.
When the cost of acquisition exceeds	5 Lakhs	E.E. under intimation to S.E.

- Note :-** (1) The E.E. or S.E. will scrutinise the application before it is sent to the Collector and satisfy himself that buildings are not acquired without good reasons, that temples/graveyards are not interfered with and that the area of land proposed to be acquired is not excessive. Acquisition of agricultural land for building purpose should, as far as possible, be avoided.
- (2) The procedure laid down in this paragraph will not be followed when land is to be acquired by private negotiation as described in paragraphs 2.113 to 2.116.
- (3) Notification for the acquisition of land required for any particular work must be submitted before the work is put in hand.
- (4) In case of acquisition of land along the approved alignment of road/canal/pipeline the land plan can be split up by the E.E. such that the cost of land acquisition of each section does not exceed Rs.5.00 Lakhs and the application for acquisition can be directly sent by the E.E. to the Collector under intimation to the S.E.

2.105. When in special cases, It is desirable to acquire land before the estimate for the whole work has been sanctioned, a separate estimate may be sanctioned for acquisition. The estimated or the actual cost of the land will subsequently be incorporated in the final estimate.

2.106 When a Nazul plot is required by the W.D. an application should be made by the E.E. to Collector, who will obtain the orders of Government for the transfer of the plot.

Special Instructions—General

2.107. In addition to the instructions referred to in the previous paragraph, the following instructions should also be observed :-

- (1) All land plans should be prepared on tracing cloth, prints are not permissible.
- (2) Sufficient dimensions must be given on the plans to ensure that the area can be accurately set out and its boundaries subsequently checked. The distance

from nearby permanent object (e.g. village boundary pillars) to various points on the boundary should be entered on the plan.

- (3) E.E. will arrange with Collector that W.D. subordinate shall be present when the Revenue Inspector makes the requisite check as may be required in the Land Acquisition Act.
- (4) Revised notifications are not necessary to be issued after areas have been checked by the Revenue Inspector, within limits allowed under the Land Acquisition Act.
- (5) The E.E. will maintain separately for each civil district a register of land in the form printed as Appendix 2.23 to show the land acquired in his Division. A copy of the entries made in the register during the year will be sent every year to Collector for verification and return. The E.E. will then furnish a certificate to the S.E.
- (6) During his inspection of the E. E.'s office the S.E. will see that the register of land is properly maintained.
- (7) E.E. These plans must be signed by the Collector in token of land having been made over to the W.D.

Special Instructions

- 2.108. Barrow pits should not ordinarily be excavated to a depth greater than 30 cm. in land temporarily acquired in cultivated areas.
- 2.109. If the land temporarily required for the digging of barrow pits becomes permanently unfit to be used for the purpose for which it has previously been employed, it should be acquired permanently.

Acquisition of Land belonging to Indian Railways

- 2.110. (a) When land belonging to Indian Railway is required, the matter should be referred to C.E. with a plan showing the land required. No proceedings under the Land Acquisition Act are necessary as such transfers are effected by correspondence between the State Government in the R.D. and the Railway concerned. The Railway is requested to relinquish the land required by the State Government and if it agrees to do so, Government allots it to the department concerned. Payments for the land thus relinquished is made by the A.G. by book adjustment in accordance with rules.
- (b) When land is required for the construction of an irrigation channel/pipe/road crossing across a railway line it will or will not be transferred to State Government according as the Railway Authority agree to such transfer or are prepared to build and maintain the same.

Acquisition of Areas within the Limits of Government Forest for Construction of Roads / pipe lines / Irrigation Works, etc.

- 2.111. As per Forest (Conservation) Act 1980, all proposals for diversion of forest land for any non-forest purpose would require the prior approval of the Central Government. The term forest land refers to reserved forest/protected forest/or any area recorded as forest in the Government record.

The survey and investigation carried out in connection with W.D. projects will not attract the provision of this act so long as these surveys do not involve any clearing of forest or cutting of trees and operations are restricted to clearing of bushes and lopping off tree branches for purpose of sightings.

Land Held for Military Purpose

- 2.112. Land lying within contonment limits forming part of an encamping ground or otherwise held for military purpose should not be taken up or occupied for any purpose whatsoever either by contractors or by any other person acting under the orders of any department of the State Government until the sanction of the Central Government in the Defence Department to the occupation or use of such land has been obtained. Application for such land should be submitted to Government for disposal.

Acquisition of Land by Private Negotiations

- 2.113. Acquisition by private negotiation can be resorted to whenever it is expedient to do so.

- 2.114. The W.D. office requiring the land should ascertain from owners of such land, the persons entitled to it and arrange with them the terms for its acquisition. It is not desirable that he should complete the transaction as there may be complication of which he is unaware and he should accordingly send all the papers to the Collector

who will arrange to depute a revenue officer to complete the transaction on the spot.

The revenue officer will certify the rates of compensation and will also verify the fact that the persons with whom the arrangement have been made are the persons entitled to the land, that they are willing to accept the compensation offered and that no other claimant to the land exists. The price thus settled will be entered by that officer in the form prescribed in Appendix X, Financial Code Vol. II and it will form the basis of payment. The compensation will be paid by the W.D. Officer from fund provided for this purpose in the estimate for the work. The payment of compensation will be made in the presence of the revenue officer who will certify the fact of payment to the rightful persons on the record.

- 2.115. If the acquisition is a temporary one, an agreement should be taken stating the amount of the payment and the period for which the right to occupy the land has been agreed upon. If the acquisition is a permanent one a sale deed should be executed. Such sale deeds are exempted from stamp duty.
- 2.116. For transaction of sale of land in favour of State Government the form printed as Appendix 2.24 should be used. This form may require modification to meet the special conditions of particular case. Material modification should not be made without reference to the C.E. who will consult the State Government.

Section 18—Sale and Disposal of Land

- 2.117. All land which is the property of Government should ordinarily be sold through the Director of Land Records. Agricultural or pastoral land acquired for public purposes should, when it is no longer required by Government, be disposed of in accordance with the instructions in paragraph 3 of CHHATTISGARH Revenue Book Circular 1-5.
- 2.118. If any Nazul land in charge of the W.D. is to be relinquished, a reference should be made by the C.E. to the Collector who will deal with the land under the Provisions of the CHHATTISGARH Revenue Book Circular IV-I, paragraph 29.
- 2.119. When any Government land or other immovable public property is made over to a local body for public, religious, educational or any other specified purposes, the grant should be subject to the following conditions in addition to any other that may be prescribed:-
- (1) that the property shall be liable to be resumed by Government;
 - (a) if it is used for any purpose other than that specified; or
 - (b) in the case of buildings, if they are allowed to fall into disrepair;
 - (2) that should the property be at any time resumed by Government, the compensation payable shall in no case exceed-
 - (a) the amount paid to Government by the local body less depreciation on buildings, if any, calculated in accordance with Paragraph 3.036 of Chapter III-“Buildings” for the period during which the property was in charge of the local body or the present value of the property, whichever is less;

Plus

- (b) the cost or present value , whichever is less, of any building or other works constructed on the property by the local body.

Also see Madhya Pradesh Revenue Book Circular I-6.

Section 19—Execution of Works General

- 2.120 Except as provided below, no work will be commenced or liability incurred in connection with it, until administrative approval has been obtained and funds allotted.

Exception—If, whether on grounds of urgency or otherwise, an officer is required to start a work for which no estimate has been sanctioned, or for which no allotment of funds exists, the orders of the officer authorizing the work should be conveyed in writing. On receipt of such written order, the officer who is directed to carry out the work should immediately inform the higher financial authority concerned and the Accountant General that he is incurring a liability for which there is either no sanctioned estimate or inadequate funds have been allotted and should state the probable amount of the liability. The higher financial authority should immediately take steps either to stop the work or to regularise its execution.

Intimation of Proposed Construction etc. of Buildings

- 2.121. (1) When any new building is to be commenced or any additions, alteration or repairs executed to any building the local Head of the Department concerned should be notified as far in advance as possible.
- (2) In the case of additions or alterations to a residential building, the occupant should at once be informed of the consequent probable addition to the rent.
- (3) To comply with the requirements of the proviso to section 3 of the Government Buildings Act (appendix 2.25) the E.E. should send to the Municipal Committee or Corporation concerned, at the commencement of the year a list of all requisitions and estimate (the names of which should generally indicate what work is proposed to be done) for the construction, re-erection or material alteration of all buildings in Municipal/Corporation limits. Requisitions and estimates sanctioned during the year should be similarly notified to it as each case arises.

Use of Savings

- 2.122. Anticipated or actual savings on sanctioned estimate for a definite project may not, without the permission of the authority sanctioning estimates, be applied to additional work which was not contemplated in the original project or is not contingent on its execution.
- 2.123. Savings consequent on the abandonment of a substantial section of any project may not be utilized for work on another project without the further sanction of the authority which sanctioned the work.

Note :- For the purpose of this rule, a section of which the estimate cost is 10 per cent of the total sanctioned cost of the project is a substantial section.

Lapse of Sanction

- 2.124. If the construction of work has not been commenced within three years of its being sanctioned the estimate and plans should be submitted for fresh administrative approval and technical sanction, the rates and the details of the work being revised as necessary.

Alterations in Design During Construction

- 2.125. No material alteration may be made in designs sanctioned by higher authority without the approval of that authority, or in standard designs, without the approval of the Superintending engineer. Should any alteration of importance involving additional expense, be considered necessary a revised or supplementary estimate must be submitted for sanction. In urgent cases, where the delay would cause serious inconveniences, an immediate report of the circumstances must be made to the superior authority.
- 2.126. Instructions which involve a departure from a sanctioned specification, design or estimate must be conveyed in writing before execution of the work as far as possible or immediately thereafter.

Miscellaneous Rules

- 2.127. Care should be taken to ensure that members of the public are not endangered during the execution of works and that all operations are carried on in such a manner as to interfere as little as possible with traffic or the ordinary pursuit of the people. Temporary roads and bridges should, where necessary, be provided and the occupation of land should, when practicable be so timed as to avoid damage to standing crops.
- 2.128. No religious structure should be destroyed or injured in the execution of works without the consent of the persons interested in it, and the concurrence of State Government.
- 2.129. All unusual losses in the manufacture of materials must be reported to the S.E. as soon as they occur.

Section 20. Supplementary and Revised Estimates
Supplementary Estimates

- 2.130. Any development of scheme found necessary while a work is in progress, which is not contingent on the proper execution of the work as first sanctioned must be covered by a supplementary estimate, which must be submitted to the sanctioning authority with a full report of the circumstances, which render it necessary. The abstract must show both the amount of the original estimate and the total amount, including the supplementary amounts, for which sanction is required.

Revised Estimates

- 2.131. Except as provided in Paragraph 2.130 a revised estimate must be submitted to the proper authority when the expenditure is likely to exceed the amount of the sanctioned estimate by more than 10 percent.
- 2.132. The revised estimate should be accompanied by a comparative statement showing and explaining fully the differences (excess or savings) between the figures of cost for each item of work in the revised and the sanctioned estimates, and by a report showing the progress made to date.

It is the duty of all works department officers connected with a work to watch the progress of expenditure and to see that, when necessary a revised estimate is submitted in good time.

- 2.133. When in the case of a major work, sanctioned by any competent authority excess expenditure is expected under a particular sub-head, though not on the total of the sanctioned estimate, the E.E. should report the facts in a work slip (appendix 2.26) to the S.E. in such details as will enable that officer to decide whether or not a revised estimate will be required to pass orders on the case.

Utilisation of a Completion Report as a Revised Estimate

- 2.134. When excesses occur at such an advanced period in the construction of work as to render the submission of revised estimate purposeless, they may, if they are within the power of the E.E. to pass, be explained in a completion report. If they are not,

he should report the excesses and the reasons therefore to the S.E. and obtain his orders whether a revised estimate should be prepared or the excesses be explained in the completion report (see Paragraph 2.176).

- 2.135. When excesses are dealt with in a completion report, the following information should be furnished with the report:-

The amount of sanctioned estimate, the expenditure and the excess separately under each sub-head under which the excess has occurred, with an explanation for the excess.

Section 21.—Accidents

- 2.136. In respect of works carried on by contract, the contractor is primarily responsible for the safety, of his labourers and is solely responsible for the payment of compensation for injury sustained by them. All officers and subordinates should make special inspection from time to time to see that the contractor's arrangements are suitable and that persons are not allowed to work in unsafe situations. If the inspecting officers or subordinates consider that there is danger, they should warn both the contractor and the workers, and if the danger is not removed, the work should be stopped until the causes of danger have been

removed and proper precautions adopted. Senior inspecting officers must invariably make sure that the S.D.O. and the subordinates are taking action to avert accidents.

- 2.137. In the case of work carried on by departmental labour the departmental officers and subordinates should take the precaution that they would require of a contractor.
- 2.138. Accidents most frequently result from falls of earth caused by undercutting, or by slips. Undercutting should in no circumstances be allowed.
- 2.139. Accidents are also caused by carelessness in carrying out blasting operations either in quarries or wells. The rules for the custody and use of explosives given in Appendix 9.10 of Chapter IX should be strictly followed.
- 2.140. Precautions should always be taken against poisonous and foul gases before entering the sewer lines and tunnels etc. for inspection and repairs. Precautions should be taken while working near high voltage transmission tower to avoid workmen contacting live wires.

Reports of Serious Accidents

- 2.141. (1) All serious accidents must be reported at once to the nearest Police Station by S.D.O./Sub-Engineer. A report should be made by the E.E. to the Collector and copy sent to S.E. and C.E. to whom also, a copy of police report should be forwarded when received. If the death occurs on the spot, the body should not be removed till an enquiry has been held by a police officer.

- (2) The instructions for dealing with cases of injury or death caused by accidents to works department employees who are workmen under the Workmen's Compensation Act should carefully be observed.
- (3) The workmen's Compensation Act is not exhaustive in the matter of compensation for injury to workmen, nor do Government's moral obligations rest there. In certain circumstances compensation though not recoverable under the workmen's Compensation Act may be recoverable under some other Law, such as Section I of the Fatal Accidents Act and in suitable cases Government may render help to enable poor dependents to sue in the Civil Court. In various cases, Government has sanctioned compensation ex-gratia to labourers who owing to some technicality could not claim to be workmen under the Workmen's Compensation Act. Such payments will only be made in deserving cases and no hard and fast rule can be framed to govern them.

Damage to Works

- 2.142. Any serious loss of damage to property should be reported by the S.D.O. in charge of the work to the Executive Engineer and by the Executive Engineer to S.E./C.E./E-in-C/Government/A.G.

Special Rules for S.D.Os.

- 2.143. If damage of a grave nature should occur, or be apprehended as being likely to occur, to any work/public service in his charge the S.D.O. should send a report by telegram/special messenger to the C.E. , the S.E. and the E.E. and should without

delay, send a written report the E.E. setting forth the nature and magnitude of the damage done or feared and the steps that he has taken to remedy or prevent such damage.

In case of an apprehended damage likely to endanger public life and property, a report by telegram/special messenger should be made by S.D.O. to Collector also.

Section 22.—Hutting, Sanitary and Medical Arrangements for Labourers

- 2.144. In case of contract works, all labour employed by him will be provided with hutting, sanitary and medical arrangement as prescribed in notice inviting tenders which will form part of contract. In case of departmental labour, when a large number of people are to be employed the E.E. may consult the Civil Surgeon regarding sanitary and medical arrangements.

- 2.145 Any reasonable outlay for:-

- (i) such temporary huts or shelters as may be needed for large numbers of work people,
- (ii) the marking out, cleaning and drainage of their temporary stations; and
- (iii) the employment of the necessary policemen, hospital establishment and sweepers.

May be authorized as forming part of the contingent outlay on the work under construction. But, except under the special orders of the C.E. or S.E. no such outlay should be incurred on works which are being executed by a contractor.

Section 23.—Jail Works

- 2.146. All Jail building in the construction of which materials of a permanent character are utilized should be undertaken by the W.D. Such buildings and works include—
- (i) Circumvallation and divisional walls,
 - (ii) Barracks,
 - (iii) Accommodation for prisoners, such as solitary cells, under trial wards, workshops, cook-houses and bathing platforms,
 - (iv) Accommodation for Jail Superintendents, Jailors and other Jail Staff,
 - (v) Wells and water supply installation,
 - (vi) The larger drainage works which necessitate trained supervision and the employment of skilled labour.

Utilisation of Convict Labour

- 2.147 Instructions in regard to the utilization of convict labour by the W.D. on Jail and other public works are contained in the Financial Code Vol. II.
- 2.148 The cost of additional warders entertained by the Jail Department to guard the convicts, when employed on Jail works, executed by the W.D. will be borne by the Jail Department.

Contract Agreements for Jail Works

- 2.149 In drawing up agreements with contractors all work to be done or labour to be furnished by the Jail Departments must be clearly specified and excluded from the contract.

Value of Work Done by Convicts

- 2.150 At the end of each calendar year, the E.E. will supply a statement to the Superintendent of the Jail showing the value of convict labour employed on works during the year. This value will be the difference between what the works would have cost, if they had been executed at ordinary contract rates and the actual cost of the materials and skilled labourers paid by the W.D.

Special point in regard to design

- 2.151. The design and estimates must be countersigned by the Superintendent of the Jail before the work is commenced.

Register and Plan

- 2.152. A register and plan of the Jail buildings should be maintained in each Jail and should be corrected and brought up-to-date by the E.E. on the occasion of each alteration or addition to the buildings.

Execution of Public Works by the Jail Department

- 2.153. The Jail Department will carry out, from funds provided in the Jail budget all works in connection with Jail buildings, which are of a temporary nature, such as (i) store-sheds which are required for temporary purposes and are to be constructed of perishable materials, (ii) raised sleeping platforms in barracks, (iii) moorum or earthen floors in barracks or other buildings, (iv) surface drains within and beyond Jail boundaries etc.
- 2.154. The W.D. should carry out all repairs to the buildings constructed by or on the books of that department, but such annual repairs as white or colour washing, turning tiles etc. may be done under the supervision of the Jail Superintendent, the expenditure thus incurred being met from an imprest placed at his disposal by the E.E. Lime and tiles required for such repairs must, however, be obtained from the W.D.
- 2.155. The Jail Department will carry out from their own budget all repairs to other buildings and works which are not constructed by, nor are borne on the books of the W.D.

**Section 24.—Execution of Public Works by officers
of other Departments
General**

- 2.156. Officers of other departments are empowered to execute public works, of either construction or repair, which are estimated to cost Rs.25,000 or less, out of funds placed at their disposal in their budget, but it is open to them to entrust the work to the W.D. on payment of the supervision charges. The latter course is preferable in the case of construction, if that department is likely to make a request at a later date for the structure to be brought on to the books of the W.D. for maintenance. All works for the execution of which, funds are provided from the W.D. budget, will be carried out by the W.D.

Police Works

- 2.157. The monetary limit referred to in Paragraph 2.156 will apply to a group of buildings, such as Lines and not to such individual building comprising a group.
- 2.158. The Inspector General of Police will decide, which work costing Rs.25,000 or less, and to be financed from the Police Department budget, should be entrusted to the W.D.
- 2.159. The Police Department may carry out ordinary repairs to, and maintain all police buildings borne on the books of the W.D. which are situated at places not easily accessible to W.D. subordinates. The Superintendent of Police will act as an imprest holder under the E.E. for the maintenance of such buildings. A list of such buildings will be issued by the S.E. in consultation with the Deputy Inspector General of Police.

- 2.160. Special repairs and addition and alteration to police buildings, as well as the maintenance of those borne on the books of the P.W.D. and situated at places easily accessible to the P.W.D. subordinates, will ordinarily be under taken by the P.W.D. It will be open to the E.E. to grant a small imprest to the Superintendent of Police for carrying out petty monsoon repairs to such buildings.
- 2.161. The maintenance of parade grounds and of roads within the lines will be in the charge of the Police Department, but the construction of new parade grounds and roads will be undertaken by the W.D. which will also carry out special repairs such as large renewals of metal and moorum, which the Deputy Inspector General, acting in concert with the S.E. consider to be beyond the capability of the local police agency.

Section 25.—Deposit Works

- 2.162. The W.D. may occasionally execute non-Government works financed wholly or partly from—
- loans given by Government to a local body,
 - funds of a public nature, such as local municipal or similar funds, and
 - public contributions.
- 2.163. Such works are termed “Deposit Works” and a detailed estimate must be sanctioned for each work. Provision should be made in the estimate to cover the cost of establishment, tools and plant, and audit charges at such rates as may be fixed by Government. The powers delegated to W.D. Officers for according technical sanction to estimates for deposit works are the same as for State Works (See Appendix 2.30).
- 2.164. The rates for percentage charges for establishment, tools and plants, work charged staff for the classes of works mentioned below shall be fixed by the State Government from time to time:-
- work done for other states,
 - work done occasionally for Railway, Military Engineering Services, Indian Posts and Telegraphs Department or the Archaeological Department,
 - work done for all other departments when the cost is chargeable to those departments, and
 - non Government Works.
- 2.165. The following officers are empowered to authorize undertaking deposit works not exceeding the limit shown against each:-

E.E		Rs. 50,000 (Fifty thousand)
S.E.	...	Rs. 2,00,000 (2 Lakh)
C.E.	...	Rs. 5,00,000 (5 Lakh)
E-in-C		Rs. 10,00,00 (10 Lakh)
Administrative Department		Full Power

The limits represent the cost of work exclusive of the percentage charges referred to in the preceding paragraph..

2.166. Deposit works will only be undertaken if they can be carried out by the department without detriment to its normal duties.

2.167. When the W.D. executes a deposit work the following rules should be observed:-

- (a) The design and estimate should be drawn up in consultation with the party for whom the work is to be done.
- (b) Provision must be made in the estimate to cover the cost of any special establishment required for the preparation of plans and estimates and for the execution of the work in addition to the percentage charges vide Paragraph 2.164.
- (c) Before the work is commenced, the design and estimate must be approved by the party for whom the work is undertaken and an acknowledgement obtained to the effect, that the department does not accept responsibility for unavoidable and reasonable excesses due to causes such as, a rise in the price of labour and materials, authorized changes in design, loss by fire or theft, other factors which could not be foreseen at the time the estimate was prepared.

Note:- Where the work is estimated to cost more than Rs.50,000 an agreement should be drawn in the prescribed form.

- (d) The plans estimates should then be technically sanctioned by the competent Departmental Officer, vide paragraph 2.163
- (e) The funds required for the execution of the work must preferably be paid into the treasury before the work is commenced, but if Government is satisfied that the money will be forthcoming when required, it may authorize the recovery from the contributor by suitable installment's on fixed dates. No interest will be allowed on sums deposited as contributions for public works.

Note:- For the execution of municipal fund works no deposit need be recovered if the balance of fund from part of the Government account. The Account procedure prescribed in Paragraph 16.2.5 to 16.2.9 of C.P.W.A. Code should then be adopted. In the case of local loan works the procedure laid down in Paragraph 16.3.1 to 16.3.4 of C.P.W.A. code should be followed.

- (f) Expenditure in excess of the contribution received shall not be incurred without prior approval of the State Government.

2.168. The S.D.O. should bring to the notice of the E.E. any anticipated excess over the sanctioned estimate stating the probable amount of excess and the reasons therefore. If the E.E. is satisfied that the excess is unavoidable, he should inform the contributor and ask him to credit into the nearest treasury the additional contribution required to meet the excess and send the duplicate chalan in token of payment. The E.E. should at the same time arrange to have the estimate revised, if necessary.

- 2.169. The E.E. should send quarterly report to the contributor showing the amount of estimate, the total deposits received and the progressive expenditure.
- 2.170. A contribution received on account of one work should not be utilized for another work.
- 2.171. The detailed procedure for the preparation of plans and estimates and for execution of deposit works is as follows:-
- (a)(i) An application for a detailed estimate for a deposit work should be made to the E.E. stating clearly the work required and the funds available.
 - (ii) If the E.E. considers that the work can be carried out without detriment to his normal duties, he should ask the party concerned to deposit in advance the estimated

cost of survey, investigation and preparing the plans and estimates before their preparation is put in hand.

It should be made clear that this charge is in addition to the percentage charges leviable for the execution of the work by the W.D.

- (iii) On receipt of the deposit, which will be credited to State Revenue Public Account the E.E. will have a detailed estimate prepared (in which provisions for percentage charges as per paragraph 2.164 should be made) and send it to the party concerned.
- (b) (i) If the party Concerned Wishes that the work should be undertaken by the W.D, it should make a fresh application to that effect.
- (ii) If the E.E. thinks that the Work can be done Without detriment to the Public services and the amount of the estimate (for Work portion) does not exceed Rs. 50,000 he will ask the party to deposit the amount of the estimate in the nearest Treasury/State Bank of India and send the duplicate chalan to him on receipt of it he will have the Work executed.
- (iii) If the amount of the estimate exceeds Rs. 50,000 the E.E. will submit the estimate to the S.E. for approval to the work being undertaken by the W.D. The S.E. will return the estimate if approved to the E.E. if the amount does not exceeds Rs. 2,00,000. If the estimate exceeds Rs. 2,00,000 the S.E. Will obtain the approval of the C.E. or E-in-C or the State Government as the case may be as per the limit prescribed in para 2.165 and communicate the same to the E.E.

On receipt of this approval and the estimate, the E.E. will ask the party concerned to pay the amount of the estimate into the nearest Treasury/State Bank of India to the credit of the W.D. and send the duplicate chalan in token of payment. The estimate Will then be technically sanctioned by the competent authority, vide Paragraph 2.163 and the work put in hand.

- 2.172. The powers of officers to pass excess over sanctioned estimate for deposit work are the same as for State works and may be exercised subject to the condition that funds are available.

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- 2.173. (a) When a deposit work, which on completion is to be the property of Government is to be carried out by the W.D. partly from contributions of the nature referred to in paragraph 2.162 and partly from funds provided by Government, the contribution received shall be divided into two parts, one representing a share of works expenditure and the other the percentage charges on that share and expenditure to the extent of the share for work together with percentage charges thereon will be booked in the schedule for "Deposit Works". Fund for the balance of Works to be will be allotted by the W.D. and the expenditure on this portion will be booked separately in schedule of expenditure for that head. One estimate should however, be prepared for the whole work and the amount debitable to "Deposits" and that to the head in W.D. Budget shown in the abstract of estimate:-

Note:- The percentage charges in this case Will not include provision for audit charges.

- (b) If a work is to be constructed by the W.D. partly from contributions of the nature referred to above and partly from a grant-in aid given by a department of Government other than W.D. and the work on completion is not to be the portion of Government, the expenditure on the portion received as contribution will be dealt with as in sub-paragraph (a) but the percentage charges will include provision for audit charges .The expenditure on the balance of the work which will also be assessable to the percentage charges will be treated as expenditure on work of other departments and passed through Remittance Account.

One estimate should be prepared for the whole work in this case also

**Section 26.- Works of Other Departments Executed
by the Works Department**

- 2.174. In the case of works carried out by the W.D. in connection with buildings borne on the books of other Government departments, percentage charges for establishment and tools and plants are assessable on the cost to work done, but the cost of work, inclusive of percentage charges need not be recovered from the department concerned in cash.

- 2.175. The procedure shown below should be followed in the case of such works:-

- (i) The Head of Department requiring the work should ascertain from the E.E. the approximate cost of the work informing him of the nature and extent of the work.
- (ii) If the Head of the Department has the requisite funds he should ask the E.E. to prepare an estimate of cost.
- (iii) The E.E. should then have an estimate prepared in which provision should be made for percentage charges at the prescribed rates and if it is within his powers of sanction he should send it direct to the Head of Department who

will countersign it in token of his approval and return it to the E.E. for execution. He should also intimate to the E.E. the major and minor head of account to which the expenditure is debitable and place the allotment with the E.E.

- (iv) On receipt of the allotment E.E. should have the work put in hand and debit the expenditure to the particular head of account under which the allotment has been received. E.E. will however estimate the figure of expenditure booked each month to the Head of the Department concerned for his information

Section 27- Completion Reports, Certificate and Plans Completion Reports

- 2.176. (i) If the total expenditure on the Completion of a work exceeds the amount of the sanctioned estimate, the excess requires the sanction of the E.E., S.E., or C.E. as the case may be.

- (ii) In respect of excesses (over estimates) which are within his powers, the E.E. should record in the register of works below the final entries of the works concerned, the words "Excess passed by me".

- (iii) If an excess occurs on a work the outlay on which is recorded by sub-heads and it is beyond the E.E.'s powers of sanction, he should prepare a detailed completion of report (Appendix 2.27) and submit it to S.E. through A.G. who after verifying the figures will transmit it to the S.E. for sanction. If the excess is within S.E.'s powers he will pass orders on it and return the report to E.E. forwarding a copy of the sanction to A.G. If the excess requires sanction of the C.E., the S.E. will forward it to that officer for disposal. The report will be recorded in the Division Office.

- (iv) Excesses requiring the sanction of S.E. and higher authorities on works and repairs the outlay on which is not recorded by sub-heads should be dealt with in form Appendix 2.28. The E.E. should prepare monthly in this form a consolidated completion report of all such works completed during the month and submit it to the S.E. through the A.G. The sub-sequent procedure will be the same as laid in sub paragraph (iii).

Completion Certificates

Requisitioning officers should fill up and sign all authorized forms of requisitions or certificates of execution required by the E.E. in consequence of execution of any work at their instance.

- 2.178. (1) On the completion of any original work executed for department other than the W.D., the E.E. should send a completion certificate in form Appendix 2.29 to the officer of the department immediately interested in the work who should after signing it in the space provided for the purpose return it to the E.E.
- (2) The completion certificate in the case of petty works will be endorsed in the requisition (Appendix 2.01) and no separate certificate is required.
- 2.179. The countersignature of a requisitioning officer merely implies that the work has been completed and taken over by him.
- 2.180. Completion certificate which need not be submitted to audit should ordinarily be retained in the Divisional Office, but if any remarks are recorded on such a certificate by the requisitioning officer, it should be submitted for the orders of the S.E. with a report of the action taken by E.E.

Completion Drawings

- 2.181. Drawings showing the work as actually executed should be submitted as soon as possible by the officer in immediate charge for approval and record by the E.E.
- For this purpose, a careful note should be kept of all deviations from the original design approved and followed from time to time, as often large portions of work are covered up as soon as they are completed and cannot be remeasured.
- 2.182. In the case of buildings an abstract will be entered on the principal drawing, detailing the plinth area and the actual cost of the main building and subsidiary buildings separately.
- 2.183. The S.D.O. is responsible for seeing that plans of building borne on the books of the W.D. are corrected on the completion of any addition or alteration.
- 2.184. Completion drawing of works, other than those constructed to standard design should be submitted to the S.E. with completion report and after checking should be returned by him to the E.E. for record. In the case of works constructed from standard plans, it will suffice if the block plan showing the deviations made is submitted. A register should be maintained in the office of the E.E. to ensure that all the necessary completion drawings have been submitted. A Copy of the completion drawings of more important structures may be called for by the C.E. on receipt of the completion report.
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