

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF N.C.T. OF DELHI
VIGILANCE BRANCH

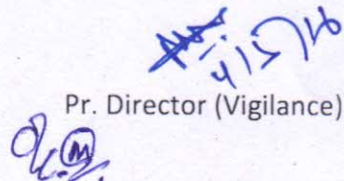
No. D/ 927 /DD(Vig.)/DUSIB/2016

Dated:- 4/5/2016

Subject:- Preventing vigilance in respect of execution of works.

The activities undertaken in engineering wing are quite vulnerable to malpractices. In order to prevent malpractices in the works being executed by engineering wing, constant monitoring is essential at each step. Regular reviews, field visits, surprise checks should be carried out to avoid any irregularities. A list of activities/suggestions is hereby enclosed which may be followed to ensure that no illegal or irregular activities take place. The instructions enclosed herewith should be strictly adhered to.

Encl:- As above.


Pr. Director (Vigilance)

Member(Engineering)

All Superintending Engineers

All Executive Engineers

FA/B&FO

Copy to:-

1. CVO/Member (Admn.) for kind information.

OFFICE OF THE SPECIAL VIGILANCE COMMISSIONER
GOVERNMENT OF N.C.T. OF DELHI
10th LEVEL, B-WING, I.P. ESTATE, DELHI SECRETARIAT,
NEW DELHI-110002.

No. : PS/SVC/2016/92

Dated : 18/2/2016

To

The CEO
Delhi Urban Shelter Improvement Board
Punarvas Bhawan, I.P. Estate
New Delhi,

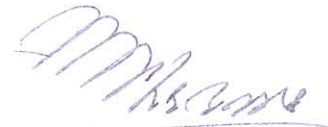
Sub.: Preventive vigilance in respect of execution of works.

Sir,

For the purpose of identification of activities/areas in respect of works being executed by engineering departments, which are vulnerable to malpractices, I have had consultation with field functionaries executing works as well as middle and senior level officers in the engineering hierarchy. On the basis of the said consultation, some activities/areas have been identified which need to be monitored at senior level in the Department. The said activities/areas have been detailed in Annexure "A" enclosed herewith.

You are, therefore, requested to direct senior officers at the level of Superintending Engineer & Chief Engineer to have periodic review meetings with the field units executing works/projects on all these points/aspects for ensuring compliance of provisions of CPWD Manual and suggestions as contained in Annexure "A" referred to above. A copy of the minutes of the review meeting may also be sent to the undersigned for information/record.

Yours faithfully,



(B.L. SHARMA)

Spl. Vigilance Commissioner

O/C

Encl.: As above.

SUGGESTIONS FOR CHECKING MALPRACTICES IN EXECUTION OF WORKS

(i) Delay In Payment Of Running Accounts Bills/Final Bills In Time :

Undue delay in making payment to the contractors after submission of the bills is likely to lead to corruption. It is suggested that quarterly returns may be sought/obtained from officers concerned (Executive Engineers/DDOs) where the delay in payment to contractors exceeds the time schedules as prescribed in the CPWD Works Manual (Payment Schedule has been indicated in Para II of Annexure 'B'). Officers/officials responsible for delay must tender explanation for delay. If the delay is not on account of genuine reasons, then action should be initiated against officials responsible for delay. The date of completion of work and date(s) of release of payment should also be uploaded on the website.

(ii) Delay In Measurement Of The Executed Work & Submission Of Bills By The Agencies :

In some cases, it has been reported that delay in the measurement of the works takes place and in such cases it is not possible to verify the actual details of the works so executed. Hence, it is suggested that contractors should be asked to submit the bills within 10 days of the execution of works and the same should be submitted online. It is also suggested that all Measurement Books should be marked with seal and date on quarterly basis by the Technical Vigilance Unit of the Department.

(iii) Mobile App :

A mobile app may be developed to upload the measurements and progress of work supported with photographs thereof as well as for receipt of grievances/complaints regarding ongoing works. The mobile app may be uploaded by respective site in-charges (Executive Engineers).

(iv) Completion Certificate :

Quite often there is inordinate delay in recording completion certificate. Completion certificate should be recorded by the Competent Authority within 15 days after completion. In case of delay in recording of completion certificate, action may be initiated against the defaulting official(s).

(v) **Creation Of Extra Items, Deviation Of Items Beyond The Scope Of Work :**

As tenders are accepted by way of competent bidding, creation of extra items which are paid at market rates, erodes the very spirit of competent bidding. Thus, there is a need to limit the quantum of extra items and deviation of items as mentioned in original tender.

(vi) **Delay In Award Of Contracts :**

It has been observed that sometimes delay in award of contracts of different works takes place, though definite time lines have been prescribed in the CPWD Manual (Time Schedules has been indicated in Para I of Annexure 'B'). In such cases, it is suggested that contracts must be awarded within the time prescribed in the CPWD Works Manual and in case of delay reasons for delay in processing of tenders must be explained while accepting the tenders. If the explanation is unsatisfactory then action should be taken against the defaulting official.

(vii) **Sanction Of Extra Items, Deviation items In Time :**

Apart from creation of extra items and deviation items, there are instances when sanction of extra items and deviation items is accorded when the work has been completed. This results in delay in the submission of final bill(s). Thus, there is a need to specify the time limit for sanction of extra items/deviation items after they arise.

(viii) **Sanction Of Extension Of Time :**

In some cases extension of time is allowed in execution of contracts. There is a need to prescribe time lines for extension of time strictly in accordance with the provisions/conditions laid down in contract agreement.

(ix) **Hidden Practice Of Subletting Of Contracts By The Agencies :**

There are instances where work is awarded to a particular agency by way of tendering but the work is subletted to another contractor at a lesser amount. Thus, the main agency to which the work is awarded, acts as middleman. This is an unhealthy practice, which needs to be checked by site engineers/officers who are responsible for contract management/execution.

Validity Period For The Tenders As Per The CPWD Manual :

The validity period for acceptance of tenders shall be for a period of 30/45/ 60/90 days from the date of opening of tenders, keeping in view the cost of work/project and delegation of powers as indicated below :

- (i). Tenders to be accepted by EE - upto 30 days
- (ii). Tenders to be accepted by SE - upto 45 days
- (iii). Tenders to be accepted by CE - upto 60 days
- (iv) Tenders to be approved by ADG/Spl. DG/DG/CWB - upto 80 days
- (v) Issue of Letter of Intent by Executive Engineer - upto 90 days
After receipt of approval from Competent authority

II

Time Schedule For Payment Of Bills As Per The CPWD Manual:

The following time schedule for payment of bills and issue of completion certificates has been prescribed:

Stage	Time Limit
1	2
Payment of running bills	As far as possible before expiry of 10 working days from the presentation of the bill. Both AE/AEE and EE should not take more than five (05) working days each (clause 7).
Contractor's notice of completion of work	Within 10 days on completion of the work (clause 8).
Issue of completion certificate for work	Within 30 days (clause 8) of receipt of contractor's notice.
Submission of final bill by the contractor	Within one month of the date of the final certificate of completion furnished by the Engineer-in-Charge or 3 months of the physical completion of the work, whichever is earlier (Clause 9).
Payment of final bills for works up to Rs. 45 lakhs	2 months. (Clause 9) of receipt of final bill from the contractor.
Payment of final bills for works over Rs. 45 lakhs and upto Rs. 2.5 crore.	3 months. (Clause 9) of receipt of final bill from the contractor.
Payment of final bills for works over Rs.2.5 crore.	6 months. (Clause 9) of receipt of final bill from the contractor.