

THE PANCHAYATI RAJ PUBLIC WORKS 'ACCOUNTS RULES 1963 ADMINISTRATIVE APPROVAL AND TECHNICAL SANCTIONS SHORT TIME AND COMMENCEMENT.

- (i) These rules may be called the Panchayati Raj Public Works Account Rules, 1963.
(ii) They shall come into force immediately.

Definitions.

In these rules, unless a different intention appears from the context, the expression

- A. The Act means the Punjab Panchayat Semites and Zila Parish ad Act, 1961.
B. Administrative. Approval means a pronouncement that a projected work is suitable and desirable.
C. Technical sanction means the sanction to the detailed plans and estimate of a projected work. D. Superintending Engineer; means Superintendent Engineer, in charge of the Panchayati Raj Public Works Circle.
E. Executive Engineer, means the Executive_ Engineer of the. Panchayati Raj Public Works Circle.
F. Sub-Divisional Officer tenants a taffies incharge of the P.R.P.W. Sub Division of the Panchayati Raj Public Works Circle.
G. Original works include all new constructions whether of entirely new works or additions and alteration to exist fig works.

Repair works include all repairs to newly purchased or previously approved works which are necessary to bring these into, use.

1. Petty work means a work estimated to cost not more than Rs. 1,000.
J. Minor work means a work estimated to cost more than Rs. 1,000 but not more than Rs. 5,000.
K. Major work means a work estimated to cost more than Rs. 5,000.
L. Contractor means a person syndicate or firm borne on the approved list of constructors of Panchayati Raj Public Works Organization/P.W.D. B & R Irrigation Branch.
M. Quotations are an offer by a contractor for undertaking any minor work or part of a minor work.
N. Tender means an offer by contractor/contractors for under any major work or part of a major work.

Sanction of Estimates

A. No work shall be commenced unless a properly detailed design and estimate of cost in form PRPW I has been sanctioned funds for its execution arranged/deposited and orders for its commencement issued by the competent authority, provided that a Chairman, Panchayat Samiti Zila Parishad may, in case of emergency (reasons in support of which shall be recorded in writing) authorize the execution of petty or petty and minor works respectively in anticipation of the administrative approval and Technical Sanction to the detailed estimate by the competent authorities.

B. A provision of 5 per cent of the estimated cost will be made under the Sub-Head "Contingencies" 2 per cent for work charged establishment and 3 per cent for expenditure on unforeseen items contingent to the work. For works costing more than Rs. 1lakh, 3 per cent of the estimated cost will be provided for contingencies; 1 per cent for work charged establishment and 2 per cent for expenditure on unforeseen items. However, in case of petty or minor works the provisions will be limited 3 per cent only for expenditure or unforeseen items contingent to the work.

"Note. -The authority competent to sanction work charged establishment in case of Panchayati Samiti works will be the Executive Officer and for Zila Parishad works the S.D:O. (PR). -- ---

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C. A revised estimate in form PRPW 2 shall be submitted when the sanctioned estimate is likely to be exceeded by more than 10 per cent either due to rates having been found insufficient or any other cause. Sub-Divisional Officer shall personally in the month of October 'of each year prepare a consolidated estimate for maintenance and repairs to be carried at in the next financial year in respect of Buildings, roads and other works pertaining to each Panchayat Samiti/ Zila Parishad concerned to provide for necessary funds in the Budget estimates.

E. All estimates for minor and major works will be based on a schedule of rates accepted by the P...W: D. of Punjab Government. In the administrative district concerned provided that in exceptional, circumstances any variations may be sanctioned by the S.E. (PR).

F. The reasonability of estimates for petty works will be judged by the sanctioning authority taking into consideration schedule of rates, market rates and any other factors.

G. Where a part of the cost of the work is to be met from public contributions, such contributions if in cash, should be realized by the Panchayati Raj Body concerned and should be deposited with the authority executing the work and if in the shape of voluntary labour, the money equivalent of such labour, should be indicated in the estimates.

4. When in a proposed work, the alignment of a new road, drains, etc., passes close to or involves alteration to, or diversion of persisting railways or interface with any work or land pertaining to the same, an Overseer/S.D.O. of the Panchayati Raj P.W. Circle shall, during the survey, ascertain the views of the authority incharge such railway and their consent. If they contemplate undertaking any work, which would affect the proposed road/drain, etc., the estimates and plans for the road, drain, etc., contain a provision for necessary additions and alterations.

Administrative Approval and. Technical sanction:

The powers of the various authorities to accord-administrative approval and technical sanction for works are given in Appendix 'A' to these rules. '

Revised Administrative Approval:

If the detailed estimate of any project when prepared, exceeds the amount administratively approved by 10 per cent or more or if it becomes apparent during the execution of any work that the amount administratively approved is likely to be exceeded by 10 per cent or more, owing to increase of rates or other causes, the revised administrative approval of the competent authority to the increased expenditure shall be obtained without delay. Similarly revised Administration App. shall be obtained for important modifications of the proposal originally approved, even though the cost thereof may be covered by the saving on another items.

If the State Government the Sanitary Board, the Electricity Board, or any other authority established by the State Government is to contribute any portion of the cost of. a proposed work, the procedure laid down in these rules will be followed for such works except that any conditions regarding inspection of plans and works imposed by the authority contributing to the cost of the work, will be fulfilled.

II. MANNNER OF EXECUTION OF WORKS CALLING OF TENDER/QUOTATIONS AND CONTRACT AGREEMENT

Manner of Execution of works:

(a) Before undertaking the execution of any work, a Gram Panchayat or Panchayat Samiti or a Zila Parishad as the case may be, will first decide whether it woul'4, itself execute the work or entrust it to another Panchayati .Raj body or to a contractor. In case the work is to be entrusted to another Panchayati Raj body, the estimated cost of the work will be advanced to the body, which is to execute the work. In case of Zila Parishad/Panchayat Samiti an account of the work entrusted to it will be maintained Samiti/Panchayat wise in Panchayat wise deposit Register in Form P.R.PIW. 4.

(b) In case a work is to be entrusted to a contractor, the Panchayati Raj Body will invite tenders/quotations according to the procedure laid down in Appendix 'B'.

(c) In case a Gram Panchayat or a Panchayat Samiti or a Zila Parishad is executing the work itself, it may in the case of petty and minor works, dispense with the procedure of maintaining measurement Books. The person Incharge of the work will maintain a Day' Book showing stares received and expenditure incurred daily and! The payment/final adjustment for such work of the Gram Panchayat or the Panchayat Samiti will be authorised on the basis of a certificate to be recorded in form PRPW 3 by

the Executive Officer in the case of petty works and by the Executive Officer and Chairman, Panchayat Samiti, in case of minor works. If the Zila Parishad is executing and I petty or a minor work itself, the payment/final adjustment may be I authorised on the basis of a certificate of the Secretary in case of I petty works and Secretary and Chairman, Panchayat Samiti, in case I of minor works. A list .of such works shall be placed before Gram

Panchayat or Panchayat Samiti or Zila Parishad for information exposit facto at the next Gram Panchayat, Samiti or Zila Parishad meeting provided that if the next meeting is within seven days of the sanctioning of the work, that work may be included in the list of the meeting next following.

(d) While recording certificate in form PRPW 3, type Executive Officer or the Secretary or the Chairman of Panchayat Samiti/Zila Parishad as the case may be, may inspect the Day Book and satisfy him generally that the work has been carried out satisfactorily.

(e) A Panchayat Samiti or a Zila Parish ad when executing any petty or minor work departmentally may decide that an Overseer will be completely incharge of it or it will be executed under the Guidance of an Overseer according to the procedure in 8(c) for Panchayat. In the latter case the Samiti Parishad will appoint a suitable Officer to be incharge of the work.

(f) For any work estimated' to cost less than Rs. 100, it would not be necessary to call quotations or make a work order. For any work estimated to cost more than Rs. 100 and less than Rs. 10 the work order should be made but quotations need not be called.

Security for Performance of Contracts:

(1) When a tender has been accepted under the rules an agreement on a prescribed form for will be entered into between the con-. tractor and the Panchayati Raj Body concerned.

The earnest money deposited by the contractor for the due performance of the contract shall be treated as part of his security which will be deducted from his running bills progressively at the . Rate of 10 per cent of the amount of work done. In the case; of works amounting to more than Rs. 1 lack the security shall be deducted at the rate of 10 per cent for first one lac of payments and therefore, it may be deducted at the reduced rate of 5 per cent at the discretion of the Panchayati Raj Body. The amount of earnest money received by the Panchayati Raj Body, as also the amounts deducted from the running bias shall be deposited in the local post office duly pledged in the name of the Chairman, Panchayat Samiti Zila Parishad concerned.

(2) The security deposited under the provisions of sub-rule (1) shall be retained for three months (amendment made into CAPO No. PRCjPb/7420-87, dated 21st January, 1965), after the completion of the work and shall then by an express order of the Sarpanches Chairman Panchayati Samiti Zila Parishad concerned be refunded to the contractor unless in the meantime his work has been found to be defective or not up to specifications and the contractor has not remedied such defects or has failed to bring the work unto specifications, in which _as such security or deducted sum shall be retained until such defects. Has been remedied by the contractor, or by any other agency chosen by the Panchayati Raj Body concerned a_ the cost of original contractor. A record of the deposits so made either in cash or by deduction from running bills as also of all the payments of deposits shall be kept in Panchayat Samiti Zila Perished Office in deposit Register {PRPW A (4)] as the case may be.

Work Orders.

When the amount of work does not exceed Rs. 10,000; the whole of it or part thereof may be let out

on a work order after calling quotations in the manner lay down in Appendix 'B'. The work shall be executed in form' PRPW 5. The powers of the various authorities to issue work orders are specified in Appendix 'C' to these rules. The security will be deducted from the bills of contractor at 10 per cent in the same manner as laid down in Rule 10. The procedure for the refund of security shall also be the same.

Muster Roll.

(i) In the case of work carried out by daily' labour, the person paid after the M. Roll has been passed by Officer in Charge_ of the work shall maintain a muster roll in form PRPW 10. The amount due on the muster roll shall be paid after muster roll has been passed by the Executive Officer or the S.E.P.O. or the S.D.G. No. Acquaintance roll shall be required in respect of payments of such establishment, as acknowledgement of the payee, shall be obtained on the monster rolls. A daily report (PRPW) 6about the labour employed will be sent by the person in charge of a work. to the Sarpanch Executive Officer SDO, in case of Panchayat Panchayat Samiti/Zila Parishad works respectively.

(ii) Each payment on the muster roll shall be made or witnessed I by the official of the highest standing available, who shall certify: to the payments individually or by groups, at the same time specifying both in words and in figures at the foot of the muster roll, the total amount pay_ on each date and if any item remains unpaid, the details thereof shall be carried forward to arrear register as detailed in clause III PRPW below:

(iii) Unpaid items of muster rolls shall be entered into an arrear register in form PRPW 7 under verification by the Executive Officer S.D:O. At the time of closing of monthly account and further disposed of as laid down in sub-Para (iv) of: these rules. The payment of these items shall be made by the Executive Officer S.D.O., within six months, from the date of voucher concerned. Beyond this period, the orders of the Chairman, Panchayat Samiti Zila Parishad concerned shall be necessary before making payments The said Chairman is before according such approval shall see that wages have not become time barred under item 7 and item 102 of first schedule to the India Limitation Act No. IX of 1908.

(iv) Subject to the Limitation mentioned in Sub-Para <Hi), payment of an unpaid item may 'be made on hand receipt (form PRPW 8), giving reference to the item of the bill in which the charge was originally included.

Note: Wages become time barred after one year fq>m the darter they become due into the case of artisans and laborers and after three years in case of others.

Subject to the provisions of 'the Rule 8 details of all works shall be entered in a Measurement Book or Standard Measurement Book to be maintained by the person in charge of a work in form PRPW -9.

(d) Hands receipt in form PRPW 8, which is simple form of vouchers, intended to be used for all miscellaneous payments for which more of the forms referred to at (a), (b) and (c) above is u IV. Work Charged Establishment.

A register of muster rolls and Measurement Books should be maintained in forms 11 and 12 by Executive Officer Panchayat Samiti and Secretary, Zila Parishad respectively who will. Also issue them strictly according to requirements.

III. Preparation of Bills for works.

Payment for works shall be made by means of:

First and final bill in form PRPW 13 in all cases where a single payment is to be made or compellation

of a work or supplies made.

A running bill in form PRPW 14 when payment is to be made during the progress of a work for the work executed or material supplied such payment being strictly considered as payment. or account only and will not in any case mean Final acceptance of such work; or '

A final, bill in form PRPW 15 when final, payments is to be made in respect of a work or the supply of material is to be completed payments in respect of which have previously been made on running bills.

When any establishment is engaged for the purposes of a particular work and the cost of such establishment is to be charged against such work, 'the pay of such establishment shall be paid by means of work charged establishment pay bill (form PBJ>W 16).

A Consolidated bill in this form shall be prepared monthly either for all the works in Samiti area or for one more sections of it as may be invention but the names or claims of the entire establishment concerned shall be shown in each bill.

Where the contractor is unable to complete the work according to agreement with the reasons beyond his control the time limit provided in the agreement may be extended by the Chairman, Zila Parishad where the authority competent to accept quotations/ tenders is the Chairman, Panchayat Samiti and by S.E. (Per) where the authority competent to accept tender/quotations is the Chairman, Zila Parishad and by Government in other cases, on an application by the contractor within 30 days of the date on which hind:' prance/difficulty has arisen.

The Executive Officer/S.D.O. (PR) as the case may be will maintain a register of sanctions of work charged establishment indicating therein the date of sanction the period for which a sanction is valid and the rate at which an employee has been engaged.

(V) Stores:

The procurement, issues and consumption of stores will govern by the Panchayati Raj Public Works Stores Rules.

YL-Completion Reports:

In case of work on which the actual expenditure exceeds the revised estimate or the estimate which the SDO is technically competent to sanction or exceeds by more than 10 per cent the original estimate, a detailed completion report in from PRPW 17 explaining; the difference between the estimate and the actual expenditure should be submitted by the S.D.O. (PR) to the S.E. (PR). Account Records.

Works Abstract PRPW 18:

An account of all transactions relating to a work done during a month whether in respect of cash or other charges shall base. Prepared by the Executive Officer/SDO in the works Abstract Form II PRPW 47 in case of major works.

The accounts relating to contractors shall be kept in the contract, or a Ledger in form PRPW 19, separate page or set of pages being reserved for all the transactions with each contractor. The Ledger accounts should be closed and balanced monthly:

Deposit' Register (PRPW 4):

'This register will be maintained in two/three parts as below:

(a) Cash Deposit of contractors as security.

(b) Sums due to contractor_ on closed account.

(c) Deposits by the Panchayat/Panchayat Samiti for works to be done, this register will be maintained in Panchayati Samiti/Zila Parishad Officer.

Internal Check and Audit:

The internal check of the works account shall be carried out by the Senior Auditors of the Development and Panchayat Depart

'Mint in the respective office of Zila Parishad/Panchayat Samiti. The accounts will also be audited by the Examiner, Local Fund Accounts. The Executive Officer/S.D.O. will make available the Measurement Books and other important records when, called for, for this purpose by the Panchayat Samiti/Zila Parishad.

Saving Clause:

In case of 'doubt with regard to provisions made in these rules or with regard to matters for which no provision has been made in these rules, provisions made in P.W.D. Rules or the practice in 'that Department will be followed.

XEN, PRPW Division will be competent to order the transfer of stores from one Zila Parishad to the other where so required in the interest of work and the necessary adjustment of cost of such stores will be made between the Zila Parishad concerned."

(a) An intimation in regard to all such works, which are pro posed to be entrusted to the PRPW circle for execution shall be sent by the P.R. Body to the Zila Parish ad concerned with a copy endorsed to the S.D.O. P.R. in the beginning of the financial year and later on as and when the occasion may arise. Similar information in respect of their own works shall also be sent by the Zila Parishad to the S.D.O. (PR) The estimated cost of these works shall be advanced by the body concerned to the Zila Parishad concerned as required vide 8 of these rules and its intimation endorsed to the S.D.O. P.R. concerned.

(b) On receipt of necessary intimation from the Panchayat Samitis/Zila Parishad, the S.D.O. (PR) shall draw up a plan monthly in regard to the execution of these works. On the basis of this plan together with the information, which might be available in his office in regard to the works in progress, he will estimate his monetary requirements for each month. He will forward his requisition to the Secretary, Zila Parishad in the following form for placing the funds at his disposal:

- Total amount required to be paid during the next month.
- Amount already available with him.
- Balance required.

This will be treated as a temporary advance for which detailed account with vouchers will be rendered by, S.D.O. (PR). The Secretary Zila Parishad should remit the money by cheque within a week of the receipt of the requisition.

(c) The funds as received by S.D.O. (PR) shall be placed by him in an account with the State Bank/any other scheduled bank as may be authorised by Government and shall be withdrawn by him, as and when required for disbursement. All payments up to Rs. 20/- to all contractors for work done, supplies made or services rendered as the case may be, shall be made in cash and payments exceeding Rs. 20/- shall be made by cheque. The S.D.O. (PR) shall also maintain a regular cashbook indicating the receipts and disbursements in accordance with the Codal rules. He shall also be responsible for verifying the correctness of the cash in chest and affect reconciliation of the balances appearing in the cashbook under Treasury Column and the Bank Pass Book.

(d) S.D.O. (PR) shall prepare all bills in respect of payment proposed to be made by him to the contractors, suppliers etc., and make necessary disbursements to the payees concerned out of the

temporary advance with him. He shall be personally responsible for any overpayment other irregularities that may be detected later on by the Secretary, Zila Parishad or during the course of audit. He will, however, get C.C.I. and C: C. Final in respect of all works estimated to cost more than Rs. 5,000/- pre-audited from EXEN of the P.R. Division concerned.

(e) He should also forward expenditure statement showing the Expenditure incurred during the previous month (work-wise and instruction wise) duly supported by paid vouchers as far as possible, which should reach the Secretary, Zila Parishad by the 3rd of the following month. He should also maintain register, of works in form PRPW 18 in his office so as to keep a watch over the progress of expenditure in respect of such work.

(f) The Secretary, Zila Parishad shall on receipt of necessary vouchers from the S.D.O.(P.R.) adjust the temporary advance given to him after proper scrutiny.. Any overpayments irregularities that may come to his notice should immediately be communicated to the S.D.O. concerned for the recovery/rectification. In case any voucher payees receipt is not received from the S.D.O. along with the account, that should be promptly called for from him and the S.D.O. (PR) should submit the same in no case later than one month after the submission of accounts.

"The Junior Engineer shall enter all, the works' done by the Panchayat Samitis & Zila Parishad in the Measurements Books, which is a permanent record and after the Measurements are recorded the utilization certificate of grants should be given these works should also be checked by the S.D.O., Panchayati Raj, up to the extent of 20 per cent & up to 5% by the EXEN (PR).

APPENDIX 'B'

Manner of calling of tenders/quotations for, allotment of work. I

When a work is to be entrusted to a contractor, the Executive Officer SDO (PR) as the case may be, shall call quotations/tenders, These 'quotations/tenders may be called for the whole of the work or a part only or for supply of materials or for labour rates only as decided by the authority competent to give administrative approval. The notice inviting tenders/quotations shall be approved by the authority indicated in Appendix 'C'.

Validity of calling of Tenders/Quotations:

No tender shall be deemed to be valid tender unless it is on a prescribed form obtainable from the office of the Chair. Man, Zila Parishad/Panchayat Samiti/S.D.O. (PR). The general provisions for this form are given in Form PRPVI 20.

In case of a tender from a Firm it should be signed by each member: of the firm or an authorised agent of the firm holding a power of Attorney on its behalf. i

(iii) It is sealed.

(iv) It is accompanied with the necessary earnest money in the form of deposit at call treasury Challan or National Defence Saving certificate.

(v) The tender/quotations shall be put in the box placed outside the room of the officer calling tenders/quotations.

A register of tenders/quotations shall be maintained by the Executive Officer, Panchayat Samiti/SDO (PR). All tenders received for each work must be written in the tender register in the hand of the officer opening the ten. Dears and all such entries should be signed by him. Any condition, if given by the contractor should also be recorded against the entry concerned.

Opening- of Tenders:

, . The tender box shall be brought in immediately after the time

Notified in the notice inviting tenders and shall be unlocked in the presence of all the contractors present or their authorised agents, no tender other than that taken out of the box shall be entertained.

Tenders or quotations without the earnest money equal to 2 per cent of established cost should not be considered and may be returned to the contractors there and then. All tenders, quotations must be signed by the authority opening the tenders/quotations on the first page and close to the rates given in the tender form by the contractor. Usually the lowest tender/quotations should be accepted. If, however, the past period of 'the lowest tendered is not good, the tender next above may be accepted after recording reasons in the tender register and getting approval of it from the next higher authority.

2. If tenders called twice do not attract an eligible contractor, negotiations can be conducted with a suitable party by the authority competent to open the tenders and approval to the negotiated tenders shall be within the competency of the Chairman. Zila Parishad for all works up to the limit of Rs. 25,000/- for works costing above" authority to approve the negotiated tender shall vest in the Government in the development and Panchayat Department