

POLICE ORDER No. 72

Introduction
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with building
works.

The attention of all Heads of Establishments is drawn to the instructions issued in this office Memo. No. 10524 (19)-B. G., dated the 2nd June 1949 and Police Order No. 9 of 1950 on the subject of execution of departmental buildings. Particular attention is drawn to the instructions regarding expenditure on building projects. It is noticed that due attention is not being paid by officers to these important instructions.

The following further instructions are published for general information and guidance:—

(1) When departmental building projects are to be executed by a contractor, sealed tenders should invariably be invited in the most open and public manner possible by a fixed date prescribed in Para. 3 of the instructions conveyed in this office Memo. No. 10524 (19)-B. G., dated the 2nd June 1949. Deposit of earnest money, the amount of which should be specified in accordance with Appendix 69 of Police Manual, Volume II, must be demanded with the submission of tenders. All the sealed tenders must be opened by the Heads of Establishment on a specified date and time previously notified in the presence of contractors who choose to attend.

(2) If contractors are employed, they must be men of substance who can do work without advances. They shall be required to deposit a sum amounting to 10 per cent of the cost of work as security.

(3) The rates at which the work is to be paid for shall not exceed the Public Works Department schedule of rates, after omitting contractors profit when a contractor is not employed.

(4) If in any case the rates mentioned above cannot be worked to the fact with reasons shall be clearly mentioned in the estimate and the attention of the sanctioning authority drawn to the matter.

(5) When the sanctioned plans and estimates are received back in the offices of the Heads of Establishment duplicate copies of the plans and estimates should be prepared and issued to the officer or contractor entrusted with the construction of the work for his guidance.

(6) For all daily labour engaged muster-rolls shall be invariably maintained except when a contractor is employed.

(7) Money drawn from the treasury for construction and repairs should be expended within one month.

(8) No money on account of either construction or repairs shall be kept in hand after the 31st March. All that has been drawn and remains unexpended on that date shall be refunded to the Treasury.

(9) No officer shall spend money sanctioned for one purpose on another.

(10) Monthly reports in P. M. Form No. 174 showing the progress made in the construction of new building shall be sent to the Inspector-General. When contractors are employed, it is to be borne in mind that a copy of the completion certificate should also be submitted to the Accountant-General, Orissa. The certificate shall bear a note of the total expenditure incurred on the building. The Superintendent of Police or the Head of the Establishment concerned shall himself inspect the building before submitting a completion report. In all completion reports there should be an additional paragraph certifying that the orders and instructions laid down in P. O. No. 111 of 1951 have been strictly complied with. In case of work done by contract, the contractors receipt shall be appended to the bill.

(11) If contractors are employed, the security deposit should be kept in hand up to a period of six months after completion of the work during which the work should be watched and if found satisfactory, it should be refunded to the contractor.

(12) The cost of building materials purchased and supplied to a contractor should be deducted from the contractor's dues and short-drawn in the next bill drawn under the head to which the cost of the work is debitable in the same financial year. The cost must include freight and other transportation charges.

Manual Reference

Rules 1154 (b), 1155 (b) and (c)
1158 (c), 1159 (c) 1160, 1161
App. 69 for B. & O. Account
Code, App. 6.

(Previous Police Order Reference No. 3 of 1951)