

GOVERNMENT OF KERALA

Finance (Expenditure-B) Department

CIRCULAR

No.7/2001 Fin.

Dated, Thiruvananthapuram, 5th February, 2001

Sub: - Works entrusted with Government Departments—Implementation without proper Authorization and provision for funds –Instructions Issued.

According to Article 163 KFC Vol. 1 the term works covers not only works of construction and repair of buildings, roads. Irrigation projects etc. but also the manufacture, supply, carriage and repair of tools and plant other stores required in connection with works of constructions and repair. It is laid down in Article 173 (a) KFC Vol. 1 no work may be started before a proper estimate for it has been prepared and sanctioned by the competent authority unless it is so started strictly in accordance with a special order of the Government or some specific provisions of the said Code or departmental rules.

According to the provision of Para 15.2.2 of P W D Manual before inviting tenders for a work there should be Administrative Sanction. Technical Sanction and ample provision for funds in the Budget for the work. As per Para 69 Chapter 11 of P. W. D Code except for petty works and repairs a detailed estimate must be prepared for every work proposed to be carried out. According to Para 10.3 of P.W.D Manual the detailed estimate has to be prepared on the basis of detailed designs and specifications for the work study of site conditions, source of supply and cost of different materials, cost of labor, the hire charges of tools and plant etc. etc. It is also laid down that proper care should be bestowed on the preparation of detailed estimate so that it reflects as faithfully as possible the cost of work as can be foreseen at that time.

These conditions are very important because violations of any of these conditions will delay the work. A work which has been started and delayed during the course of execution is a liability to Government and it causes immense difficulties to the public owing to incompleteness of the work. A work which is started without sufficient provision of funds often leads to cost escalation and time over run.

It has come to the notice of Government that in many cases works are awarded without proper authority and sufficient funds for the execution of the work. The powers designed to an authority subordinate to Government to sanction expenditure on works is often used to issue sanction in such a way to avoid the necessary for obtaining sanction from higher authority by preparing a low cost estimate and sanctioning work in installments a group of connected works or alterations the total cost of which will exceed the amount the authority is empowered to sanction. Similarly percentage excess can be allowed over estimate. If found necessary. As per the delegation of powers. But when

each and every officer exercises his power on a single estimate the total amount exceeds the delegation of powers of all officers causing huge increase in the original estimate. All these tendencies have to be curbed. Hence the following instructions are issued for strict compliance of all officer concerned.

Delegated powers should be used wisely and carefully. It cannot and should not be a weapon for implementing of work in piece meal to avoid sanctions from higher authorities. No work may be started before a proper estimate for it has been prepared and sanctioned by the competent authority. Unless it is so started strictly in accordance with a special order of Government or some specific codal provisions or departmental rules. The nature and date of sanction should be clearly recorded in the bills relating to the work. It is the responsibility of the implementing officer and officer who is passing the bills for the work to see that the respective work is executed under written orders of competent authority. They should also check and ensure that a tender should be preceded by an Administrative Sanction and Technical Sanction from competent authority and sufficient funds are provided in the Budget for the respective work. In the case of work which is taken up without satisfying these basic conditions all the executing officers and officers responsible for passing the bills for the work will be personally held responsible and strict action will be taken against them. Any loss caused to Government on account of such irresponsible execution of work will be recovered from those officers who are responsible for execution and passing the bills for the respective work.

To

The Principal Accountant General (Audit) Kerala, Thiruvananthapuram
The Accountant General (A & E) Kerala, Thiruvananthapuram
All Heads of Departments and Offices
All Departments and sections of the Secretaries
The Secretary, Kerala Public Service Commission Thiruvananthapuram (with C.L)
The General Manager, Kerala State Road Transport Corporation
Thiruvananthapuram (with C.L)
The Registrar of High Court Erankulam (with C.L)
The Registrar University of Kerala Cochin Calicut Mahatma Gandhi Kannur Sanskrit
(With cover letter)
The Registrar Kerala lok Ayukta Keshavadasapuram, Thiruvananthapuram
The Registrar Kerala Agricultural University, Mannuthi
The Secretary, ombudsman, Thiruvananthapuram
The Advocate General, Erankulam (with C & L)
The Secretary, Kerala State Electricity Board, Thiruvananthapuram, (with C.L)
All Principal Secretaries Secretaries / Special Secretaries/Additional Secretaries/joint
Secretaries Deputy Secretaries under Secretaries to Government
The Secretary to Governor, Raj Bhavan
The P S to the Speaker of the Legislative Assembly
The Additional Secretary to the Chief Secretary