

RULES FOR SOIL CONSERVATION SCHEMES

The Following Rules & Procedures Apply For Soil Conservation Schemes

- 1 Soil Conservation included construction of bunds, drainage trenches, Watt-bunds, outlets, land leveling, Bench terracing etc. etc.
- 2 The Sub Divisional Soil Conservation Officer will function as the Drawing and Disbursing and collecting officer. He will, in addition, prepare plans and estimates of Soil Conservation projects being a technical officer.
- 3 The Divisional Soil Conservation Officer will be the Controlling Officer. He is a technical officer and will accord technical sanction to the plans and estimates prepared by the Sub Divisional Soil Conservation Officer, upto a sum of Rs. 50,000/- in each case.
- 4 Chief Conservator of Soils, Punjab will be overall incharge of the Soil Conservation works programme in the State. He would also accord technical sanction for plans and estimates of Soil Conservation project up to any amount each case. Financial Sanction for scheme which cost more than Rs. 15,00,000/- would be submitted to Government for approval.
- 5 Soil Conservation Officer will be incharge of some centres and they work under the guidance and general supervision of Sub Divisional Soil Conservation Officer. They will carry on the scheme as technically approved by competent authority, supervise the work make payments on first and final bill forms.
- 6 Soil Conservation Officer will be assisted by the Agricultural Sub-Inspector/ Surveyor and certain portion of the centre under their charge will be allotted to each of them. Then Agricultural Sub Inspector / Surveyor will survey the scheme. Measurement books by giving complete details about the work, location etc. etc. and write first and final bills.
- 7 The labourers will be engaged on piece-work system i.e. the labourers will be required to carry out earth work at the particular rate per 1000cft. These rates will be generally at par with the rated prevailing in the villages. These rates will be duly approved the Chief Conservator of Soils, Punjab. Each year, a schedule of rates will be prepared and before an approval is given, the Chief Conservator of Soils, Punjab should satisfy himself that these rates are not higher than the P.W.D. schedule of rates for similar items of works in that region. Copy of the approved schedule of rates should be sent to the Accountant General, Punjab for audit purposes.
- 8 The Agriculture Sub-inspector/ Surveyor will prepare the first and final bill.
- 9 The percentage of check to be carried out by the officers of the Soil Conservation Wing is as follows:-
 - i) The Soil Conservation Officer should check at least 25% of the measurement.

- ii) The Sub Divisional Soil Conservation Officer should check at least 10% of the measurement monthly.
- iii) Divisional Soil Conservation Officer should check 2½% of the measurement.

In the case of Soil Conservation Officer the percentage check to be carried out by them should in respect of each payment made by them on 1st and final bill. They should exercise the check before the actual payment is made by them

The 10% check to be carried out by Sub Divisional Soil Conservation Officer should be in respect of the amount of work done and paid for in the sub-division in a month. For instance if the total expenditure on Soil Conservation work in sub-division (incharge of an Sub Divisional Soil Conservation Officer) is to be Rs. 10,0000/-. The check to be exercised by the Sub Divisional Soil Conservation Officer should be aggregate to Rs. 1,000/- worth measurement recorded and paid for the sub-division during the month.

The check may be exercised by them even after the payment is made for the work. Only in respect of bills costing Rs. 2,000/- or more. Pre-check to the extent of 10% has necessarily to be carried out before the payment is made. It may be mentioned in this connection that there should be only on bill on a work during the period of forth night.

In the case of Divisional Soil Conservation Officer, the percentage check to be exercised by them should aggregate to the 2½% in respect of the Soil Conservation Work done and paid for in their division. The check should be carried out within three months of the date of the payment by the Soil Conservation Officer.

- 10 Complete record of accounts will be maintained by the Sub Divisional Soil Conservation Officer in the cash book and the accounts bill be audited by the Accountant General, Punjab. The forms that will be used for maintaining the accounts of Soil Conservation Schemes are detailed below:-

Sr. No.	No. Item	Particulars of forms
1.	2.	3.
1.	D.F.R. (P.W.) 1	Memo. Of the review of Registers etc.
2.	D.F.R. (P.W.) 1	Half yearly balance return of stock
3.	D.F.R. (P.W.) 12	Account of receipts of tool and plants
4.	D.F.R. (P.W.) 13	Account of issues of tools and plants
5.	D.F.R. (P.W.) 14	Yearly register of tools and plants
6.	D.F.R. (P.W.) 18	Muster Roll Part I nominal roll
7.	D.F.R. (P.W.) 18	Muster Roll Part II Register of Arrear of wages due to work people.
8.	D.F.R. (P.W.) 19	Casual labour roll.
9.	D.F.R. (P.W.) 20	Measurement books.
10.	D.F.R. (P.W.) 21	Register of measurement book Part I for ordinarily measurement books
11.	D.F.R. (P.W.) 21	Register of measurement book Part II for Standard measurement books
12.	D.F.R. (P.W.) 22	First and final bill.

13.	D.F.R. (P.W.) 26	Hand receipt
14.	D.F.R. (P.W.) 29	Pay bill of work charged establishment.
15.	D.F.R. (P.W.) 34	Works slip.
16.	D.F.R. (P.W.) 44	Consolidated Treasury receipt.
17.	D.F.R. (P.W.) 45	Report of stores.
18.	D.F.R. (P.W.) 42	Register of miscellaneous recoveries.
19.	D.F.R. suitable form	Abstract of payment for daily labour register of bills.