

Quality. . . .

“Quality is never an accident,

it is always the result of

high intention

sincere effort,

intelligent direction

&

skillful execution;

It represents the

wise choice of many alternatives.”

No. DB-General Circular- 172-92
Government of Himachal Pradesh,
Rural Development Department.

From:-

The Director-cum-Spl. Secretary (RD),
to the Govt. of Himachal Pradesh.

To

All Assistant Engineers (Dev.),
Asstt. Engineer (DRDA)/Block Engineers,
Under RDD Shimla Zone,
Himachal Pradesh.

Dated Shimla-9


4 April, 2014

Subject: - Regarding submission of monthly inspection reports.

It has been observed that no report of monthly inspections being done by you are being received by this office as a result of which it is difficult to monitor quality.

It is therefore, directed that the monthly reports be sent on the annexed format before fifth day of every month to gear up the internal quality control mechanism in true spirit. The similar monitoring be done by you in respect of Junior Engineer's.

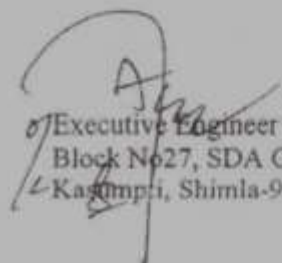
Any deviation from above instruction shall be viewed seriously.


Executive Engineer (RD),
Block No27, SDA Complex
Kasumpti, Shimla-9.

Endst.No. As above. 193-95
Copy forwarded to:-

Dated: 4-4-2014

1. The Executive Engineer, Mandi zone for information and similar necessary action please.
2. The Executive Engineer, Dharamsala zone for information and similar necessary action please.


Executive Engineer (RD),
Block No27, SDA Complex
Kasumpti, Shimla-9.

Format for inspection/Test checks done by Assistant Engineer (Dev.)/Assistant Engineer (DRDA)/Block Engineers.

Sr. No.	Name of Work	Scheme	Sanctioned Amount	Whether site visited by AE.	Whether test check made	Whether work is satisfactory/R.I/U	Remarks

सही अनुपात

	कार्य	सीमेंट	रेत	गिट्टी
1.	आर.सी.सी. स्लैब (लैंटर) बीम, कॉलम	1	1.5	3
2.	प्लास्टर			
	आंतरिक	1	5	
	बाहरी	1	4	
	छत	1	3	
3.	ईंटों की चिनाई 9" मोटी दीवार	1	6	
	4 1/2" मोटी दीवार	1	4	
4.	सेप्टिक टैंक, अंडरग्राउंड वाटर टैंक में ईंटों की चिनाई	1	3	

मसाला कठोर सतह पर अथवा लोहे की 2 मी X 0.90 मी चादर पर बनायें।

मसाले के सभी पदार्थों को शुष्क अवस्था में अच्छी तरह मिला लें तत्पश्चात पानी मिलाएं।

नींव

- ❖ नींव को खुदाई कम से कम 4 फीट या जब तक जमीन की कठोर सतह न मिल जाए, तब तक की जानी चाहिए।

चिनाई

- ❖ चिनाई से पहले ईंटों को कम से कम एक घंटे तक भिगोकर रखना चाहिए।
- ❖ मसाला उतना ही बनायें जितना आप एक घंटे में इस्तेमाल कर सकें।
- ❖ एक दिन में ईंट की चिनाई 5 फीट तक और पत्थर की 2 फीट ऊंचाई तक करनी चाहिए।
- ❖ प्लास्टर करने के लिए जोड़ सुखने से पूर्व ही 12 mm (1/2 इंच) गहराई तक जोड़ों से मसाला निकाल देना चाहिए।
- ❖ ईंटों और पत्थरों की चिनाई को 7-10 दिन तक तराई करनी चाहिए।

कंक्रीट

- ❖ एक बोरो सीमेंट के M20 कंक्रीट मसाले में 25-27 लीटर पानी का उपयोग करें।
- ❖ हैंडमिक्स कंक्रीट में १०% अधिक सीमेंट उपयोग करें।
- ❖ कंक्रीट बनाने के लिए मिक्सर मशीन ज्यादा उचित रहता है, कंक्रीट मसाले को कम से कम २ मिनट तक मिक्सर में मिलायें।
- ❖ कंक्रीट बनाते समय रेत और गिट्टी को मिलाने के लिए फर्मे या एक ही नाप के तसले का प्रयोग करें।
- ❖ कंक्रीट को ढलाई से पहले ध्यान दें कि शटरिंग प्लेट्स के बीच कोई खाली जगह न हो, सरिया शटरिंग से कम से कम 3/4" उपर होना चाहिए, इसके लिए कवर-ब्लॉक का उपयोग ज्यादा उचित है।
- ❖ कंक्रीट को सघनता प्रदान करने के लिए वाइब्रेटर का उपयोग करें।
- ❖ वाइब्रेटर का इस्तेमाल न होने पर 16mm के सरिये से कंक्रीट को खींचना चाहिए।
- ❖ कंक्रीट तैयार होने पर उसे 30 मिनट में स्थान पर डाल देना चाहिए और ध्यान दें कि कंक्रीट 1 मी. से ज्यादा ऊंचाई से न डाला जाए।
- ❖ अच्छे कार्य हेतु कंक्रीट की तराई कम से कम 14 दिन तक करनी चाहिए।
- ❖ गर्मी के मौसम में कंक्रीट की तराई पहले ही दिन शुरू करें, सर्दियों और बरसात के मौसम में कंक्रीट देर से सेट होता है अतः उसको तराई दूसरे दिन करनी चाहिए।

प्लास्टर

- ❖ चिनाई खत्म होने के 28 दिन बाद ही प्लास्टर करें।
- ❖ कंक्रीट की सतह को प्लास्टर करने से पूर्व टॉचा मार लेना चाहिए।
- ❖ प्लास्टर करने से पहले छत या दीवार को लगभग ६ घंटे पहले से ही नम (गोला) रखना चाहिए।
- ❖ 12mm का प्लास्टर एक कोट में करें, तथा बाहरी प्लास्टर 18-20 mm को दो कोट में करना चाहिए।
- ❖ प्लास्टर सतह में स्टील के गुरमाला की अपेक्षा लकड़ी के गुरमाला का उपयोग करना चाहिए।
- ❖ प्लास्टर सतह को 10 दिन तक तराई की जानी चाहिए।

आदर्श भवन निर्माण के लिए महत्वपूर्ण सुझाव

प्लानिंग

- ❖ अपने भवन की प्लानिंग किसी अनुभवी आर्किटेक्ट/इंजीनीयर द्वारा करवाएँ। आर्किटेक्ट/इंजीनीयर के तकनीकी सुझावों से आप अपने निर्माण को सुव्यवस्थित एवं आकर्षक रूप दे सकते हैं।

सीमेंट

- ❖ परखे हुए एवं प्रतिष्ठित ब्रांड के सीमेंट का ही उपयोग करें जैसे एसीसी सीमेंट। प्रतिष्ठित ब्रांड की क्वालिटी हमेशा सही रहती है, सीमेंट जितना ज्यादा ताजा होगा उतनी ही अधिक उसकी ताकत होगी।

रेत/बालू

- ❖ रेत-धूल, मिट्टी व सिल्ट रहित तथा छनी हुई होनी चाहिए। मोटी दानेदार रेत बढ़िया क्वालिटी की होती है।

रोड़ी/गिट्टी

- ❖ ठोस एवं साफ गिट्टी का ही उपयोग करें।
- ❖ कंक्रीट बनाने के लिए 10mm व 20 mm माप की गिट्टी का उपयोग करें।
- ❖ आर सी सी कार्यों के लिए घनाकार गिट्टी का उपयोग करना चाहिये।

रि-इन्फोर्समेंट सरिया

- ❖ हमेशा ISI प्रमाणित सरिया ही उपयोग में लें, यह नरम व जंग रहित होना चाहिए।
- ❖ सरिये की मात्रा की गणना के लिए अपने आर्किटेक्ट/इंजीनीयर या अनुभवी ठेकेदार की राय लें।

पानी

- ❖ पीने लायक स्वच्छ पानी का ही उपयोग करें। पानी में तेल, क्षार, अम्ल, नमक, शक्कर तथा कार्बनिक पदार्थ ना मिले हों क्योंकि यह कंक्रीट व सरिये के लिए हानिकारक हैं।

इंट

- ❖ महत्वपूर्ण संरचनाओं के लिए सघन, संभाग, चीरा रहित व अच्छी तरह पकी हुई, इंटों का उपयोग करना चाहिए।

Tel.:

Sh. S.L. Divedi
EE(D) Bldg

RURAL ROAD MANUAL
2002

IRC:SP:20-2002 5

- (ix) Size C can be adopted for precast concrete blocks of 1:3:6 (cement:sand:coarse aggregate). Although there is no restriction for adopting the other courses (A and B), it is desirable to adopt 200 mm courses and insist on getting large size stones from quarries.
- (x) Sizes of stones as specified above are not cut by labour and generally random sizes are made. With some efforts it should be possible to obtain the size of stones as specified above. On measuring the sizes of stones, the height of course should be fixed by the Engineer-in-Charge and insisted upon in the construction. The length of header should not be less than 400 mm.
- (xi) The back batter of abutment is one horizontal to three verticals. The offset should be 1/3rd height, of course, if stepped masonry is provided in place of batter. The front batter below ground level is one horizontal to two verticals, the offset will therefore be 1/2 the height of course.
- (xii) The laying of stone masonry: On fixing the face stones in position, the stones in the hearting should be placed and fixed in mortar and all interstices and stone chips laid in mortar should fill in gaps. In this way each stone in hearting shall be fixed properly in the course. The method of laying hearting between the face stones and pouring mortar and water is not a sound practice and should not be followed. The vertical pin headers shall be provided in each course for attaining bond between the two courses. Generally Grade 33 or blended cement should preferably be used for masonry works. 43 Grade cement causes shrinkage and may be avoided in stone masonry works.

7.9.3. Concrete :

According to IRC:21, M15 is the minimum grade of plain concrete and M25 is the stipulated strength for RCC. The nominal mix adapted in small works and their corresponding strength for different works using 43 grade cement is given in Table 7.11 for guidance.

TABLE 7.11. GRADES OF CONCRETE

Grade	Nominal Mix	Usage
M10	1:4:8	Lean concrete as levelling course
M15	1:3:6	Concrete blocks, PCC Pier, Foundation concrete for masonry works
	1:2½:5	Abutment, Wing/Return Walls, Foundation for RCC works
M20	1:2:4	RCC pier, Abutment caps, Raft foundations, Dirt walls
M25	1:1½:3	RCC superstructure

Note: Mix proportions are by weight

M15 could also be used as foundation concrete below abutments and piers where SBC is low.

The sizes of reinforcement to be used for RCC slabs and the grading of aggregates are specified in the schedule of rates issued by different States. It is advisable to use power driven concrete mixer to produce concrete for all culverts. Similarly, needle and form vibrators should be used for compaction of concrete. Bottom cover of concrete must be ensured by providing precast briquettes of concrete. However, concrete must be suitably vibrated. Water cement ratio must be limited to 0.45 (maximum). With the use of plasticisers, the w/c ratio can be brought down to 0.4. Measurement of volume mix concrete in rural areas is generally done by locally made containers and there is no uniformity in size. It is advisable to key 6 steel boxes each with a volume of half bag, the size being 300x300x195 mm with 2 handles. This can be easily lifted by a male labour. With the usage of these boxes quality of concrete improves. Wherever possible, mix design can be prepared by weigh batching and converted to volume batching by using boxes of appropriate size.

7.9.4. Reinforcement details : Lengths of bars, bending profile and numbers are given in the Plates listed in Section 7.11. Cutting of bars from available stock must be done carefully. Generally the tendency is to cut bars of required lengths and discard pieces of shorter lengths leading to greater wastage. There is no restriction in providing staggered overlaps 1 in every 5 bars (4 bars of full length and one overlapped or welded bar). The calculated quantities of steel are increased by 4 per cent to account for overlaps. However, cranking of reinforcements may be avoided, for spans less than 4 m. In case of welding, the relevant Clauses in IRC:21 may

LOW COST SAFETY FENCING

(TRUNKEY PROJECTS & TECHNOLOGY CONSULTANCY)



WELDED WIRE MESH FENCING

OTHER PRODUCTS

- ❖ WIRE MESH FENCING
- ❖ GALVANIZED STEEL CHAIN LINK FENCE FABRIC
- ❖ INTER LINK CHAIN
- ❖ WELDED WIRE MESH
- ❖ WIRE CRATES/GABIONS BOXES
- ❖ PRE-FABRICATED HUTS
- ❖ TARPULIN
- ❖ BARBED WIRE
- ❖ G.I. WIRE
- ❖ PUNCHED TAPE CONCERTINA COILS
- ❖ CATEYES
- ❖ DELINATOR POSTS
- ❖ GUARD RAIL (W-BEAM CRASH BARRIERS)
- ❖ R.C.C. FENCE POST
- ❖ SIGN BOARDS ETC.....

No. DRDA-A.E.(Dev.)
Himachal Pradesh
District Rural Development Agency,

To

The Block Development Officer,
Dev. Block Hamirpur, Sujampur, Bamson
At Tauni Devi *Bhogserai, Madam and Bijori,*
Distt. Hamirpur (H.P.)
Dated: Hamirpur the 201

I
107
07-4-15
Office of the District Rural Development Officer, Hamirpur (H.P.)

Subject:- Tentative Tour Programme for inspection of various Development works, for the month *4/* 2015.

Sir,

The following dates have been fixed by the undersigned for inspection of various ongoing Development works under your Block of various heads:-

Sr. No.	Name of Development Block	Dates fixed
1	Hamirpur	<i>04.04.2015</i>
2	Sujampur	<i>07.04.15 and 22.04.15</i>
3	Bamson at Tauni Devi	<i>09.04.15</i>
<i>4</i>	<i>15.3953</i>	<i>13.04.15 and 21.04.15</i>
<i>5</i>	<i>(Bhogserai)</i>	<i>16.04.15 and 23.04.15</i>
	<i>Madam and Bijori</i>	<i>18.04.15</i>

It is, therefore, requested that the necessary instruction may be issued to all the concerned Junior Engineers, Technical Assistants and other filled staff accordingly. The concerned Junior Engineer may be directed to report in the office of the undersigned at 10:00AM sharp alongwith vehicle and copy of technically sanctioned estimates of ongoing works at scheduled programme.

Assistant Engineer
Distt. Rural Dev. Agency
Hamirpur (H.P.)

Endst. No. As above *6260-03*

Dated *21-3-2015*

Copy forwarded to the following for information please.

1. The Director cum Special Secy. (RD) to the Govt. of HP Shimla
2. The Deputy Commissioner cum CEO Hamirpur (H.P.)
3. The Executive Engineer (RD) Zonal Office Dharamsala Distt. Kangra (H.P.)
4. The Deputy Director cum Project Officer DRDA Hamirpur (H.P.)

21.3.15
Assistant Engineer
Distt. Rural Dev. Agency
Hamirpur (H.P.)

13 (RD-I)
13 (RD-II)
13 (RD-III)
13 (RD-IV)
13 (RD-V)
13 (RD-VI)
13 (RD-VII)
13 (RD-VIII)
13 (RD-IX)
13 (RD-X)
13 (RD-XI)
13 (RD-XII)

6/4/15

FR
HDM
7/4/15
S.E. (RD)
7/4/15

2015
XEN(RD)M/L-V
-1609-86

No. DB-General Circular-
Government of Himachal Pradesh,
Rural Development Department.

From:-

Director-cum-Spl. Secretary (RD), to the
Government of Himachal Pradesh

To

All the Block Development Officer,
in Himachal Pradesh,(except B.D.O.Mashobra).

Dated Shimla

17th July, 2014

Subject: -

Instruction regarding mandatory test check of works for release of payments against work done in Rural Development Department and Panchayati Raj Department.

Sir,


In continuation to this department letter No. DB-General Circular-80-179 & 180-215 dated 12.05.2014 on the subject cited above vide which it has been intimated that all payments against works executed at site must be released only after ensuring that mandatory test checks or inspection certificate of satisfactory work by respective technical authority i.e. Junior Engineer/Assistant Engineer/Executive Engineer have been made.

In this regard it is also intimated that the technical powers of Block Engineers are the same as are applicable to the Assistant Engineer (Dev.), which has already been notified by this department vide notification No. PCH-HB(15)10/2011-24083-218 dated 26th November, 2011, copy of the same has already been circulated to you.

In view of the above it is further clarified that the technical sanction powers of the Block Engineer are same as are applicable to the Assistant Engineer (Dev.) w.r.t. test check the works of Junior Engineer & Technical Assistant, in the block jurisdiction.

You are requested to adhere to the above guidelines in future accordingly.

Yours faithfully,


Executive Engineer (HQ),
Rural Dev. Deptt., Shimla-9.

Endst. No.

1687-1723

Dated: 17-07-2014

Copy forwarded to:-

1. All the Deputy Commissioners in Himachal Pradesh for information please.
2. All the Dy. Director-cum-Project Officers (DRDA) in H.P. for necessary action.
3. All the District Panchayat Officers in H.P. for further necessary action.
4. The Block Development Officer Mashobra, Distt. Shimla w.r.t. their letter No. MB/2014-15-2430 dated 24th June, 2014 for information and necessary action.

926-1003
No. DB-General Circular- 1003
Government of Himachal Pradesh,
Rural Development Department.

From:- Director-cum-Special Secretary (RD),
to the Govt. of Himachal Pradesh, Shimla-9.

To All the Block Development Officers,
in Himachal Pradesh.


Dated Shimla-9

16 September, 2014

Subject: - Procedure regarding estimates and payments.

Sir,

After discussing various issues with the technical staff of this department it has been decided that at least 25% of estimates prepared by Technical Assistants/Junior Engineers should be got counter signed by concerned Assistant Engineer (Dev.)/Block Engineer in the block and at least 25% work bills should also be routed through Assistant Engineer (Dev.)/Block Engineer in the block to ensure adoption of government system of checks and balances.


Director-cum-Special Secretary (RD),
to the Govt. of Himachal Pradesh, Shimla-9.


Endst. No.

Copy forwarded to:-

1004-27

Dated: 16-9-2014

1. All Deputy Commissioners, in HP for information please.
2. All Deputy Directors-cum-Project Officers for information and further necessary action please.


16/9/14
Director-cum-Special Secretary (RD),
to the Govt. of Himachal Pradesh, Shimla-9.

No. DB/General (XEN-RD) /2013-Vol.V. 2085-2186
Govt. of Himachal Pradesh,
Rural Development Department.

From:

The Director,
Rural Development Department,
Himachal Pradesh Shimla-171009

To

1. All Deputy Commissioners,
 2. All Additional Deputy Commissioners,
 3. All Block Development Officers,
- Himachal Pradesh.

Dated, Shimla-171009 29 December, 2014

Subject:-

**Instruction regarding Administrative Approval/Expenditure
Sanction in execution of various works in RD&PR department.**


Sir,

I have been directed to convey the instructions as under:-


It has been observed that administrative approvals for various works under Rural Development and Panchayati Raj Schemes are being given flatly in a piecemeal manner and without preparing required estimates and drawings of the work which is infact mandatory. This haphazard/unplanned practice is contributing to infructuous expenditure & poor quality of works at site.

It is therefore advised that in future consolidated planning in terms of estimate & Drawing of a proposed work should be got done before conveying administrative approval. The expenditure sanction may later on be conveyed as per funds/budget availability in piecemeals, so that a good and usable engineering structures are raised at site in a planned way..

Yours faithfully,


Executive Engineer (HQ),
Rural Development Department,
Kasumpti, Shimla - 9. 2014

Endst. No. as above 2187-2189 the Shimla-171009 29 December, 2014
Copy forwarded to the Executive Engineer RDD, Dharamshala and Mandi Zone for
information. -


Executive Engineer (HQ),
Rural Development Department,
Kasumpti, Shimla - 9 (2014)

सं० आर०डी०डी० 11-1-1/2006-(बड)- 2493
हिमाचल प्रदेश सरकार
ग्रामीण विकास विभाग

प्रेषक

निदेशक
ग्रामीण विकास विभाग
हिमाचल प्रदेश, शिमला-9

प्रेषित,

परियोजना अधिकारी,
जिला ग्रामीण विकास अभिकरण,
कांगडा स्थित धर्मशाला, हिमाचल प्रदेश।

शिमला दिनांक :-

22 जुलाई, 2014

विषय:-

विकास खण्ड की गाडी सहायक अभियन्ता (विकास) को उपलब्ध करवाने
बारे।

महोदय,

उपरोक्त विषय पर आपके कार्यालय पत्र संख्या 1431 दिनांक
18-06-2014 के सन्दर्भ में आपको सूचित किया जाता है कि जिन विकास खण्डों में सरकारी वाहन
उपलब्ध नहीं है, वहाँ पर विभाग के पत्र संख्या RDD-II-I-35/98-(Bud)- दिनांक 23-06-1999
के द्वारा विस्तृत दिशा-निर्देश जारी किये गए हैं जिसके अनुसार सभी अधिकारियों द्वारा वाहनों का
प्रयोग करने बारे विवरण दिया गया है (प्रति संलग्न)। इसके अतिरिक्त जिन विकास खण्डों में
सरकारी वाहन उपलब्ध है वहाँ पर वाहन सम्बन्धित सहायक अभियन्ताओं को Mutual Sparring
आधार पर दिये जाने हैं, ताकि वे विकास कार्यों के निरीक्षण हेतु विकास खण्डों का भ्रमण कर सकें।

भवदीय,

पृष्ठांकन संख्या :- उपरोक्त
प्रतिलिपि :-

2494-2541

दिनांक

संयुक्त निदेशक,
ग्रामीण विकास विभाग,
हिमाचल प्रदेश, शिमला-9.
22 जुलाई, 2014

1. समस्त उप निदेशक एवं परियोजना अधिकारी, जिला ग्रामीण विकास अभिकरण
हिमाचल प्रदेश को सूचनार्थ।
2. समस्त अधिशासी अभियन्ता (विकास) हिमाचल प्रदेश को सूचनार्थ।
3. समस्त सहायक अभियन्ता (विकास) हिमाचल प्रदेश को सूचनार्थ।

संयुक्त निदेशक,
ग्रामीण विकास विभाग,
हिमाचल प्रदेश, शिमला-9.

3212-1996

No. RDD-II-1-35/98-(Bud)
Government of Himachal Pradesh
Department of Rural Development.

From: Commissioner-cum-Secretary(Rural Dev.) to the
Government of Himachal Pradesh.

To

1. All the Deputy Commissioners,
in Himachal Pradesh.
2. All Additional Deputy Commissioners,
in Himachal Pradesh.
3. All Project Officers(DRDA) in
Himachal Pradesh.
4. All Block Development Officers in
Himachal Pradesh.
5. All Assistant Engineers(Dev.) in
Himachal Pradesh.

Dated, Shimla-171009 29th June, 99

Subject:- **Hiring of private vehicles/taxis for use by Government
Officials in Rural Development Department.**

Sir/Madam,

The matter regarding hiring of taxis in the Block Offices (where Govt. vehicle is not available) to be used by the Chairman, Panchayat Samitis/Block Development Officers/Assistant Engineers (Development) of this Department was under consideration of the Govt. for some time. The Govt. has now decided, in principle, that the Department will engage taxis for the use of concerned officers for touring purposes wherever required.

The scheme shall apply to all the Development Blocks in the state, where the Govt. vehicles have been condemned and no replacement has been provided. Resort to this scheme during the breakdown of existing govt. vehicles shall not be allowed.

Under the scheme, a Committee headed by Deputy Commissioner with Project Director/P.O. DRDA, Regional Transport Officer and Regional Manger, HRTC as members shall invite quotations and thereafter fix rates block wise or district wise as the case may be, regarding mileage and waiting charges for different makes of vehicles. However, the rates fixed, negotiated by this Committee should not be more than the rates fixed by Director Transport, H.P. from time to time for hiring private vehicles/taxis. Further, the rates shall be fixed by the Committee for a

reasonable period preferably one year at a time in order to avoid inconvenience.

The maximum number of days a Chairman, Panchayat Samiti/BDO/AE(Dev) can utilize the vehicle under the scheme shall be 5, 10 and 5 days respectively. The maximum mileage per month allowed shall be as under:-

1. Chairman Panchayat Samiti 500 Kms.
2. Block Development Officer 750 Kms.
3. AE(Dev) 250 Kms.


The vehicles so hired shall not be taken out of the jurisdiction of the Development Block. The BDO shall maintain a record about the use of private vehicles in the following proforma:-

Registration no. of vehicle hired.	Name of owner and Driver	Description of vehicle	Date of journey	Places visited.	No. of kms. covered.	Rate per kms.	Halting charges (if any)	Total payment made.
------------------------------------	--------------------------	------------------------	-----------------	-----------------	----------------------	---------------	--------------------------	---------------------

The expenditure on account of use of vehicles under the scheme shall be limited to the budget provision available in the departmental budget and as provided by the respective DRDA's under the head "DRDA Admn."

This scheme shall not be applicable where Govt. vehicles are available and roadworthy. Similarly, this scheme shall not be applicable where vehicles have become unserviceable but have not been condemned by the competent authority. The scheme shall apply for the present to the Blocks listed at Annexure A. Any addition to this list shall only be made by Director (RD).

Yours faithfully,


Director-cum-Special Secretary (RD)
to the Government of Himachal Pradesh

22/6/99

संख्या: आर.डी.डी-11-1-10/98-बड
हिमाचल प्रदेश सरकार
ग्रामीण विकास विभाग

प्रेषक:

निदेशक,
ग्रामीण विकास विभाग,
हिमाचल प्रदेश।

प्रेषित:

- ✓ समस्त अध्यक्ष, पंचायत समिति, हिमाचल प्रदेश।
2. समस्त खण्ड विकास अधिकारी,
हिमाचल प्रदेश।
3. समस्त सहायक अभियन्ता,
हिमाचल प्रदेश।

दिनांक: शिमला-9

30 जून, 2011

विषय:-

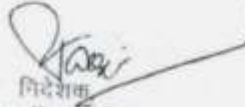
विभाग के अधीनस्थ विकास खण्डों में तैनात सरकारी वाहन का
सदुपयोग।

महोदय,

विभाग के माध्यम से केन्द्रीय प्रायोजित विकासात्मक योजनाओं जैसे इन्दिरा आवास योजना, स्वर्णजयन्ती ग्राम स्वरोजगार योजना, महात्मा गांधी राष्ट्रीय ग्रामीण रोजगार गारण्टी योजना, सम्पूर्ण स्वच्छता कार्यक्रम, एकीकृत जलागम प्रबंधन कार्यक्रम आदि को कार्यान्वित किया जा रहा है। इन कार्यक्रमों / योजनाओं के अन्तर्गत किए जाने वाले विभिन्न कार्यों को सुचारु रूप से चलाए जाने एवं समय-समय पर सहायक अधिकारी द्वारा निरीक्षण किए जाने हेतु वाहन की आवश्यकता रहती है।

सरकार से प्राप्त दिशा निर्देशों अनुसार कार्य की गुणवत्ता सुनिश्चित करना व कार्यों को समय पर पूर्ण किया जाना एक महत्वपूर्ण पहलू है, जिसके दृष्टिगत निम्न दिशा निर्देश जारी किये जाते हैं:-

1. विकास खण्डों में सम्बन्धित सहायक अभियन्ता (वि०) अपने अधीनस्थ विकास खण्ड में इसी प्रकार जिन विकास खण्डों में खण्ड अभियन्ता विकासात्मक कार्यों की जांच एवं निरीक्षण हेतु प्रवास करेगा, उस विकास खण्ड का वाहन सहायक अभियन्ता वि० को उपलब्ध करवाना होगा ताकि कार्य भी गुणवत्ता की राहों जांच हो सके।
2. वाहन के कम उपयोग किए जाने वारे यह भी सूचित किया जाता है कि सम्बन्धित खण्ड विकास अधिकारी एवं सहायक अभियन्ता (विकास) / खण्ड अभियन्ता विकासात्मक कार्यों का निरीक्षण एक साथ करना सुनिश्चित करें।
3. अध्यक्ष पंचायत समिति को भी विकास कार्यों के निरीक्षण हेतु निर्धारित दूरी अनुसार प्रवास हेतु वाहन उपलब्ध करवाया जाए जैसे कि विभाग के पत्र संख्या आर.डी.डी-11-1-35/98-बड दिनांक 23 जून, 1999 द्वारा निर्देश जारी किए गए हैं।
4. इसके अतिरिक्त वर्तमान परिदृश्य में कार्यक्रमों/योजनाओं को सुचारु रूप से कार्यान्वित करने हेतु यह भी परामर्श दिया जाता है कि आवश्यकता अनुसार अतिरिक्त खण्ड कार्यक्रम अधिकारी (मनरेगा) कनिष्ठ अभियन्ता समाज शिक्षा एवं खण्ड योजना अधिकारी (SE&BPO) तथा महिला समाज शिक्षा संयोजिका (LSEO) को भी खण्ड विकास अधिकारी अपने साथ सरकारी वाहन में प्रवास पर यथासम्भव ले जाना सुनिश्चित करें अथवा वाहन उपलब्ध करवाएं।


निदेशक
ग्रामीण विकास विभाग
हिमाचल प्रदेश शिमला-9

(iii) Irrigation Channels, Drains, Kuhls :

- (a) trace cutting ;
- (b) full digging ; and
- (c) lining.

(iv) Bridges and Culverts:

- (a) foundation of abutment ;
- (b) sub structure ;
- (c) construction of super structure ;
- (d) laying suspension cables ; and
- (e) laying of RCC slab.

106. *Final assessment and completion report.*—(1) Before the release of final payment the final assessment report shall be made in the following manner:—

- (i) in the case of Gram Panchayat the works costing upto the value of Rs. 50,000/- by the Takniki Sahayak;
- (ii) in the case of works of Gram Panchayats, costing more than Rs. 50,000/- upto Rs. 3.00 lacs and works of Panchayat Samiti or Zila Parishad, as the case may be, costing up to Rs. 3.00 lacs by the Junior Engineer;
- (iii) in the case of works of Panchayats costing more than Rs. 3.00 lacs upto Rs. 10.00 lacs by the Junior Engineer with the counter signatures of the Assistant Engineer; and
- (iv) in case of works costing more than Rs. 10.00 lacs by the Junior Engineer with the consultation of the Executing Engineer.

(2) On the completion of the work the executing agency shall furnish a completion report to the Panchayat concerned and the final work shall be assessed by the technical authority as specified in sub-rule (1) and the final payment shall be released to the executing agency on the furnishing of final assessment report by the technical authority and on receiving the said assessment report the Panchayat concerned shall issue a completion certificate.

(3) In the case of works of Panchayat to be executed under Account-A the Panchayat concerned shall keep the completion certificate in its record and in the case of works to be executed under Account-B, a copy of the completion certificate shall be furnished to the agency which has released the funds for the execution of works.

107. *Release of funds against works.*—(1) The funds shall be released by the Panchayat concerned, for the execution of works through participatory body or registered body as the case may be, in the following manner:—

- (a) first instalment, 25% of the estimated cost of work at the beginning of the work ;
- (b) second instalment, 25% of estimated cost of work after visit/inspection measurement by the technical authority subject to test check and completion of at least 30% work ;
- (c) third instalment, of 25% of estimated cost of work after completion of at least 50% work ;
- (d) fourth and final instalment, of 25% of estimated cost of work after completion of work and

out of Account-B, the Panchayat may hire technical persons for specific work if the scheme under which funds are provided, permits. The person(s) so hired, shall however work under the technical guidance of technical officers/Officials of the Panchayats or of the Rural Development and Panchayati Raj Departments.

(2) The Technical authority shall inspect and supervise the works from time to time and conduct test checks in accordance with these rules or any guidelines/instructions issued by the Director from time to time. Generally the test checks shall be conducted in the following manner:—

- (i) in case of works executed by the Gram Panchayat through the participatory committee or registered body or by inviting quotations/tenders, measurement shall be made by the Takniki Sahayak and the Junior Engineer concerned shall conduct test checks on 10% works measured by Takniki Sahayak costing up to Rs. 50,000/- Test checks of 5% works costing Rs. 50,000/- and above but less than Rs. 3.00 lacs shall be conducted by the Assistant Engineer and in case the value of work is more than Rs. 3.00 lacs, the test checks shall be 10%. The presence of Junior Engineer shall be mandatory when slabs are to be laid ;
- (ii) in case of the works executed by the Gram Panchayat at its own level, construction supervision by the Takniki Sahayak shall be mandatory. Test checks by Junior Engineer and Assistant Engineer shall be conducted in the same manner as given in sub-clause (i) ;
- (iii) in case of the works executed by the Panchayat Samiti or the Zila Parishad, as the case may be, at its own level through participatory committee or registered body or by inviting quotations/tender, 100% test check at every stage as specified in rule 105, by junior Engineer and 10% by the Assistant Engineer shall be mandatory; and
- (iv) in case the works are executed departmentally, the same shall be executed in the overall supervisions of the Junior Engineer or Assistant Engineer, as the case may be, who is the incharge of the said work and 25% of the works costing more than Rs. 10.00 lacs shall be subject to test check of the Executive Engineer;

Provided that the Executive Engineer may conduct test checks in respect of all the works executed in the manner by the Gram Panchayat or Panchayat Samiti or Zila Parishad, as the case may be, irrespective of the cost of the work at any time.

105. *Stage for inspection of works.*—The following shall be the stages of inspection and checks of the works:—

(i) Building works:

- (a) foundation level; ✓
- (b) plinth level; ✓
- (c) roof level; and ✓
- (d) finishing work. ✓

(ii) Roads, Paths and Street pavements:

- (a) trace cutting; ✓
- (b) full cutting; ✓
- (c) Soling; ✓
- (d) Wearing; and ✓
- (e) Concreting. ✓