

सूचना का अधिकार अध्याय 3

The Organization structure showing the decision making process and flow of authority for supervision and accountability is already given in UPPWD Website.

Procedure, followed by UPPWD Engineers in Decision making is governed by UP PWD manual of orders and UP Govt. Financial handbook (Vol. 1 to 6). It depends upon the type of activity and the decision to be taken by a particular cadre of Engineer, concerned.

Decision making of UPPWD Engineers involves various activities of (a) Administrative and expenditure sanction of the works (b) Technical Sanction of works (c) Fixing the executing Agency / Contractor (d) Execution of the work (e) Payment of the bills (f) Personnel management.

1) **Administrative Sanction of the works:** - Administrative Sanction for Capital works is accorded by Government of U.P. This approval is accorded as per provisions of Financial Handbook Volume 6, Para 316 (I). Administrative Sanction is accorded after scrutiny of the estimate as per provisions of Budget Sanctions for PWD. Proposals called Preliminary estimate, as per proposals received from the public / public representatives and field requirements or as per Govt. policies are prepared. It reaches the Chief Engineer of the concerned Zone through AE (Assistant Engineer), EE (Executive Engineer) and SE (Superintending Engineer). Depending up on availability of funds and priority of the work, CE (Chief Engineer) /E-in-C (Engineer-in-Chief) takes decision whether to sanction / recommend it to Government for Administrative Sanction or not.

2) **Expenditure Sanction to the works:** This approval is accorded as per provisions of Financial Handbook Volume 6, Para 317. This is accorded by the Govt. of U.P. after scrutiny and approval of Finance Department, Administrative Department and other concerned Departments.

3) **Technical Sanction to the Estimates:** - After administrative approval and financial/expenditure sanction is accorded; technical sanction is required to be given. Technical Sanction is accorded after preparing detailed estimate based on ground

requirement of a project. Surveys and detailed engineering are conducted to assess the requirement and the detailed estimate or detailed project report is submitted to higher technical authorities for technical sanction. The power delegated to different officers is accorded as per provisions of Financial Handbook Volume 6, Para 318.

4) Fixing of the Contracting Agency / Procurement of Works: At present e- Procurement has been started in 3 Zones of UPPWD .An effort is in progress for e- Procurement in all the Zones. For fixing the contracting agency to a work, costing more than Rs.100 lakhs, there are two stages of e-Procurement. At technical bid level the technical eligibility is decided based on pre-determined criteria. At second stage, price bids of all technically eligible contractors / agencies are opened and lowest price quoted bid will be selected, provided it satisfies all terms and conditions. For fixing the Agency to the works, costing up to 100 lakhs, there is no technical bid stage. Tenders of all the contractors will be opened and lowest price quoted tender will be selected. For the works, costing less than Rs.100 lakhs e-procurement is not required. The Agency is fixed after wide publicity of tender notice through news papers & departmental as well as Govt. of UP Website. The following officers have entrustment powers:

i) AE up to Rs. 2 Lakhs. ii) EE up to Rs.40.00 lakhs in case of road works iii) SE up to Rs.1 Crores. and with approval of CE above Rs. 1 Crore up to any extent iv) CE full power.

The above Officers have powers to entrust the urgent works on nomination basis also calling for quotations. The powers of entrustment of such works for E.E. are up to Rs.20,000/-. Government gives special permission increasing the above limits for entrusting the emergent works in Natural calamities such as Floods, Earth Quakes etc. The officers shall take decision in such a way that the restoration of the traffic is made within short time and within minimum expenditure.

5) Executing the Works: After acceptance of the tender, a written contract agreement is made and the contractor is awarded contract for execution of a work. After award of the contract, JE in charge of work along with contractor visits the site, to start and supervise the work. Lowest technical staff of Division is Junior Engineer. All technical officers including AE, EE, SE and CE are required to visit and supervise site of work during execution of work regularly and as per frequency norms fixed by superior officers H.O.D and Govt. of UP.

After completion of work as per agreement JE prepares the Bill and submits it to higher authorities for payment.

6) **Payment of Bills:** EE is the authority for finalizing and paying the bills for all the works under progress and works completed. He takes decision on the payments as per terms & conditions of the contract agreement. The payment is released to the contractor through cheque. The cheque is issued within the cash credit limit (CCL) issued by finance controller based on the allotment given to the division for a particular work by the H.O.D.

7) **Personnel Management:** E-in-C (HOD) is the chief of the Administration of the UPPWD. For the purpose of managing establishment and disciplinary proceedings, the power is vested with Govt. of UP for all officers from AEs to Engineer-in-Chiefs. All such powers for JEs are vested with H.O.D or any other Engineer-in-Chief (as per delegation from time to time by the Govt. of UP). The establishment of Class III and class IV employees are managed by chief engineers (Headquarter - 2) and also by respective zonal chief engineer under the jurisdiction of the zone. The SE has also got some limited powers with respect to the establishment of class III staff within the jurisdiction of their circle. EE can exercise such power w.r.t class IV employees within their division.

The various powers of PWD officers regarding management of establishment of officers and officials are given in Financial Hand Book Vol -1 and PWD manual of orders.
