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GOVERNMENT OF KERALA

No.G1/67/2016-PWD

Public Works (G) Department
Thiruvananthapuram, Dated:09-09-2016

CIRCULAR

Sub:- Public Works Department – Submission of Estimates –
Guidelines to be followed by all officers – reg.

It has come to the notice of the Government that various proposals with estimates/revised estimates furnished from the office of Chief Engineer (R&B) for Administrative Sanction, Re-validation of Administrative Sanction or Revised Administrative Sanction are received without mentioning the exact reason for such revisions. The delay in execution of the work results in unnecessary Re-validation of Administrative Sanction and Revision of Estimates. Sometimes it has been noticed that the details of budget provisions are not seen mentioned while submitting such proposals. The recurrence of such issues clearly points to the laxity and casual attitude displayed by the Departmental Officials while preparing and submitting estimates/proposals for execution of works undertaken by the PWD. Also, such incidents normally entail huge loss to the State Exchequer.

In order to avoid such difficulties in the interest of facilitating expeditious implementation of various schemes/projects of the Public Works Department, and to ensure judicious allocation of financial resources, all officers concerned are hereby directed to strictly adhere to the following directions in future:-

i. Revised estimates shall not be entertained in Government. Original estimates should be prepared with utmost caution that deletions, additions or alterations to the scope of the work shall not occur after according original sanction. A lot of care has to be taken in the designing stage as well to ensure that there will be no major structural alterations from the design originally sanctioned. If at all the situation demands a revised estimate, it shall not be kept waiting till the work is completed or reaches an advanced stage of completion. It shall be ensured that the work progresses sufficiently faster to get completed within the prescribed time limit so that the cost of the work does not exceed the T.S. amount. If situation demands in revision of estimate, it should come as additional item. Before taking up this kind of work Government sanction must be obtained and must not come for ratification.

ii. Allocation of fund for the project which ever head of account, must be spelt out clearly.

iii. All the proposals for Administrative Sanction shall invariably state the allocation for the respective project in the current year's/previous years's budget and the respective head of account.

iv. Land Acquisition process, if any resorted to, should invariably be completed before starting of the tendering procedures.

v. The officers concerned should ensure that the works are executed within the prescribed time limit so as to achieve maximum fund utilization before the closure of the financial year.

All Officers are hereby directed to follow the above directions scrupulously for the effective and timely execution of works.

SUBRATA BISWAS
Additional Chief Secretary to Government

To

The Chief Engineer, PWD (Roads & Bridges), Thiruvananthapuram
All Superintending Engineers/Executive Engineers of the PWD
(through the Chief Engineer)
All Sections of the Public Works Department.
The Finance Department
Stock File/Office Copy/Website

Forwarded / By Order



Section Officer

Copy to:-

P.S to Hon'ble Minister (W&Reg.)
P.S to Additional Chief Secretary, PWD
CA to SS/DS/US