

PUBLIC WORKS DEPARTMENT
GOVT OF NCT OF DELHI
12TH FLOOR, MSO BUILDING, I.P. ESTATES, NEW DELHI-110 002

No.E-in-C/PWD/Director(Works)/Audit/ 226/

Dated: 20/7/21

C I R C U L A R

With a view to ensure strict compliance of various Instructions/Rules and Regulations under GFR 2017, CPWD Works Manual, Standard Operating Procedures and other various Rules and Regulations related with the execution of various Projects, the following specific instructions are hereby issued for strict compliance by all the Asstt. Engineers, Executive Engineers, Superintendent Engineers, Chief Engineers and all other Officers associated with the functioning of PWD, GNCT of Delhi for ensuring economy, efficiency and transparency.

1 Realistic Detailed Work Estimates

Section 4.2.1. of CPWD Works Manual stipulates that detailed estimates should be complete and as comprehensive as possible and should be supported by detailed drawing, preliminary structural plans, preliminary lay out drawings of various services and specification etc. for various components of work involved. Technical sanction endures that the proposal is structurally sound and the estimates are economical. Detailed estimates should have schedule of all items, quantities, rates, costing, drawings, specification, rate analysis, measurement details etc. It should be ensured that estimates are prepared as per orders issued by the Government of India/GNCT of Delhi and there is no case of inflated estimates and technical sanction for any reasons.

Substantial difference between the tendered amount and the actual outgo indicates prima facie failure on the part of the concerned executives to assess the quantities correctly at the time of preparation of estimates. All Assistant Engineers/Executive Engineers etc. are again directed to prepare the estimates based on realistic requirements and assess the required quantity of items as accurate as possible, to avoid extra payment on account of deviated quantities, and to observe economy in the interest of Government.

2. Call of Tender

Work tenders shall only be called when free site/land is available and sufficient funds allotted to that work. Tender shall be in accordance with the procedure laid down in Standard Operating Procedures/CPWD Manual.

3. Justified Cost

It must be ensured that justification cost of projects are prepared well before opening of Bids and should be on realistic basis supported by valid documents.

4. Award of Work

Delay in award of work results in delay in start of work and completion of work. All the Concerned Executive Engineers/ Controlling Officers should make best efforts to award the work within the period stipulated.

5. Execution of Works

The contract management requires that work should be executed in most substantial and professional manner in every aspect strictly in accordance with the specification and also conforms exactly, to the drawings design and instructions issued in writing by the Executive Engineer as per CPWD works manual. Cases of delay in completion of work, cost overrun should be avoided.

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6. Promptly payment of Running Bills

It must be insured that payment of running bill shall be made promptly as per the provisions of agreement within time limit prescribed in the work agreement to avoid the future interest on delayed bills payment.

7. Revised technical sanction wherever necessary for justified reasons

Section 2.5.2. of CPWD works Manual stipulates that actual expenditure can exceed the technical sanction upto 10 percent, beyond which revised technical shall be necessary. All the works/projects be reviewed on the above aspect well in advance and revised technical sanction wherever necessary be accorded by the Competent Authority. In the first instances all such cases be taken up where Delhi Govt. audit team /CAG audit team have pointed out such lapse. This process should be completed within a week. Compliance report in this regard should be submitted to Office of the Engineer-in-Chief within 10 days after issue of this circular.

8. Execution of works other than scope of work

The estimates are to be prepared on the basis of a survey indicating the requirements of the work and the place of execution. It must be ensured that additional works/items if required due to site requirement were actually associated with the original work and approval of the Competent Authority should be taken with justified reasons. If, additional items of works are not covered under the scope of original project, then a separate tender, if possible, be called and Administrative approval and Expenditure sanction should be obtained from the Competent Authority.

9. Promptly payment of final bills

It may be ensured that payment of final bills must be made within time limit as prescribed in the General Conditions of Contract Agreement to avoid any litigation and future interest on delayed Bills payment.

10. Timely Release of withheld Bank Guaranty / Performance Security

Sometime for quality of bad works/incomplete work some amount was withheld. The withheld amount should be appropriate for all rectification works. All rectification works should be completed within maintenance period either by same agency who executed the work or other agency if he is not willing to do the work. All accounts be settled and legal dues like – Bank guarantee/ performance security shall be released immediately after completion of defect liability period.

11. Payment under clause 10 CA

As per clause 10 CA of General conditions of Contract , if after submission of tender the price of material specified in (Schedule-F) increases or decreases beyond the prices prevailing at the time of last stipulated date of receipt of tenders, then the amount of the contract shall accordingly be varied. It must be ensured that cost variation is allowed only in such cases which were clearly mentioned in (Schedule-F). Cases where inadmissible payment were made and specifically where Audit had pointed out such errors/lapses, if any, may be reviewed and recovery be made as per Rules. To avoid inadmissible payment, it should be ensured that there should be clarity of base rates in the (Schedule-F) and rates should be inclusive of all taxes.

12. Change of specifications after award of work

Change of specifications after the award of work results in extra expenditure which is against the spirit of transparency, healthy competition and unfair to other bidders also. The cases of changes of specifications should be minimal with the justifications and have the approval of Competent Authority.

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13. Cost adjustment of steel in case of non-availability certificate from the primary producers

As per instructions issued by the CPWD, steel from the secondary producers should be permitted only with cost adjustment in case of non-availability certificates obtained from the primary producers. It further stipulates that names of secondary producers should not be specified along with primary producers in the list of approved makes.

All the Executive Engineers should strictly follow the instruction issued by the CPWD in this regard. Action be taken for any omission specifically pointed out by the Audit and also in other cases.

14. Proper maintenance of hindrance register to record non completion of work within stipulated period

Section 29.1 of the CPWD works Manual stipulates that the time allowed for carrying out a work as entered in the contract, shall be strictly observed by the contractor and work should be proceeded with due diligence on the part of the Contractor throughout the stipulated period of the Contract. In case of delay reasons should be shown in hindrance register without fail to watch the interest of Govt. and to avoid set back in Arbitration matters.

15. Levy of compensation for delay in works

As per clause 2 of the General Conditions of Contract, if contractor fails to maintain the required progress of work, the department should levy compensation at the prescribed rates. All the cases of delay in completion of work be reviewed immediately and particulars in the cases pointed out by the Audit. Compliance certificate be submitted immediately within 7 days.

16. Withholding of payment for non-achievement of milestones

As per section 29.1(4) of the CPWD works Manual, to ensure good progress of the work during execution, the contractor shall be bound in all cases to complete the work as per the milestones given in the (Schedule-F), under clause 5 of the contract. In the event of non-achieving the necessary progress as assessed from the financial progress, a percentage of the tendered value of work as mentioned in the (Schedule-F) would be withheld for failure in achieving each milestone.

All the Executive Engineers should follow the above instructions or as amended from time to time in the larger interest of Government.

17. Inspection of Works by the Superintendent Engineers/Chief Engineers

It is incumbent upon various executive to inspect work to ensure their execution according to designs, drawings and specification laid down in the Contract. Inspective Officers are required to record necessary instructions in the inspections register at site, based on their findings or issue inspection notes, copies of which should be pasted in the inspection register. The previous observation should be reviewed during subsequent inspections to ensure their compliance.

All the Chief Engineers/Superintendent Engineers may ensure that inspection registers are maintained properly.

18. Financial Management

All the Executive Engineers in association with Divisional Accountants/AAOs and Finance Officers posted in the Zones, should ensure that budget proposal is realistic one and there should be optimal utilisation of funds. Abnormal savings of budget indicates improper financial management, and the same should be avoided.

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19. Reconciliation of the Accounts

All the EEs/DDOs should ensure that reconciliation of Accounts with PAO-12 and PAO-22 should be done regularly and accurate reconciled figures should be sent to their Zonal Offices for further submission to Office of the Engineer-in-Chief for generating consolidated figures of PWD. Final reconciled figures of the divisions should be sent to Zonal Offices immediately after submission of supplementary account of the relevant year. All the Finance Officers of the Zone should ensure that DDOs attached with the Zones submit the reconciled expenditure figures to them.

20. Submission of action taken report to Audit paras

All the Executive Engineers/DDOs of the PWD division should attend the audit paras/observations raised by the Directorate of Audit, GNCT of Delhi, & PAG(Audit), AGCR Delhi from time to time and **Action Taken Note** should be sent to them within 1 month from the date of receipt of Audit report. Recoveries pointed out by the Audit should be effected immediately. All the suggestions/advice given by the PAG (Audit) AGCR Delhi and Directorate of Audit, GNCT of Delhi should be followed/adopted for improvement of system and further in the interest of the Government.


21. Monitoring mechanism in the PWD

The efficiency and effectiveness of any department as well as the successful execution of work dependent on existence of a built-in robust monitoring and evaluation mechanism which ensures that the achievement of programme/scheme objective is periodically monitored and evaluated against pre-determined targets (physical and financial) and time lines.

Monitoring mechanism must be followed by all the Superintendent Engineers & Chief Engineers as per CPWD Works Manual and as per Rules and Regulations in this regard. Proper minutes of such meetings/monitoring should also be issued and placed on record for scrutiny of audit.

All the Executive Engineers/Superintendent Engineers/Chief Engineers are hereby directed to follow the instructions from page (1 to 4) and as contained in CPWD Works Manual, Standard Operating Procedures and GFR 2017, as advised by the Directorate of Audit, GNCT of Delhi/ PAG (Audit) AGCR Delhi from time to time for ensuring economy, efficiency, transparency and for improvement in system.

This issues with the prior approval of Engineer-in-Chief, PWD, Delhi.


(Pramod Kumar Tomar)
Director (Works)

To


1. All the Principal Chief Engineers (PWD)
2. All the Chief Engineers (PWD)
3. All the Superintendent Engineers (PWD)
4. All the Directors (Monitoring/Quality Control)
5. All the Executive Engineers/DDOs (PWD)
6. All the Finance Officers/AOs (PWD)

No. E-in-C/PWD/Director(Works)/Audit/ 2016/

Dated: 20/7/2016

Copy forwarded for information please.

1. P.S. to Secretary (PWD), Govt. of NCT of Delhi.
2. Special Secretary (PWD) Govt. of NCT of Delhi.


(Pramod Kumar Tomar)
Director (Works)


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