

GUIDELINE FOR EXECUTION OF INFRASTRUCTURE DEVELOPMENT WORK

All infrastructural development works under the State Plan Schemes “ Development of Agriculture Farms”, Infrastructure Development of Input Sale Centers”, Construction of Buildings” “Strengthening/ Infrastructure Development for Training, Research Centers, Labs/Implements etc”, and Centrally Sponsored Plan Scheme, “National Project on Management of Soil Health and Fertility” etc are to be executed according to the guidelines of the scheme and after necessary sanction from Govt.

The Site for the new infrastructure may be either on the land demarcated / alienated by Revenue authorities or in the available Departmental land. It should be free from all litigations.

The land should be properly surveyed and Plan & Estimates along with Detailed Project Report should be prepared by the concerned Asst. Agril Engineer, countersigned by the DAO/DDA and sent for technical sanction by competent authority.

The Executive Engineer should ensure the timely preparation of Plans and estimates for all works to be executed in his Zone. The detailed plan and Estimate is scrutinized and after Technical sanction is sent to competent authority for administrative approval. Any error in the sanctioned plan and variation in the conditions at site should be promptly set right to get the defects remedied before the actual execution of work as the case may be.

Soon after administrative approval is accorded by competent authorities prompt action should be taken for execution. Execution of the work should be on the close supervision of site Engineer. 100% measurement will be done by the site Engineer. Subsequent check measurement of the work should be made by the authority as per OPWD Code. Civil Works having estimated cost upto ` 10.00 lakh should be executed either departmentally, local tender or by K2 agreement as per site condition and nature of work. The works above ` 10.00 lakh should invariably be executed by Tender process on e-procurement mode. The selection of bidder, execution of Agreement and issue of Work Order should be made strictly adhering to the provisions of OPWD Code.

It is the duty of the Executive Engineer to keep a close watch over the progress of expenditure against the approved amount with a view to see that no excess is incurred. If an additional fund is required, application for the same may be submitted to the Directorate well in advance. It will be further his duty to see that the grant is fully spent-in so far as it is consistent with general rules and procedure. He will ensure prevention of substantial expenditure in the last month of financial year. He will also be responsible for ensuring that provision which is not likely to be needed during the financial year is surrendered immediately so as to enable the competent authority to appropriate it for other purposes and for the timely submission of the budget estimates to the Govt. within the financial year.

JtDirector of Agriculture (Engg)