

GOVERNMENT OF INDIA
MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS
(Department of Road Transport & Highways)

Regional Office, Guwahati
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No: RW/GHT/Ar.P/DP(Genl)/04

Dated: 8th Sept/2006.

To

The Chief Engineer,
PWD (EZ)/NH, PWD Ar. Pradesh,
Itanagar – 791 111

Subject: Payment of final bill – inspection of works by SE (NH) concerned and mandatory recording of certificated - **regarding.**

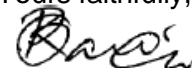
Sir,

During examination of final bills received from the State, it is seen that a completion certificate issued by Executive Engineer (NH) only is enclosed with the bills. The DPP is mostly based on the CPWD Manual and borrows extensively from CPWD Manuals/Codes of procedure as several references are made to the Manual in check list, etc. In this connection, it is pertinent to point out that for all central works as per Section 30.4 of CPWD Manual Vol.-II **before the work is declared completed in all respect and final payment is released to the contractor it has to be inspected by the SE.** The Inspection Report shall be in line with the **sample report given in Section 30.5 of the said manual** as reproduced below which shall be attached with the final bills:-

“I have inspected the work of (along with Job No.) contract value of which is Rs. Vide Agreement No..... dt.... today. As a result of this inspection and my previous inspections, I find that the work has been carried out generally to specifications, and has been completed satisfactorily. There are no noticeable defects except for the following:-.....” An abstract of relevant section of CPWD Manual is enclosed for your ready reference. You are requested to intimate whether any similar rule exists in the PWD Ar. Pradesh or a similar procedure is followed for all State PWD works.

2. As the final bill is the final stage of payment, it is suggested that at least for all major works costing Rs. 1 Crore and above are necessarily inspected by a senior officer like SE (NH) (who is not directly connected with payment of bills) of the State PWD to look for defects, if any, who will issue this certificated after his inspection which needs to be attached with the final bill preferred by concerned Executive Engineer. It is suggested to follow this procedure for which specific instructions may be issued to all SE (NH) and EE (NH) concerned.

Yours faithfully,



(T.K. BAIDYA),

Executive Engineer,

for Drawing & Disbursing Office.

Copy with enclosures to :- i) SE (NH) and EE (NH);- Jairampur / NH Division, Ar. Pradesh, Jairampur – 792 121.

(T.K. BAIDYA),

Executive Engineer,

for Drawing & Disbursing Officer.

In this regard SEs and EEs are requested to refer to latest CPWD Works Manual-2003. For ready reference, the provisions of CPWD Works Manual are quoted as follows: -

Final Payments

29.2 Final measurements should be recorded within one month of the completion of work. Final payments for works costing more than Rs. five lacs should be made within six months of the completion of work and for other works within three months.

Time Schedule for Payment of Bills

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

<i>Stage</i>	<i>Time Limit</i>
1	2
Payment of Running Bills	As far as possible before expiry of ten working days from the presentation of the bill. AE/AEE and EE both should not take more than 5 working days each (Clause 7).
Contractor's notice of completion of work	10 days of completion of the works (Clause 8)
Issue of completion certificate of work	30 days (Clause 8) of receipt of Contractor's notice
Submission of final bills by the contractor	One month of the date of the final certificate of completion furnished by the Engineer-in-Charge or three months of the physical completion of the works whichever is earlier (Clause 9)
Payment of final bills for works upto Rs. 5 lakh	3 months (Clause 9) of receipt of final bill from the Contractor
Payment of final bills for works over Rs. 5 lakh	6 months (Clause 9) of receipt of final bill from the Contractor

29.4.1 Before the work is declared as completed in all respects and final payment is released to the contractor in respect of the following works, it has to be inspected by the Superintending Engineer/Director of Horticulture.

- | | |
|------------------------------------|---------------------------|
| (i) Building works | Rs. thirty lacs and above |
| (ii) Electrical and sanitary works | Rs. ten lacs and above |
| (iii) Road/Run way works | Rs. ten lacs and above |
| (iv) Horticulture work | Rs. two lacs and above |

29.4.2 The Superintending Engineer/Director of Horticulture shall also record the following certificates:—

**"I have inspected the work of contract value of which is Rs. vide Agreement No. today. As a result of this inspection and my previous inspections, I find that the work has been carried out generally to specifications, and has been completed satisfactorily. There are no noticeable defects except for the following:—
....."**

29.4.3 The above certificate is required to be recorded within a period of three months from the date of completion of the work.

29.4.4 In the case of works whose contract value is less than the above, EE/Dy. Director of Horticulture have to record similar certificate as the case may be.

29.4.5 These defects should be rectified by the contractor or by the Department at his cost, action for which should be taken in terms of the contract.

29.4.6 The S.E. is also required to record the above certificate in respect of contracts for building works exceeding Rs. ten lacs where such contracts are in respect of part of a technically sanction estimate of Rs. seventy lacs and above.

29.5 An attested copy of the completion certificate will be attached with the office copy of the Final bill of the contractor and remain on the record of the Division. The EE shall not make final payment till this certificate is recorded, and attached to the Office copy. This certificate, however, will in no way reduce the responsibility of the EE and the Divisional Accountant for, due check of the work and the bill as required by the rules and code of practice of the Department.

29.6 The certificate is required to be recorded by the S.E. in whose time the work is completed irrespective of the fact that a part of the work may have been done during the incumbency of his predecessor. The S.E. recording the certificate is not responsible for bad work which may have been covered up during the incumbency of his predecessor, for instance, work in foundations or below the concrete flooring, but he is required to point out the defects which appear outwardly, for instance, defects in the doors and windows, plastering flooring, painting etc. The S.E. should necessarily record the completion certificate for the works completed in his tenure on the post before he hands over the charge to his successor on transfer.

29.7 In specific cases, where there are practical difficulties, such as the S.E. being no longer in the department due to resignation, death etc, in getting the completion certificate recorded by him, the Chief Engineer may decide any relaxation of the existing instructions, after examining the details of the case and issue directions accordingly. Administrative action should also be initiated against the S.E. for not taking proper/timely action in getting the completion certificate recorded, whatever justified, as revealed by the facts of the case.
