

WORK BILL

All work bills shall be presented with the Measurement Book, Agreement Copy, Technical sanction and Expenditure sanction.

- Measurement Book is a permanent record and it should be produced to the Court of Law in case of necessity such as Arbitration.
- Technical sanction as per CPWD manual is required.
- Date of commencement of work as per agreement shall be indicated.
- Date of completion of work as per agreement shall be indicated.
- Date of actual commencement of work shall be indicated.
- Date of actual completion of work shall be indicated.
- If the work has been extended beyond the Date of completion as per the agreement whether final Extension of Time (EOT) was granted by the proper authority.
- Expenditure sanction issued by the competent authority shall be furnished.
- Amount provided in the expenditure sanction for the work shall be indicated.
- Check measurement by Assistant Engineer (50%) and Executive Engineer (10%).
- Work completion certificate.
- Measurement Books are under the personal custody of JE/AE/EE.
- Deviated item statement/ Extra item statement/ Substituted item statement has to be approved by the competent authority and supplemental agreement is to be prepared.
- In respect of earth work – Measurement Book maintenance is compulsory and is check measurement is 100%.
- Contractor's signature to be obtained in the Measurement Book after each set of measurement as a token of his acceptance of the measurement recorded.
- Recoveries to be effected such as Security Deposit/Income Tax/Water charges, etc.

- Nature of Tender/Tendered amount/Amount put to tender/Tender percentage shall be mentioned.
- Approval of Tender by the Competent Authority.
- For non-engagement of Technically qualified person/Engineer for supervision of work, recovery is to be effected as per the rate stipulated in the agreement.
- Approval of competent authority for deviation in respect of absurdly high/low rated item.
- Test certificate should be produced for the materials used by the contractor.

Delegation of Powers To Secretary To Government/ Head Of Department/ Head of Office

- To incur contingent and miscellaneous expenditure – G.O.Ms.No.59 dt. 11.02.2003.
- To accord sanction – Administrative/Expenditure sanction in respect of scheme/project – G.O.Ms.No.74 dated 15.12.2008.
- Monetary limit for Secretaries – 20 lakhs and for Heads of Department – 10 lakhs.
- In respect of PWD officials for execution of work – Powers are delegated vide CPWD Manual Volume – II and as adopted by the Government of Puducherry.
- The Administrator is vested with powers to accord sanction for scheme/project upto ₹ 50 crores.