

CIRCULAR NO. 430

The Chief Technical Examiner of Central Vigilance Commission during his inspections and investigations on various works has observed a number of violations of standing instructions issued by this office as well as non observance of the codal formalities. Considering the various lapses observed by the CTE, the following instructions are issued for strict compliance by all concerned:-

1. No work should be taken up without A/A & E/S, budget provision and Technical Sanction. A number of circulars have been issued in this regard, the latest being circular No.426, issued on dated 14.6.94.
2. Before taking up any work, the necessity of the work should be thoroughly examined.
3. Wide publicity should be given to the notice inviting tenders as per provisions contained in section 18/Chapter-III of CPWD Manual Vol.II and as per the Standing Instructions issued by this office from time to time.
4. Splitting-up of works for the purpose of inviting tenders should not be resorted to without the approval of the competent authority and the codal provisions relating to award of such split up works should be strictly followed.
5. In the case of contracts or items of contracts relating to earth work, the estimated quantities to be included in the contracts should be worked out as accurately as possible, so that the necessity of any deviation in the stipulated quantities of earth work is minimised.

Special care needs to be taken in the case of deviations in the quantity of earth filling beyond the quantities stipulated in the agreements, where the quantities must be checked thoroughly and reasons for the deviation recorded clearly before the payment is released.

6. Initial and final levels of the items of the earth filling should be recorded in the level books and

and test checked by the PE and AE as per the Standing Instructions issued from time to time and the provisions contained in Chapter-7 of CPWD Manual Vol.II. The level books should be numbered, accounted for and handled like Measurement books.

7. For the purpose of preparation of the justification of tenders, it must be ensured that the rates of materials and labour taken are reasonable and truly represent the prevailing market rates so that there is no occasion for any complaint of inflated rates having been adopted for the purpose of justifying the tenders.

8. Tenders must be awarded after proper and thorough scrutiny. Undue haste in awarding the tenders must be avoided.

9. Any deviation in the quantities of items beyond the quantities stipulated in the agreement should only be resorted to only with the prior approval of competent authority after working out the financial implications involved, so that no undue benefit is given to the contractor. Attention in this regard is also invited to Standing Instructions issued by this office vide Circular No.201 issued on 28.4.87.

10. As far as possible, the works must be taken up only after call of tenders. However, whenever any work is awarded without call of tenders on account of emergency, the precise nature of the emergent circumstances involved should be recorded in writing before dispensing with the call for tenders for the work.

There have been instances, where exactly similar types of works had been awarded through tenders as well as through work orders at the same point of time and at the same location. This, obviously, indicates that there were no reason to justify the award of work without call of tenders. It must be ensured that such instances are not repeated in future.

11. All development and construction activities should

be taken up after proper planning and in a proper sequence so as to avoid any infructuous/wasteful expenditure.

Attention in this regard is also invited to Circular No.372 issued by this office.

12. Jurisdiction of the areas/works falling under the different divisions/sub-divisions must be clearly defined by the concerned authorities, so as to avoid any overlapping of the functioning of the divisions/sub-divisions.

It is once again enjoined upon all to follow the standing instructions issued by this office strictly and also to observe all the codal formalities in the execution of the works. Any violation of these directions will be viewed seriously.

These instructions may be brought to the notice of all concerned up to the level of JTs and SOs(Hort.)

H.D. Sharma
 (H.D. SHARMA)
 ENGINEER MEMBER

Copy to:

1. All Chief Engineers i/c CE(Design), CE(QC), CE(Elect.)
2. All SEs i/c SE(Design), SE(QC), Director(Works) and Director(MM).
3. All FEs i/c FE(Design), FE(QC), FE(Elect.), E.O.I, II and III to F.M.
4. Director(Hort.) North and South.
5. Dy. Directors(Hort.)
6. Guard File.

H.D. Sharma
 Engineer Member
 D.D.A.

Chief Engineer (W2)
 No. CE(W2)/12(35)94/3081 dt. 19/9/94

1. Copy to SE C-5, 13, 17 & SE(P) in along with four copies for 6 SEs visiting under them for information and strict compliance and acknowledgement be sent to this office for the same.

2. F.O. to CE(W2)

Procc
 of T.O to CE(W2)