

असाधारण
EXTRAORDINARY

Daman 16th November, 2015, 25 Kartika 1937 (Saka)

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No.

सरकारी राजपत्र
OFFICIAL GAZETTE



सत्यमेव जयते
भारत सरकार
Government of India

संघ प्रदेश दमण एवं दीव प्रशासन

U.T. ADMINISTRATION OF DAMAN & DIU

प्राधिकरण द्वारा प्रकाशित
PUBLISHED BY AUTHORITY

UT Administration of Daman & Diu
Department of Panchayati Raj Institution
Secretariat, Daman.

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Dated : 10/11/2015

NOTIFICATION

In exercise of the powers conferred by Sub Section (1) and clause (zzf) of sub section (2) of Section 121 of the Daman Diu Panchayat Regulations, 2012 (No. 4 of 2012) the Administrator, Union Territory of Daman and Diu is hereby pleased to publish Draft "Daman and Diu Panchayats (Preparation of Plan and Estimates for Works and Conditions of Contracts) Rules, 2015" inviting objections/suggestions, if any, from the general public. Those who wish to file their objection/suggestions, if any, may do so in writing addressed to the Director Panchayat/Collector, Daman, Collectorate, Dholar, Moti Daman, Daman 396 220 within 30 days of publication of this Notification in the Official gazette of U.T. Administration of Daman and Diu.

RULES

1. **Short title** - These Rules may be called the Daman and Diu Panchayats (Preparation of Plans and Estimates for Works and Conditions of Contracts) Rules, 2015.
2. **Application of Rule** - In respect of works taken up by Gram Panchayats and District Panchayats from Gram Fund and District Panchayat fund respectively, the procedure laid down in these Rules shall apply.
3. **Preparation and sanction of estimates** - (1) Estimates in respect of Gram Panchayats works, whether original or maintenance works, shall be prepared by the Junior Engineer of the respective Gram Panchayat and got technically sanctioned from the competent authority of P.W.D. as per CPWD works manual. The competent authority, before giving technical sanction of such estimate, shall personally visit the site and verify various estimated quantities of works.

(2) Estimates in respect of District Panchayats works, whether original or maintenance works, shall be prepared by the Junior Engineer of the respective District Panchayat and got technically sanctioned from the Competent Authority as per CPWD works manual. The competent authority, before giving technical sanction of such estimate, shall personally visit the site and verify various estimated quantities of works.

4. According of administrative sanction and technical sanction to estimates —In respect of estimates including revised estimates for original works, maintenance works and electrical works, the authorities competent to accord administrative sanction and technical sanction shall unless the Administrator has stipulated that the sanction of some other authority is required for a particular scheme or particular Fund or above a particular limit, be as specified in Tables I & II.

Table-I
ORIGINAL /MAINTENANCE/ELECTRICAL WORKS
GRAM PANCHAYAT

Estimate value	Authority to accord administrative sanction	Authority to accord technical sanction
(1)	(2)	(3)
1. Estimate costing upto rupees twenty five lakhs	Gram Panchayat	AE/EE - of PWD- Upto financial limit for which delegation of Financial Powers as per CPWD Works Manual
2. Estimate costing more than rupees twenty five lakh and up to the financial powers delegated by the Administrator to District Collector for sanction of works from time to time.	District Collector	EE/SE/CE- of PWD- Upto financial limit for which delegation of Financial Powers as per CPWD Works Manual
3. Estimate costing more than the financial powers delegated by the Administrator to District Collector for sanction of works from time to time.	As per delegation of powers to Development Commissioner/ Administrator.	SE/CE- of PWD- upto financial limit for which delegation of Financial Powers as per CPWD Works Manual

Table-II
ORIGINAL /MAINTENANCE/ELECTRICAL WORKS
DISTRICT PANCHAYAT

Estimate value	Authority to accord administrative sanction	Authority to accord technical sanction
(1)	(2)	(3)
1. Estimate costing upto rupees one crore	District Panchayat subject to recommendation of Works Committee failing which by General Standing Committee	AE/EE/SE - of PWD- Upto financial limit for which delegation of Financial Powers as per CPWD Works Manual
2. Estimate costing more than one crore.	As per delegation of powers to Development Commissioner/ Administrator subject to recommendation of Works Committee failing which by General Standing Committee.	SE/CE- of PWD- upto financial limit for which delegation of Financial Powers as per CPWD Works Manual

5. Measurement and check-measurement of works executed by Gram Panchayat and District Panchayat - (1) The authorities competent to measure and check-measure all works done or materials supplied whether by contract or by departmental agency shall be as specified in the table below:—

THE TABLE

Name of Panchayat	Measuring Officer	Check-measuring Officer
(1)	(2)	(3)
1. All public works (original, maintenance and electrical works) of Gram Panchayat	JE & Elected Ward Member of the respective Gram Panchayat	EO (RE) and Sarpanch
2. All public works (original, maintenance and electrical works) of District Panchayat	JE & Elected Member of the respective District Panchayat Ward	AE/EE of respective District Panchayat subject to recommendation of the Works Committee failing which by General Standing Committee.

6. Authorities competent to pass excesses over original estimates - The Authorities competent to pass excesses over original estimates shall be, as per the delegation of powers by CPWD works manual.

7. Mode of conditions of Contracts —

The mode and condition of contract for works to be executed by the Gram Panchayat and District Panchayat shall be the same as per CPWD works manual.

8. Tender Procedure —

The tender procedure including acceptance of tender till award of work shall be the same as per CPWD works manual.

9. Power to entrust the works without Tender —

The powers to entrust the works without tender shall be the same as per CPWD works manual.

10. Preparation and passing bills for payment —

10.1 Preparation and passing of bill

(a) The contractor shall prepare the bill in the forms, as prescribed under CPWD Manual, as applicable in each case, for the work done by him and submit the same to the Junior Engineer.

(b) Before the bill of a contractor/supplier is passed, the entries in the Measurement Book relating to the description and quantities of work/supplies should be scrutinized by the Officers as mentioned in Rule 5 of these rules, including calculations of "Contents or

Area" be checked arithmetically by them. The bill should then be checked by account section and passed & paid by the Gram Panchayat/District Panchayat with the prior approval of the Authority, competent to pass the bill.

10.2 Payment of bill

(a) Part rates

Full rates, as per agreement/supply order shall be allowed only if the work or supply has been accepted as of required quality and specification. If the contract is determined, or an on account payment is to be made when the contract is to run, a part rate as considered reasonable shall be allowed with due regard to the work remaining to be done and general terms of the agreement, and after getting the part rate statement approved from the bill passing authority.

(b) Payment for supply

In case of supplies, the payment shall not be permissible until the stores have been received, examined and accepted. In case payment has been permitted on production of despatch documents etc. the payment should be treated as advance against the final settlement on receipt, examination and acceptance of the stores.

(c) Recoveries for stipulated issue of materials

In case of contract for completed items of work with stipulation of supply of materials of specified description, necessary recoveries on account of the cost of the materials supplied to him from Panchayat stores, and actually measured (including wastage

wherever applicable) and billed, shall be effected from each bill at the recovery rates fixed for the purpose.

10.3 Forms of Bill for payment and vouchers

The authorized forms of bill to be used for payment of contractors/suppliers and their utility shall be the same, as prescribed in the CPWD Manual.

10.4 Authorities to pass the bills

The authorities empowered to pass the bills after observing the required test checks by the Officers etc as mentioned in Rule 5 of these rules, shall be as notified by the Administrator from time to time.

10.5 Payment for work done

Payment for work done or supplies made on running account should be made periodically on submission of the bill by the contractor/supplier.

11. Documents of Accounts

Documents of accounts and account procedure for the works shall be the same, as prescribed under CPWD Works Manual.

12. Transparent execution of works.- (1) All works executed by the respective Panchayats shall be placed before the Gram Panchayat and District Panchayat, as the case may be.

(2) A display board on each work exceeding rupees three lakh executed by the Contractor or otherwise in Gram Panchayat or District Panchayat, as the case may be, shall be placed at the work site by the Contractor or the Executor executing the works at his cost as part of the work contracted with the following details:- (a) Name of the Scheme; (b) Name of the work (including year of sanction); (c) Estimated value; (d) Name of the contractor; (e) Date of commencement of work and (f) Stipulated date of completion of work.

13. Miscellaneous. – The procedure for preparation of estimates and execution of works which are not covered by the above provisions shall be same as contained in the CPWD Works Manual and CPWD Code.

By Order and in the name of the
Administrator of Daman & Diu



(Prashant Kumar)
Dy. Secretary (PRI)