

FAX/SPEED POST

NO.E/III/B/Misc/Vol-IV  
Office of the CDA  
Udayan Vihar, Narangi  
Guwahati: 781 171  
Date: 10<sup>th</sup> October'2014

To  
The all AOGes/ AGes/ AGE(I)s

**Sub: Scrutiny of contract agreements: Casual approach thereof:**

As per our HQr letter no AT/Coord/3108/PC/Up-gradation/AAO dated 16/09/2009 (copy enclosed), the sole responsibility for scrutiny of contract agreements accepted by the GE within their powers are vested with the AO GEs in terms of Para 75 to 81 of UA's Manual and Para 24 to 26 of OM Part VIII except in some cases as laid down therein vide Par (A)(a) of ibid letter. AO GEs will forward original copy of contract agreement after 'SCRUTINTY' to E Section of Main Office along with copies of relevant Administrative Approval, Technical Sanction and Work Order No 01 for safe custody and future reference during the course of pre-audit and payment of final bills of contracts beyond gross value of Rs 10 lac and post audit of paid vouchers received from AO GE along with monthly Cash Book in terms of Para (A) (b) of ibid letter.

2. But during test check of some CA pertaining to various GEs/ AGes/ AGE(I)s received through the concerned AOGes the following shortcomings has come to the notice of the Competent Authority which is viewed seriously and directed to comply the following aspect with immediate effect:

3. Since the responsibility for scrutiny of CAs rest with the AOGes embossing of stamp like pre-scrutinized, checked, verified etc on contract documents are not in order. Therefore, it is directed that relevant pages of contract documents may be embossed with the stamp 'SCRUTINIZED'. Only Work Order No 01, Deviation Orders and amendment may be pre-scrutinized and sent to this office for scrutiny/attestation.

4. The contract document should be supported with the photocopies of news papers/DAVPs notification wherein the NIT was published.

5. No contract documents shall be submitted to this office without copies of Administrative Approval including AE Part I and II and Technical Sanction, except cases relating to repair and maintenance contracts where TS is treated as Administrative Approval. The number, date and amount of AA and TS shall be mentioned in the CST duly reconciled with the CA amount. If necessary a separate sheet may be prepared for the purpose.

Continued.....P/2



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6. All the items of works mentioned in the Approximate Estimate Part II, Technical Sanction and work schedule of contract agreement needs to be reconciled/verified with reference to amount, changes in scope of work in comparison to AE Part II, TS and accepted rates and viz-versa and also to ascertain whether any freak rates has been accepted by the GEs/ AGEs/ AGE(I)s. For the purpose of freak rates, benchmark may be fixed fifty percent above or below the assessed rates(TS).

7. Copies of E-in-Cs notification based on which percentage of MV, TA, RA etc are taken in to consideration above the SSR in the TS may invariably be obtained and enclosed with the CAs.

8. Cases where the lower Engineering Authorities has accorded TS and accepted contracts in terms of Table 'B' of RMES utilizing the powers of higher authorities, by name delegation of powers in terms of note 1 of Table 'B' of RMES may be obtained and enclosed with the CA.

9. While carrying out scrutiny of the Administrative Approval it may be ensured that all the administrative approval issued by the CFAs are in order and issued in accordance with the financial powers as mentioned in Table 'A' of RMES, the CFAs are having the powers to accord Administrative Approvals, no split up of works, buildings, job etc are involved. If detected, the same may be pointed out to the CFA as well as GEs/ AGEs/ AGE(I)s concerned and a separate report may be furnished by name to the OiC of E Section. A certificate may be asked from the CFAs that buildings for which special repairs are ordered are not carried out special repairs within past five years.

10. It may also be ensured that while according Administrative Approval by the respective CFAs, special care has been given on "Special item of Works" and CFA determines accordingly in terms of note 3 of Table 'A' of RMES.

11. It may also be ensured that items which are available on DGS&D rates contracts are not included in the AE Part II, TS and works schedule of CAs. Instances has already come to the notice of this office that some of the GEs, has procured 'Bitumen' locally in spite of having the article available on DGS&D rate contract by paying higher rates resulted in loss to the states. DGS&D web-site may be consulted for this purpose and GEs/ AGEs/ AGE(I)s may be advised accordingly.

12. In view of the above it is directed that CAs may be scrutinized very carefully, through different angle, best effort may be put thereon and submitted to this office as the sole responsibilities rest with the AOGEs and if any future complication arises at the time payment of final bills, test audit, reviews, HQrs Office inspection etc the AOGEs will only be held responsible for the purpose and any gross violation or non-adherence of the above points will be viewed seriously by the Competent Authority.

Contd.....P/3



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Please acknowledge receipt by name to the undersigned.

Enclos: (Four)

(M K Touthang) IDAS  
Asstt. Controller

Copy to:

The All CEs

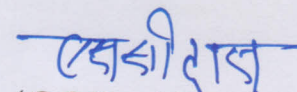
The All CWEs

The All GEs/ AGEs/ AGE(I)s

The OiC EDP(Local)

For information and necessary action, if any  
w.r.t. above please.

With a request to upload the memo in our  
Web-site.

  
( S C Das ) Sr AO  
'E' Section



AO GE will forward original copy of Contract Document after scrutiny to Section of Main Office along with copies of relevant Administrative Approval, Techn Sanction and Work Order No.1 for record (safe custody) and future reference during



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course of pre-audit and payment of Final bills of Contracts beyond gross value of Rs 10 lakhs and post audit of paid vouchers received from AO GE along with monthly Cash Book.

However, AO GE will retain attested duplicate copy of the Contract Agreement with him.

**(c) Pay Fixation in respect of Industrial Personnel:**

Pay Fixation in respect of Industrial Personnel will now be approved by AO GE. However, LAO will sample check pay fixation cases approved by AO GE at the time of audit of Service Books.

**(d) Final Settlement of cases in respect of Industrial Personnel:**

Final Settlement of cases in respect of Industrial Personnel will be sent directly to CDA (Funds) Meerut by AO GE. However, Final Settlement cases of Non-Industrial Staff will continue to be submitted by GE to Main Office (Pay Section) for onward submission to CDA (Funds) Meerut.

**(e) Doubtful cases:**

All doubtful cases including cases of refund of License Fee bills will be referred directly to Main Office ('E' Section) by the AO GE.

**(f) Audit of Store Accounts of Sub-divisions:**

✓ AO GE will audit the store accounts of Sub-Divisional Office and will be responsible for the check of all the numerical and quantitative store ledger, Accounts etc., maintained in those offices.

However local audit of GE Office will remain with LAO concerned as per extant orders. LAO will not carry out half yearly review of AO GE office.

**(g) Administrative and Functional Control of AAO BSO:**

The Office of the AAO BSO primarily dealing with revenue work will be administratively and functionally Controlled by the AO GE concerned (i.e., AO GE of the respective GE office under whom BSO office of AAO BSO functions administratively).

**(h) Verification of 25 years of Qualifying Service:**

Verification of 25 years of Qualifying Service in respect of Industrial Staff will be done by AO GE. However, verification of Qualifying Service in respect of Non-Industrial Staff will continue to be dealt with by Pay Section of Main Office.

**(i) Reports and Returns:**

All the Reports and Returns concerning audit function of AO GE, presently being submitted to Main Office by AAO GE through LAO/RAO, will be submitted directly to



Main Office of Regional PCDA/CDA concerned.

(B) Financial Delegation:

(a) Pre-Audit and Payment of Contractor's Bills:

AO GE will pre-audit and make payment of Contractor's bills up to the gross value of which does not exceed Rs. 10 lakhs.

(b) Advance payment to Agency Services in respect of Central Govt/State Govt/Public undertakings:

AO GE will admit such advance payments up to Rs 10 lakhs after pre-audit, above Rs 10 lakhs with the concurrence/pre-audit by the PCDA/CDA and Final Bill will be pre-audited and paid by PCDA/CDA ('E' Section).

However, Advance Payment on account of work done by Municipalities, Local bodies etc., will be made after pre-audit by the PCDA/CDA ('E' Section).

(c) Payment on account of Arbitration/Court cases:

All payment on account of Arbitration/Court cases being done in 'E' Section of Main Office will continue as such.

(d) Payment on account of Advertisement concerning Works Contracts:

All payment on account of Advertisement concerning Works Contracts will be pre-audited and paid by AO GE.

3. In addition to the above functional and financial duties and responsibilities delegated to upgraded AOs GE, all the functions as prescribed in relevant Codes and Manuals and presently being dealt with by AAOs GE prior to upgradation of their offices will continue to be dealt with now by AOs GE.

4. It may be stated that in order to exercise greater, effective and undiluted control over AO GE office, Main Office of the Regional Controller needs to strengthen the MIS/reporting system and periodic inspections to ensure adequate financial discipline in transactions of the GE concerned, carried out with the advice of/vetting by his AO GE. The control over the functioning of AO GE may be exercised through revised Quarterly MIS Report as per the enclosed format, for better monitoring by GO (E)/JCDA in Main Office.

5. Further, it has been decided that AO GE will also perform the duties as 'PAO (NPS)' for recovery/remittance of contribution and uploading of NPS data onto NPSCAN etc., of subscribers to NPS in respect of Industrial employees serving under MES establishments. However, detailed instruction in this regard will be issued separately by this Hqs Office.

6. Since, Accounts Officers/Sr. Accounts Officers have not been posted in all

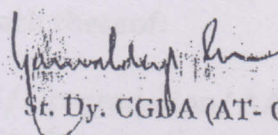


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the 315 AAOs GE, the instruction relating to the delegation of enhanced duties and responsibilities will be applicable to only those offices which are upgraded and headed by AOs/SAOs. However, NPS function intimated at para 5 would be applicable to all offices.

7. PCsDA/CsDA are requested to review existing set-up of AAOs GE offices in their commands and give proposals for rationalization, if any.

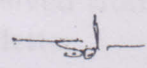
8. The functioning of up-graded offices should also be reviewed and a feed back may be given to this Hqrs Office in April 2010.

Please acknowledge receipt.

  
Sr. Dy. CGDA (AT-Coord)

Copy to:

1. Dy. CGDA (Admin) ----- For information please.
2. Sr. Dy. CGDA (AT-I) ----- For information and necessary action with regard to issue of amendments of relevant Codes and Manual by the Inspection Cell and issue of detailed instruction on NPS by Audit-I Section of Hqrs Office.
3. Audit-X Section (Local) ----- For Information.

  
Sr. Dy. CGDA (AT-Coord)