

From

The Engineer-in-Chief,
H.S.A.M.B, Panchkula.

To

All the Superintending Engineers/
Executive Engineers in the State.

Memo. No. 13612-47 Dated: 08-9-2011

Sub: Implementation of procedure and power in HSAMB prescribed in PWD code and DFR.

It has been felt that the field officers of the HSAMB apparently are not aware about the procedure prescribed in PWD code and Departmental Financial Rules (DFR). So, it is brought to the notice of the officers of Board about position in respect of certain matters viz. technical sanction power, work order, notice period of tender and advertisement procedure which is given as under:-

1. Vide Supplementary Agenda Item No. 2 / 27-2-1989, HSAMB Board vide work procedure has adopted the working of its Engineering Wing at par with PWD, Department Financial Rules (Hand Book No. 3 with time to time amendments) is applicable to HSAMB.

2. **Technical Sanction:** To accord technical sanction to estimates for maintenance and repair, as per DFR notification of Haryana Govt. P.W (B&R) Deptt. order No. 44/135/05-05B&R (W) dated 25.2.2008 powers are as under (Reference DFR Rule No. 10.5 sr. no. 3):

1.	To accord technical sanction to estimates for maintenance and repair (Non-plan) only	i. Engineer-in-Chief	Full powers
		ii. Chief Engineers	Rs.100.00.lacs
		iii. Superintending Engineers	Rs. 25.00 lacs.
	a) Ordinary maintenance and repairs.	iv. Executive Engineers	Rs. 2.00 lacs.
	b) Electricity, telephone, water and other energy charges.		
	c) Establishment.		
	d) Municipal and other statutory taxed and charges.		

In case of Ordinary/Annual repairs, there is no need for Administrative Approval (PWD code 9.1.4) whereas technical sanction and Budget provision is required.

3.**Work Order:** PWD Code Para 13.22 in respect of provision on work orders is reproduced as under:-

13.22.1 Work Order is like piece work as described in para 13.3.3. No work order shall be issued without sanction of estimates except in case of emergency.

13.22.2 Divisional Officers/Sub Divisional Officers shall be competent to issue work orders within their financial limits without prior approval of the Superintending Engineer. In order to ensure that the rates given in work orders are current rates, Superintending Engineers shall order that tenders be publically called from time to time to determine rates for specific works.

13.22.3 Divisional Officer may issue work order up to the amount of Rs. 2 lakh and a Sub Divisional Engineer up to the amount of Rs. 50,000 (or such other limits as the Government may fix from time to time). Enhancement of the amount of work order/or splitting the same work into different parts so as to by pass the above limits, is not allowed. No work order need be issued for a work likely to result in payment of Rs. 5,000 or under.

13.22.4 Work orders shall be used for the limited purpose for which they are intended and not as a short cut to agreement/contract work."

However, vide notification no 44/135/05-5 (B&R) (W) dated 25-2-2008 (Reference rule 10.6, sr. no. 4) the following had been notified.

4.	To issue work orders for works and repairs	(i) Executive Engineers, Buildings and Roads, Water Supply & Sanitation Department	Rs. 0.50 lacs (No enhancement is allowed)
		(ii) Sub Divisional Officers Buildings and Roads, Water Supply and sanitation Department	Rs. 0.20 lacs (No enhancement is allowed)

Considering the above, unless otherwise clarified further, the limits for work order would operate as per the above notification dated 25-2-2008 i.e. EE exercising powers upto 0.5 lacs & SDE upto 0.2 lacs. However, it is clarified that if on a road, work ultimately turns

out to be more than initial expectations, it would not be treated as enhancement. But adding another road to the scope would be considered enhancement, irrespective of the amount, and is impermissible.

3. Notice Period: In respect of notice period of tender etc. for publication of tender notice, relevant part of notification of Haryana Govt. P.W (B&R) Deptt. order No. 44/135/05-05B&R (W) dated 23.4.2008 is reproduced as under:-

"i) Subject to the other procedures prescribed hereinafter in these instructions, the time frame for the tender notices shall be as

prescribed below:-

- 1. Work up to Rs. 5 lacs: 7 days, with additional 2 days for circulation of notices. There would be no mandatory requirement for the advertisement to be issued.*
- 2. Work above Rs. 5 lacs but not exceeding Rs. 25 lacs: 3 weeks, with additional 7 days for publication of appropriate advertisement in newspapers.*
- 3. Works above Rs. 25 lacs: 3 weeks with additional 7 days for publication of appropriate advertisement in newspapers."*

4. Advertisement Period: In respect of ADVERTISEMENT PROCEDURE for publication of tender notice, relevant part of notification of Haryana Govt. P.W (B&R) Deptt. order No. 44/135/05-05B&R(W) dated 23.4.2008 is reproduced as under:-

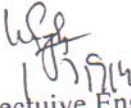
"i) Works up to Rs. 5.00 lacs ; Tender notice properly alongwith NIT should be exhibited on Notice Board of the Circle concerned.

Note: In exceptional- of emergency for works costing up to Rs. 2.00 lacs, a committee of concerned Executive Engineer, Sub Divisional Engineer and Divisional Accountant/Head Clerk may take spot quotations and take decision thereof subject to approvals by informing the concerned Chief Engineer and Superintending Engineer within 24 hours the reasons thereof and soliciting the ex-post-facto approval of Superintending Engineer thereupon.

ii) **WORKS COSTING ABOVE RS. 5.00 LACS but not exceeding Rs. 25.00 lacs;** Advertisement must be issued atleast in two newspapers: one regional English newspaper having circulation in the region and one Hindi regional newspaper.

iii) **WORK COSTING ABOVE RS. 2.00 LACS:** Advertisement must be in one English regional and one Hindi regional.

You are requested to ensure that unnecessary correspondence should not be made with the Head Office. The actions falling within competency should be taken at your own level.



Executive Engineer(R)
For Engineer-in-Chief

Endst. No. 13648-52

Dated 08/9/2011

A copy of the above is forwarded to the following for information please:-

1. PS/EIC, HSAMB, Panchkula.
2. SDO(Road/Mandi), HSAMB, Panchkula.
3. CHD(Road/Mandi), HSAMBoard, Panchkula.


Executive Engineer(R)
For Engineer-in-Chief