

From

The Chief Engineer,
HSAM Board,
Panchkula.

To

All the Superintending Engineers,
HSAM Board in the State of Haryana.

Memo No. 3590-3600 Dated 08.3.2011

Subject:- Commencement of works.

It has been observed that proper planning is not being done for the project at the initial stage. With the result of this, Project get complicated causing high cost of the project.

In order to prevent this situation it is very important to consider the project after giving proper thought and planning at the initial stage.

Various aspects which lead to the increase of cost are due to not addressing to various provision as per National Building Code and other requirement or Punjab and Haryana Schedule Act and compliance to Haryana Urban Authority Act.

Commencement of works:-

1.1 Normal works

1.1.1 No work shall be commenced unless the following conditions are satisfied:

- (a) The work is approved in principle and an administrative approval has been issued for its execution by the competent authority for the probable cost of the work.
- (b) Allotment of funds has been made for the work and orders for its commencement issued by the competent authority.
- (c) Detailed designs and estimate have been prepared for the work to confirm that the work is technically feasible and viable and corresponding technical sanction has been issued by the competent authority.

1.1.2 Verbal orders for the commencement of work are to be deprecated as being liable to misapprehension, but in case where such orders are given, they shall ordinarily be confirmed in writing as soon as possible thereafter, and the procedure detailed above put into motion and completed.

1.1.3 Further, it shall also be seen that:-

- (a) The land/site on which construction is to take place is in the possession of HSAMB (preferably without encumbrances) or permission of the department concerned incharge of land has been received;
- (b) Necessary pre-investigation/site survey has been carried out and proper thought has been given to the type of foundation to be used; and

- (c) Necessary approvals of the authorities concerned have been obtained like (i) sanction of plans from Municipality/Development Authority (ii) clearance from the Fire Fighting Department (iii) other clearances as detailed in para 1.2.

1.2 Clearances, Utilities, Permits.

1.2.1 Execution of works may require certain clearances, relocation of the utilities and securing of permits. These are broadly indicated (list is not exhaustive and is only indicative) below along with the departments/ authorities/ Ministries involved:-

(A) Clearances.

- 1) Forest Department, to cut any trees and provide any compensatory afforestation;
- 2) Ministry of Environment and Forest, GOI or State Environmental Impact Assessment Authority (as the case may be) for environmental clearance;
- 3) Railways, to cross railway line (whether by level crossing, Road-over-Bridge, Road- under-Bridge or to provide project related railway siding);
- 4) Archaeology Department, to negotiate a historical structure or protected monument;
- 5) Civil Aviation Department, for any structure likely to affect flying/landing operations;
- 6) Military Authorities, for any installation in the vicinity of prohibited area;
- 7) B&R department, for using the right-of-way or crossing the same; and
- 8) Any other department whose facility is likely to be affected by the project(e.g. Irrigation Department if a proposed highway has to cross a canal or vice versa).

(B) Relocation of Utilities.

- (i) Department/ Authority concerned, for re-location of water supply lines and sewers;
- (ii) State Electricity Board/ Undertaking, for shifting of electricity poles;
- (iii)Telecommunication Department, for re-locating telephone poles/ lines/ cables; and
- (iv) Cable Service Providers, in respect of cables.

(C) Permits Required.

- (i) Industries Department, for blasting operations;
- (ii) Mines and Geology Department, for mining of earth and stone;
- (iii)Ministry of Petroleum, for adjustment of the sites of petrol pumps, gas lines;
- (iv)Labour Department, for import of labour;
- (v)Health Department, for health/ sanitation requirements of labour camps.
- (vi)District Administration/ Community Leaders, for shifting of religious structures.
- (vii)Pollution Control Board, for various activities such putting up a hot mix plant, setting up of brick kiln, discharge of effluent, etc.

2.2 Setting out.

- 2.2.1 The Engineer in-Charge shall ensure that the contractor sets out the work in accordance with the contract drawings and information and instructions issued by the department. It shall be the duty of the Engineer-in-Charge to (i) supply dimensioned drawings/ requisite details to enable the contractor to set out the work and (ii) check the work when set out.
- 2.2.2 The Engineer-in-Charge shall bring to the notice of his superior if the setting out is not done within three weeks or the time prescribed, along with the reasons for the delay. He shall also take such action as may be prescribed in the agreement. Superintending Engineer, on his visit to the Division, shall examine any case of backlog of setting out and take such measures as he feels necessary.

J.S. Suhag
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Chief Engineer,
HSAMBoard, Panchkula.

Dated. 08-3-2011

Endst. No. 3601 - 3602

A copy is forwarded to the following:-

- (i) C.A. Board for kind information.
- (ii) E.I.C for kind information.

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