



**PAKISTAN PUBLIC WORKS
DEPARTMENT**

CODE

(REVISED)

1982

**GOVERNMENT OF PAKISTAN
HOUSING AND WORKS
DIVISION**



PAKISTAN PUBLIC WORKS DEPARTMENT

CODE

(REVISED)

1982

GOVERNMENT OF
PAKISTAN
HOUSING AND WORKS
DIVISION

PREFACE TO THE REVISED EDITION

The Central Public Works Department Code was printed in 1951. Since then the organization of the department, the working procedures and the concept of accountability have undergone substantial changes and the delegation of financial powers made in the Code has been rendered inadequate with the passage of time. It was, therefore, necessary to revise and update the Code.

2. In this edition all the available amendments have been incorporated and the errors and omissions rectified; the financial powers have been enhanced with the concurrence of the Ministry of Finance; the working procedures have been modified to conform to the present day requirement and new chapters have been added to clearly define the duties and responsibilities of the main functionaries of the department.

3. This Code is intended to be an authentic guide on the procedures to be followed for execution of public works. The accounts procedures which form an integral part of the works procedures are incorporated in the Central Public Works Accounts Code, to which references have been made in this Code, where necessary.

4. Corrections to this Code will be issued by the Works Division who will be responsible for obtaining approval of the authority concerned.

Islamabad, the 26th September, 1982.

Maj Gen
(Shafiq Ahmad)
Secretary (H&W)

TABLE OF CONTENTS

| | | Paragraphs | Pages |
|-------------|---|--------------|-------|
| Chapter I | SCOPE | 1.01—1.02(b) | 1 |
| | Appointment of private Architects/Consultants | 1.02(c) | |
| | | 1.02(d) | |
| | Works of Pakistan Missions abroad | 1.02(e) | 2 |
| Chapter II | ESTABLISHMENT | 2.01—2.07 | 5—7 |
| | Regular Establishment | 2.01 | 5 |
| | Employment on Local Fund Works. | 2.02 | 5 |
| | Workcharged Establishment. | 2.03 | 5 |
| | Police and other Guards | 2.04 | 6 |
| | Medical Establishment | 2.05 | 6 |
| | Cashiers and Store Keepers | 2.06 | 6 |
| | Forms and Records | 2.07 | 7 |
| Chapter III | ORGANISATION | 3.01—3.03 | 8—11 |
| | General | 3.01 | 8 |
| | Duties and Functions of various units | 3.02 | 8 |
| | Director General's Office | 3.02 (i) | 8 |
| | Regional Office. | 3.02 (ii) | 8 |
| | Planning Unit | 3.02 (iii) | 8 |
| | Architectural Unit | 3.02 (iv) | 8 |
| | Structural Design Unit | 3.02 (v) | 9 |
| | Quantity Surveying Unit. | 3.02 (vi) | 9 |
| | Schedule of Rates Unit. | 3.02 (vii) | 9 |
| | Co-ordination Programming & Processing Unit | 3.02 (viii) | 9 |
| | Services Planning Unit | 3.02 (ix) | 10 |
| | Administration Unit. | 3.02 (x) | 10 |
| | Budget and Accounts Directorate | 3.02 (xi) | 10 |
| | Legal Unit | 3.02 (xii) | 10 |
| | Circle Office. | 3.02 (xiii) | 10 |
| | Divisional Office | 3.02 (xiv) | 10 |
| | Sub-Divisional Office | 3.02 (xv) | 10 |
| | Transfer of Divisional/Sub-Divisional Charge. | 3.03 | 11 |
| Chapter IV | <u>DUTIES OF OFFICERS OF THE PAKISTAN PUBLIC WORKS DEPARTMENT</u> | 4.01—4.33 | 13 |
| | Director General | 4.01 | 13 |
| | Regional Chief Engineer | 4.02 | 14 |
| | Chief Engineer (Planning) | 4.03 | 15 |
| | Chief Architect | 4.04 | 15 |

| | Paragraphs | Pages |
|---|-------------|-----------|
| Deputy Chief Engineer | 4.05 | 16 |
| Director Budget and Accounts | 4.06 | 16 |
| Superintending Engineer, Planning & Designs | 4.07 | 18 |
| Superintending Engineering (Site Control) | 4.08 | 19 |
| Superintending Engineer (Structure) | 4.09 | 20 |
| Superintending Engineering (Quantity Surveying) | 4.10 | 21 |
| Superintending Engineer (Schedule of Rates) | 4.11 | 22 |
| Superintending Engineer (Service Plann- ing) | 4.12 | 23 |
| Superintending Engineer (Co-ordination Programming & Progressing) | 4.13 | 23 |
| Senior Architect | 4.14 | 24 |
| Executive Engineer (Structure) | 4.15 | 24 |
| Executive Engineer (Quantity Surveying | 4.16 | 25 |
| Executive Engineer (Services Planning and CP&P) | 4.17 | 25 |
| Executive Engineer (Schedule of Rates) . . | 4.18 | 25 |
| Executive Engineer, Site Control (Divi- sional Officer) | 4.19 | 26 |
| Divisional Officer (Horticulture) | 4.20 | 29 |
| Assistant Executive Engineer | 4.21 | 29 |
| Sub-Divisional Officer (Site Control) | 4.22 | 29 |
| Architect | 4.23 | 29 |
| Assistant Architect | 4.24 | 30 |
| Administrative Officer | 4.25 | 30 |
| Joint Administrative Officer | 4.26 | 30 |
| Assistant Administrative Officer (Welfare Officer) | 4.27 | 30 |
| Law Officer | 4.28 | 31 |
| Divisional Accounts Officer | 4.29 | 31 |
| Budget and Finance Officer | 4.30 | 32 |
| Deputy Director Budget and Accounts . . | 4.31 | 34 |
| Deputy Budget and Finance Officer | 4.32 | 34 |
| Assistant Accounts Officer | 4.33 | 36 |
| Chapter V BUDGETARY PROCEDURE | 5.01 | 37 |
| Budget of the Department | 5.01 | 37 |
| Duties and Responsibilities of the Various Offices of the Department | 5.02-5.06 | 37-39 |
| Divisional Officer (Site Control) | 5.03 | 37 |
| Superintending Engineer (Site Control) | 5.04 | 38 |
| Regional Office (Chief Engineer) | 5.05 | 38 |

| | Paragraphs | Pages |
|--|-------------|-------|
| Director General's Office (Central Head Quarters) | 5.06-5.07 | 39 |
| Final Review and Supplementary Budget Estimate | 5.08 | 39 |
| Chapter VI WORKS | 6.01 | 40 |
| A. Classification of the Operations of the Pakistan P.W.D | 6.01-6.05 | |
| B. Basic Rules applicable to all Federal Works | 6.06 | 40 |
| (a) Administrative Approval (Sanction for Works) | 6.07 | 41 |
| (b) Expenditure Sanction | 6.08 | 41 |
| (c) Technical Sanction | 6.09 | 42 |
| (d) Appropriation and re-appropriation | 6.10 | 42 |
| C. Powers of Authorities to accord/ approval or sanction to Central Works | 6.12-6.13 | 43 |
| (a) General | 6.12-6.13 | 43 |
| (b) Approval | 6.14-6.16 | 44-45 |
| (c) Excess over approved cost. | 6.17 | 45 |
| (d) Technical Sanction | 6.18 | 45 |
| (e) Excess over Technical Sanction | 6.19-6.21 | 45 |
| (f) Modification in Amounts Technically sanctioned | 6.22 - 6.23 | 46 |
| (g) Technical Sanction to component Part of a Project | 6.24 | 46 |
| (h) Appropriation and Re-Appropriation | 6.25 | 47 |
| D. Lapse of Sanction | 6.26 | 47 |
| E. Communication to Audit of Approvals and Sanctions | 6.27 | 47 |
| Chapter VII RULES TO BE OBSERVED BEFORE, DURING AND AFTER THE EXECUTION OF WORKS. | 7.01 | 49 |
| A. General Rules | 7.01-7.02 | 49 |
| B. Estimates | 7.03-7.04 | 49-50 |
| C. Scope of the Sanction to an Estimate | 7.05-7.07 | 50 |
| D. Preliminary Operations | 7.08 - 7.14 | 50-54 |
| E. Rules to be observed during Construction | 7.15-7.21 | 54-55 |
| F. Procedure of Completion of a Work | 7.22-7.24 | 56-57 |
| G. Special Rules for Petty Works | 7.25 | 57 |
| H. Special Rules regarding repairs | 7.26-7.31 | 58-59 |

| | Paragraphs | Pages |
|-------------------|--|-------------------|
| Chapter VIII | NON-GOVERNMENT WORKS | 8.01—8.04 60 |
| Chapter IX | BUILDINGS | 9.01 63 |
| | A. Fixture | 9.01 63 |
| | B. Purchase of Buildings | 9.02 63 |
| | C. Sales or Dismantlement of Buildings | 9.03 63 |
| | D. Renting of Buildings | 9.04—9.05 64 |
| | E. Insurance of Buildings | 9.06 64 |
| | F. Use of Public Buildings as Residences | 9.07 64 |
| | G. Register of Immovable Government Properties | 9.08 64 |
| Chapter X | STORES | 10.01 65 |
| | A. General | 10.01 65 |
| | B. Purchase, Manufacture and Repairs of Stores | 10.02—10.07 65—66 |
| | C. Sale and Write off of stores | 10.08—10.13 67—68 |
| | D. Stock Taking | 10.14 68 |
| | E. Mathematic Instruments | 10.15—10.16 68 |
| | F. Store Keeper | 10.17 69 |
| | G. Machinery | 10.18 69 |
| | H. Testing Laboratories and Testing Instruments | 10.19 70 |
| | I. Powers of Works Division and the Officers of Pakistan PWD in relation to the sale and write off of Stores. | 10.20 70 |
| APPENDICES | | |
| | Divisional Office Budget for Works and Establishment | App: I (i) 71 |
| | Circle Office Budget for Works and Establishment | App: I (ii) 72 |
| | Regional Office (Chief Engineer's Office) Budget for Works & Establishment | App: I (iii) 73 |
| | Director General's Office Budget for Works and Establishment | App: I (iv) 74 |
| | Powers of the director General, Chief Engineer and Executive Engineer of Pak PWD to give administrative approval | App: II 75 |
| | Powers of the Director General/Chief Engineer/Superintending Engineer/Divisional Officers to write off, sale and disposal of stores. | App: III 76 |
| | Summary of inter-linked references of Central PWA Code and Draft PWD Code Revised | 77 |

CHAPTER I

SCOPE

1.01 This code is intended to define the scope of the functions of the Works Division, Government of Pakistan, in respect of works executed through the Agency of Pakistan Public Works Department and the functions and responsibilities of the officers of the Department. The provisions of this Code shall not be deemed to over ride any rules laid down by the Government of Pakistan for application to special cases of works e.g. the Rules for the Management of the President's Estate.

1.02 (a) All Federally financed original works and ordinary and special repairs shall be executed through the Agency of Pakistan Public Works Department except as provided hereunder :—

- (i) Works pertaining to the Light-houses, Mints Archaeological and Salt Departments and I.R.D.P.
- (ii) Minor works costing upto Rs. 1,00,000.
- (iii) **All special repairs and original works in foreign countries costing upto Rs. 1,00,000.00 under the administrative control of the Ministry of Foreign Affairs may be undertaken without reference to the Pakistan Public Works Department. This shall be subject to the observance of any special procedure that may be prescribed by the Government of Pakistan for such works.**

1.02 (b) Notwithstanding the provisions of sub-para 1.02 (a) above the Works Division may allow an administrative Department to directly undertake the works under special circumstances. In such a case the provisions of sub-para 1.02 (c) shall be followed and the Audit Department shall be consulted prior to an agreement being entered into with the Consultant or a Contractor for making suitable provisions for normal audit check and financial control.

1.02 (c) The following procedure should be followed in the case of appointment of private Architects/Consultants for preparing architectural designs etc of specialised buildings :

- (1) The Client Department, in consultation with the Director General, Pakistan Public Works Department, shall decide the scope of work to be assigned to the private Consultant and also draw up a list of prequalified Consultants considered suitable for the job.
- (2) The Director General, Pakistan Public Works Department shall invite offers from the prequalified Consultants.
- (3) A Sub-Committee consisting of the representatives of the Ministry of Finance (Deputy Financial Adviser), Client Department (the Project Director, if any) and Pakistan Public Works Department (Superintending Engineer/Executive Engineer) shall be formed with the representative of the Client Department acting as its Convenor. This Sub-Committee shall be assigned the following functions :—
 - (i) Examination of the quotations from the Consultants.
 - (ii) Drafting of a general and specific questionnaire to include the points requiring clarifications from the Consultants.
 - (iii) Conduct of negotiations with the Consultants regarding their rates of fee, payment schedule, scope of work, foreign exchange components, time factor and all other allied matters.
 - (iv) Holding of meetings with the Consultants for negotiations, judging their capacities/capabilities etc., and making recommendations for final selection of Consultant.
 - (v) Any other allied matter, including suggestions, if any, for expediting the implementation of the project.
- (4) The final selection shall be made by a Committee of higher level consisting of such representatives of the Client Department, Works Division, Ministry of Finance and the Director General, Pakistan Public Works Department, who shall be able to take final

decision on behalf of their respective Ministries/Departments.

- (5) The Draft agreement shall be prepared by the Client Department in consultation with the Law Division.
- (6) The agreement shall be signed by the Works Division/ Director General, Pakistan Public Works Department.

1.02 (d) Where there is no specific requirement from the Administrative Department but the Director General, Pakistan Public Works Department requires Consultants/Architects for proper planning and execution of projects; the functions assigned in para 1.02 (c), (3) and (5) shall be exercised by the Planning Unit of Pak PWD. The final selection shall be made by a **Committee headed by an officer of the Pak P.W.D.** not less than the Chief Engineer in rank. Other members shall be Chief Architect, Director Budget & Accounts and Superintending Engineer (Site), concerned with the work.

1.02 (e) In the case of works of Pakistan Missions abroad, the following procedure shall be followed:—

- (i) Wherever a work is required by a Pakistan Mission abroad, the Ministry of Foreign Affairs may indicate the area requirement of individual spaces alongwith the status and number of the personnel who shall occupy them. Where necessary an indication of the extent of future expansion should be given. This statement of requirements, together with the site plan, statement of local building materials and photographs of surrounding buildings may be sent in triplicate to the Works Division for onward transmission to Pakistan Public Works Department. The information furnished by the Ministry of Foreign Affairs shall be examined by the Director General to decide if it is necessary to depute an Architect or an Engineer to visit the site of work before preparation of rough sketch plan etc. In case deputation of an Engineer/ Architect to visit the site is considered necessary the Works Division shall decide the matter in consultation with the Ministry of Foreign Affairs. However, if the information furnished is considered to be adequate for the preparation of a rough sketch plan, the needful shall be done and a copy of the sketch plan furnished to the Ministry of Foreign Affairs for obtaining the views of the Ambassador.

- (ii) The expenditure on T.A. and D.A. of the Engineer/Architect shall be met by the Ministry of Foreign Affairs from their budget.
- (iii) The Works Division in consultation with the Ministry of Foreign Affairs shall decide whether the Architectural plans shall be prepared (i) departmentally by the Pakistan Public Works Department or (ii) by a Pakistani architect or (iii) by a foreign consultant.
- (iv) If it is decided to engage an outside Architect, Director General shall invite Architects of repute for the purpose of pre-qualification, through the Embassy concerned.
- (v) The scope of work shall be intimated by the Director General to the pre-qualified Architects who would furnish their bids. The Chief Engineer (Planning) shall prepare the list of such Architects and shall send the case to the Committee consisting of a representative each of the Ministry of Foreign Affairs, Works Division and Ministry of Finance and the Director General, Pakistan Public Works Department, who shall take final decision for selection of the Architect.
- (vi) The draft agreement shall be prepared by the Ministry of Foreign Affairs in consultation with the Pakistan Public Works Department.
- (vii) The agreement shall be signed by the Works Division or the Director General, Pakistan Public Works Department.
- (viii) The procedure formulated for the selection of an Architect shall also be followed in the case of Contractors.
- (ix) The Director General, Pakistan Public Works Department and the Committee referred to in sub-para (v) above shall keep in view the decision regarding the engagement of PEPAC and N.C.P. and if necessary conduct negotiations with them or with any other Pakistani firm to settle the rates.
- (x) In order to ensure quality control and to check likely collaboration between the Architect and the Contractor it shall be the responsibility of Pakistan Public Works Department and Works Division to oversee the work during its execution.

CHAPTER II

ESTABLISHMENT

Regular Establishment

2.01 The regular establishment of the Department shall be in accordance with the structure of pay and services sanctioned by the Government under general orders.

Employment on Local Fund Works

2.02 The Works Division may direct the Pakistan Public Works Department to undertake works financed from local fund and the employees of the Department may be required to do this work in addition to their own duties.

Workcharged Establishment

2.03 (a) The workcharged establishment shall include such establishment as is employed upon the actual execution, as distinct from the general supervision of a specific work or of sub-works of a specific project or upon the subordinate supervision of departmental labour, stores and machinery in connection with such work or sub-work. The engagement of workcharged establishment shall be subject to the rules laid down by the Government for such establishment.

(b) The workcharged establishment shall not be engaged on any work unless provided for in the estimate as a separate sub-head of the estimate for that work.

(c) Superintending Engineers and Divisional Officers may, subject to the limitations of pay, upto N.P.S. Grade No. 8 and N.P.S. Grade No. 5 respectively for each post, and to the general or special restrictions which the Government may impose, sanction the engagement of workcharge establishment. Grant of premature increments to the employees of workcharged establishment within the meaning of F.R. 27 shall require the sanction of the Chief Engineer.

Police and other Guards

2.04 (a) When marching or when in camp on public duty, officers are allowed a guard for the protection of public property. Such guards shall be provided without charges by the police Department, and application for them shall be made to the Superintendent of Police by an officer of the status not lower than that of a Divisional Officer. Such guards shall, however, be asked for only when the officer travelling is in charge of Government money or valuable Government property, or if the country is disturbed.

(b) In all cases where, through the inability of the Police Department to supply a guard from the regular police force, special guards may be engaged, for which the sanction of the Chief Engineer shall be necessary. Divisional Officers may, however, in urgent cases, engage the guards in anticipation of sanction, reporting their action at once to higher authority. The services of such extra guards shall be dispensed with, directly, they are no longer required.

Medical Establishment

2.05 Assistant Surgeons shall be allowed as part of the Public Works establishment and provided medicines at the public expense, wherever any large body of workers is collected together. Sanction to their appointment shall be obtained under the normal rules applicable to increase of establishment and application for the services of individuals to fill the sanctioned posts shall be made through the Superintending Engineer, to the *Chief Medical Officer/Medical Superintendent*.

Cashiers and Store Keepers

2.06 Cashiers, whether appointed permanently or temporarily must furnish security, the amount being determined by the Superintending Engineer, according to the circumstances of each case. Store Keepers and members of the subordinate & clerical establishments entrusted with the custody of cash or stores shall, subject to any general or special orders of the Works Division on the subject, be required to furnish security on the option of the Superintending Engineer of the Circle. The security shall either be paid in cash or in any form as prescribed under Rule 27 of the General Financial Rules.

Forms and Records

2.07 (i) Standard forms included in the Book of Standard Forms published by the Government must be utilized and shall not be altered without the previous sanction of the Government.

(ii) Where a definite period after which records may be destroyed has been prescribed by the Government of Pakistan, Divisional Officers shall, on the expiry of that period, order the destruction of such records in their own and subordinate offices. Superintending Engineers are competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless. The destruction of records which appertain to the accounts of the department is governed by Para 598 of the Central Public Works Account Code. A record of the papers destroyed should be maintained. The following record shall on no account be destroyed :—

Records connected with expenditure which is within the statute of limitation.

Records connected with expenditure on works, although beyond the period of limitation.

Records connected with claims to service and personal matters connected with persons in service.

CHAPTER III

ORGANIZATION

General

3.01 The Pakistan Public Works Department shall consist of the Director General's Office, Regional Offices, Circle Offices, Divisional Offices and Sub-Divisional Offices, composed of a number of units.

3.02 The duties and functions of the various units shall be as under :—

- (i) *Director General Office.*—This shall be the controlling office of the Department, as a whole, in all respects.
- (ii) *Regional Office.*—This shall be the controlling office of a particular region in the Department, in all respects.
- (iii) *Planning Unit.*—This unit shall be responsible for all the planning work of the Department and co-ordinate the work of Architect, Structural Designers; Quantity Surveyors etc.
- (iv) *Architectural Unit.*—This unit shall prepare architectural designs through various stages, preliminary, final and executive, in consultation with Structural and Quantity Surveying Units etc. While developing the plans, it shall be the responsibility of the Architectural Unit to take into consideration the aesthetic, functional, structural and service requirements of all the projects with due regard to economy of cost, availability of materials and specifications. Chief Architect, Senior Architect and Architects may also inspect works under construction and advise the field staff for ensuring that the works are executed in accordance with the approved architectural plans and designs. They shall, after each inspection, submit their impressions to the Director General/Chief Engineer/Superintending Engineer for works of their competence.

(v) *Structural Design Unit.*—This Unit shall be responsible for the preparation of all structural designs and drawings for all projects. The officers of the Structural Unit shall, in close association with Architect and the Quantity Surveyor, undertake tour of works (including out-stations) in-order to determine the site conditions, foundation problems and other problems affecting the planning and structural design of the structure. They shall authorise the nature and magnitude of ground survey, soil investigations and any other tests required for effective design; A detailed report shall be submitted after each visit. They shall inspect works during execution, periodically, as and when ordered by the competent authority, to ensure that approved structural designs and drawings are being followed.

(vi) *Quantity Surveying Unit.*—(a) This Unit shall be charged with the responsibilities of preparation of preliminary and detailed estimates, draft N.I.Ts. comprising of schedule of quantities, detailed specifications of materials and workmanship and estimates of quantities and cost for all projects. Estimates for all maintenance works, additions and alterations to existing buildings shall be prepared in the Divisional Offices concerned irrespective of the cost. The Officers of the Quantity Surveying Unit shall, in close association with the Architectural Unit and Structural Unit undertake tour on works (including out-stations) in order to determine site conditions for proper preparation of the estimates. A detailed reports shall be submitted to the concerned authorities after each such visit.

(b) This Unit shall also be responsible for preparation of Annual Development Plan and Periodical Plans.

(c) P.C.I shall be prepared by this Unit in consultation with Architectural Unit.

(d) It shall also scrutinize extra and deviation items statements pertaining to works.

(vii) *Schedule of Rate Unit.*—This Unit shall be responsible for preparation and review of the Schedule of Rates and Specifications. It shall also appraise and evaluate completed projects specially selected for this purpose. This Unit shall also be responsible for preparation and review of the escalation, their graphs and charts. The unit shall also compile item rates of all engineering materials & labour units.

(viii) *Co-ordination, Programming & Progressing Unit.*—This unit shall be responsible for close co-ordination with the Client Departments in the matter of funds provided in the Annual Development

Plan and shall render advice needed by the Client Department for programming and progress of the works. It shall keep close liaison with the Client Department for removing the bottlenecks impeding the works and prepare and submit periodical progress reports to the Works Division and the Client Departments.

(ix) *Services Planning Unit.*—This unit where provided, shall be responsible for preparation of structural design, drawings, preliminary and detail estimates and detail specifications for all services to be provided in project *i.e.* Water Supply, Sanitary, Roads and Electrical and Mechanical works (external as well as internal). The Officers of the Services and Planning Unit shall work in close association with the Officers of the Quantity surveying Unit. They shall undertake tour on works in order to determine site conditions for proper preparation of estimates.

(x) *Administration Unit.*—This Unit shall deal with the administration; establishment and general matters.

(xi) *Budget and Accounts Directorate.*—This Unit shall be responsible for all matters relating to internal audit, budget, accounts and control over expenditure and render financial advice to the competent authority on the matters of surrenders, supplementary grants, appropriation and re-appropriations, draft paras, review of funds, rendering consolidated accounts to Director Audit & Accounts (Works), maintenance of the accounts of the works administratively controlled by Works Division, Provident Fund accounts and dealing with pension and gratuity cases.

(xii) *Legal Unit.*—This Unit shall deal with all legal matters in respect of contract agreements, arbitration cases and render legal advice to the competent authority on specific cases referred to it. The Law Officer shall appear before the Court when called upon to do so.

(xiii) *Circle Office.*—The Circle Office shall be under the charge of a Superintending Engineer and shall have overall responsibility for the efficient management and execution of the original and repair works and general superintendence of the Divisions under its control including architectural and structural designs, estimating, preparing of N.I.T. documents, acceptance of tenders and agreements of the works of his competence with the assistance of structural, quantity surveying, architectural and accounts units when placed under it. The Circle Office is primarily responsible for ensuring an adequate rate of progress of expenditure and quality of works under its control.

(xiv) *Divisional Office.*—The Divisional Office shall be under the charge of an Executive Engineer. It shall be responsible for the preparation of all estimates and award of works of the competence of the Divisional Office and for all estimates for maintenance, addition and alterations to the existing buildings irrespective of their cost. It shall be the primary responsibility of a Divisional Officer to see that works under his charge are supervised efficiently and are executed in accordance with the approved designs, drawings and specifications and that proper and adequate arrangements exist for safe custody and up-keep of stock, T&P and mathematical instruments on its charge.

(xv) *Sub-divisional Office.*—(a) The Divisional Office is divided into sub-division under the charge of a Sub-divisional Officer who shall be responsible to the Divisional Officer for the efficient management and proper execution of all works under his Sub-Division.

(b) It shall be the responsibility of the Sub-Divisional Officer to prepare all estimates and award work of his competence.

(c) The Sub-Divisional Officer shall be responsible for proper maintenance of expenditure and revenue accounts, utilisation of funds for the purpose they are provided in budget and incurring expenditure in accordance with rules and orders in force as well as ensuring that the expenditure on any work/establishment does not exceed the budget provision.

Transfer of Divisional and Sub-divisional Charge

3.03 (i) A register of incumbents of charges shall be kept in every Divisional Office showing the period of incumbency of each officer who has held charge of the Division and of the several sub-divisions under it. In each sub-divisional office, a similar register of the incumbents of that Sub-division only should be maintained.

(ii) The relieving officer shall inspect the records, cash, mathematical instruments, stores, works and materials at site of works, examine the accounts and count the cash, and, in reporting that the transfer has been completed, shall bring to notice any deficiencies, departures from sanctioned plans and estimates, and, generally, anything objectionable or irregular in the conduct of business which may have come to his notice. In the case of the transfer of a sub-divisional charge, the relieved officer shall, unless otherwise ordered, accompany the relieving officer on his inspection. In the case of the transfer of a

Divisional charge, the relieved officer shall accompany the relieving officer in his inspection of out-stations only when so directed by the Superintending Engineer. In reporting that the transfer has been completed the relieving officer shall mention what out-stations he has yet to inspect, and when he proposes to visit each.

(iii) If the relieving officer fails to bring to notice within a reasonable period any deficiency or defect in work, or stores taken over, from his predecessor, he shall be held responsible for the same, both as to quantity and quality, so far as he was in a position to ascertain it.

(iv) The relieved officer shall give the relieving officer a memorandum showing all the works in hand and the orders remaining to be compiled with, detailing such matters as particularly require his attention, with full explanation of any peculiarity of circumstances or apprehended difficulties. He shall also furnish the relieving officer with a complete statement of all unadjusted claims, and a report as to any complication likely to arise owing to their non-adjustment.

(v) The relieving Divisional Officer shall mention specifically in his transfer report whether the accounts can be considered fairly to represent the progress of the works.

(vi) In the case of the transfer of a Divisional charge the report of completion of transfer shall, except in special circumstances, be submitted within a fortnight of such transfer. In the case of any disagreement between the relieved and relieving officers, a reference shall be made to the Superintending Engineer, who shall settle the matter.

(vii) The transfer report of a Sub-Divisional charge shall be made in the prescribed form, which, on receipt by the Divisional Officer, shall be scrutinised by him, any remarks necessary being entered in the column provided for that purpose. It shall then be forwarded to the Superintending Engineer, who, after passing such orders as may be necessary, shall return it to the Divisional Officer for record in his office.

(viii) In the case of a Divisional or Sub-divisional charge becoming vacant by the death or sudden departure of the officer in charge, the succeeding officer shall take action as above prescribed and assume charge, forwarding to the Superintending Engineering or Divisional Officer, as the case may be, the receipts which would otherwise be given to the relieved officer.

CHAPTER IV

DUTIES OF OFFICERS OF THE PAKISTAN
PUBLIC WORKS DEPARTMENT

Director General

4.01 (i) The Director General shall be responsible to the Works Division, Government of Pakistan for the efficient administration and general professional control of the Public Works Department. He shall also carry out, periodically adequate inspections for efficient administration, technical and financial control.

(ii) The administrative control of the entire Pakistan Public Works Department shall rest with the Director General. The powers to transfer all officers of the department except the Chief Engineers shall rest with him.

(iii) He shall be the Chief Professional Adviser in all matters connected therewith.

(iv) The Director General shall with the assistance of Director Budget and Accounts exercise full control over the duties of the officers of the Department in connection with the maintenance of accounts, enforcing strict attention to the regulations concerning the disbursement of money, custody of stores and the submission of accounts. He shall, however, have no authority over the Auditor General in regard to audit matters but shall have a claim on him for assistance and advice in matters relating to audit. He shall arrange that the Auditor General is kept fully cognizant of all proceedings and proposals to enable the latter to fulfil his functions.

(v) The Director General shall prepare, annually, the portion of the budget estimates relating to the works under his control. It shall be his duty, with the assistance of the Director Budget and Accounts, to administer the grant and, with this object, to keep a close watch over the progress of the expenditure against it, with a view to

seeing that no excess is permitted to occur, and that, if additional funds are necessary, application for the same is made in time. It shall further be his duty to see that the grant is fully expended in so far as is consistent with general economy and the prevention of large expenditure in the last month of the year, and that any money that is not likely to be needed during the year is promptly surrendered so as to allow its appropriation for other purposes by the proper authority.

(vi) The general supervision and control of the assessment of revenues from different sources within the limits of his charge will rest with the Director General who shall frame necessary estimates and watch carefully the progress of recovery during the course of the year.

Regional Chief Engineer

4.02 (i) The duties of the Director General specified in paragraphs 4.01 (i), (v) and (vi) shall also devolve on the Regional Chief Engineer, within his jurisdiction subject to the condition that the Director General shall exercise overall supervisory control over all works.

(ii) The Chief Engineer shall exercise control over the officers and staff of Pakistan P.W.D. employed within his jurisdiction including the matters relating to grant of leave and inter-station transfers within the region, except Superintending Engineers. The administrative control over the entire Pakistan Public Works Department officers and staff shall rest ultimately with the Director General who shall order inter-regional transfers in consultation with the Chief Engineer.

(iii) The Chief Engineer shall be the controlling Officer in respect of all Superintending Engineers in his region. Permission of the Director General shall be necessary for all tours out of the jurisdiction of the Chief Engineer. The Chief Engineer shall be his own controlling officer.

(iv) The Chief Engineer shall with the assistance of Deputy Director Budget and Accounts exercise control over the duties of the officers of the department in connection with maintenance of the accounts and enforcing strict adherence to the regulations concerning disbursement of money, within his jurisdiction.

(v) The Chief Engineer shall review progress of works and prepare review charts.

(vi) He shall be the head of the Planning Unit placed under his Region.

(vii) He will coordinate with respective administrative department for works costing upto Rs. 50 lacs from initial stages to prepare the programme for planning and designing of these projects.

Chief Engineer (Planning)

4.03 (i) The Chief Engineer, Planning shall be the Head of the (a) Quantity Surveying Unit, (b) Structural Design Unit, (c) Schedule of Rates Unit, (d) Services & Planning Unit and (e) Co-ordination programming and progressing unit.

(ii) He shall be responsible to the Director General for efficient and professional control of all the Units placed under his charge.

(iii) He shall be the Technical Officer of the Director General in all matters.

(iv) The power of transfer of all officers working under him except his Superintending Engineers shall rest with him.

(v) He shall be the Controlling Officer of all the Officers posted under him and shall be his own Controlling Officer.

(vi) He shall co-ordinate with respective Administrative Departments for works costing above Rs. 50 lacs from initial stages, to prepare the programme for Planning and Designing of these projects.

Chief Architect

4.04 (i) Chief Architect shall be responsible to the Director General for providing consultancy services to the Pakistan Public Works Department such as Architectural and schematic designing, town planning, interior decoration and modelling etc.

(ii) He shall be responsible to inspect important works under construction in various regions and advise the Regional Chief Engineers and the field staff for ensuring that the works are executed

in accordance with the approved architectural designs and the best engineering practices. Any deviations therefrom shall be brought to the notice of the Director General/Chief Engineer (Planning) and the Regional Chief Engineer concerned through inspection/tour notes.

(iii) He shall be responsible to inspect periodically the work of the regional design offices with a view to assessing the out-put and competence of the architectural staff posted at the regional offices.

(iv) The Chief Architect shall be the Controlling Officer in respect of all architects and other officers and staff placed under him and shall be his own controlling officer.

(v) The Chief Architect shall correspond directly with the local authorities, civil and Military.

(vi) He shall be responsible to ensure that the total architectural potential *i.e.* architects, draftsmen etc. of the Pak P.W.D. is equitably distributed between the Central and Regional Architecture Offices according to the load of work and requirements.

Deputy Chief Engineer

4.05 (i) He shall assist the Director General in administrative and establishment matters including worksharge staff and exercise delegated powers on his behalf. The functions assigned to the Deputy Chief Engineer are direct control of Legal Branch, and :

(ii) To act as Vigilence Officer.

(iii) To act as Controlling Officer for travelling allowance purposes in respect of the officers and staff, directly placed under him.

(iv) To attend to any other matter specially assigned to him by the Director General.

Director Budget and Accounts

4.06 (i) The Director, Budget & Accounts shall be responsible to the Director General for the discharge of his duties and functions given in sub-para (iii) below.

(ii) The transfers and postings of all officers and other establishment under his administrative control except those of the

17

Deputy Director, Budget & Accounts and Budget & Finance Officer shall be made by Director of Budget and Accounts in his own authority. The transfer of Divisional Accounts Officers shall be done by the Director Budget and Accounts with the prior approval of the Director General. He shall be the Controlling Officer in respect of his immediate subordinates.

(iii) (a) The duties and functions of the Director Budget & Accounts shall be :

- (1) Watching expenditure against the budget grant and other connected works.
 - (2) Fixation of pay of Gazetted Officers and the issue of their pay slips.
 - (3) Verification of the fixation of pay of non-gazetted Government servants.
- (b) Maintenance of G.P. Fund Accounts and dealing finally with the pension cases except the issue of Pension Payment Orders which work will be done by the Audit and Accounts Officers of Pakistan Audit Department as at present.
- (c) Scrutiny of the Divisional Accounts according to the quantum and the procedure laid down by the Principal Accounting Officer. The advice of the Director Audit and Accounts (Works), may be obtained, where considered necessary.
- (d) Consolidation of the classified accounts received from the Divisional Officers and submitting the consolidated accounts every month to the Director Audit and Accounts (Works) Lahore for incorporation in the Civil Accounts of the Government of Pakistan.
- (e) Preparation of a summary of departmental outstanding revenue.
- (f) Scrutiny of the reconciliation statements with the Treasuries received from the Divisional Accounts Officers.

- (g) Watching the recoveries of loans and advances sanctioned by the Competent Authorities to officers/establishment of Pakistan Public Works Department and maintenance of accounts thereof.
- (h) Working out leave-salary and pension contributions and watching their recoveries in respect of employees of the Pakistan Public Works Department sent on deputation.
- (i) Supervision of the departmental budget and list of excesses and surrenders for submission to the Ministry of Finance.
- (j) Submission of statements of budget and of actual revenue and expenditure to the Principal Accounting Officer.
- (k) Acting as Financial Advisor to the functional head of the Department.

Superintending Engineer, Planning & Designs

- 4.07 (i) He shall be responsible to the Regional Chief Engineer and will act as his Staff Officer.
- (ii) He shall deal with and supervise the Works Section in Chief Engineer's Office.
- (iii) He shall perform the duties of the Superintending Engineer, Quantity Surveying and Structural Units for the Works costing upto Rs. 50.00 lakhs.
- (iv) He shall be responsible for the work of the Architectural Unit in the Chief Engineer's Office.
- (v) The cases of Deputy Budget & Finance Officer shall be submitted to the Chief Engineer through the Superintending Engineer, Planning & Designs.
- (vi) He shall be responsible for proper budget management and expenditure control of the region.

Superintending Engineer (Site Control)

4.08 (i) The Superintending Engineer shall be the administrative head of the site control unit *i.e.* a Circle.

(ii) The transfers and posting within his Circle of establishment other than those of Divisional Officers and the Divisional Accounts Officers shall be made by the Superintending Engineer on his own authority. He shall be the controlling Officer of his immediate subordinates.

(iii) The Superintending Engineer shall examine the books of the Divisional Office and see that matters relating to the primary accounts are attended to personally by the Divisional Accounts Officers, the duties of examination of accounts devolved on Divisional Officers are being attended to by him and that the accounts fairly represent the progress of each work. It shall also be his duty to examine the Register of Works, and, when he considers it necessary, he may require a Divisional Officer to report to him monthly or at longer intervals, on a works Slip, the total expenditure to date under each sub-head of a work, in contrast with the sanctioned estimates. It rests with the Superintending Engineer to investigate excesses over sub-heads with a view to deciding whether or not a revised estimate shall be required. It shall also devolve on the Superintending Engineer to see that it is submitted on due time to the sanctioning authority (see paragraphs 4.15 (iv) & 6.19).

(iv) (a) It shall be his duty to inspect the various works in progress within his Circle and to satisfy himself that the system of management prevailing is efficient and economical, that the different stocks are duly verified according to the rules laid down, and that there is no accumulation of stock in any Division beyond its requirements. Unless otherwise permitted by a higher authority, the Superintending Engineer shall spend 25% of his time on inspection of works. An inspection report shall invariably be issued by him to the Executive Engineer after each inspection and a copy of the report shall also be endorsed to his controlling officer.

(b) The Superintending Engineer shall also be responsible to ensure that no delay is allowed to occur in the submission of completion report. He shall further, as far as may be possible, inspect periodically, all important public buildings and other works within his jurisdiction.

(v) The Superintending Engineer shall inspect the Divisional Officers atleast once a year formally and record the results of such inspection in the prescribed form. During these inspections he shall also examine the condition of furniture, surveying and mathematical instruments at the headquarters of Divisions and also initial accounts of stock, tools and plant and stock manufacture, Register of works and other Divisional books as well as inspect the systems of recording plans and papers and office work in general. He shall also satisfy himself, from time to time, that the staff employed in the Division is actually necessary and adequate for its management.

(vi) The Superintending Engineer shall during his tour see that the measurement books are carefully kept; the measurements are properly recorded and that they are complete records of the actual measurements of each kind of work done for which certificates have been granted. He shall also see that the orders of the higher authorities regarding checking of measurements are duly observed.

(vii) The supervision and control of the assessment of revenue from different sources, within his Circle shall rest with the Superintending Engineer.

(viii) The Superintending Engineer is authorised to correspond direct with any civil or military authorities in the matters pertaining to his jurisdiction.

(ix) He shall co-ordinate with respective administrative departments for works costing upto Rs. 15 lacs from initial stages, to prepare the programme for planning and designing of these projects.

Superintending Engineer (Structure)

4.09 (i) The Superintending Engineer, Structure shall be responsible to the Chief Engineer (Planning) for the work costing above Rs. 50 lakh and shall be responsible for sound planning and designing of the structures and civil services in collaboration with Architecture Section.

His duties shall be :

- (a) Preparation of designs, drawings and structural specifications.

- (b) Preparation of Sanitary, water supply and drainage schemes for the works referred to in sub-para (a).
 - (c) Interpretation of site investigation reports and obtaining contour plans, topographical features, soil data from the Superintending Engineer (Site Control) or other related information as may be required by the Architecture and Q.S. Units.
 - (d) To inspect works as and when desired by the Director General/Chief Engineer, (Planning) to ensure that the approved structural designs and drawings are being adhered to. Any deviation from the approved structural designs and drawings shall be reported by him to the authority competent to sanction the work and to the Chief Engineer (Planning).
- (ii) The Superintending Engineer (Structure) may on his own authority, order transfer and posting of officers and other establishment other than the Executive Engineer, within his jurisdiction. He shall be the Controlling Officer in respect of his immediate subordinates.
 - (iii) The Superintending Engineer, Structure, is authorised to correspond directly with the local authorities, civil or military.

Superintending Engineer (Quantity Surveying)

4.10 (i) The Superintending Engineer, Quantity Surveying shall be responsible to Chief Engineer (Planning) for the works costing more than Rs. 50 lakh and shall be responsible for accurate estimating and preparation of tender documents etc., in collaboration with the Architectural and Structural Units. His duties shall be :

- (a) Preparation of preliminary and detailed estimates, specifications of materials and workmanship for works costing beyond Rs. 50 lakh or more except for maintenance and additions and alterations to existing buildings which shall be prepared by the Divisional Officer, Site Control.
- (b) Scrutiny and checking of estimates and projects pertaining to works costing more than Rs. 50 lakh.

- (c) Preparation of Annual Development Plan and periodical plans.
- (d) Inspection of works and detailed examination of expenditure thereon as and when desired by the Chief Engineer (Planning).
- (e) The Superintending Engineer, Quantity Surveying may order on his own authority transfer and posting of officers and other establishment other than the Executive Engineer within his jurisdiction. He shall also be the Controlling Officer in respect of his immediate subordinates.

(ii) The Superintending Engineer, Quantity Surveying is authorised to correspond directly with the local authorities, (Civil or Military).

Superintending Engineer, Schedule of Rates

4.11 (i) The Schedule of Rates Unit shall be headed by the Superintending Engineer who shall be responsible for preparation and review of Analysis of Rates, Schedule of Rates and Specifications. He shall collect the required information and data to keep the analysis and the schedule of Rates upto date. For this purpose he shall keep a close liaison with Computer Bureau/Cell.

(ii) It shall also be his function to review and evaluate completed projects and standardise, rates and schedule components of the projects.

(iii) He shall also be responsible to compile material and labour Unit of item rates of the work, quantified and related to prevailing market rates for the Projects under review.

(iv) It shall also be his function to get all information from Regional Offices, agencies, and other sources for preparation of Review of the escalation graph and Chart.

(v) The Superintending Engineer, shall be authorised to correspond directly with the local authorities (Civil and Military). He can make tour to get information in fulfilling the above mentioned

obligations after obtaining prior permission of the Chief Engineer (Planning).

(vi) The Superintending Engineer may on his own authority order the transfer, posting of officers and other establishment other than executive Engineer within his jurisdiction and shall be Controlling Officer in respect of his immediate subordinates.

Superintending Engineer, Services Planning

4.12 (i) He shall be responsible to Chief Engineer (Planning) for the planning and designing of all utilities such as sanitary and water supply, drainage and electrical/mechanical services.

(ii) He shall work in close association with the Quantity Surveying, Structural and Architectural Units of the Central Office.

(iii) The Superintending Engineer shall be required to inspect the work under progress and to ensure that services as designed are being implemented accordingly. The Superintending Engineer shall establish close liaison with Architectural Unit at the earliest stages when plans are under preparation and inspect the sites, where the intended projects will be constructed and advise the Architectural Unit for achieving most economical designs of services. He can make tours to get information in fulfilling the above mentioned analysis after obtaining prior approval.

(iv) The Superintending Engineer may on his own authority order the transfer, posting of officers and other establishment other than executive Engineer within his own jurisdiction. He shall be the controlling officer of his office.

(v) The Superintending Engineer, Services Planning is authorised to correspond directly with any of the local authorities, civil or military.

Superintending Engineer, Coordination Programming and Progressing.

4.13 (i) The Superintending Engineer, shall be the Staff Officer of Chief Engineer, Planning and shall be responsible for proper co-ordination with Client Departments in matters of funds as provided in the ADP and shall render advice needed by them from time to time for ensuring proper programming and progressing of the works in accordance with time schedule already set for the same.

(ii) He shall work in close association with the planning and designing units of the Central Office to organize and ensure that each element of the project is planned, designed and estimated in accordance with the said programme.

(iii) It shall also be his responsibility to scrutinize and consolidate the works budget with the help of the Budget and Finance Officer as provided under paras 5.06 and 5.10.

Senior Architect

4.14 (i) The Senior Architect shall be responsible to the Chief Architect for accurate town planning and architectural designing for the works assigned to him.

(ii) The Senior Architect shall be responsible to inspect important works under construction and advise the field staff to ensure that they are being executed in accordance with the approved architectural designs. Any deviation therefrom shall be brought to the notice of the Chief Architect/Chief Engineer/Superintending Engineer under whose jurisdiction the work falls.

(iii) The Senior Architect may order posting of all officers and staff under him other than the Architect within his Section. He shall also be the Controlling Officer in respect of his subordinates.

(iv) The Senior Architect shall be authorised to correspond directly with the local authorities, civil or military.

Executive Engineer (Structure)

4.15 He shall be responsible to the Superintending Engineer Structure for the preparation of accurate designs, drawings for all projects, assigned to him. He shall also inspect works under construction as and when required by his Superintending Engineer to see that the approved structural designs are being adhered to at site. Any imperfection and change from the approved structural design shall be brought simultaneously to the notice of the Executive Engineer (Site Control) of the work as well as to his Superintending Engineer. He shall be the Controlling Officer of his subordinates.

Executive Engineer (Quantity Surveying)

4.16 He shall be responsible to the Superintending Engineer, Quantity Surveying. His duties shall be :

(i) To prepare and scrutinize proposals for inclusion in the Plan and Annual Development Programme and also Budgetary proposals for maintenance work. He shall be responsible to prepare PC-I of the schemes for the approval of the competent authority.

(ii) To prepare preliminary and detailed estimates of all original projects assigned to him, alongwith specifications of material and workmanship etc. Estimates for additions and alterations to existing buildings shall, however, be prepared by the Divisional Officer concerned irrespective of the cost of work.

(iii) He shall prepare NIT papers complete in all respects for the projects entrusted to him.

(iv) He shall also inspect site as and when desired by his Superintending Engineer to see that the estimates being prepared reflect site conditions.

(v) To check and scrutinize additional/extra items and deviation statements.

(vi) He shall be the controlling officer of his subordinates.

Executive Engineer, Services Planning

4.17 (i) The Executive Engineer, shall assist the Superintending Engineer in all matters related to his functions as mentioned above, within the sphere of duties assigned to him.

(ii) It will be the duty of the Executive Engineer to acquaint himself with the site condition and to design services in most economical manner.

Executive Engineer, Schedule of Rates

4.18 (i) The Executive Engineer, shall assist the Superintending Engineer in matters related to his functions.

(ii) It shall be his specific duty to analyse all the rates of items of work based on prevailing market rates and also to evaluate the rates of completed projects.

(iii) The Executive Engineer, shall compile a properly itemised Schedule of Rates.

(iv) The Executive Engineer, shall also compile the cost based on the plinth area rates of the completed projects to be able to use the same with accuracy while preparing preliminary estimates of similar projects.

Executive Engineer, Site Control (Divisional Officer)

4.19 (i) The Executive Unit of the department shall be the Division under the charge of an Executive Engineer, who shall be responsible to the Superintending Engineer for the execution and management of all works within his Division. It shall be part of his duties to organize and supervise the execution of works and to see that they are suitably and economically carried out with good workmanship and materials of good quality. The Executive Engineer shall spend a minimum of 10 days in a month, on an average, on inspection of works and shall record his instructions to the Assistant Engineer/Assistant Executive Engineer/Contractor in the Site Order Book immediately after an inspection. It shall be his responsibility to ensure that the defects pointed out by him or his superiors are rectified either by the Contractor or at his risk and cost and when completed, the work is generally in accordance with the drawings, designs and specifications.

(ii) Subject to the orders of Superintending Engineer, an Executive Engineer may transfer establishment (other than Sub-Divisional Officers and Divisional Accounts Officer) within his Division. Such transfers would be reported in the ordinary course to the Superintending Engineer in the case of transfer from one station to the other.

(iii) The Executive Engineer shall have a Divisional Accounts Officer who shall be responsible for the functions defined under para 4.31. The monthly divisional accounts prepared by the Divisional Accounts Officer shall be examined by the Executive Engineer in order to satisfy himself about accuracy of the accounts sent to Director Budget and Accounts.

(iv) The Executive Engineer shall be primarily responsible for affording information in case of probability of excess of actual over

estimated cost of work, and should report any such probability to the Superintending Engineer at once, briefly describing the nature and causes of excess and asking for orders. Subsequently a report should be made on the "Works Slip" form. The Divisional Officer shall also submit the "Works Slip" with such detailed explanation as will enable the Superintending Engineer to fix responsibility on the occurrence, or the probability of the occurrence, of any irregularity in the rate or cost of a sub-head. All important liabilities not brought to account should also be noted on the Works Slip. It shall, however, not be necessary for the Divisional Officer to submit the "Works Slip" in cases in which he can pass final excesses over estimates under paragraph 6.21.

(v) The Executive Engineer shall inspect, periodically, all important buildings in his Division and shall ensure that proper measures are taken to preserve them and to prevent encroachment on Government lands in his charge. He shall keep accurate plans of all such lands and take care that his subordinates make themselves acquainted with the boundaries and ensure that they are respected.

(vi) An Executive Engineer shall keep on record in his office the following plans, or such of them as are required in his Division :

- (a) Complete plans, sections and elevations of every building or other works under his charge, as actually constructed, any subsequent alteration being carefully noted. The boundaries of the grounds attached to any building should be distinctly shown.
- (b) Plans of roads under his charge.
- (c) Building Registers.
- (d) S.M.Bs in the revised prescribed form.

(vii) Immediately a work is finished, it shall be the duty of the Executive Engineer to get the accounts closed by the Divisional Accounts Officer and to prepare the completion report as required under Para 7.22.

(viii) When it is decided to abandon a work, the accounts relating to the work shall be got closed as soon as possible after each decision is reached.

(ix) The Executive Engineer shall be required to report immediately to the Superintending Engineer any important accident or unusual occurrence connected with his Division and to state how he has acted in consequence. (see also para 7.16).

(x) It shall be the duty of the Executive Engineer to administer the grant made for public works in his Division, and, to keep a close watch over the progress of expenditure against it, to ensure that no excess is permitted to occur. He shall accordingly keep himself informed of such circumstances as may affect the progress of expenditure, in order to take timely steps for obtaining extra funds or surrendering probable savings as may be necessary.

(xi) It shall be the responsibility of the Executive Engineer to see that the surveying and mathematical instruments in his Division are properly cared for. A report shall be sent by him on their condition to the Superintending Engineer at the end of each calendar year. Any damage to the instruments if it is due to neglect or carelessness shall be made good at the expense of the persons responsible for the damage.

(xii) It shall be the responsibility of an Executive Engineer to ensure proper maintenance of all works in his charge and to organize and supervise the execution of works and to see that they are suitably and economically carried out with best workmanship and materials of specified quality.

(xiii) An Executive Engineer shall not commence any work or expend public funds without the sanction of the competent authority except as provided under para 6.11 and also shall not make or permit any material deviation from any approved design in the course of execution without prior approval of the competent authority. In case of emergency, however, such changes can be made by the Divisional Officer at his own responsibility subject to provisions in para 6.11 but report shall be made forthwith to the Superintending Engineer for his approval.

(xiv) The Divisional Officer shall be responsible for the detailed assessment of the revenue from different sources within his Division and shall ensure that Divisional Accounts Officer maintains such records and accounts for the purpose as may be prescribed.

(xv) In case of non-receipt of the initial accounts such as OTOs and work abstract from the Sub-Divisional Offices the Divisional

Accounts Officer should bring the default to the notice of the Executive Engineer, in writing. It shall be the responsibility of the Executive Engineer to ensure that the same are submitted by the Sub-Divisional Officer promptly.

Divisional Officer (Horticulture)

4.20 The Divisional Officer, Horticulture, shall function as Divisional Officer, site Control, in respect of Horticulture works under his charge and similarly be responsible to his Superintending Engineer for all matters mentioned in para 4.19 in respect of those works within his charge.

Assistant Executive Engineer

4.21 (i) The Assistant Executive Engineer posted in the Planning Unit of the Director General's or Regional Chief Engineer's Office shall be responsible to the Executive Engineer concerned for the accuracy of the designs and estimates prepared by him and other work entrusted to him.

(ii) He shall also be responsible for the accuracy of the details and presentation in methodical and engineering manner of the job assigned to him.

Sub-Divisional Officer (Site Control)

4.22 The Sub-Divisional Officer (Site Control) in Civil, E&M and Horticulture Sub-Divisions, shall be responsible to the Executive Engineer (Site Control) for efficient execution and management of the works within his Sub-Division. It shall be his duty that the works are carried out with good workmanship and with materials of good quality and shall ensure that the defects pointed out by the superiors are rectified by the contractor and when completed the work is generally in accordance with the drawings, designs and specifications. (See also para 7.17).

Architect

4.23 (i) The duties specified in paragraph 4.14 shall devolve on the Architect for the works assigned to him. He shall be responsible to the Senior Architect/Chief Architect for satisfactory performance of his duties and in Regional Offices he shall be responsible to the Chief Engineer.

(ii) He shall be the Controlling Officer in respect of Assistant Architects and other architectural staff under him.

Assistant Architect

4.24 He shall assist the Architect in the preparations of plans, architectural design and drawings.

Administrative Officer

4.25 (i) He shall be responsible for general administrative and establishment matters and shall advise the Deputy Chief Engineer/Director General in these matters. He shall also act as Drawing & Disbursing Officer (D.D.O) in respect of Director General's Office.

(ii) He shall co-ordinate on establishment matters and also collect periodical returns and other information in respect of entire department.

(iii) It will be his responsibility to :

- (a) Train the personnel.
- (b) Prepare budget estimates for establishment as provided in para 5.06.

(iv) He shall be responsible for office management and general services.

Joint Administrative Officer

4.26 He shall assist the Administrative Officer in the discharge of his responsibilities and also dispose of the cases in the delegated field.

Assistant Administrative Officer/Welfare Officer

4.27 He shall assist the Joint Administrative Officer in the discharge of his responsibilities and also dispose of the cases in the delegated field. While posted to Regional/Circle Office, he shall be responsible to Chief Engineer/Superintending Engineer in the discharge of his responsibilities and to act as D.D.O. in respect of non-gazetted establishment. He shall deal with administrative and establishment cases

and maintain the record thereof in proper form. He shall prepare budget estimates in respect of the establishment as per Chapter V. He shall be responsible for office management and general services.

Law Officer

4.28 He shall be responsible to Deputy Chief Engineer for the performance of his duties. He shall deal with all legal matters in respect of contract agreements, arbitration cases and render legal advice to the Director General/Chief Engineer/Deputy Chief Engineer as and when required.

Divisional Accounts Officer

4.29 (i) The Divisional Accounts Officer shall be responsible for maintaining the accounts of the Division both in respect of Works and Establishment. In the discharge of these duties, he shall conduct pre-check of all claims and account for all receipts and payments, issue cheques over his signatures and perform all the other functions as detailed in the Scheme of Departmentalisation of Accounts as well as those laid down in the C.P.W.A. Code and heretofore performed by the Divisional Accountant. He shall personally obtain the initial record such as work abstract, OTOs, etc., from the Sub-Divisional Offices. In case of failure on their part he shall immediately bring to the notice of the Executive Engineer in writing such matters in which they fail to secure adequate cooperation from the Sub-Divisional Offices. This shall not absolve the Divisional Accounts Officer of his responsibility to maintain complete accounts as required under the rules. It shall be his responsibility to ensure that the initial accounts records are properly kept and that the Monthly Divisional Accounts and the Accounts Returns are submitted to the quarters concerned by the prescribed dates. The Divisional Officer shall have the supervising responsibility of ensuring that the Divisional Accounts Officer is submitting the Monthly Accounts and other Accounts Returns on due dates.

(ii) The Divisional Accounts Officer shall submit the Monthly Accounts of the Division by the 7th of the following month to which it relates or any other date as may be fixed by the Director, Budget and Accounts. The Monthly Accounts shall be prepared in accordance with the relevant provisions of the C.P.W.A. Code and the Scheme of Departmentalisation of Accounts.

(iii) The duty of issuing cheques for works expenditure shall be the responsibility of the Divisional Accounts Officer. This is not a mere clerical duty but carries with it the entire responsibility for ensuring that the transactions for which the payments made are in accordance with the financial and budgetary rules on the subject. There is a clear cut and sharp division of responsibility between the Divisional Officer and the Divisional Accounts Officer in respect of works expenditure which is as follows :

- (a) It shall be the responsibility of the Divisional Officer to ensure that all payments are made for actual quantity of work done according to specifications and no payment is made by the Divisional Accounts Officer for works expenditure without the technical scrutiny and approval of the Divisional Officer.
- (b) After the technical scrutiny has been made by the Divisional Officer it shall be the duty of the Divisional Accounts Officer to see and ensure that the payment in question is in accordance with all the financial and budgetary rules and regulations and he shall issue a cheque for it only if none of the important financial and budgetary rule is infringed.
- (c) After a cheque has been issued, the responsibility for the correctness for the payment rests solely on the Divisional Accounts Officer, unless in any special case, he is given written orders by the Divisional Officer to make payment inspite of the financial irregularity pointed out by him and in the case of these exceptional payments made on the specific written orders of the Divisional Officer given in form CPWA-60 the total responsibility for the irregularities involved shall rest on the Divisional Officer.

Budget and Finance Officer

4.30 (i) He shall be responsible to the Director General through Director Budget & Accounts for the discharge of his duties.

(ii) The duties and functions of the Budget and Finance Officer shall be :

- (a) He shall be responsible for the preparation and co-ordination of budget estimates in respect of the functions entrusted to Director Budget & Accounts in para 5.06.

- (b) He shall be responsible for the preparation of statement of final review of budget grants of the Department and after getting the approval of the Director General through the Director Budget & Accounts for its submission to the Works Division on the due date.
- (c) He shall prepare Reappropriation Orders as and when required. He shall also advise the Director General when reappropriation is required to meet any excess under any appropriation, minor head/detailed head.
- (d) He shall be responsible for the preparation of the Supplementary budget and after the approval of the Director General for its submission to the Ministry of Works on the due date.
- (e) He shall submit Monthly Statements of Actual revenue, receipts and expenditure to the Principal Accounting Officer on the due dates.
- (f) He shall be responsible for the preparation of the Appropriation Accounts of all the grants of the Department and its submission to the Director Audit & Accounts (Works) Lahore on the prescribed date. He shall be assisted by Deputy Director Budget & Accounts in the preparation of these Accounts.
- (g) He shall be responsible for the preparation of the Departmental Brief on the Appropriation Accounts and Auditor General of Pakistan's Audit Report for discussion in the Public Accounts Committee.
- (h) He shall be responsible to watch compliance of the Public Accounts Committee's directives in connection with the Appropriation Accounts and the Auditor General's Audit Reports.
- (i) He shall co-ordinate the action on Audit Paras and Advance Draft Paras, outstanding paras of the Appropriation Accounts and Auditor General's Audit Reports as well as compliance Reports and conduct correspondence and hold meetings with Audit to settle the outstanding issues. He shall also assist the Regional

Chief Engineers in the meetings of Departmental Accounts Committee held for the above purpose.

- (j) He shall watch that Audit Notes and the outstanding Paras of Audit and Inspection Reports are expeditiously repiled to & settled by the respective Regional Offices.
- (k) He shall render advice to Director General in the matters pertaining to finance and accounts.
- (l) He shall keep a close watch on the pace of expenditure by means of the control over expenditure statements received from the Regional Offices/Circle Offices and he shall advise the authorities concerned to ask for additional funds or surrender funds if the pace of expenditure is fast or slow as compared to budget provision, respectively.

Deputy Director Budget & Accounts

4.31 (i) He shall be responsible to the Director Budget & Accounts for the performance of his duties as enumerated in Sub-Para (i) (a) and (b) of para 4.06.

(ii) He shall be incharge of the Administrative Section of the Director Budget & Accounts.

(iii) He shall supervise the work of the Assistant Accounts Officers of the Directorate of Budget & Accounts.

Deputy Budget and Finance Officer

4.32 In the Director General's Office he shall be responsible to the Budget and Finance Officer :

- (a) He shall assist the Budget & Finance Officer in the performance of his duties.
- (b) He shall ensure that the work of Budget & Accounts Sections under his charge is upto-date and if he notices any arrears or shortcomings therein he shall take remedial action atonce under intimation to the Budget & Finance Officer.

- (c) He shall supervise the work of his sectional Superintendents.

(ii) In the Regional Office he shall be responsible to the Chief Engineer for the following :

- (a) Preparation of budget estimates both in respect of works and establishment by consolidating the Budget estimates received from Circle Offices with those of Establishment budget estimates of the Regional Office and after obtaining approval of the Chief Engineer submitting the budget estimates to the Director Budget & Accounts (Budget & Finance Officer);
- (b) Preparation of statement of final review of budget grants of the Regional Office on the basis of the final reviews received from Circle Offices and the actual establishment expenditure and the anticipated such expenditure of the Regional Office.
- (c) Preparation of the Monthly statements of actual revenue, receipts and expenditure and their submission to the Central Office on due dates.
- (d) To watch compliance of the Public Accounts Committee's directives in connection with the Appropriation Accounts and the Auditor General's Audit Reports relating to the Regional Office.
- (e) Conducting of correspondence with the Audit authorities for the settlement of the outstanding paras of audit and inspection reports and advance draft paras. He shall assist the Regional Chief Engineers in the meeting of the Departmental Accounts Committee held for the above purpose.
- (f) Watching the outstanding paras of audit and inspection reports, audit notes and objection statements pertaining to the Region are expeditiously replied to and settled by the respective Regional Office.
- (g) Rendering advice to the Regional Chief Engineer in the matters pertaining to finance and accounts.

- (h) Keeping a close watch on the pace of expenditure by means of control over expenditure statements received from Circle Offices and advising the authorities concerned to ask for additional funds or surrender funds if the pace of expenditure is fast or slow as compared to budget provision, respectively.

Assistant Accounts Officer

4.33 He shall be responsible to the Director Budget and Accounts through Deputy Director Budget and Accounts for the following:

- (a) Smooth running of the work of the Sections under his charge.
- (b) Ensuring that the work of his Section is upto-date and is smoothly carried out. If he notices any arrears, or shortcomings in the work of his Sections he shall take remedial actions atonce.
- (c) Supervision of the work of his sectional Superintendents.
- (d) Disposal of all works at his level, unless he considers some matter as of policy or requiring interpretation of any rule or of some complexity or wider implication is involved, in that case he shall put up the case to Deputy Director Budget and Accounts for orders/directions etc.

CHAPTER V
BUDGETARY PROCEDURE

5.01 The Department is required to prepare the following budgets :

- (A) *Establishment Budget.*—which includes,
- (i) Standing charges *i.e.* pay and regular allowances of officers and staff and,
 - (ii) Fluctuating charges relating to non-regular allowances such as T.A., etc. and other charges.
- (B) *Works Budget.*—which includes,
- (i) Capital Budget
 - (ii) Development Budget
 - (iii) All non-development budgets, excluding establishment budget.
 - (iv) Budget of revenue receipts.

5.02 The duties and responsibilities of the various officials of the department in connection with preparation of budget estimates at various level shall be as follows :

Divisional Officer (Site Control)

5.03 The establishment and the works budget shall be prepared by the Divisional Accounts Officer of the Division in consultation with the Sub-Divisional Officers/Head Clerk/Cashier. It shall be the responsibility of the Head Clerk to prepare the part of the establishment budget comprising fluctuating charges supported by full details

and explanations and after getting it approved by the Executive Engineer forward it to the Divisional Accounts Officer. The Divisional Accounts Officer shall be responsible for the preparation of the part of the establishment budget comprising standing charges. The Divisional Accounts Officer shall also consolidate the establishment budget and forward it to the Assistant Financial Adviser of the Circle Office concerned. The responsibility for preparation, obtaining Executive Engineer's approval and forwarding to the Assistant Financial Adviser of the Circle Office for the works budget shall also be that of the Divisional Accounts Officer who shall be assisted by the Sub-Divisional Officers. The responsibilities of the Executive Engineer about the accuracy of the budget shall be as given in Para 4.19.

Superintending Engineer (Site Control)

5.04 The budget relating to fluctuating charges of establishment in respect of the Circle shall be prepared by the Assistant Administrative Officer and after obtaining Superintending Engineer's approval forwarded to the Assistant Financial Adviser. The budget relating to standing charges of the Circle Office shall be initially prepared by the Assistant Financial Adviser who shall also consolidate the establishment budget. The responsibility for the scrutiny & consolidation of the works budget received from the Divisional Offices and getting approval of Superintending Engineer shall be that of Assistant Financial Adviser who shall after completion forward the consolidated establishment and works budget to the Deputy Budget & Finance Officer of the Regional Office concerned. The responsibilities of Superintending Engineer about the accuracy of the budget shall be as given in para 4.08.

Regional Office (Chief Engineer)

5.05 The Assistant Administrative Officer of the Regional Office shall prepare part of the establishment budget relating to fluctuating charges of the office and after obtaining approval of the Chief Engineer forward it to the Deputy Budget & Finance Officer. All the remaining functions of preparation of the budget relating to the standing charges of establishment budget, consolidation of establishment budget of the Chief Engineer's Office, consolidating the budget received from the Circle Offices after obtaining Chief Engineer's approval and forwarding them to the Director Budget & Accounts shall be that of the Deputy Budget and Finance Officer. The duties of the Regional Chief Engineer about the accuracy of the budget shall be as given in Para 4.02.

Director General's Office (Central Head Quarter)

5.06 The Administrative Officer shall prepare the part of the budget relating to establishment charges of the Director General's Office and after obtaining Director General's approval forward it to the Director Budget and Accounts. The Director Budget and Accounts shall prepare the budget of Director General's Office relating to standing charges of establishment and after consolidating the various budgets received by him from the Regional Offices etc., forward the same to the Works Division in the final form. The Works Budget received by the Director Budget and Accounts shall be forwarded by him to the Superintending Engineer, Coordinating, Programming, & Progressing who shall scrutinize and consolidate the entire works budget with the help of the Budget & Finance Officer and furnish the same to the Works Division after obtaining Director General's approval.

5.07 The work flow chart as prescribed in the preceding paragraphs is illustrated in Annexure-I (i), (ii) (iii) & (iv).

Final Review and Supplementary Budget Estimate

5.08 A review of expenditure under all the grants shall be done on the dates that may be prescribed by the Government under general instructions.

5.09 The procedure outlined for the preparation of budget estimate shall also be followed in connection with the preparation of statement of final review and supplementary budget.

5.10 The Director Budget and Accounts on the recommendations of Regional Chief Engineer shall approach Works Division for obtaining supplementary budget in respect of establishment and works expenditure respectively, by the date that may be prescribed for the purpose.

5.11 The cases for supplementary grant for emergent works not provided in the budget shall be initiated by the Executive Engineers.

CHAPTER VI

WORKS

A. Classification of the Operations of the Pakistan P.W.D.

6.01 The operations of the department are divided into two categories; original works and repairs.

6.02 Original works comprise all new constructions whether of entirely new works, or of additions and alterations to existing works except as hereinafter provided; also all repairs to newly purchased or previously abandoned buildings required for bringing them into use.

6.03 Repairs include primarily, operations undertaken to maintain in proper condition on buildings and works in ordinary use.

6.04 When a portion of an existing structure is to be dismantled and replaced, if the cost of such replacement represents a genuine increase in the permanent value of the property as an asset, the work should be classed as original work, the cost (which should be estimated if not known) of the portion replaced being credited to the estimate of "original works" & debited to "repairs". In all other cases the whole cost of the new work should be charged to repairs.

6.05 The capital value of any portion of a building which is abandoned or dismantled without replacement from the total capital value of the building as recorded in the books, should be written off.

B. Basic Rules Applicable to all Federal Works Executed by the Pakistan Public Works Department

6.06 There are four main stages in the project for a Federal work, namely, administrative approval, expenditure sanction, technical sanction and the appropriation or re-appropriation of funds. These stages are described in the following rules.

(a) Administrative Approval (Sanction for Works)

6.07 For every work (excluding petty works & repairs) it is necessary to obtain in the first instance, the concurrence of the competent authority of the administrative department requiring the work. The formal acceptance of the proposals by that authority is termed "Administrative Approval" of the work and is the duty of the local officer of the department requiring the work to obtain requisite approval to it. Any approximate estimate and such preliminary plans as are necessary to elucidate the proposals should be obtained from the Public Works Department. The Preliminary estimate shall be framed or countersigned by the authority competent to accord technical sanction to the detailed estimate under para 6.18 and shall be forwarded by the countersigning authority direct to the Administrative Department. The amount of departmental charges leviable on the works should be clearly indicated by the Pakistan Public Works Department in the estimate as a separate item below the total for works outlay. The officer of the Pakistan Public Works Department countersigning the estimate must, however, in each case, exercise his judgement on the demand made, and it is his duty to oppose, at this stage, any application not of the real necessity for which he is not satisfied. In any case in which he feels that he cannot recommend the execution of a work called for by a duly constituted authority, he should explain his objections to the officer concerned and if he fails to convince him, should refer the matter for the orders of the next higher authority. The procedure prescribed in this rule shall apply also to modifications of the proposals originally approved, if by reasons of such modifications revised administrative approval becomes necessary, and to material deviations from the original proposals, even though the cost of the same may be covered by saving on other items.

Note:— In the case of works required not for a particular department but in the interest of the general public e.g., communication works, no formal administrative approval is required but the Works Division, Government of Pakistan, should lay down such rules as may be necessary to ensure the submission and scrutiny of preliminary designs and estimates before the detailed estimate is prepared for the purpose of technical sanction.

(h) Expenditure Sanction

6.08 Expenditure sanction means the concurrence of the Government of Pakistan in the expenditure proposed, in cases where

this is necessary. In all other cases the act of appropriation or re-appropriation of funds (see para 6.10) shall operate as sanction to the expenditure concerned. The duty of obtaining expenditure sanction where necessary, rests with the department requiring the work.

(c) Technical Sanction

6.09 A proper detailed estimate must be prepared for the sanction of the Competent Authority, subject to the provisions of Para 7.26, for each individual work proposed to be carried out, except petty works, petty repairs and repairs for which a lump sum provision has been sanctioned under para 7.30. This sanction is known as the technical sanction to the estimate and except in cases such as referred to in para 6.11 and 6.25 must be obtained before the construction of the work is commenced. As its name indicates, it amounts to no more than a guarantee that the proposals are structurally sound, and that the estimates are accurately calculated and based on adequate data. Such sanction shall be accorded by the officer of the Pakistan Public Works Department authorised to do so. Due care should be taken to incorporate the detailed requirements so that at the execution stage no major changes which are considered essential might be allowed by the Competent Authority. In the case of an original work, other than a petty work the countersignatures of the local head of the department on behalf of which its execution is proposed or of such other officers of lower status as may have been empowered to accord administrative approval to it, should be obtained to the plans in token of his acceptance of them before technical sanction to the latter is accorded. If subsequent to the grant of technical sanction material structural alterations are contemplated the orders of the original sanctioning authority should be obtained even though no additional expenditure may be involved by the alterations (see also para 6.23).

Note :— It is not essential that expenditure sanction should invariably be obtained before technical sanction is given. In some cases it may be convenient to reverse the orders of those stages. But, until funds for the work have actually been allotted or promised by competent authority, a Divisional Officer cannot be required, except by his departmental superiors to prepare the detailed plans and estimates necessary for the purpose of technical sanction.

(d) Appropriation and Re-appropriation

6.10 Appropriation or re-appropriation represents the allotment of a particular sum of money to meet expenditure on a specified object, it is operative only for the financial year for which it is made.

6.11 It follows from the provisions of paragraphs 6.07 to 6.10 that except in cases where the omission of one or more of the stages therein referred to is permissible under other rules, it is a fundamental rule that no work shall be commenced or liability incurred in connection with it, until administrative approval has been obtained, a properly detailed design and estimate have been sanctioned, expenditure sanction has been accorded and allotment of funds made. Provided that a work may be carried out or liability incurred by an Executive Officer which involves an infringement of these fundamental rules, only in the following cases and subject to the condition that the Audit Officer concerned is informed by him within one week of starting work, that an authorised liability is being incurred stating approximately the amount of liability to be incurred and reasons therefor:—

- (i) On his own responsibility by the officer concerned of the Pakistan Public Works Department. As only in emergent circumstances where there is a great probability of damage being caused to the building or loss of life and property is feared if the proposed work is not undertaken.
- (ii) Where safety and maintenance and operation of essential services *e.g.* water, sewerage & Power services is endangered.

(C) Powers of Authorities to Accord Approval or Sanction to Central Works

(a) General

6.12 A group of works which forms one project shall be considered as one work and the necessity for obtaining the approval or sanction of higher authority to a project which consists of such a group of works is not avoided by the facts that the cost of each particular work in the project is within the powers of approval or sanction of the Works Division or Officer concerned.

6.13 While no officer may sanction any estimate for a work which cannot be fully efficient unless other works are also sanctioned, if the cost of all works collectively exceeds his power of sanction, it is not the intention that two or more works should be regarded as forming part of a group of works merely because they are of the same nature, if they are otherwise mutually independent.

Approval

6.14 Subject, in the case of residential buildings, to the condition that the scale of accommodation supplied shall be in accordance with the scale of accommodation approved by the Works Division and to the restrictions mentioned in para 6.15. The accord of administrative approval to a work required to meet the needs of the Administrative Departments, provided that the estimated cost of the work shall be restricted to the powers delegated to them by Government of Pakistan from time to time.

6.15 The exercise of the powers conferred by para 6.07 are subject to the following restrictions :

(a) No authority is entitled to accord administrative approval to an estimate for alterations or additions to a residential building, if the effect of the expenditure contemplated would be to increase the capital cost of the building to a figure beyond that to which, the authority in question is competent to accord administrative approval in the case of a new residence.

Note :— As an exception to this sub-rule, the Chief Engineer may in all cases accord administrative approval to an estimate for alterations and additions to existing residential buildings upto a limit of Rs. 1000.00 in each case.

(b) The administrative approval of the Government of Pakistan is required to any estimate exceeding Rs. 5000/- for additions and alterations to an existing Federal Lodge.

(c) The powers conferred do not extend to :

- (i) The provision of two or more houses for the same officer.
- (ii) The supply of new furniture whether in an office building or a residence except where the Works Division or officers of the Pakistan Public Works Department have been empowered to sanction the replacement of furniture in residential buildings or to purchase office furniture for Pakistan Public Works Department Offices.

- (iii) The provision of special amenities such as a tennis court, garden maintained at Government expense, fruit trees etc.

6.16 The Works Division may, at their discretion, delegate their powers of administrative approval, in whole or part, to officers of the Pak P.W.D.

(c) Excesses over Approved Cost

6.17 When the expenditure upon a work exceeds, or is found likely to exceed, the approved cost by more than 15 percent or the limit prescribed in para 6.14 whichever is less, a revised approval must be obtained from the authority competent to approve the cost, as so enhanced.

(d) Technical Sanction

6.18 The following officers are empowered to accord technical sanction to detailed estimates for works subject to the limits stated below which are exclusive of charges for establishment and T&P :

| | |
|---|------------------|
| Director General | Full powers |
| Chief Engineer | Full powers |
| Superintending Engineer | Rs. 30,00,000.00 |
| Executive Engineer | Rs. 5,00,000.00 |
| Sub-Divisional Officer holding charge of independent Sub-Division | Rs. 25,000.00 |

(e) Excess over Technical Sanction

6.19 A revised estimate must be prepared when the sanctioned estimate is likely to be exceeded by more than 15 percent except in the cases provided in para 6.21.

6.20 The powers of officers of the Pakistan Public Works Department to accord technical sanction to revised estimates are the same as their powers to accord original sanctions.

6.21 An officer of the Pakistan Public Works Department may pass excess over an estimate provided that the excess is not more than 15 percent of the amount mentioned and does not exceed the

amount upto which he is empowered to accord sanction to an original estimate.

Note : (i) As an exception to this rule, any officer named in para 6.18 may pass excess expenditure within a limit of Rs. 500.00 on sanctioned original works and repairs irrespective of the total amount of the sanctioned estimate.

(ii) No officer of the Pakistan Public Works Department is empowered to pass any excess over a revised estimate sanctioned by a higher authority than himself.

(f) Modification in Amounts Technically Sanctioned

6.22 In cases where a substantial section of a project sanctioned by a higher authority than himself has been abandoned, or where material deviations from the original proposals are expected to result in substantial savings, the Superintending Engineer must revise the amount of the estimate and intimate both to the Audit Officer and Director Audit and to the Divisional Officer concerned that the amount of expenditure sanction should be reduced accordingly. In cases where the saving is due to material deviations of structural nature from the design originally approved, and the amount of the revised estimate is greater than that upto which the Superintending Engineer concerned is empowered to sanction estimates technically, a revised technical sanction must be applied for from the competent authority.

6.23 If at any time, either before or during the construction of a work, it is found that the original estimate for it is excessive for reasons other than those mentioned in paragraph 6.22 an officer of a rank not lower than that of a Divisional Officer may sanction a revised estimate for it, even though the amount of such revised estimate may exceed that to which he is ordinarily empowered to accord sanction. When according such sanction, he should intimate to the Director Budget and Accounts that the amount of expenditure sanction should be reduced accordingly.

(g) Technical Sanction to Component Part of Project

6.24 In exceptional cases, a project to which expenditure sanction has been accorded by competent authority before the detailed

estimate for the whole project is sanctioned, it is permissible for the Pakistan Public Works Department authority competent to sanction the final technical estimates for component parts of a project, subject to the following conditions :—

- (i) For each such work or component part, there must be a fully prepared detailed estimate, and, in the expenditure sanction as a whole, there must be a clear and specific amount corresponding to the work or component part in question.
- (ii) The amount of the detailed estimate must not exceed the amount included in the expenditure sanction.
- (iii) The sanctioning authority must be satisfied before according sanction, that no material deviation from the whole project, as prepared for the purpose of expenditure sanction, are to be anticipated, and that the amount of the technical sanction for the whole project is not likely to exceed the amount of the expenditure sanction.

Note :— This rule does not apply to estimates for parts of individual buildings.

(h) Appropriation and Re-appropriation

6.25 The powers to appropriate and re-appropriate funds out of the sum allotted to meet expenditure from Central Revenues upon public works as-delegated to the authorities are to be exercised in accordance with the provisions of rules 27 to 30 of Appendix-6 of Central Public Works Account Code.

D. Lapse of Sanction

6.26 The approval and sanction to an estimate for any public work, other than annual repairs, shall unless such work has been commenced, cease to operate after a period of three years from the date upon which it was accorded (See para 7.27).

E. Communication to Audit of Approvals and Sanctions

6.27 A return of all estimates sanctioned should be sent by the Divisional Officer to the Director Audit and Accounts (Works) and Director Budget and Accounts direct every month, and a copy

of each return should be forwarded simultaneously to the Superintending Engineer and Chief Engineer. Sanctioning authorities will be responsible for the communication, to the Audit Officer concerned, of all approvals and sanctions accorded under the foregoing rules, which are not included in the Monthly Return.

CHAPTER VII

RULES TO BE OBSERVED BEFORE, DURING AND
AFTER THE EXECUTION OF WORKS

A. General Rules

7.01 It must be regarded as a fundamental rule that without the previous sanction of the Government of Pakistan, no main entry to fall out of repair. As military considerations of importance may be involved in any change in through communications, all proposals for the removal of bridges or ferries on such communications must invariably be submitted for the consideration and orders of the Government of Pakistan.

7.02 If the construction of a proposed work is likely to effect adversely the interest of the Provincial Government or any other Central Department or Division, the fact should invariably be brought to the notice of the Administrative Ministry while submitting the estimate for it.

B. Estimates

7.03 Estimates can be sub-divided into the following:

(i) *Preliminary Estimate*.—It shall constitute estimated cost of work based on engineering evaluation of the cost of similar type of structures made by the Quantity Surveyor from time to time. It shall be prepared where the administrative department requires the cost of project before detailed investigations have been undertaken or authorised forming the basis of detailed estimate. The preliminary estimate under the terms of this Code shall include line plans, general specifications and a report alongwith the preliminary cost of work.

(ii) *Detailed Estimate*.—This shall include detailed plans, specifications, detailed statement of measurements, quantities and rates

within the abstract showing the total estimated cost of each item of work.

7.04 In addition to the provisions for all expenditure which can be foreseen, 5 percent should be added to the estimate to cover the cost of unforeseen contingencies.

C. Scope of the Sanction to an Estimate

7.05 The authority granted by a sanction to an estimate must on all occasions be looked upon as strictly limited by the precise objects for which the estimate was intended to provide. Accordingly, any anticipated or actual savings on a sanctioned estimate for a specific project should not, without special authority, be applied to carry out additional work not contemplated in the original project, or fairly contingent on its actual execution.

7.06 Savings due to the abandonment of a substantial section of any project are not to be considered as available work on other sections.

7.07 Without the sanction of the competent authority for accord of technical sanction and in any case not below the rank of Superintending Engineer, ascertained savings may not be diverted from one section of a project to another, nor may the provision for contingencies be diverted to any new work or repair which is not provided for in the estimate, and of which the cost exceeds Rs. 10,000.00 or such smaller sum as may be fixed by the Works Division, provided an excess of more than 15 percent over the amount included in the administrative approval for a residential building forming part of a large project may not be sanctioned by the authority registered herein.

D. Preliminary Operations

(i) *Land Acquisition*

7.08 When land is required for public purposes, the Divisional Officer should, in the first instance, consult the Chief Revenue Officer of the district, and obtain from him the fullest possible information as to the probable cost of the land, together with the value of building etc., situated on the property for which compensation shall have to be paid. Upon the information thus obtained an estimate should be framed by the Divisional Officer concerned and submitted for sanction.

When sanction to such an estimate has been obtained, the Divisional Officer or other Public Works Officer who shall take the necessary preliminary action for the appropriation of the land under the Land Acquisition Act or for its acquisition by private negotiations. Should it subsequently be found impossible to obtain the land required without materially exceeding the estimate, or to obtain some other plot of land in lieu of that originally proposed, the Public Works Officer concerned shall submit a revised estimate for sanction. In cases where the amount claimed by the owner is largely in excess of the amount awarded by the Revenue Officer, possession should not be taken, except under the specific orders of the authority sanctioning the work until the time has lapsed within which an appeal may be preferred.

7.09 All proposals for the occupation of land within Cantonment limits forming part of an encamping ground or otherwise held for military purposes, should be submitted in the case of land within Cantonment limits, to the Cantonment Authority and in other cases to the General Officer Commanding the Division or Independent Brigade. These officers shall take the necessary steps to obtain the sanction of the Government of Pakistan, Ministry of Defence, to the proposal.

7.10 With a view to avoiding delay in construction and obtaining economical results a project shall not be taken over by the Pakistan Public Works Department from a Client Department, unless the land has been acquired and is available for construction.

(ii) *Calling for and Acceptance of Tenders*

7.11 Subject to the following rules and those contained in the Central Public Works Accounts Code, the Director General/Chief Engineer of Pakistan Public Works Department have full powers to accept the tenders. Works Division may frame subsidiary rules relating to the calling for or acceptance of tenders and the general procedure connected with contracts. They may also prescribe the procedure to be observed in connection with picework agreement in which only a rate is agreed upon, without reference to the total quantity of work to be done or the quantity to be done within a given period and which are not contracts within the meaning of the Code.

7.12 Where work or the supply of material is to be given out on contract, the following conditions must be observed :--

(a) Tenders must be invited by the Divisional Officer concerned from registered prequalified contractors, Firms and Suppliers

in the most open and public manner possible, whether by advertisement in the press where prescribed or by notice in English and the written language of the District, posted in public places after the estimate has been technically sanctioned and the contract documents have been approved by an authority not lower than that empowered to accept the tender.

(b) All tenders should be opened in the presence of such intending contractors or their agents as may choose to attend at a time and place which should be notified/advertised. In cases where the lowest tender is not accepted, reasons should be recorded confidentially. In selecting the tender to be accepted, the financial status and commitments of the works in hand of the individuals and firms tendering should be taken into consideration in addition to all other relevant factors.

(c) The agreement with the contractors selected must be in writing and should be precisely and definitely expressed, it should state the quantity and quality of the work to be done, the specifications to be complied with, the time within which the work is to be completed, the conditions to be observed, the security to be lodged, performance bond and the terms upon which the payments shall be made and penalties exacted, with any provisions, necessary for safeguarding the property entrusted to the contractor. If necessary, drawings should be appended showing the general dimensions of the proposed work and details of the various parts. Where a standard form is applicable to the case it should be adopted, otherwise special forms, prepared in consultation with the Ministry of Law should be utilized. The terms of contract once entered into should not be materially varied without the previous consent of the Officer competent to enter into the contract as so varied.

(d) A competent authority may not accept any contract.

- (1) which exceeds the amount upto which he is empowered to accept tenders under para 7.14.
- (2) until an assurance has been received, either at the time of communication of expenditure sanction or subsequently, from the authority competent to provide

the necessary funds that they shall be allotted before the liability matures and the budget funds for the financial year concerned are placed at the disposal of the Department.

- (3) which relates to a work not yet technically sanctioned.
- (4) which exceeds the amount technically sanctioned for the work by an amount greater than it or he is empowered to pass.
- (5) which involves liabilities in excess of the amount of the expenditure sanction.
- (6) any provision which infringes any standard rule or order of higher authority, *e.g.*, the rules for the supply of articles for the public service.
- (7) which involves an uncertain or indefinite liability of any condition of an unusual character.

(e) Security for the due fulfilment of the contract should invariably be taken. This security may take the form of a cash deposit, a deposit of interest bearing securities, a deduction of 10 percent from the payments to be made on account of work done and a performance guarantee from approved financial institutions of the value of 10 percent of the work.

(f) Engineers and their subordinates are responsible that the terms of contract are strictly enforced and that no act is done tending to nullify or vitiate a contract.

(g) Subject to the provisions of sub-paragraph (d) above which may not be infringed, Works Division is empowered to permit or condone departures from the conditions imposed by this paragraph in specific cases where such departures are unavoidable.

7.13 It is not the intention to prevent the authorities mentioned in sub-para (d) of para 7.12 from giving out to different contractors a number of contracts relating to one work, even though such work

may be estimated to cost more than the amount upto which they are empowered to accept tenders. But no individual contractor may receive a contract amounting to more than this sum, nor if, he has received one contract may he receive a second in connection with the same work or estimate while the first is still in force, if the sum of the contracts exceed the power of acceptance of the authority concerned.

7.14 The Powers of the Officer of the Pakistan Public Works Department to accept a tender contract are the same as the powers of according technical sanction (see para 6.18). These powers are applicable even to the negotiated tenders when the negotiations are resorted to break the combine or bring down the rates to be reasonable. In cases where materials are supplied by Government to the contractor, the amount of contract should for the purpose of determining the authority competent to accept it, be taken to be the net amount to be paid to the contractor, exclusive of the cost or value of the materials so supplied.

E. Rules to be Observed during Construction

(i) *General*

7.15 No religious office should be destroyed or injured in the execution of works without the full and free consent of the persons interested in it nor without the concurrence of the principal civil or political authority on the spot, except under the orders of the Central or Provincial Government within whose jurisdiction the edifice stands.

7.16 Serious accidents should be reported to the Divisional Officer and the Superintending Engineer and also at the former's discretion to the Works Division direct. Divisional Officer and other officers incharge of work should furnish immediate information to the proper civil authorities on the occasion of every serious accident and in the case of death on the spot, they should not allow the body to be removed till an inquiry has been held.

7.17 Every Officer or subordinate incharge of a work carried out under the contract shall furnish to the Divisional Officer at the beginning of each month a progress chart showing the programme and progress of work done, the consumption of materials and balance of

materials at site on the last day of the previous month. He shall also certify in the programme and progress chart that work is of approved quality, and according to drawings and specifications. In the case of any dilatoriness, bad work or anything militating against the interest of Government on the part of the contractors, it should be the duty of the officer incharge to bring to the notice of the Divisional Officer or mention the same in the programme and progress chart, and he shall be responsible for any neglect in this respect. In the case of works executed by daily labour Divisional Officer may require labour reports in the prescribed form, showing the number of each class of labourers employed on each work or sub-work to be submitted to him at such intervals as he may direct.

7.18 A Divisional Officer is strictly prohibited from commencing the construction of any work, or expending public funds, without the sanction of competent authority, also from making or permitting any, except trifling deviations from any sanctioned design in the course of execution, except under specific authority or in case of emergency, in which later case the change should be forthwith reported to the Superintending Engineer who shall if necessary bring the matter to the notice of competent authority.

7.19 Any development of a project considered necessary while a work is in progress, which is not fairly contingent on the proper execution of the work as first mentioned, must be covered by a supplementary estimate, accompanied by a complete report of the circumstances which render it necessary. The abstract must show the amount of the original estimate and the total of the sanction required, including the supplementary amount.

(ii) *Revised Estimates*

7.20 When any excess over a sanctioned estimate is foreseen, and there is likely to be unavoidable delay in the preparation of a revised estimate, an immediate report of the circumstances should be made by the Divisional Officer to the authority whose sanction shall ultimately be required. When a revised estimate is submitted, it must be accompanied by a statement comparing it with the latest existing sanction of the competent authority, and by a report showing the progress made to-date.

7.21 When excesses occur at such an advance stage in the construction of a work as to render the submission of a revised estimate purposeless, the excesses if beyond the powers of the Divisional Officer to pass, may be explained in a completion report or statement prepared under the rules in para 7.22. Under no circumstances provisions under para 6.21 be violated.

F. Procedure on Completion of a Work

7.22 (a) A consolidated completion statement in Central P.W.A. Form No. 45 should be prepared monthly of all completed works other than those referred to in sub-para (b) the actual expenditure or which is in excess of the sanctioned estimate by an amount greater than that which the Divisional Officer is empowered to pass. This statement should show for each work or group of works the estimated amount, the outlay and the excess. In cases in which the completion statement is utilized instead of a revised estimate under para 7.20 sufficient details must be given, to satisfy the authority whose sanction is necessary.

(b) A detailed completion report in C.P.W.A. Form No. 44 need only be prepared in respect of works on which the outlay has been recorded by sub-heads :—

- (i) When, if the work was sanctioned by higher authority, the total estimate has been exceeded by more than 15 percent; and
- (ii) When, if the work was sanctioned by the Divisional Officer, the total estimate has been exceeded by an amount greater than that which he is empowered to pass.

This report should give a comparison and explanation of difference between the quantity, rate and cost of work executed and those entered in the estimate. The Superintending Engineer, may if he so desires, require a detailed completion report to be prepared on the completion of any other work.

7.23 On the completion of any work of which a completion report or statement is required under para 7.22 such report or statement should be forwarded by the Divisional Officer to the Director

Budget and Accounts who shall, after verification of the figures, transmit it to the Superintending Engineer concerned. Completion plans if any should not be sent to the Audit Officer but should be forwarded direct to the Superintending Engineer concerned who shall attach them to the report or statement on its receipt. After the final disposal of the report or statement, it should be returned to the Divisional Officer concerned for record.

7.24 On the completion of a project studies shall be conducted from the technical point of view by the Divisional Officer concerned in consultation with the Structural and Quantity Surveying Sections and an evaluation report shall be prepared for the evaluation of the work and the work procedure. These evaluation reports shall be utilized for future guidance. Chief Engineer may dispense with this requirement for works costing less than Rs. 15,00,000.

G. Special Rules for Petty Works

7.25 The following procedure will be adopted in cases of new petty works or emergent and unforeseen repairs, the cost of either of which is not likely to exceed Rs. 10,000 :-

- (i) If any such work, other than ordinary repairs is required by an officer of a department other than the Pakistan Public Works Department a requisition for it shall be made in the form prescribed for the purpose in the CPWA Code (Form No. 32) by the local Head of the Department to the Divisional Officer concerned subject in the case of officers of the Federal Ministries/ Departments to the extent of the powers delegated to them under the orders enforced. In respect of works of other classes, the officers of the Pakistan Public Works Department proposing the work shall fill in the form.
- (ii) - The Divisional Officer concerned or a Sub-Divisional Officer empowered by him to act in such cases, shall record on the requisition, his option as to what work should be done and give on the face of the requisition probable cost of each item.

- (iii) The Divisional Officer having sanctioned the estimate the work shall be taken in hand at once without the preparation of a detailed estimate, subject to the appropriation and placement of funds.

H. Special Rules Regarding Repairs

7.26 The Director General/Chief Engineer is competent to determine for what works, portions of works or group of works separate repair estimates must be prepared. In the absence of such orders, a separate estimate is required for each work.

7.27 Works Division are empowered to fix the month which is to be considered as the last month of the working year for the purpose of the annual maintenance estimate. The sanction to an ordinary repair estimate lapses on the last day of the year fixed by the Works Division.

7.28 Each ordinary repair estimate should include the whole expenditure (including Municipal and other taxes, if any, payable by Government) which it is anticipated shall be incurred during the financial year on the maintenance of the work concerned. If, however, inconvenience would arise in any exceptional case from the stoppage of the work on the fixed date the repairs may be carried out to completion, the expenditure after that being treated as expenditure against a fresh repair estimate for the next financial year.

7.29 Estimate for special repairs remain current till the completion of the repairs in the same manner as estimates for original works.

7.30 In case the cost of annual ordinary repair of a building (excluding taxes) is less than Rs. 10,000, the Superintending Engineer may prescribe, subject to revision from time to time, a lump sum limited to Rs. 10,000 (plus the amount of the Municipal or other taxes, if any payable by Government) for any one building, to cover the cost of maintenance and within this amount expenditure shall be permissible without any detailed estimate being prepared.

7.31 In cases of emergency, the Superintending Engineer may authorise the commencement of periodical repairs in anticipation of formal sanction to the estimate but in such cases an approximate sum must be provisionally sanctioned and the Divisional Officer concerned shall be responsible that the regular estimate is submitted at the earliest possible date.

CHAPTER VIII

NON GOVERNMENT WORKS

8.01 The Department may occasionally, at the discretion of Works Division, be called upon to execute works for which the outlay is provided wholly or in part from :-

- (a) funds of public nature, but not included in the financial estimates and accounts of the Government.
- (b) contributions from the public.

Director General may delegate the powers of authorizing the undertaking of deposit works to Chief Engineer/Superintending Engineer/ Divisional Officer, subject to such limitations and restrictions as he considers suitable.

8.02 Where a work is to be carried out partly from funds provided in the estimates of the department and partly from funds of the foregoing nature, the contributions shall be considered as a lump sum in addition to the Government grant, and the work executed strictly in accordance with the procedure laid down for central works.

8.03 The contributions should be realised before any liability is incurred on account of the work. In cases where the Works Division is satisfied that the money will be forthcoming when required, it may authorise the recovery from the contributor by suitable instalments on fixed dates. No interest shall be allowed on sums deposited as private contributions for works.

8.04 In case where the department undertakes to design and construct a work wholly from the sources alluded to in para 9.01 such as a town hall or reservoir for a Municipality or a School or Hospital for which funds have been raised by subscription, the following rules

shall be observed : —

- (i) The design and estimate shall, in the first instance be drawn up in communication with the party or parties depositing or administering the funds, and shall be submitted for the technical sanction of such departmental authority, as the extent of the estimate would require, in the case of technical sanction.
- (ii) To any ordinary Federal work provision must be made to cover the cost of establishment, tools and plant; accounts and audit, at such percentages as are prescribed in the Central Public Works Account Code.
- (iii) Prior to the work being put in hand, written approval to the estimate and design must be obtained from the authority depositing or administering the funds and acknowledgement procured to the effect that, in undertaking the work, the department does not bind itself to complete the work within the amount of the estimate and that the authority depositing or administering the funds agree to finance any excess that may occur. Any material alterations in design must be similarly dealt with.
- (iv) Necessary funds for the execution of the work must be realised and deposited in the Government treasury for credit to the PLD Account of Division concerned either in a lump sum or in such instalments and by such dates as the Works Division may decide in such case. No advance of government money for such purpose shall be permitted, and in a case where the money is paid by instalments, Government shall not be responsible for increase in cost, or damage to the incomplete work, caused by a temporary stoppage of the work pending receipt of further instalments.
- (v) It shall be the duty of the Divisional Officer to bring at once to the notice of his superiors and of the local

body or individual any anticipated excess over the estimate, as well as to provide the fullest information in connection with the progress of expenditure, so that no responsibility may attach to the Govt. in the event of the work having to be stopped-for want of funds.

- (vi) The Works Division undertaking such works, should satisfy themselves that the extent to which Government is responsible in regard to the execution of the work is thoroughly understood both by the parties for whom the work is being executed and by Pak P.W.D. to whom its construction is to be entrusted.
- (vii) Where the work is of magnitude, or there are any special circumstances which seem to render such a course desirable, an agreement should be drawn up under legal advice.

CHAPTER IX

BUILDINGS

A. Fixtures

9.01 Every public building should be provided with all necessary fixtures, and the repair of these should be carried out periodically as part of the repairs to the buildings. All petty repairs of fixtures and the replacement of broken glasses in doors and windows required during the intervals between periodical repairs, shall, however, ordinarily be carried out by the Office using the buildings. (See item 16 of Appendix 8 of the General Financial Rules). The provision of furniture at the residence of high officials is governed by Rule 3 of appendix 18 to the General Financial Rules Volume II.

B. Purchase of Buildings

9.02 No authority lower than the Works Division is competent to authorise the acquisition of a building by purchase, even though the purchase or construction of the required accommodation may have been sanctioned by the competent authority. In all such cases a survey and valuation report by the Divisional Officer shall be submitted to the Ministry of Works.

C. Sales or Dismantlement of Buildings

9.03 No public building, which is not a purely temporary structure, may be sold or dismantled without the sanction, previously obtained, of the Government of Pakistan, if its book value exceeds Rs. 25,000 or in other cases of the Works Division or the Chief Engineer, Pakistan Public Works Department, as the case may be.

D. Renting of Buildings

9.04 It is the duty of the Divisional Officer to endeavour to get tenants for public buildings not immediately required for Government use. They should generally be let from month to month, but a lease may be given with the sanction of the Superintending Engineer concerned. A clause in the agreement should be added when necessary to enable the Divisional Officer concerned, to terminate the lease at short notice in case the building is required by Government.

9.05 Public buildings let out to private individuals should not be altered or enlarged at Government expense to suit the tenant, and persons occupying public buildings on rent are prohibited from making any alterations even at their own expense, except with the express concurrence of the Divisional Officer. The fact of any additions or alterations being made by the tenant confers no right of ownership on him, nor can the fact of the occupant having made additions or alterations at his own expense be considered as giving him any claim to a set-off against, or diminution of rent. These conditions should be entered in the agreement of lease.

E. Insurance of Buildings

9.06 Insurance of Government Buildings should not usually be effected but the Works Division on the recommendation of the Director General/Chief Engineer, Pakistan Public Works Department may authorise specially valuable property, liable to special risks to be insured.

F. Use of Public Buildings as Residences

9.07 No public building may be occupied as a private residence except under orders of the Superintending Engineer.

G. Register of Immovable Government Properties

9.08 Each Divisional Officer will maintain a register in the prescribed form of all immovable Government property within his charge.

CHAPTER X

STORES

A. General

10.01 The stores of the Pakistan Public Works Department are divided into the following classes *viz.* (i) Stock or general stores (ii) Tools and Plant, (iii) Road metal and (iv) Material charged direct to works. The Divisional Officer responsible for stores should ensure that proper arrangements are made for the custody of stores and for their protection from deterioration and fire, and unless there are orders to the contrary the officer incharge of a Sub-Division is responsible for the correctness of all the stores in his charge.

B. Purchase, Manufacture and Repairs of Stores

10.02 (a) Stock, road metal and other material required in the ordinary course for the execution of sanctioned works may subject to the provision of the rule for the supply of articles for the public service, be procured on the responsibility of Divisional Officer, though the approval of his Superintending Engineer should be obtained to the measure proposed for the purchases in large quantities. If the stores are to be manufactured, a separate estimate for the purpose may be required, as laid down in para 10.05.

10.02 (b) The Director General, Pak PWD Zonal Chief Engineers and Superintending Engineers, but no Officer of a lower status, may sanction purchase of furniture for officers of the Public Works Department. Their powers of expenditure in this regard will be as under:—

| | |
|--|-------------|
| (i) Director General, Pak. PWD. | Full |
| (ii) Chief Engineers, Pak. PWD. | Rs. 5,000/- |
| (iii) Superintending Engineers Pak. PWD. | Rs. 2,500/- |

10.03 The restriction imposed by the Rules for the supply of articles for the public service do not apply to purchases made by or on behalf of the department exempted by competent authority, excepting when the stores purchased are paid for from Government revenues on behalf of Government or from funds advanced by Government; in the latter circumstances, the Works Division may, however, direct that the provisions of the rules in question need not apply. When a Pakistan Public Works Department Officer carries out a work for any of the local bodies referred to above, the said rules shall apply except when the local body specially desires to have the stores purchased otherwise and the Works Division has accorded its approval thereto.

10.04 Articles comprised within the head "Tools and Plant" can only be purchased or manufactured against sanctioned estimate, with the exception of purchases or manufactures not exceeding Rs. 2,000 for which estimates for the purchase, manufacture and repairs of tools and plants are, subject to the above exception, the same as their powers to sanction estimates technically under para 6.18.

10.05 The manufacture or collection of material involving outlay of Rs. 10,000 or upward must, in all cases, be covered by an estimate showing the proposed outlay and the material to be received. If the material be for a work duly sanctioned, or for reserve stock, within the sanctioned limit of the Division, the estimate will merely require the approval of the Superintending Engineer, but in all other cases the estimate must be duly sanctioned by competent authority, as though for original work.

10.06 Ordinarily, material should be purchased only for works in progress and no reserve of stock should be kept, except with a specific sanction of and to a money limit to be prescribed by the Works Division. If such a reserve has been sanctioned, the Divisional Officer is authorised, subject to the provisions of para 10.02 and the approval or sanction of the estimate therefore, where required by the provisions of para 10.05 to purchase or manufacture stock to an extent sufficient to keep it up to this limit.

10.07 Stock piling of material should be avoided as far as possible. Material in free supply should not be stocked at all. However, some stock of materials likely to run in short supply, as well as the

essentially needed imported materials may be maintained by the stock holding Division upto a limit fixed by the Government from time to time.

C. Sale and Write off Stores

10.08 For all articles of stock (reserve stock and stores) purchased against sanctioned projects but excluding tools & Plants the Director General shall issue standing instructions prescribing the surplus release dates. It shall be the duty of the Divisional Officer Incharge of the stock holding Division to dispose off the surplus articles after the expiry of the date so prescribed. Before, however, doing so he shall at least three months before bringing the details of such stores to the notice of the Superintending Engineer concerned who shall circulate it to all the Circles and the Divisions inviting them to convey their requirements for utilization of these articles on the on-going projects. It shall be binding on all the Divisional Officers to convey the requirements/Nil report within a month. If no requirement is received by the stock holding Division before the expiry of the surplus release date he should take immediate action to dispose off the surplus articles of the stores.

10.09 All articles of stores (excluding Tools and Plant) which are not likely to be required during the following twelve months, should be reported by the Sub-Divisional Officer to the Divisional Officer, who shall, if necessary, take the Superintending Engineer's orders as to their disposal.

10.10 When stock materials are sold to the public or to other Departments, an addition of 10 percent must be made to cover such charges on account of supervision, storage and contingencies as are not provided for in the rates fixed under para 193 and 195-A of the Central Public Works Accounts Code. This addition may, however, be waived by the Officer empowered to sanction the sale in the case of surplus stock which, in his opinion, would otherwise be unsaleable (see also paras 193, 195 and 437 of the Central Public Works Accounts Code).

10.11 Except as provided in para 10.06 no public stores may be sold otherwise than by public auction, without the permission of the Superintending Engineer. Commission, which should ordinarily not

exceed 5 percent, may be allowed to the auctioneer, not being a departmental subordinate, but no commission can be allowed on private sales. When stores are sold by auction, responsible officer or subordinate should attend and record the final bids, in order to enable the sale accounts rendered by the auctioneer to be checked.

10.12 When stores of any kind become unserviceable, a report thereof should be made in the CPWA Form No. 13. This should be done at once on discovery of the fact.

10.13 All losses of stores should be immediately investigated and steps taken to obtain the sanction of competent authority to their write-off, if necessary (See also para 47 of the General Financial Rules). In the case of serious losses the Divisional Officer should hold a departmental enquiry, and record the evidence and his findings thereon, including a finding as regards the responsibility and culpability of the persons concerned.

D. Stock Taking

10.14 Divisional Officers are to have stock taken throughout their Divisions at least once a year. It is not necessary that all the stores of a Division, or even of a sub-division, should be checked and counted at the same time, but the dates on which articles are taken stock should, as a rule be counted by an Officer not below the rank of a Sub-Divisional Officer.

E. Mathematical Instruments

10.15 All the new instruments required for P.W.D. which have been provided for in the sanctioned scale be purchased/obtained by Pak PWD, observing the normal codal formalities. Repairs of the instruments should also be got done by Pak P.W.D. either the Director General, Survey of Pakistan or from the open market. Surveying and mathematical instruments should not be stocked in excess of requirement and surplus instruments be disposed off as per prevalent Rules.

10.16 The Divisional Officer is responsible that the surveying and mathematical instruments in his Division are properly cared for.

Any injury to the instruments due to neglect or carelessness should be made good at the expense of the Officer or subordinate responsible for the damage.

F. Store Keeper

10.17 If a Store Keeper is appointed, he shall have nothing to do with the distribution of cash, the supply of material, or the preparation of bills. His duties shall be confined to the custody, preservation and issue of the stores under his charge, and to keep the required returns relating to them.

G. Machinery

10.18 For maintenance, operation and up-keep of heavy Tools & Plant required for buildings, roads, bridges and highways etc :—

(i) It shall be the duty of the Divisional Officer to keep complete set of installations, repairs and erection manual from the manufacturer alongwith price catalogue of the spares for indenting, overhauling and repair purposes etc.

(ii) Register of machinery, history sheet of the plant and its important components in prescribed form shall be maintained in each stock holding Division entrusted the plant where the machinery is in use and all entries in the machine history sheet column shall be filled in by the Sub-Divisional Officer Incharge and countersigned by the Divisional Officer.

(iii) Regular six monthly inspection of all the plants and machinery in a Division shall be carried out by the Sub-Divisional Officer and a report shall be recorded in the machine history sheet and shall be countersigned by the Divisional Officer.

(iv) Cost of machinery and cost of repairs to the machine shall have to be recorded in the machine history sheet register to assist the Divisional Officer/Sub-Divisional Officer in assessing the correct picture of the machine in use and to order its retention or disposal.

(v) A separate record for all small tools issued permanently to the technicians shall have to be maintained and their receipt and issue shall be shown in forms 13 and 14.

(vi) Competent authority designated by Director General shall determine the items of plants and equipment which can be categorised into small tools and plant.

(vii) The competent authority designated by Director General shall determine the period of its useful life.

(viii) The Divisional Officer shall have full powers to write off small Tools & Plant with the technicians after its full value is recovered. Cases of shortage, thefts, etc., shall be dealt with as in paragraph 10.20.

H. Testing Laboratories and Testing Instruments

10.19 Machine for testing laboratory and instruments (electronics, electrical and mechanical) in use as testing instruments shall be kept in neat and tidy condition ready to be used on short notice in all the operative Divisions of the Pakistan Public Works Department responsible for upkeep and maintenance of testing laboratories and instruments.

I. Powers of Works Division and the Officers of Pakistan Public Works Department in Relation to the Sale and Write off of Stores

10.20 The powers that are exercised by the Works Division and by the officers of the Pakistan Public Works Department in relation to the sale, disposal and write off of stores are shown in Appendix-III.

DIVISIONAL OFFICE

| Sl. No. | Description of Budget | Head Clerk | Divisional Accounts Officer |
|---------|--------------------------------|--|--|
| 1. | Establishment budget estimate. | <ol style="list-style-type: none"> 1. Preparation of budget relating to fluctuating charges in respect of the Divisional Establishment. 2. Obtaining approval of Divisional Engineer thereto. 3. Forwarding to Divisional Accounts Officer. | <ol style="list-style-type: none"> 1. Preparation of Budget relating to standing/fixed charges in respect of Divisional Establishment. 2. Consolidation of Establishment Budget. 3. Obtaining approval of Divisional Engineer thereto. 4. Forwarding to Assistant Financial Adviser Circle Office. |
| 2. | Works Budget Estimate. | | <ol style="list-style-type: none"> 1. Preparation of Budget relating to Works. 2. Obtaining approval of Divisional Engineer. 3. Forwarding to Assistant Financial Adviser Circle Office. |

CIRCLE OFFICE

| Sl. No. | Description of Budget | Assistant Administrative Officer | Assistant Financial Adviser |
|---------|--------------------------------|--|--|
| 1. | Establishment budget estimate. | <ol style="list-style-type: none"> 1. Preparation of budget relating to fluctuating charges in respect of the Circle Establishment. 2. Obtaining approval of Superintending Engineer thereto. 3. Forwarding to Assistant Financial Adviser Circle Office. | <ol style="list-style-type: none"> 1. Preparation of budget relating to standing/fixed charges in respect of Circle Establishment. 2. Consolidation of Establishment Budget of the Circle Office. 3. Scrutiny and consolidation of Establishment Budget of Divisional Offices under the Circle. 4. Obtaining approval of Superintending Engineer thereto. 5. Forwarding Budget to Deputy Budget & Finance Officer in Chief Engineer's Office. |
| 2. | Works Budget Estimate. | — | <ol style="list-style-type: none"> 1. Scrutiny and consolidation of the Budgets received from Divisional Offices. 2. Obtaining approval of the Superintending Engineer. 3. Forwarding to Deputy Budget & Finance Officer in the Chief Engineer's Office. |

**REGIONAL OFFICE
(CHIEF ENGINEER'S OFFICE)**

| Sl. No. | Description of Budget | Assistant Administrative Officer | Deputy Budget and Finance Officer |
|---------|--------------------------------|--|--|
| 1. | Establishment Budget Estimate. | <ol style="list-style-type: none"> 1. Preparation of Budget relating to fluctuating charges in respect of the Establishment of the Regional Office. 2. Obtaining approval of the Chief Engineer thereto. 3. Forwarding to Deputy Budget & Finance Officer in Chief Engineer's Office. | <ol style="list-style-type: none"> 1. Preparation of Budget relating to standing charges in respect of the Establishment of Regional Office. 2. Consolidation of Establishment Budget of the Regional Office. 3. Scrutiny and consolidation of Establishment Budgets of the Circle/Divisional Offices. 4. Obtaining approval of Chief Engineer to the Budgetary proposals. 5. Forwarding the Budgets to Director Budget & Accounts. |
| 2. | Works Budget Estimate | — | <ol style="list-style-type: none"> 1. Scrutiny and consolidation of the Budgets received from the Circle Offices in consultation with Superintending Engineer, Planning & Design for works Budget. 2. Obtaining approval of Chief Engineer. 3. Forwarding to Director Budget and Accounts. |

(DIRECTOR GENERAL'S OFFICE)

| Sl. No. | Description of Budget | Administrative Officer | Director Budget and Accounts | S.E. Programming, Coordinating & Progressing |
|---------|--------------------------------|---|---|--|
| 1. | Establishment Budget estimate. | <ol style="list-style-type: none"> Preparation of Budget relating to fluctuating charges in respect of the Headquarter Office. | <ol style="list-style-type: none"> Preparation of budget of Headquarter Office in respect of standing charges. | |
| | | <ol style="list-style-type: none"> Obtaining approval of Director General thereto. | <ol style="list-style-type: none"> Consolidation of all Establishment budgets with the approval of Director General. Forwarding to the Works Division. | |
| | | <ol style="list-style-type: none"> Forwarding to Director Budget and Accounts. | <ol style="list-style-type: none"> Obtaining approval of Director General thereto. | |
| 2. | Works Budget estimate. | <ol style="list-style-type: none"> Collection of works budget and forwarding to Budget and Finance Officer for further submission to the Works Division. | <ol style="list-style-type: none"> Scrutiny and consolidation of all budgets with the help of Budget and Finance Officer pertaining to Works Budget. | |
| | | | <ol style="list-style-type: none"> Obtaining approval of Director General thereto. | |
| | | | <ol style="list-style-type: none"> Forwarding to Works Division. | |

Appendix II

The powers of the Officers of Pakistan Public Works Department to give Administrative Approval.

| <i>Designation</i> | <i>Amount</i> |
|-----------------------|---------------|
| 1. Director General | Rs. 1,00,000 |
| 2. Chief Engineer | Rs. 50,000 |
| 3. Executive Engineer | Rs. 5,000 |

Appendix III

| | Works Division | Chief Engineer, Pak PWD | Superintending Engineer | Divisional Officer |
|--|----------------|-------------------------|-------------------------|--------------------|
| | Rs. | Rs. | Rs. | Rs. |
| (a) Losses due to depreciation of stock. | Full | 50,000 | 25,000 | Nil |
| (b) Losses on stores due to fraud or the negligence of individuals or to other causes. | 50,000 | — | 5,000 | Nil |
| (c) Issue of orders declaring stores, other than those referred to under (a) and (b) surplus or unserviceable, the original purchase value of the articles being estimated if not known. | Full | 1,00,000 | 50,000 | 12,500 |
| (d) Issue of orders for disposal of stores declared by competent authority to be surplus or unserviceable (subject to any orders the Superintending Engineer may have passed when the stores were so declared by himself or by the Works Division. | — | — | Full | 25,000 |
| (e) Sale to private persons at full value + plus ten percent unless waived. | — | — | Full | 5,000 |
| (f) Write-off from returns of tools and plant of articles of which full value has been recovered. | Full | 50,000 | 25,000 | 2,500 |

SUMMARY OF INTER-LINKED REFERENCES OF CENTRAL PWA CODE AND DRAFT PWD CODE REVISED

| CPW A/C Code Para No. | Subject in Brief | Correspondence Para of PWD Code | Connected Para PWD Code Revised |
|--------------------------|---|------------------------------------|------------------------------------|
| Para - 17 | Relation with A.G. | Para - 42 | 4.19 |
| " - 20(c) | Divisional Accountant | " - 43 | 4.26 (i & ii) |
| " - 27 | Communication of Sanction to A.G. | " - 78 | 6.27 |
| " - 99(d) | Stores | " - 125 | 10.06 |
| " - 100 | " | " - 121 | 10.01 |
| " - 106(c) | Issues | " - 135(e) | 10.20 (App: II) |
| " - 122(c) | Mode of Recovery | " - 127 | 10.10 |
| " - 134 | Stock taking | " - 131 | 10.14 |
| " - 136 | " | " - 131 | 10.14 |
| " - 139 (i) | Rectification of Accounts | " - 131 & 130 | 10.13 |
| " - 139 (iii) | " | " - 129 | 10.12 |
| " - 141 | " | " - 126 | 10.09 |
| " - 163 | " | " - 37 | 4.08 (vi) |
| " - 167 (vi) | Transfer Entries | " - 127 | 10.10 |
| " - 175 | Revenue Receipts | " - 31, 38 & 49 | 4.02 |
| | | | 4.12 |
| | | | 4.19 |
| " - 197 | Works Accounts | " - 94 | 7.17 |
| " - 204 | Departmental Labour | " - 10 to 12 | 2.03 (i, ii & iii) |
| " - 230 | Conditions of Employment | " - do - | - do - |
| " - 231 (Note 2) | " | " - do - | - do - |
| " - 238 | To Contractor (Genl. Condition) | " - 89 (6) | 7.12 (d) (6) |
| " - 239 (c) | " | " - 127 | 10.10 |
| " - 252 | Verification of Unused Balances | " - 131 | 10.14 |
| " - 260 | Classification & Record of Final Charges. | " - 10 & 82 | 2.03 & 7.04 |
| " - 276 | Contractor & Labourers Accounts | " - 99 | 7.22 |
| " - 286 | Examination by Divn. Officer | " - 34 & 44 | 4.19 (4.15) |
| | | | 4.08 (iii) |

| CPW A/C Code Para No. | Subject in Brief | Correspondence Para of PWD Code | Connected Para PWD Code Revised |
|--------------------------|---|------------------------------------|------------------------------------|
| " - 287 | Closing the A/Cs on completion of work. | " - 46 | 4.19 |
| " - 288 | - do - | " - 52 | 6.01 to 6.05 |
| " - 291 | - do - | " - 103 & 104 | 7.27 & 7.28 |
| " - 294 | Excess over Estimates | " - 99 | 7.22 |
| " - 295 | Correction of Errors | " - 46 | 4.19 |
| " - 349 | Stock | " - 125 | 10.06 |
| " - 356 | Misc. P. W. Advances | " - 127 | 10.10 |
| " - 384 (a) | Direct & Indirect Charges | " - 127 | 10.10 |
| " - 409 | Deposit Works | " - 110 | 8.03 |
| " - 540 | (Note iii) Proforma Accounts | " - 120 | 9.08 |
| " Appendix 5.02 (i) | Distribution of Estt: & Tools & Plant charges | " - 10 | 2.03 |