

HARYANA GOVERNMENT

RULES AND PROCEDURE

FOR

SOIL CONSERVATION WORKS

1988

DEPARTMENT OF AGRICULTURE
HARYANA

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RULES AND PROCEDURE FOR SOIL CONSERVATION WORKS

CHAPTER-I

1. (i) These rules may be called the Rules and procedure for Soil Conservation Works, 1988. Short Title
- (ii) They shall come into force with immediate effect.

CHAPTER-II

2. In these rules, unless the context otherwise requires: - Definitions
- (i) 'Piece Worker' means a labour nominated as a group leader by a group of labourers.
- (ii) 'Form' means a form appended to these rules.
- (iii) 'Deputy Commissioner' means the officer appointed to be the Deputy Commissioner of district.
- (iv) 'Work' means any work of public utility constructed, erected or carried out under these rules.
- (v) 'Original Works' means all new constructions whether entirely new works or additions and alternations to the existing works.
- (vi) 'Repair Works' means works undertaken to maintain in proper condition all works carried out earlier under various schemes of the department.
- (vii) 'Major Works' means the works with cost exceeding Rs. 20,000/-.
- (viii) 'Minor Works' means such works the cost of which does not exceed Rs. 20,000/-.
- (ix) 'Administrative Approval' means the formal acceptance by the administrative department of the proposal for incurring any expenditure on a work initiated by or connected with

the requirement of the department.

- (x) 'Technical Sanction' means the order of the competent authority sanctioning a properly detailed estimate of the cost of a work of construction or repair proposed to be carried out in the department. As per adoption the administrative sanction and the technical sanction can be combined if the competent authority in both the cases is the same. 'Financial sanction' means an appropriation of funds by the Administrative Department to the subordinate authority for certain works with concurrence of the Finance Department. This sanction can be a sanction in the shape of administrative approval if the amount stands appropriated by the Finance Department.
- (xi) 'Earnest Money' means the amount deposited by the contractors or suppliers when they tender for any work or for supply of material, to stand as a security liable to be forfeited in the event of breach of contract or supply order.
- (xii) 'Measurement Book' means a book used for recording measurements of various works done and supplies made for the purpose of payment against such works and supplies.
- (xiii) 'Muster Roll' means a roll used for payment to daily paid labour engaged departmentally, recording therein attendance of labour, progress of work done and acknowledgement of payees.
- (xiv) 'Check Measurement Book' means a measurement book used and maintained by various officials for recording entries of work done for the purposes of checking measurements.
- (xv) 'Contractor Ledger' means a book which contains all entries in respect of all works executed by the contractor indicating therein payment account.
- (xvi) 'Work Order' means an order in writing in the prescribed form to a contractor or a supplier for undertaking a particular work without any limitation of time for its completion and without specifying the quantum of work.
- (xvii) 'Detailed Estimate' means the estimate proposed on

basis of detailed measurements likely to be involved in the work.

- (xviii) 'Security' means an amount deducted at source or from the payment of the bill being made to a contractor against work done or supplies made at a fixed percentage basis, to form a security against the completion of work according to design and the specification.
- (xix) 'Daily Labour Report' means a report prepared in prescribed form in respect of labourers employed on muster roll.
- (xx) 'Running Payment' means a payment made in a running account to a contractor in respect of work done or supplies made by him and duly measured, subject to final settlement.
- (xxi) 'Contractor or executing Agencies' means any person other than a government servant, duly enlisted by the department who offers rates to execute works under these rules.
- (xxii) 'Specification with reference to scheduled items' means P.W.D. specifications applicable to Haryana, as amended from time to time. With respect to non-scheduled items, 'specification' shall mean specifications as approved by the Director of Agriculture, Haryana from time to time.
- (xxiii) 'H.S.R.' means Haryana Schedule of Rates as applicable in the Public Works Department and ceiling premium approved by Zonal Committee from time to time.

Note:- (i) Any other term which is not defined under these rules shall have the same meaning as given in the P.W.D. Code.

- (ii) The words 'Divisional Soil Conservation Officer' wherever occurring in these rules, shall also include 'Project Officer' appointed under various soil conservation schemes.
- (iii) The words 'Assistant Soil Conservation Officer' wherever occurring in these rules, shall also include 'Assistant Project Officer' or 'Specialist Soil Conservation (Engineering)' appointed under various soil conservation scheme.

CHAPTER-III

- Soil Conservation Works.
3. Soil Conservation works include, among other things, works aimed at :-
- (i) Prevention of erosion of soil.
 - (ii) Preservation and improvement of soil.
 - (iii) Reclamation of alkali, saline and waste lands.
 - (iv) Improvement in the methods of cultivation, including dry land farming practices and extension of cultivation.
 - (v) Construction of earth and masonry works in fields, gullies and ravines.
 - (vi) Training of streams.
 - (vii) Planting and preservation of trees, shrubs and grass on uncultivable land or providing shelter-belts against wind or sand movement.
 - (viii) Improvement of water regime, including moisture conservation.
 - (ix) Water management, minor irrigation, farm ponds, water retention and detention structures, head water control and conservation drains.
 - (x) Farm drainage and other works incidental to, or connected with, any of the aforesaid purpose.
 - (xi) Any other works assigned to the soil conservation wing by the State Government or the department.

CHAPTER-IV

- Duties and responsibilities of Soil Conservation Staff.
4. For implementation of the soil conservation works, the procedure for execution, duties, responsibilities and powers for various functionaries would be as under:-
- (i) Each Agricultural Inspector/Surveyor will work under the supervision of Agricultural Development Officer/Sectional Officer. He shall carry out topographic survey and level

recording work before the work is undertaken. He will make arrangements for adequate strength of labour at economical rates within the sanctioned rates when a work is required to be done departmentally. He will supervise the actual execution of works and repairs in his center through the contractor or by daily paid labour and would be responsible for ensuring that the works are executed in accordance with plans and specifications approved by the competent authority. He will take measurement of works and record, in time, in the measurement books for payment purpose. He will maintain the 'Material at Site' account register and present it to all the Inspecting Officers on their visit.

- (ii) Each Agricultural Development Officer/Sectional Officer will be incharge of one or more than one centers. He will work under the guidance and general supervision of the Assistant Soil Conservation Officer incharge of a soil conservation sub division. He will carry out the work in accordance with the designs and prescribed specifications approved by the competent authority, with the help of Agricultural Inspectors/Surveyors working under him.
- (iii) The Assistant Soil Conservation Officer will function as the drawing & disbursing and collecting officer in respect of area specified under his charge. He being a technical officer, will prepare plans and estimates of soil conservation scheme/projects on the basis of rates given in common schedule of rates, hereinafter referred to as H.S.R. or fixed by the Director of Agriculture from time to time subject to the provision under rule 9.2.
- (iv) The Divisional Soil Conservation Officer/Project Officer working in soil conservation section will be the Controlling Officer of soil conservation Programme in his division. Being a technical officer, he will accord technical sanctions to the plans and estimates prepared by Assistant Soil Conservation Officer.
- (v) The Additional Director of Agriculture (Soil Conservation) Joint Director of Agriculture (Soil Conservation) will accord technical sanctions for plans and estimates of soil conservation project upto the financial limits prescribed hereinafter. He will exercise general supervision and

check over the works carried out throughout the State under these rules.

- (vi) The Director of Agriculture, being head of the department will be overall incharge of various soils conservation programmes implemented in the State.
- (vii) The Drawing Branch in each Division/Sub –division under the charge of Head Draftsman/Draftsman will be responsible for :-
 - (i) Preparation of drawings.
 - (ii) Preparation and scrutiny of estimates, contract documents etc.
 - (iii) Maintenance of accounts of survey and drawing instruments in a division.
 - (iv) Checking of dimensions of measurement recorded in Measurement books.
- (viii) The Accountant/Head Clerk in a sub-division/division shall be responsible for the proper maintenance of accounts. He will compile the accounts of the division/sub division in accordance with the rules and instructions issued from time to time. He shall see that expenditure is within the competency of Divisional-sub-Divisional Officer and within the budget grant and estimates sanctioned by the competent authority. He will be responsible for arithmetical check of all calculations entered in the measurement books and preparation of running bills and contingent bills.
- (ix) The Accounts Officer (Soil Conservation) will ensure proper maintenance of accounts in the soil conservation wing of the department. He will check the expenditure of works carried out throughout the State under these rules. He will carry out detailed check of central and stock register, site register, purchase and consumption accounts of materials and report to all concerned reg./Tlarly.

CHAPTER-V

5.1 Before framing rough estimate of a work or project, topographic survey of the project area will be done as accurately as possible so that the details estimate is not highly valued and may not affect the correctness of the design. The levels taken before the preparation of detailed estimate by the Surveyor/Agricultural Inspector shall be checked by officers as per the scale prescribed hereinafter.

Preparation of works estimates and check level

5.2 The prescribed scale of checking of levels shall be as under:-

Sr. No.	Name of the officer/official	Check percentage	Stage of checking
1.	2	3	4
1.	Agricultural Development Officer/Sectional Officer	25% of the total survey done by the Agricultural Inspector/Surveyor and 100% for the proposed embankment alignment.	Before submission of the the Asstt. Soil Conservation Officer
2.	Assistant Soil Conservation Officer	100% of the proposed alignment of earthen embankment and 20% of each of the other works costing more than Rs. 20,000/-.	Before submission of the works estimate to the Divisional Soil Conservation Officer for sanction.
3.	Divisional Soil Conservation Officer/Project Officer.	100% of the proposed alignment of major works exceeding Rs. One lakh.	Before estimates are submitted to higher authority.

Note: The Divisional Soil Conservation Officer/Project Officer shall over see the check measurement work done by the Assistant Soil Conservation Officers working under him and shall also check measure a portion of the check measurement done by the Assistant Soil Conservation Officers/Agricultural Development Officers/Sectional Officers to the extent considered necessary by him.

CHAPTER-VI

Minor Works (Earth Work Only)

6.1 The minor works will be executed by engaging labour on work measurement basis by employing individual labourers or a group labourers/piece workers.

Mode of execution.

Payment of bill 6.2 The payments shall, as far as possible, be drawn for disbursement to the labour after the completion of work. Before the bill payment is drawn, the Assistant Soil Conservation Officer shall satisfy himself that the work done against the bill has been completed in accordance with the design and specifications approved by the competent authority. The drawal of labour bill be based on the details of individual labourwise work turn-over furnished by the piece worker. For the purposes of drawal of labour payment, the bill may be prepared in the name of piece worker, whereas the payment shall be made to each labourer on the basis of details already furnished by the piece worker. The payment shall be made on the rates approved by the Director of Agriculture from time to time. Subject and the provision of rule 9.2.

Dressing Water ing and com- paction. 6.3 The arrangement for water, tractor, sheepfoot roller etc. shall be made by the piece worker himself or the same may be arranged departmentally at the cost of piece worker.

Check Measure ment of works. 6.4 Before the payment of the bill the Agricultural Development Officer/Sectional Officer shall check 25% of the quantity of work measured and recorded in the measurement book by Agricultural Inspector/Surveyor. The Assistant Soil Conservation Officer will check upto 20% of quantity of work measured and recorded in the measurement book. However, in respect of bills costing Rs. 10,000/-or more pre-check by the Assistant Soil Conservation Office to the extent of 20% will be necessary before the payment is drawn from treasury.

CHAPTER-VII

Major Works

Mode of execution 7.1 All major works shall be executed on competitive rates and on work order basis:

7.2 The Assistant Soil Conservation Officer shall prepare contract documents, including:-

- (i) A complete set of drawings showing the general dimensions of the proposed work and necessary details of the various parts.
- (ii) A complete specification of the work to be done and of the materials to be used unless reference can be made to some standard specification.

- (iii) A schedule of the quantities of various components of work.
- (iv) A set of conditions of contract to be compiled with by the contractor/executing agency whose tender may be accepted.
- (v) Detailed estimated of the work duly sanctioned by the competent authority.

7.3. After the works estimate is sanctioned by the competent authority, the Assistant Soil Conservation Officer shall invite sealed percentage rate tender specifying the quantities of work required to be executed alongwith costs on the basis of usual terms and conditions for the below noted various construction components of earth-fill embankments.

- (i) Excavations of earth.
- (ii) Laying earth as per specifications for compaction in 20cm layers and dressing.
- (iii) Watering the earth laid on 20cm. Layers, as per specification for compaction.
- (iv) Compaction of earth work with rolling.

7.4 Due publicity of the tender call notice shall be given by the Assistant Soil Conservation Officer and the following procedure shall be followed in this respect:-

Tender Notice

- (i) In case of works costing over Rs. 50,000/-, the N.I.T shall be advertised in the press both in vernacular and English, giving three weeks clear notice. To ensure the publication of the notice well in advance, the Assistant Soil Conservation Officer shall forward such notice to the Director, Public Relations, Haryana a further week in advance. Copy of all the tender call notice shall also be sent to all the Divisional Soil Conservation Officers in the State for being exhibited on the notice board.
- (ii) In case of works costing between Rs. 20,000/- and Rs. 50,000/-, the procedure to be adopted shall be the same as mentioned above with exception that the tender notice may not be advertised in the press. Two weeks clear notice shall however, be given. To ensure their exhibition in the offices of various divisions, the Assistant Soil Conservation

Officer concerned shall forward such notices to their divisions for days earlier. Thus, the date of issue of notice should be 18 days before the date of receipt of tenders

7.5 The tender form with terms and conditions shall be supplied by the Assistant Soil Conservation Officer concerned on payment of Rs. 10/-.

Tender Form

7.6 The amount of earnest money in the shape of bank draft /cash shall accompany the tender at the rate of two per cent of the cost of work tendered, subject, however, to a minimum of Rs. fifty. The earnest money shall be entered in the cash book and the amount will remain in chest till acceptance is received from the competent authority. As soon as a tender is accepted, the earnest money shall become part of the security of the contractor. All the earnest money received from the other tenderers shall be returned to the concerned parties against acknowledgement.

Earnest money

7.7 A security of 5% against the total work done shall be deducted from the payment of each bill of the party concerned. This security shall be deposited in the interest bearing securities in the post office duly hypothecated in the name of Divisional Soil Conservation Officer concerned. This will be released by the Assistant Soil Conservation Officer on the sanction of the Divisional Soil Conservation Officer after three months of the completion of the work at the time of final payment on the bill in case the prescribed period of three months after the completion has lapsed.

Security

7.8 The tenderers or their agents shall be required to deliver the tenders in person to the Assistant Soil Conservation Officer or sent it by registered post so as to reach him before or at the time of the opening of tender as advertised in the notice. All the tenders shall be opened by the Assistant Soil Conservation Officer in the presence of his Accountant and Draftsman and such of tenderers or their agents who may choose to be present on the occasion. The Assistant Soil Conservation Officer shall enter the particulars of each tender in the tender register along with rates quoted by the tenderers. The Accountant, Draftsman and contractors or their agents present at the time of opening the tender, shall put their signatures in the register and also on the tender. The Assistant Soil Conservation Officer shall then record his recommendation of the lowest tender in the registers. The Assistant Soil Conservation Officer shall follow the procedure given

Opening of Tender

below to avoid the original tender document being tempered with:-

- i) In case where the contractor has quoted rates in rupees and no paisa(e) is mentioned, the word 'only' shall invariably be added after the word 'Rupees' and correction shall be initialed and dated with suitable remarks at the end.
- ii) Where the contractor has omitted to quote the rates in figures or in words, the omission shall be recorded and initialed by the Assistant Soil Conservation Officer on the page concerned.
- iii) Normally no conditional tender shall be accepted and the officer receiving such tender shall reject it outright. However, where the conditions mentioned in the tender have no financial implication and where tender remains the lowest even after accounting the financial implication of the condition, the tender may not be rejected but may be considered on merits.

7.9

The tenders shall be dispatched on the day following its opening by the Assistant Soil Conservation Officer to the Divisional Soil Conservation Officer concerned with a copy of comparative statement, duly signed by him, the Draftsman and the Accountant and his recommendations with reason. The Head Draftsman/Draftsman of the Divisional Soil Conservation Officer will check the statement with the estimate duly sanctioned by the competent authority alongwith rates etc. He will ensure that lowest rates are within the amount provided in the estimate and ceiling rates fixed by the department. He will also ensure that the financial statement prepared by the Assistant Soil Conservation Officer is correct and recommendation regarding the lowest tender by the Assistant Soil Conservation Officer is based on competition only. The Head Draftsman/Draftsman will pass on the same to the accounts branch of Divisional Soil Conservation Officer which will put up the same to the Divisional Soil Conservation Officer for final orders after checking the financial statement, budget allotment and correct head of expenditure. The Divisional Soil Conservation Officer will, after scrutiny, communicate his final orders to the Assistant Soil Conservation Officer. If the lowest quotation happens to be more than the maximum labour rate permissible in the H.S.R. applicable in Haryana and premium rate sanctioned by the Zonal Committee or rates fixed by the Director of Agriculture, the comparative statement of rates shall be considered for

Communication
of approval

sanction by the Director of Agriculture, Haryana who will be final sanctioning authority in such cases. The tenders which are beyond the power of acceptance of Divisional Soil Conservation Officer will be dispatched to the Director of Agriculture, Haryana within 10 days copy of comparative statement and Divisional Soil Conservation Officer recommendation with reasons. The Director of Agriculture will return the case with final orders so as to ensure that the approval is communicated to Divisional Soil Conservation Officer in time to enable them to communicate to the contractor the acceptance for rejection of his tender within 90 days of the date of tender.

- 7.10 The letter of acceptance shall be issued by the Divisional Soil Conservation Officer concerned.

Acceptance
letter

CHAPTER-VIII

8.1 The bills shall be prepared, checked and passed for payment by the Assistant Soil Conservation Officer. While preparing the running bills, Form D.F.R.(P.W) 25 shall be used, and in case of final payments, Form D.F.R.(P.W)22 shall be used. The final bill for major works shall be pre-checked and passed by Divisional Soil Conservation Officer.

bills &
Vouchers

8.2 Before the payment of all the bills, test checking of works on the scales as laid down in rule 6.4 shall be carried out. The Divisional Soil Conservation Officer shall test check aggregating to 2-1/2% of the total Soil Conservation Works done and paid for in his division. The test check shall be carried out within three months of the date of completion of works.

Check
Measurement of
works.

8.3. The permissible variations between the measurements of Agricultural Inspector/Surveyor recorded in measurement book and check measurements shall be as follows:-

Permissible
Variation

- | | |
|---------------------------------------|-----|
| 1. Earth work excluding land leveling | 5% |
| 2. Earth work in land leveling | 10% |
| 3. Other works | 2% |

When the difference between the measurements recorded in measurement book and check measurements is more than the permissible limits, the difference shall be dis-allowed and in case of any dispute, the entire work shall be remeasured by next higher officer whose decision shall be final and binding.

8.4 The Accounts Officer(Soil Conservation) shall post audit 10% expenditure of each Sub-Division for all works.

Internal Audit

CHAPTER-IX

Masonry & other works

9.1 As far as possible, all masonry works shall be carried out departmentally. All construction material shall preferably be arranged/purchased by the Assistant Soil Conservation Officer after inviting the tenders/quotations from the local brick kilns/ construction material suppliers. The lowest rates for supply of material so collected by the Assistant Soil Conservation Officer will be approved by the Divisional Soil Conservation Officer upto the extent of amount for the material provided in the detailed estimate sanctioned by the competent authority. The transportation charges of the material shall be allowed on competitive rates but not exceeding the rates permissible in the H.S.R. If no transportation is possible within the rates permissible in the H.S.R., prior sanction of next competent authority shall be obtained. The maximum wage rate payable shall not exceed the rates approved by the Deputy Commissioner of the district, and the total wage bill payable shall not exceed the maximum labour charges sanctioned in the detailed estimate or such higher rates may be approved by next competent authority.

Masonry and other works.

9.2 The rates for various departmental works shall be approved by the Director of Agriculture every year, subject to the condition that such rates will not be higher than the rates given in the H.S.R. A copy of such approved schedule of rates shall be sent to the Accountant General, Haryana, Chandigarh for audit purposes.

Rates for Departmental Works.

9.3 The measurement of construction material, as per P.W.D. norms, like sand, bajri, stones, bricks, cement etc. will be done by the Agriculture Development Officer/Sectional Officer. The Assistant Soil Conservation Officer shall exercise reasonable control over the quality and specifications of the construction material purchased.

Measurement of Construction Material

9.4 The day-to-day receipts and consumption of various material at site shall be maintained by the Agricultural Inspector/Surveyor in the prescribed site register, which will be checked by the inspecting officers at the time of inspection. After completion of work, the consumption register will be deposited in the office of the concerned Assistant Soil Conservation Officer for record.

Day to Day Consumption Register at site

CHAPTER-X
Powers of Sanction

10.1 The administrative approval accorded by the Government in respect of various schemes relating to execution of soil conservation works shall be construed as administrative approval to incur expenditure for the execution of soil conservation work. Administrative approval of estimates.

10.2 The below noted officers shall be competent to accord technical sanction to the work estimates:- Power sanction of Technical Estimates

<u>Sr.No</u>	<u>Particulars</u>	<u>Name of authority</u>	<u>Amount</u>
1.	Original work	Divisional Soil Conservation Officer/Project Officer Additional/Joint Director of Agriculture(Soil Conservation). Director of Agriculture	Upto Rs. one lakh for each estimate Upto Rs. three lakh for each estimate Full Powers.
2.	Repair and Maintenance work	Divisional Soil Conservation Officer/Project Officer Additional/Joint Director of Agriculture(Soil Conservation) Director of Agriculture	Upto Rs. 0.10 lakh for each estimate. Upto Rs. 0.25 lakh for each estimate Full powers.
3.	To Pass excess over the sanctioned estimate	Additional/Joint Director of Agriculture(Soil Conservation) Director of Agriculture	Upto 5% of the sanctioned estimate. Upto 10% of the sanctioned estimate

State Government Full Powers.

NOTE:- The power to pass excess over the sanctioned estimates shall be exercised within the power of sanction specified in Sr. No. (1) and (2) above.

10.3 The rates of non schedule items shall be approved by the Director of Agriculture, Haryana. Power sanction non schedule items.

10.4 Power of officers to accept the tenders shall be as under:-

<u>Sr.No.</u>	<u>Nature of Power</u>	<u>To whom delegated</u>	<u>Extent</u>	
1.	To accept tender for execution of works by contractor/agency provided that rates to be accepted are not higher than those contained in the CSR or rates fixed by the Director of Agriculture	(i) Divisional Soil Conservation Officer/Project Officer. (ii) Additional/Joint Director of Agriculture(Soil Conservation)	Upto lakh	3.00
2.	To accept tender for execution of works by contractor/agency in case the rates are higher than those provided in the CSR	Director of Agriculture	Full Power	

Power to accept the Tender

10.5 Work order will be drawn by the Assistant Soil Conservation Officer in work order Form I.B. No.9 after issuance of the acceptance letter by the Divisional Soil Conservation Officer/Project Officer.

Work Order

10.6 In case of dispute between the contractor and the department, the Additional/Joint Director of Agriculture(Soil Conservation) or any other officer authorized by the Director of Agriculture, will act as arbitrator and his decision shall be final and binding on both the parties.

Arbitrator.

10.7 All contractors intending to carry out soil conservation works shall be registered by the Divisional Soil Conservation Officers/Project Officers on the payment of following non refundable fee through a treasury challan deposited under head:- “ 106” Minor Irrigation and Soil Conservation-Receipt-Income from Miscellaneous receipts”

Registration of Contractors.

<u>Class</u>	<u>Limit upto which a contractor is eligible to give tender</u>	<u>Amount of fee</u>	<u>Annual Renewal fee</u>
A	Beyond Rs. One lakh	Rs. 500/-	Rs. 400/-
B	From Rs. 50,001 to one lakh	Rs. 300/-	Rs. 250/-
C	From Rs. 25,001 to Rs. 50,000/-	Rs. 150/-	Rs. 100/-
D	Upto Rs. 25,000/-	Rs. 80/-	Rs. 50/-

CHAPTER-XI

Miscellaneous

11.1 Complete record of the accounts will be maintained by the Assistant Soil Conservation Officer and the accounts will be audited by the Accountant General, Haryana. Maintenance of Account

11.2 All the measurement books, material at site, account register etc. pertaining to a work shall be deposited with the concerned Assistant Soil Conservation Officer within two months of completion of work. The concerned Assistant Soil Conservation Officer shall ensure compliance in this regard.

11.3 All payments exceeding Rs. 1,000/- will be made to the contractors in the form of bank draft. Payment

11.4 The financial procedure regarding mode of drawal of payment for soil conservation works from treasury will be the same as prevailing in this department, but procedure regarding measurement of works, preparation of bills, payment thereof, maintenance of works, registers shall be similar to that adopted in the public works departments.

11.5 Any matter relating to execution of works not specifically dealt in these rules, would be governed by PWD Rules.

11.6 The rules for soil conservation schemes approved vide Punjab Govt. Memo. No. 903-Agri.-II(VIII)-64/1005 dated 24.2.1964 are hereby repealed.

FORM D.F.R.(P.W)12
(See Rule 6.44)

ACCOUNT OF RECEIPTS OF TOOLS AND PLANT

Sub Division _____
Month _____ 19__

Date	Reference to receipt or vouchers accompanying	To whom issued with particulars, etc.*	NAME OF ARTICLES, WITH CLASSIFICATION**												TO BE FILLED IN THE DIVISIONAL OFFICE					
																		Reference to recovery of value		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	Total for the month																			

*The entries of this column in respect of articles lent or sent out (vide D.F.R. 6.43) should be made in red ink. The entries in respect of articles found short on actual count should also be made in red ink in this column but no entries should be made in the quantity column.

** The classification may be indicated by single Capital letters, i.e. Scientific Instruments and Drawing Materials=S; Plant and Machinery=P; Tools=T, Navigation Plant=N; Office Furniture=O; Camp Equipage=C

Date _____

Sub Divisional Officer

