

Department of Soil and Water Conservation, Punjab
Works Manual

Following procedures in addition to all other rules and regulations already provided elsewhere, if any must be followed for execution of departmental works under various schemes:

A. General

1. Irrespective of any scheme/work, wherever collection of beneficiary share is involved, it has to be mandatorily deposited with Divisional office after approval of the estimates. No private individual/company/dealer is authorized to collect beneficiary share on behalf of this department.
2. Farmer shall have to submit an undertaking that they shall deposit beneficiary share immediately upon approval of estimate or upon receipt of communication from Divisional office regarding the same. This undertaking shall be a part of the estimates to be sent for sanction.
3. The Divisional office shall issue a proper receipt of beneficiary share deposited to the farmer/s.
4. Labour cess @1% must be levied on all works executed by the department. The amount so collected shall be deposited with the Building and Construction Workers Welfare Board on monthly basis.
5. Only the Co-operative Labour and Construction Societies as per Punjab Government instructions and contractors enlisted with the department are eligible to execute works in the department.
6. Separate ledgers must be maintained at Divisional and Sub Divisional levels for different schemes.
7. In case of Deposit Works of third party, expenses as incurred on actual basis for preparation of plans, estimates and survey etc. shall have to be incorporated in the estimate.
8. Tendering Committee must be formed at each divisional level. The Divisional Soil Conservation Officer (DSCO) shall be convener of this committee and should comprise of atleast one Sub Divisional Soil Conservation Officer (SDSCO), one Soil Conservation Officer (SCO), one Head Draftsman(HDM)/Draftsman(DM) and representative of accounts branch. The SDSCO and SCO under whose jurisdiction work is to be executed shall also be part of committee either as permanent member or as invitees. In case of any particular officer not being posted in the Division, the DSCO may replace with another member under intimation to the office of CCS
9. Any provision given in any statutory rules of the department and non-complaint with this Works Manual shall take precedence over any provision of this manual.

B. Preparation of Estimates

1. All estimates must adhere to scheme guidelines, approved action plan and Instructions issued by the Government and the Department from time to time. The responsibility of technical correctness of the estimate shall lie with the concerned DSCO.
2. The Project Report of each work shall necessarily be part of each detailed estimate and has to be prepared by Department officers/officials. The Project report should clearly state objectives of project, scheme under which project is proposed, estimated cost of project, project area, beneficiary share and subsidy break-up, as the case may be, pre and post project status, intended tangible and in-tangible benefits.
3. The estimate should be complete and as comprehensive as possible and should be supported by detailed lay-out and drawings, drawings and/or specifications for the various components of work involved, etc., as applicable. The estimate should give broad details for each item of the work involved. The estimate should be based on the rates provided in the applicable Schedule of Rates, tender rates, Controller of Stores rates, and by analyzed market rates for remaining/non schedule items.
4. Necessary details in support of the lump-sum provisions made in the estimate, if any may be provided. A brief note on the difficulties, if any, which are likely to be encountered during the execution stage, may be provided.
5. Where detailed survey of the site are required to be undertaken before proceeding with the main project, the expenditure on these items should form part of the main project.
6. Lay-out of underground pipeline should be designed in such a way that it covers maximum area with shorter length of pipeline. Laying of pipes to each individual farmer field may be avoided.
7. The estimates should necessarily incorporate the cost of obtaining various sanctions/permissions in the cost abstract. Consultation may be held with concerned departments for arriving at estimated cost of such permission.
8. No estimate, irrespective of value shall be sent by the Sub Division /Division /Circle office directly to any third party. In case of urgency of work or any other circumstances, where the estimate is required to be submitted to a third party, written approval from CCS shall be obtained.
9. Underground pipeline projects from canal outlets shall have to be prepared on the basis of chak plans prepared by Irrigation Department.
10. In case of community projects, consent of all stakeholders is necessary and shall be a part of detailed estimate. Self declaration forms wherever necessary are to be attached in estimates.

11. Approved action plan/ guidelines/ instructions for executing work have to be part of detailed estimate.
12. Deviations that significantly alter the scope of work from the original sanction should not be made without the approval of the competent authority that accorded approval to the work, even though the cost of the same may remain same or can be covered by savings on other items.
13. In case change/alteration is required in sanctioned estimate, which does not exceed the amount sanctioned earlier and does not alter the scope of work, a revised estimate shall have to be prepared and concerned Conservator of Soils shall be competent authority to sanction such revised plans. All revised estimates shall state reasons and justification for the same.
14. No supplementary estimate shall be sanctioned as a matter of routine. However, if any development/work/item that is thought necessary while a work is in progress, and which is not fairly contingent on the proper execution of the work as first sanctioned, may be covered by a supplementary estimate. This estimate must be accompanied by a full report of the circumstances that render a supplementary estimate necessary. The abstract must show the amount of the original estimate and the total of the sanction required including the supplementary amount. The authority which sanctioned the original estimate shall be competent to approve supplementary estimate, only if the total cost of work (original plus supplementary) does not exceed its technical sanction powers.

C. Execution of Work

1. Open tenders through Govt of Punjab's online e-tendering portal shall have to be called for all works costing Rupees Five lakhs and above. Any DSCO not following this, shall be deemed to be flouting the norms and shall be dealt with accordingly.
2. If any item of the sanctioned estimate is to be brought under Rate Contract approved by Controller of Stores, the cost of that may be excluded while calculating the amount to be tendered.
3. In case the work is executed by other agency/contractor, the responsibility of handing over site clear of all hindrances lies with the department. The Sub Divisional Soil Conservation Officer shall nominate site incharge of each project in writing.
4. Obtaining of any kind of permissions/ sanctions for Road, Railway, Forest, Pipeline, Canal, Drain crossing etc is the responsibility of this department and shall have to be applied/obtained by the concerned Divisional office before commencement of work.
5. Electric connection wherever required for water pumping must be applied within 15 days of issuance of work order by concerned divisional officer.
6. Magnitude of work, actual site conditions, cropping season, permissions/sanctions required, foreseen challenges/obstructions may be kept in mind while fixing tenure

for completion of project in the work order so as to avoid unnecessary extensions. The work implementing agency/contractor may within 15 days of issuance of work order bring to notice of divisional officer, in case tenure mentioned is inappropriate, stating the actual circumstances justifying a longer tenure.

7. No works shall be commenced or liability thereon incurred in connection with it until:
 - a. necessary expenditure sanction has been accorded and allotment of funds made by the competent authority;
 - b. a properly detailed design has been duly sanctioned;
 - c. estimates containing the detailed specifications and quantities of various items have been prepared on the basis of the Common Schedule of Rates, Punjab
 - d. tenders invited and processed in accordance with the rules;
 - e. a Work Order has been issued.
8. On grounds of urgency or otherwise, if it becomes necessary to carry out a work or incur a liability under any circumstances when the provisions set out above cannot be complied with, the concerned divisional officer may do so on his own judgement and responsibility. Simultaneously, he should initiate action to obtain approval from the competent authority. However the funds shall be allotted if available, otherwise such liability would be treated as his personal liability.
9. In case of alteration of work such as change in alignment of pipeline or in case of any new additions in work, which are necessitated during execution of work revised or supplementary estimate as provided under Clause 'B' must be got sanctioned, before executing the altered/new work.
10. Extensions, if any granted to contractor for execution of work must be backed up with the necessary documentary proof.
11. Material at site (MAS) registers of work whether executed departmentally or through contractor must be maintained by site Incharge for each project separately.
12. Water User Associations/Societies must be formed for all community projects. These must be formed in consultation with local Panchayat and its office bearers elected within 15 days of issuance of work order.

D. Inspection of Works

1. It is incumbent upon the various officers concerned with the work, namely, the Conservator of Soils, Divisional Soil Conservation Officer, Sub Divisional Soil Conservation Officer, Soil Conservation Officer to inspect the works frequently to ensure that the works are in general being executed according to the design, drawings and laid down specifications.

2. The Conservator of Soils and Divisional Soil Conservation Officer should draw up a quarterly programme for regular inspection of all ongoing works in their respective jurisdiction.
3. Action taken report on the inspection note issued by an inspecting officer should be given by the concerned Sub Divisional Soil Conservation Officer within one month.
4. Inspection Register at every project shall have to be maintained by Site incharge. It shall be his responsibility to ensure that comments of inspecting officers are duly recorded in it.
5. All the officers shall ensure issue of inspection notes/ instructions after their inspection. These may be issued by way of recording the instructions in the Inspection Register at site, or by issue of inspection notes, a copy of which is required to be pasted in the Inspection Register.
6. Samples shall have to be drawn randomly from the projects during execution and got tested from authorized agencies. The samples can be drawn by Soil Conservation Officer/Sub Divisional Soil Conservation Officer in presence of contractor/vendor or authorized representative. Inspecting officers can also draw samples for testing in presence of contractor or his authorized representative.
7. The soil conservation officer shall also regularly visit all the project sites wherein work has been completed and note any grievance or suggestion of project beneficiaries and bring it to the notice of his superiors as soon as possible.

E. Monitoring of Projects

1. The agency/contractor executing the work shall submit project-wise monthly progress report checked by respective soil conservation officer of all works to the concerned Division. Similar month wise report of Circle and State level shall also be required to be submitted to Conservator of Soils and Chief Conservator of Soils respectively.
2. All projects of Rs. 25 lakh and above should be compulsorily video-graphed and photographed at various stages of implementation. This may also be carried out for other important works irrespective of their cost for the benefit of record keeping. The beneficiary views may also be recorded or noted down at important stages of work execution.

F. Miscellaneous

1. Payment of Secured advance for material at site or payments on running bills measured or not, must not exceed the stipulated tender conditions.
2. Measurement of works as per Soil Conservation Scheme rules must be followed by all officers.

3. All the Measurement Books belonging to a Division, should be numbered serially. A register should be maintained showing the serial number of each book, on receipt, Sub-Division to which it is issued, the date of issue, date of its return to the Divisional Office. A similar register should be maintained in the Sub-Divisional Office showing the names of persons, i.e. Soil Conservation Officers, to whom the Measurement Books have been issued.
4. When a Soil Conservation Officer is transferred he should hand over the Measurement Books issued to him, to his successor and these should be shown as received back from him and re-issued to the relieving Officer. The transfer should also be recorded in the Measurement Book after the last entry in each book under dated signature of the Relieving Officer and Relieved Officer. This shall be responsibility of the concerned SDSCO to ensure that this instruction is followed in each case without fail.
 - a. All measurements should be recorded neatly in the Measurement Book. The signature of the contractor or his authorised representative should be obtained in the Measurement Book for each set of measurements.
 - b. The Soil Conservation Officer shall give 3 days' notice to the contractor who has executed the work. If the contractor fails to attend at the measurements after such notice or fails to countersign or to record objection within a week from the date of measurement, then the measurements recorded in his absence by the Soil Conservation Officer or by the subordinate deputed by him as the case may be, shall be deemed to have been accepted by the contractor.

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Dharminder Sharma, IFS
Chief Conservator of Soils,
Punjab

No...../ Dated.....

A copy is forwarded to the following for information and necessary action:-

1. All Conservator of Soils
2. All Divisional Soil Conservation Officers

DSCO (Engg)
O/o Chief Conservator of Soils,
Punjab