

# Right to Information Act, 2005

## Manual III & IV

THE PROCEDURE FOLLOWED IN THE DECISION  
MAKING PROCESS, INCLUDING CHANNELS OF  
SUPERVISION AND ACCOUNTABILITY

&

THE NORMS SET BY IT FOR DISCHARGE OF ITS  
FUNCTIONS



GOVERNMENT OF ASSAM  
ASSAM PUBLIC HEALTH ENGINEERING DEPARTMENT

**Procedures for decision making process and norms for discharging various functions**

1.1 Works:

In discharging the functions under the two sectors by two Chief Engineer (PHE)s, APHED is to follow certain norms, rules & procedures as prescribed in “Assam PWD Accounts Code”, “Assam PWD Manual”, “Delegation of Financial Power – 2000”, “Assam Financial Rules” and various Govt. office memorandum, circulars and notifications issued from time to time.

All administrative and policy making decisions are taken at the Governmental level after obtaining approval of the minister in-charge.

Technical clearance of all the schemes is accorded through State Level Committee Meetings.

Administrative approval is accorded by the administrative unit of the Department after getting concurrence of Planning & Development and Finance Departments.

The estimate of original works are sent to C. E. (PHE) through concerned S. E. (PHE) of the circle and the concerned A. C. E. (PHE) of the zone for countersignature and onward transmission to Govt. in PHED for obtaining Administrative Approval of the department or from concerned Administrative Department as per budget provision.

In case of works financed by Government of India, proposal and DPR are sent to the concerned Ministry of GoI for necessary approval of DPR with financial sanction etc. as required, as per norms and guidelines issued by the respective Ministry of GoI.

In case of repairing & maintenance works, there is no need for administrative approval. The technical sanction is given by Executive Engineer (PHE) as per budget provision and delegated financial powers vested upon him. However, the Chief Engineer (PHE) has to accord Technical Sanction for all works under Plan which is original in nature.

The delegated powers for according technical sanction for different level of PHE Engineers are as follows as per DFP Rules, 2000, of Govt. of Assam.

Sl No.	Nature of Power	Authority	Extent of power
1	Technical sanction to original works and special repairs (exclusive of departmental charges)	Chief Engineer (PHE)	Full Power
		Additional Chief Engineer (PHE)	Upto Rs. 50.00 lakh
		Superintending Engineer (PHE)	Upto Rs. 20.00 lakh
		Executive Engineer (PHE)	Upto Rs. 5.00 lakh
2	Technical sanction to repairs	Executive Engineer (PHE)	Up to the limit of the budget allocation made by the respective Chief Engineer (PHE) for the given financial year

After sanction of estimate by competent authority, receipt of Administrative Approval and allocation of fund, Tenders / Bids are called for execution of the works.

Invitations for Tenders / Bids are made with wide publicity by notification through newspapers etc. Bids / Tenders are prepared on F2 forms of tender.

Bids are evaluated and placed under disposal of Tender Committee / competent authority at various levels from Division / Sub-division level to Govt. level for award of works with recommendation of Bid Evaluation Committee.

The delegated powers as conferred upon under DFP Rules, 2000 of Govt. of Assam for different level of PHE Engineers are as follows as follows:

Sl No.	Authority	Work Value
1	Tender Committee	Beyond Rs. 300.00 lakh
2	Chief Engineer (PHE) with approval of Commissioner / Secretary	Rs. 100.00 lakh to Rs. 300.00 lakh
3	Chief Engineer (PHE)	Upto Rs. 100.00 lakh
4	Additional Chief Engineer (PHE)	Upto Rs. 50.00 lakh
5	Superintending Engineer (PHE)	Upto Rs. 20.00 lakh
6	Executive Engineer (PHE)	Upto Rs. 5.00 lakh
7	Assistant Executive Engineer (PHE)	Upto Rs. 1.00 lakh

After finalisation of bidder and bid and on recommendation of Tender Committee or by authority as given to PHE Engineers under APWD Code / DFP Rules, 2000 of GoA, order for acceptance of works are issued by Chief Engineer (PHE) / Additional Chief Engineer (PHE) / superintending Engineer (PHE) / Executive Engineer (PHE) / Assistant Executive engineer (PHE), as the case may be, to the contractor for signing the tender in pursuant to respective bidding documents on which the contractor offered his bid, within a stipulated time, preferably within 5 to 7 days.

## 1.2 Commencement of works

The formal work order for commencement of works are issued with approved plan and drawings to contractors on successful & due compliance with requirements as per bidding documents & after signing of tender within stipulated period as mentioned on letter of acceptance /

preliminary work order by competent authorities like Chief Engineer (PHE) / Additional Chief Engineer (PHE) / superintending Engineer (PHE) / Executive engineer (PHE) / Assistant Executive Engineer (PHE). The Executive Engineer or his authorised representatives like A.E. (PHE) / J.E. (PHE) under control of the sub-division hand over the site of work to the contractor after issuance of formal work order.

The contractor submit work plan and information on mobilisation of his men, materials & machineries to site of work which was already handed over to him by the department. The contractor shall start work on order of the Executive Engineer (PHE) or his authorised representatives as mentioned above after recording initial profile / measurement by A.E. (PHE) / J.E. (PHE) of the sub- division entrusted with the works and after due check measurement done and recorded in Measurement Book (MB) by A. E. E. (PHE) and E. E. (PHE) as per norms mentioned in Rule 376 of APWD Code / Assam Financial Rule 312.

### 1.3 Measurement of works & payment for works

As actual measurement form basis for practically every payment made in Assam Public Health Engineering Department, their importance has been emphasised from time to time and it has been impressed upon disbursing officer that it is not permissible to allow relaxation on the check measurements. It is not, however, intended that a large number of check measurement of any work is to be taken, but the bills prepared by different subordinates should be chosen at random. In important cases the measurement should be taken & bills should be prepared by A.E.E. (PHE) themselves. It is equally imperative that divisional officers should exercise a test check of recorded measurements. A note of such check measurement should be entered in the MB.

The following rules are prescribed laying down the minimum of check to be exercised:

1. Assistant Executive Engineer (PHE) should take measurement and prepare 10% of bills.
2. Assistant Executive Engineer (PHE) should make check measurements of 20% of bills prepared by A.E. (PHE) / J.E. (PHE)
3. Executive Engineer should make 7% check measurement before payment of the bills.
4. 10% of entries on MB should be checked by the Accounts Officer at least once a year.

Works are executed under direct supervision of A.E. (PHE) / J.E. (PHE) entrusted with the work and regular checking, testing by A.E.E. (PHE) & E. E. (PHE) should be done for quality control for soundness & perfection of works as per design, standard and specifications as laid down on relevant codes. Periodical check & monitoring by S.E. (PHE) and other higher officials up to C.E. (PHE) of the department is made, as & when required for right implementation of a work.

Progress of works is recorded and monitored by department at higher level for quality works without 'time over run' and 'cost over run'.

Bills to contractor are prepared by A.E. (PHE) / J.E. (PHE) in accordance with entries in MB relating to the description and quantities of work or supplies, which is scrutinised by A.E.E. (PHE) of the subdivision. The calculation of 'content or area' should be checked arithmetically under his supervision. The bills are prepared from recorded measurement in one of the forms prescribed under paragraphs 363 to 374 of APWD accounts code as applicable. Subsequently, the A.E.E. (PHE) should compare the quantities in the bill with those recorded in the MB to see that all the rates are correctly entered, calculations have been checked and then forward the bills to divisional office for payment.

The bills are thoroughly checked for quantities & rate with respect to tender and sanctioned estimate at division office by following technical and financial rules & procedures. The memorandum of payment with

necessary recovery for tax payable and any due recovery to be made from the contractor and pay order etc. are made as per availability of fund / FOC under disposal of the E. E. (PHE), which is made available by Govt. from time to time on demand by Divisional Accounts Officer & his Assistant Accountants / Auditors etc.

Finally the bill is made ready for payment and sent for passing by E. E. (PHE).

After passing the bills by E. E. (PHE), cheques are drawn by deducting all dues, taxes, revenue from the contractor to the works and the cheque is sent to Bank for payment through treasury.

The treasury, after checking the admissibility of the cheque as per fund made available by Govt. against the work, issues final pay order to the payee from Bank

The Bank issues payment under instructions from treasury.

The record of quality control maintained for each works & performed by A.E. (PHE) / J.E. (PHE) is required to be test-checked by A.E.E. (PHE), E.E. (PHE), S.E. (PHE) at 80%, 20% and 10% respectively.

#### **1.4 Audit and maintenance of record**

After payment, bills / vouchers are kept for verification and audit by audit party generally deputed from O/o the A. G. (Audit), Assam, Guwahati, every year / two years for test-checking of payment vouchers, accounts, record of recovery, taxes and Govt. dues / deductions from bill etc. in pursuant to Govt. rules and Orders in force. All observations and queries raised in connection with overpayment, irregular payment, undue delay of work, including position and status of all employees, T & P and Stock materials etc. under each division then intimated to Executive Engineer by the Audit Party as he is for maintaining proper records and accounts of Govt. money expended. The results of audit are communicated to the E.E. (PHE) in the form of Audit Notes, objection statement, inspection reports, letters or memorandum. This should receive prompt attention vide paragraph 148 of APWD Code which says 'Every

Government servant, entrusted with duty of making payments on behalf of Government, should attend promptly to all objections and orders communicated to him by comptroller, either direct or through treasury officer, by letters, audit memoranda etc. and returned the audit memoranda or reply to objections within a fortnight, or send letter explaining the cause of delay’.

Objection statement and instruction reports should be returned through the S.E. (PHE) after the E.E. (PHE) has recorded his replies thereon. The S. E. (PHE) will pass order in respect of matters which he is competent to deal with and finally record his remarks (with a note of the action taken) on all other points before returning the documents to the comptroller.

#### 1.5 Materials in books of accounts

Some article like pipes, cement, steel, GCI sheet etc. are purchased and stored in the Division and Sub-Division Stores under stock A/c of the division or at site A/c for immediate issue to work by charging the amount on the cost of estimate. The Accounts are maintained by A.E. (PHE) / J.E. (PHE) in charge of store or section. The A.E.E. (PHE) shall verify the store in full once a year and E.E. (PHE) shall verify annually 10% of all stores within three months prior to the date of submission of stock and T & P returns.