



Rural Infrastructure Development Limited.

(Formerly Karnataka Land Army Corporation Limited)

"Grameenabhiruddhi Bhavana" 4th & 5th Floor, Ananda Rao Circle, Bangalore-560 009

No. KRIDL/ADM/MF-207/2021-22

Date: 02.02.2022

OFFICIAL MEMORANDUM

Sub: Implementation of working procedures in all levels of the Company for effective execution of works and maintenance of proper records.

Ref: Resolution of the 207th Meeting of the Board of Directors held on 20.01.2022 vide subject No. 207/05.

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1. In order to execute the various works being entrusted by the different Government Departments / Agencies with good quality and timely completion of entrusted works, the Company has divided its workload geographically into 06 Zones, 41 Divisions and 85 Sub-Divisions across the State of Karnataka and accordingly the jurisdiction among the Assistant Executive Engineers/Executive Engineers have been allotted for smooth functioning of the Organization.
2. The Standing Orders were issued in the form of manual during the year 1977 by incorporating the roles and responsibilities of all level of Officials / Officers in the Projects as well as Head Quarters for effective execution of various works being entrusted by different Government Departments / Government Agencies. Such Standing Orders shall have to be implemented and followed by the Officers and Staffs at all levels and any disobedience of Standing Orders by the Officers and Staffs will attract disciplinary action. The Standing Orders covers from the stage of preparing the estimates for the works till successful completion / handing over of works to the Entrusting Agencies for the works section and also covered various records to be maintained by the staff of works section and the accounts section while executing the works in the field as well as at the Head Quarters.
3. As and when the circumstances warranted, the Circular instructions from time to time have also been issued for effective implementation by the Officers / Officials of the Projects / Head Quarters in tune with the requirements of the existing situation. The Management now felt necessary to issue Working Procedures, Duties & Responsibilities of Officers / Officials of the Company by incorporating all existing circular instructions and Standing Orders which are in force for timely completion of quality works, to

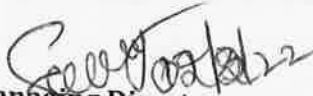
improve the accountability of each individual so that the efficiency / profitability of the Company is improved.

4. The Committee was constituted under the Chairmanship of Managing Director and the said Committee reviewed the Draft Working Procedures, Duties & Responsibilities of the Officers / Officials of the Company in tune with the present requirements of the Company for execution of various works being entrusted by the Government Departments / Agencies. The Committee after a detailed discussion accepted in toto of all the procedures, duties & responsibilities as specified in the draft copy of the Working Procedures, Duties & Responsibilities of the Officers / Officials of the Company and recommended to place it before the Board for kind consideration.

Accordingly, the draft copy of Working Procedures, Duties & Responsibilities of the Officers / Officials of the Company has been placed before the Board of Directors in their 207th Meeting held on 20.01.2022 for consideration and decision thereon.

The Board of Directors have approved the draft working procedures, duties and responsibilities of the Officers / Officials of the Company and authorized the Managing Director to implement in the Projects and at Head Quarters for overall development and discipline at all levels of the Company.

In view of the above, Working Procedures, Duties & Responsibilities of the Officers/Officials of KRIDL as approved by the Board is enclosed with this Order to follow the instructions scrupulously.


Managing Director
KRIDL, Bengaluru

Copy to:

- The Chief Engineer (BBMP), KRIDL Head Quarters, Bengaluru.
- The Chief Engineer (Central), KRIDL Head Quarters, Bengaluru.
- The Chief Engineer (North), KRIDL Head Quarters, Belagavi.
- The Chief Administrative Officer, KRIDL Head Quarters, Bengaluru.
- The Chief Financial Officer, KRIDL Head Quarters, Bengaluru.
- The Deputy Financial Officer, KRIDL Head Quarters, Bengaluru.
- All Superintendent Engineers.
- All Executive Engineers / Assistant Executive Engineers.
- Assistant Executive Engineer (IT) to host the Official Memorandum and Annexures on KRIDL Website.
- Concerned file.

KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED

**4 & 5TH FLOOR GRAMEENABHIVRUDDHI BHAVANA ANAND RAO
CIRCLE BENGALURU-560 009**



WORKING PROCEDURES & DUTIES & RESPONSIBILITIES

**(AS APPROVED BY BOARD OF DIRECTORS IN THEIR 207TH
MEETING HELD ON 20-01-2022 VIDE SUBJECT NO.207/05)**

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KRIDL WORKING PROCEDURAL NORMS

1. The Roles and Principles of Karnataka Rural Infrastructure Development Limited was accepted by Govt. of Karnataka vide letter no.RDC.SECY.PA-2/83 Dt.26-07-1983.The roles and principles is updated as per the present condition and narrated in document enclosure as Annexure-1.The Officers / Officials of KRIDL should perform their duties as per The Roles and Responsibilities narrated in the **Annexure-1A** enclosed . Any failure, disciplinary action will be taken against the defaulters as per C&R Rules and Regulations.
2. The Entrustment Order should be obtained from the concerned Entrusting Authorities for the works which are to be entrusted to KRIDL specifying their details of requirements pertaining to the proposed work ensuring the availability of site.
 - (a) Discussions shall be made with entrusting agency for their requirements and inspect the site for the proposed project to know the preliminary geography, nature of the soil and any utility services found in the site like transmission lines, water supply and sewerage lines and the fact should be brought to the notice of the entrusting authority for making necessary arrangements for shifting the same.
 - (b) Based on the request of entrusting agency as vide para (2), requirements and geography of the site, preliminary estimate in detail is prepared by Assistant Engineers / Junior Engineers of concerned projects and technically scrutinised estimate as per the Circular NO:WKS;CIR:II:83-84 Dated 26/03/1984 shall be forwarded to the entrusting agency with all relevant documents for accord of administrative approval and release of required funds.
3. For building works , the removal of top 23cm (9") loose organic soil as Site Clearance should be provisioned in the estimate and accordingly it should removed before starting the work as per the Circular NO/WKS/CIR-V/85-86/67 Dated 06/12/1985 which is enclosed as **Annexure -3** . Further , the Plinth level of the proposed building should be not less than 45cm (18") above the road level which is to be decided by the concerned Executive Engineer based on the ground profile and accordingly the respective item of works should be provisioned in the estimate as

per the Circular NO/WKS/CIR-V/85-86/68 Dated 06/12/1985 which is enclosed as **Annexure No- 04** .

4. While preparing the estimate the provision of third party inspection of 0.5% of the estimate cost should be incorporated in the estimate which is mandatory . The rates for all the item of works incorporated should be based on prevailing Schedule of Rates of respective circle plus KRIDL Charges plus Applicable Taxes plus and Labour Cess as per Circular NO/KRIDL/ACCTS/2017-18 Dated 12/12/2017 which is enclosed as **Annexure No-05** .
5. For the items of works which are not catered in the Schedule of Rates , for such items of works , Data Rate as per PWD Norms should be derived and adopted in the estimate . If the cost of the cement, steel and bitumen is more than the schedule of rates , in such case , the difference in cost of cement should be added to the rate analysis enclosed to the estimate . **The 203rd Board subject 203/10 had accorded approval to adopt the periodical rates of Cement and Steel as published by the Public Works Department in the estimates automatically to carry out the various works being executed by the company . The copy of the board proceedings is enclosed as Annexure No – 06**
6. After the receipt of Administrative Approval for the submitted estimates and details of Funds released from Entrusting Authority through RTGS details / Cheque details should be submitted to Hqrs in **Format – C** along with the related documents which is mandatory. The Accounts Section officers should check the submitted documents for the confirmation of receipt of funds to the Hqrs Account . The copy of the **Format –C** is enclosed as **Annexure No-10** .
7. The work site should be taken over from Entrusting Authority officially in the prescribed format as per the Circular **WKS/CIR/VI86-87/137** Dated 11/08/1986 which is enclosed as **Annexure No-02** with GPS Co-ordinates.
8. Detailed soil investigation has to be carried out for the officially taken over site and proceed with preparation of structural designs based on the technical properties of the soil. The estimate may be revised as per the architectural, structural and MEP details with detailed provisions for water supply and sanitary and shall be submitted for technical sanction with related mandatory documents.

9. The delegation of powers for Technical Scrutiny / Sanction to the estimate as per the Circular NO/KRIDL/AUDIT/CIR/2010-11 Dated 05/04/2010 is enclosed as **Annexure No- 08** . The details are as stated below :

- | | | |
|--|---|---------------------------|
| a) Estimate costing up to 50Lakhs | - | Executive Engineer . |
| b) Estimate costing 50Lakhs to 100Lakhs | - | Superintendent Engineer . |
| c) Estimate costing 100Lakhs to 200Lakhs | - | Chief Engineer . |
| d) Estimate costing more than 200Lakhs | - | The Technical Committee . |

The Technical Committee should be constituted as per the Circular NO/KRIDL/WKS/TECH.SANCTION/2019-20/4991 Dated 08/11/2019 which is enclosed as **Annexure No-09**.

10. After the technical sanction , the " **Job Rate Statement** " should be prepared item of work wise as approved Board subject – 203/06 which is as detailed below :-

- 5% Job savings to be allowed for the various works which are entrusted by the MLA , MLC , and the MP under their grants to the company up to the estimated cost of Rs. 5.00 lakhs only .

- 7% Job savings be allowed in the execution of various works being entrusted by the different Government Departments /Agencies /Organizations to the company including all departmental materials .

The copy of the board proceedings is enclosed as **Annexure No- 11** . On special cases where the execution of work is difficult with valid reasons for the work costing up to 10.00 Lakhs , for such cases , the approval for the change (reduction) of Job Rate savings should be obtained in writing from the Managing Director and for the work costing more than 10.00 Lakhs , for such cases , the approval for the change of Job rate savings should be obtained from the Board

11. The " **Work Programme Chart** " should be prepared for each individual work before starting the work which is mandatory, showing the all the details of items of works, the quantities and cost of each item of works to be executed in each month, requirement of Funds, requirement of departmental materials , Stipulated date of completion of the work, subject to release of funds from the Entrusting Authority.

12. The Administratively Approved estimate along with the documents such as Structural Design detailed drawings , Architectural drawings , detailed sub-estimate

for lump sum provision such as Electrification , Water supply & Sanitation , Job Rate statement , Work programme Chart should be submitted to the competitive Authority of KRIDL as per delegation of powers as mentioned in Para - 09 above for according Technical Sanction .

13. The Technical Sanction to the Administratively Approved Estimate should be accorded by the Competitive Authority as detailed below along with the Approval to the Work Programme Chart , sub-estimates such as for Electrification , Water supply & sanitation and Architectural features enclosed to the estimate .

Estimate costing up to 50Lakhs	-	Executive Engineer .
Estimate costing 50Lakhs to 100Lakhs	-	Superintendent Engineer .
Estimate costing 100Lakhs to 200Lakhs	-	Chief Engineer .
Estimate costing more than 200Lakhs	-	The Technical Committee .

14. If the delay is caused by the Entrusting Authority for any reason (like delay in handing over of sites, release of funds partial / full, any changes in estimate and any other legal issues) more than six months from the date of Administrative Approval and if there is any revision of Schedule of rates , then , the revised estimate will be prepared to that extent along with the comparative statement showing the increase in cost under intimation to Hqrs . The Entrusting Authority should accord revised Administrative Approval and release the increase in construction cost .

15. The Sub-Divisional Officer (AEE) should submit the details in the prescribed Form No-09 to Hqrs for the release of required funds along with the copy of the administrative approval letter, abstract of estimate endorsed by Entrusting authority, Technically Sanctioned Estimate abstract sheet, Work Programme Chart and dated initial photograph with the site taken over note with GPS Co-ordinates of the work site. The above said documents should also be uploaded in the RDPR approved software . The copy of the Form no-09 is enclosed as **Annexure No- 12** .

16. After the confirmation of the receipt of all the relevant documents , confirming the availability of funds , the Hqrs Accounts Section Officers should create the Work Code for the said work (in the RDPR approved software) and should process for the release of funds in each individual file for approval. **The lump sum provision amount should be deducted while releasing the funds till the approval is accorded and uploaded in (RDPR approved software).**

17. The Chief Finance Officer and the concerned Chief Engineer should recommend the release of funds based on the approved Works Programme Chart of the work. There after the file shall be submitted for the approval of the Managing Director . After the receipt of the approval from the Managing Director, the Limit Order with details of deductions (KRIDL charges, labour cesses, lumpsum provisions, prevailing taxes...) effected and net amount released , will be forwarded to the bank with the instructions to release the net amount to the concerned sub-division Account and other deductions to the respective head of accounts .The copy of the Limit Order is enclosed as Annexure No- 13. The copy of the limit order will be forwarded to concerned projects.

NOTE:- (a) For road works after uploading all the documents as said above and technically pre-audit bills with Photograph in the RDPR approved software , then , funds will be released in two stages for macadam roads and full funds in one stage for concrete roads.

(b) For building works after uploading all the documents as said above and technically pre-audit running bills with photograph showing the progress achieved in the RDPR approved software , then , the funds will be released in one stage for works costing upto Rs.20 lakhs and in three stages for works costing more than Rs.20 lakhs subject to availability of funds .

18. During execution, the work should be executed in accordance with items of the Technically Sanctioned Estimate. No deviation /modifications of items of works will be effected without the prior approval of the Hqrs. During execution, Any deviations / modifications /additions of item of work considered necessary to ensure Technical soundness of the work , should be reported to the Competitive Authority of KRIDL together with the comparative statement giving Financial effect for obtaining approvals from the concerned Entrusting Authority . Such item of work should be carried out only after the receipt of the written approval from the Managing Director. The work will be executed to the extent of funds released from Entrusting Authority. Any work executed more than the release of funds, the disciplinary action will be initiated against the defaulters .

19. The empanelment of Group Leaders / contractors should be registered in KRIDL website based on their Credentials . The process of empanelment through online in the company website is a continuous process through out the year and the Certificate of Registration for having empanelment done with the company will be issued on the 10th of every month for the applications received in the preceding month as approved Board subject – 204/09 , the Board proceedings is enclosed as **Annexure No- 14** .
20. The entrusted work should be executed departmentally through empanelled Group Leaders in accordance with the approved Work Programme Chart under the supervision of the field staff . The work should be executed only on quantum basis as per the approved Job rates and never on CONTRACT SYSTEM . At any point of time , the actual expenditure should not exceed the Approved Job rates and Job Amount . The concerned officials/Officers will be held responsible for any excess expenditure over and above the approved Job Rates and disciplinary action will be taken against the defaulters .
21. In case Sub-letting is necessary, it shall be done through tendering in accordance with the provisions of the Karnataka Transparency Act in Public Procurements Amendment Bill 2021. The works which are executed through calling tender shall be as per the Tender norms, terms & conditions , followed by the KTPP Act.
22. Before, during and after execution, all the prescribed Quality Control and Quality Assurance tests as per requirements of BIS provisions should be conducted for materials and completed items at every stage of the work from near by Empanelled/ Authorized Engineering College / ISO registered Quality Control firms authorized by KRIDL to ensure Quality. The test results should be maintained for each work in the separate file , till the completion and handing over of the work to the concerned Entrusting Authority .
23. To ensure the Quality and Precision at every stage of the work , the executives from Junior Engineer to Executive Engineer should pass every stage of item of work for having satisfactorily completed . All the executives should make entry with date in the "WORK PASSING REGISTER" maintained for each work at site according to the responsibilities listed in the Circular NO/WKS/CIR/IV / 85-86/82 dated 02/08/1985 , which is enclosed as **Annexure No-16** .

24. The Quality control test reports and work passing register shall be produced to the senior officers above the rank of Executive Engineers of KRIDL and also to the authorized representatives of Entrusting Authority on their demand and during site inspection.
25. One post of the Cadre of Superintending Engineer (Civil) is created exclusively to look after the " Quality Assurance and Quality Control (QA&QC) Vigilance Cell " at Headquarters , and the post will be filled on deputation from other Government Department or other State owned Corporations as approved Board subject – 203/13 , the Board proceedings is enclosed as Annexure No - 15 .
26. The Empanelled / authorized Group leaders who are registered in KRIDL shall execute the work by engaging required Skilled and unskilled labourers depending on the nature of work along with procurement of required quantity and quality constructions materials such as Bricks , Sand , Concrete blocks , Shahabad / Granite Slabs , Size Stones , All sizes of metal (Jelly) , Bolder Stones , Murrum etc..(excluding departmental issue materials) by himself or from GST registered firms / suppliers as separate tax invoice following the purchase norms .
27. For procurement of quality construction materials up to value of Rs.1.00Lakh, the Quotations shall be called for the purchase of construction materials . Above value of Rs 1.00Lakh , the construction materials shall be purchased in accordance with e-procurement procedure following KTPP Act.
28. Submitted GST invoices pertaining to materials and labourers engaged shall be audited by the appointed internal auditors by KRIDL. Auditors should verify and confirm the activities and defaultness of GST registration and ensure the correctness of the invoices with respect to materials, rates, amount, e-way bills etc., by certification.
29. After pre-audit of the invoice / vouchers at Sub division/division office , the cost of the construction materials excluding GST amount shall be paid to the Supplier/ firm . The GST portion of bill amount should be paid only after the confirmation of the receipt of GST input credit to KRIDL Account.
30. The construction materials so procured should be accounted in Material At Site (Part-C) and the materials so procured should be consumed to the work and ensure that the closing balance at the end of the month should be NIL as per the

Circular NO/KLAC/AUDIT CELL/GEN/94-95/609 Dated 19/11/1994 which is enclosed as Annexure No- 17 . At any point of time the total expenditure including MAS should not exceed the funds released from Entrusting Authority.

31. The departmental materials such as cement, steel & asphalt should be procured as per the Hqrs., approved rates by placing supply order to the extent of requirement and should be consumed & charged to the accounts in same month as much as possible. The sub-division should ensure that minimum quantity of departmental materials is in MAS subject to condition that the departmental material is made NIL by the end of financial year.
32. If any material other than departmental issues shall be procured by sub-division/division/zonal office according to delegation of powers as per The circular NO/KRIDL/AUDIT/CIR/2010-11 Dated 05/04/2010 is enclosed as Annexure No- 18 .
33. The relevant Job Work Bills as per approved Job Rates , Measurement book , GST purchase invoice / vouchers for the supply of constructions materials , issue vouchers for the departmental materials provided to the work from the Sub-division , Material at Site statement , Quality control test reports and Monthly Running Bill statement along with the prescribed check list with work done photographs should be prepared & submitted every month by the concerned JE/AE to the Sub-division within 5th of subsequent month without fail .The JE's & AE's should ensure the quantity should not exceed the quantity in sanctioned estimate, no excess expenditure over and above the fund release & no other extra items are claimed without approval.
34. For the completed items of works the joint measurement shall be taken by concerned JE/AE and concerned empanelled authorised group leader and recorded in the field book & endorsed with date and signature. The field book should be maintained at sub- divisions the concerned JE/AE
35. The measurement books should be under the custody of the Sub -division FDA and the movement register should be maintained while issuing the MBs to concerned JE/AE . The Inspecting Officers should check the register to ensure the safety of the Measurement Books.
36. The Sub-Division Officer should maintain the cheque book register where in the details of receipt of number of cheque books from the relevant bank and ensure

the utilisation of cheque books in serial order pertaining to works, administration, GST.

38. In case the work is executed through tender , the work done running bill based on the measurements recorded , should be prepared as per the tender terms & conditions every month by the concerned JE/AE with work done photographs and submit all the relevant documents to the Sub-division for check measurements and passing the Tender Running Bill .
39. The concerned Sub-divisional Officer (AEE) should inspect the work site , should check the measurements 100% recorded in the respective MB and endorsed with the certificate that "Measurements are checked and found correct " .
40. . The FDA and the Store Keeper working in the Sub-division should check all the Job work bills with reference to the Approved Job Rates , fund released , Issue voucher for the issue of departmental materials , Material at Site Statement and Monthly running bill of the work with work done photographs . After ensuring the correctness of all the Invoices / vouchers / Job work bills should be recorded in Tally , Cash book and make entries in all the Prescribed Registers daily maintained in the Sub-division .
41. The progress of all the works should be recorded in the WIP Statement of the Sub-division. There after ensuring the correctness of the monthly Accounts submitted , the Sub-division Officer (AEE) should pass all Job work bills / invoices / vouchers / tender running bills if any . The progress of all the works executed should be recorded / uploaded in the RDPR approved software /ERP .
42. All the passed work wise monthly accounts , duly signed by FDA/SDA/store keeper , JE/AE,AEE enclosing job bills, invoices, material consumption statement, material at site and MRA along with copy of extract of measurement book ,respective limit order with check list should be submitted (in 4 copies) to Division office along with the covering letter within 10th of subsequent month. Further material GST invoices , Administration bills / vouchers / invoices , cash book Extract , Tally report , Bank statements , profit and loss statement, tender running bills if any and other related accounts documents of the Sub-division along with the cheque book and cheque register for countersignature of EE should also be submitted (in 4 copies) to the Division Office within 10th of subsequent month .

42. After the receipt of the Monthly Accounts from the Sub-divisions ,the concerned EE should direct the AEE(Tech) / AE(Tech) working in the Division Office / Hqrs Approved Technical Auditors to pre-audit technically the Monthly Accounts as per the Circular NO/KLAC/AUDIT CELL/CIRCULAR/94-95/555 Dated 11/10/1994 which is enclosed as Annexure No- 19 . Any observations noticed should be corrected under intimation to the concerned Sub-divisional officer .
43. The AEE (Tech) /AE(Tech) / Hqrs Approved Technical Auditors should fill the prescribed Check list with his certification for each work to ensure the correctness of the Monthly Accounts submitted to the division . They should also monitor the uploading of the relevant monthly accounts documents of the respective sub-divisions in the RDPR approved software /ERP website .
44. The Hqrs Approved Internal Auditors , Accounts Superintendent and FDA working in the Division Office should check all the Sub-division accounts such as GST invoices ,tally, PMS entries , WIP and other relevant documents and ensure the correctness of the account . Any observations noticed should be corrected under intimation to the concerned Sub-divisional officer .
45. The verified work accounts along with other work details at Division office ,the EE should sign the MB Books and admit the accounts .The countersigned cheque books along with the copy of accounts should be returned to concerned Sub-division to disburse the signed cheques to the concerned empanelled group leader with due acknowledgement in the cheque register. The original accounts of all subdivisions under the Division office along with consolidated profit and loss statement of the division should be forwarded to Zonal office for further needful.
46. After receipt of monthly accounts from division, the SE should direct the Audit Officer working in the Zonal Office along with the Hqrs Approved Internal Auditors to check all the accounts and ensure that the WIP is locked in the RDPR approved software. The submitted accounts of all the divisions under the zone should be forwarded to the Hqrs within 20th of subsequent month .
47. Every quarterly , the Finalization of Accounts pertaining all the sub-divisions under the Zonal Office should be completed without fail under intimation to the Hqrs .
48. The first quarter of Finalization of Accounts should be completed by end of August , The second quarter of Finalization of Accounts should be completed by end of

November , The third quarter of Finalization of Accounts should be completed by end of February and the fourth quarter of Finalization of Accounts should be completed by end of May . It is the responsibility of the Superintendent Engineer to review periodically and ensure that the Finalization of Accounts every quarterly is completed within the stipulated time .

49. The Executive Engineer and the Assistant Executive Engineer during their inspection to the work site should check the progress of the work and as per Work Programme Chart . Any delay noticed should be noted and corrective measures should be initiated so as to complete the work within the stipulated time . Inspection Note should be issued to the site Engineer marking the copy to Hqrs as per Circular NO/KLAC/WKS/CIR-IV/84-85/13 Dated 21/12/1984 , which is enclosed as **Annexure No- 20** .
50. After completion of the financial year , in the first week of April , the Superintendent Engineer will nominate the Stock Verification Officers (Not less than the Cadre of AEE) for each Sub-division to ascertain the actual ground stock . The Stock Verification Officers so nominated should check the Sub-division stores , inspect all the work sites , check the actual ground stock along with the photographs and record the actual details witnessed in the prescribed format and submit the duly signed booklet along with countersignature by EE to the Superintendent Engineer within the stipulated date . The Stock Verification Statement format is enclosed as **Annexure No- 21** . If any discrepancies is noticed the Superintendent Engineer should report to the Headquarters immediately.
51. The entrusted works should be executed to the extent of funds released and should be stopped at the safe stage under intimation to the Entrusting Authorities along with the work done Photograph . Continuous persuasion should be made with the Entrusting Authority for the release of balance funds . Any delay in release of balance funds for more than nine months , the work should be handed over “ As is where is condition “ to the Entrusting Authority along with the Final Bill under intimation to Hqrs .
52. The Superintendent Engineer during their Inspection to the respective Divisions under the zone , should meet the respective Deputy Commissioner and Chief Executive Officer of the District to ascertain the performance of KRIDL .

53. Any complaints / remarks received should be noted and instructions should be issued to the concerned officers for corrective measures . The same should be recorded in the Inspection Note issued to the Executive Engineer / Assistant Executive Engineer marking a copy to the Hqrs . Follow up action should be taken to resolve the noted issues under intimation to Hqrs .
54. After completion of the work , the Executive Engineer and Assistant Executive Engineer along with JE/AE and empanelled group leader should inspect the completed work in detail with reference to the Technical sanctioned estimate . Any defects noticed should be noted and instructions should be issued to the site engineer for corrective measures for rectification . After rectification carried out , they should again inspect the work site for confirmation .
55. Third Party Inspection should be got done for all the completed works only from nearby empanelled Engineering College / KRIDL Approved ISO registered Quality Control firms / Entrusting Authority authorised firms. The copy of the Third Party Inspection report should be enclosed to the final bill along with the utilization certificate and a copy of the same should be submitted to the Entrusting Authority at the time of handing over the completed work.
- If any entrusting agency insists for third party inspection through their identified agencies/firms/colleges other than the KRIDL empanelled Engineering College / KRIDL Approved ISO registered Quality Control firms/Entrusting Authority authorised firms, then it is directed to obtain the official correspondence letter regarding, engaging the services of their identified agencies/firm towards third party inspection for ongoing/completed works.
56. If the work is satisfied to its quality , quantity and workmanship , instructions should be issued to JE/AE to record the final measurements and prepare final bills along with as built drawings as per the guidelines and officially hand over the work along with photographs and covering letter to the Entrusting Authority in the prescribed format as per the Circular NO/WKS/CIR/II/83-84/127 Dated 26/03/1984 , which is enclosed as Annexure No- 22 .

57. The certificate for the completion of the work , the final bill documents , the Handing Over Note for handing over the completed work to the Entrusting Authority along with the covering letter and completion stage photograph should be uploaded in the RDPR approved software /ERP website without fail .
58. The Final bill submitted to the Division office should be checked by AEE(Tech) / AE(Tech) as per guidelines of the Circular NO/KLAC/AUDIT CELL/CIR/94-95/555 Dated 11/10/1994 , which is enclosed as Annexure No- 19 . The final bill along with certified check list and all relevant documents with the approval of the Executive Engineer , should be forwarded to the Zonal Office for Finalization of Accounts .
59. In view of proper monitoring of progress of works , the funds release process and Final bill verification should be handled by the respective AEE/EE (Tech) of fund release section with supporting staff at Headquarters and report every fortnight to the Managing Director for kind perusal .
60. All the works entrusted to KRIDL will have defect liability period of one year from the date of completion / Handing Over of the work . Any defects reported officially by the Entrusting Authority in writing , will be rectified by the concerned empanelled Group leader of the Sub-division / Division who had executed the work , at their risk and cost under intimation to Hqrs if any delay in accepting the handing over note by entrusting authority the division officer should pursue with entrusting authority in writing 3 times within 3 months . There after a letter will be forwarded to entrusting authority stating that the work is deemed to be handed over and the same copy is submitted to highest authority of entrusting agency.
61. After defect liability period , any False claims , Bad quality of work executed , Excess expenditure incurred over and above funds released , Excess Quantity / extra items over the Technical Sanctioned Estimate , Failure of structure due to Negligence by using substandard materials not confirming the approved specification , Material shortages at work site and Sub-division stores , Excess payment due to Arithmetical mistakes , any deviation of funds are noticed at any Sub-division , then , the concerned Superintendent Engineer will inspect and submit the detail report with recommendation to Hqrs to initiate the disciplinary action against the defaulters as per the Circular NO/KLAC/PS/ACT-2/94-95 Dated 26/05/1994 which is enclosed

as **Annexure No-23** and Circular NO/KLAC/AUDIT/CIR/2009-10 Dated 03/07/2009 which is enclosed as **Annexure No- 24** .

62. A record section should be established at all Zonal Office where in all the passed monthly accounts with related documents with MB Extract of each work , Final bills along with handing over note and Work Passing Register , Quality Control Test Reports , records pertaining finalization of accounts and any other important documents pertaining to all the Sub-divisions under the Zone should be preserved for reference and record with soft copy recorded in electronic device. Only after the approval from the management as per norms should be dispersed.
63. Every year the list of completed works with photographs should be enclosed to the Finalization of Accounts Booklet for reference and record . The completed works Photographs should be displayed at Hqrs , Zonal offices and Division Offices at the time of the Raising Day of KRIDL , Independence Day and Republic Day Celebrations which explains the performance of KRIDL .
64. If the incumbent officers/ officials (Technical & Non-Technical) are transferred, the reliever should prepare & hand over all the charges in detailed as prescribed in the **Annexure-25**.

The Role and Principles of Functioning of Karnataka Rural Infrastructure Development Limited (Formerly Karnataka Land Army Corporation Limited) as approved by the Board of Directors -the Government of Karnataka

ENTRUSTMENT OF WORKS

The works originating from Department of Rural Development and Panchayat Raj , authorities such as Deputy Commissioners, Project Directors, ZillaPanchayats and other Departments of Govt. of Karnataka and any other co-operative organizations or Semi-Government Corporations will entrust the works directly for execution under KTPP Act exemption section e4 .The Karnataka Rural Infrastructure Development Limited will prepare the estimates based on the prevailing schedule of rates of the respective circles incorporating all the items of work as per the requirement of the entrusting authorities.

During Execution of such works any modifications due to users requirement , due to any changes on technical reasons , due to any changes on administrative reasons , if the estimate cost exceeds 15% of original approved estimate, then the revised estimate incorporating all the required changes will be forwarded for the issue of revised administrative approval and release of funds.

The Karnataka Rural Infrastructure Development Limited will prepare the estimates based on the current circle of schedule of rates applicable to the area where the site of work is situated.3% of estimate cost will be added as KRIDL Charges, GST as applicable ,1% Labour cess will be added while preparing the estimate.

PROCUREMENT OF STORES

The Karnataka Rural Infrastructure Development Limited will procure required quantum of cement and steel every quarterly following the KTPP Act E-procurement procedures for the execution of Entrusted works.

Other than cement and steel, all the remaining construction materials will be procured at respective projects based on the actual requirement in accordance with the delegation of powers.

WORK SITE FOR EXECUTION OF WORK

The Entrusting authority will hand over the work site for execution to KRIDL officially in the prescribed format highlighting the boundaries of the work site with GPS Co-ordinates.

ADMINISTRATIVE APPROVAL

The Entrusting Authorities on receipt of estimates prepared by KRIDL will accord administrative approval on the estimates and release required funds for execution officially.

TECHNICAL SANCTION

The Technical Sanction to the Administratively Approved Estimate should be accorded by the Competitive Authority as detailed below along with the Approval to the Work Programme Chart , sub-estimates such as for Electrification , Water supply & sanitation and Architectural features enclosed to the estimate .

Estimate costing up to 50Lakhs	-	Executive Engineer .
Estimate costing 50Lakhs to 100Lakhs	-	Superintendent Engineer .
Estimate costing 100Lakhs to 200Lakhs	-	Chief Engineer .
Estimate costing more than 200Lakhs	-	The Technical Committee .

RELEASE OF FUNDS FOR EXECUTION OF WORK FROM ENTRUSTING AUTHORITY

In respect of works for which the stipulated period of completion is less than 12 months, the Entrusting Authority will make full payment of the estimated amount as advance along with the entrustment order. In respect of works for which the stipulated period of completion is more than 12 months, the Entrusting Authority will pay 50% of the administratively approved amount as advance along with the letter of entrustment of work. The balance of 50% will be paid to the Karnataka Rural Infrastructure Development Limited in two equal instalments as under:

- a) 25% payment when 40% of the work has been completed, and
- b) Balance 25% of the payment when 70% of the work has been completed.

Any advance amount given to Karnataka Rural Infrastructure Development Limited in excess of the final bill will be returned by Karnataka Rural Infrastructure Development Limited along with the final bill. In case of excess expenditure over the amount paid to Karnataka Rural Infrastructure Development Limited, the balance will be claimed by Karnataka Rural Infrastructure Development Limited along with the final bill.

EXECUTION OF WORKS

The entrusted works will be executed departmentally through empanelled group leaders registered in KRIDL in accordance with approved work programme chart under the supervision of KRIDL field staff.

QUALITY EXECUTION OF WORKS

KRIDL will perform before, during and after execution, all the prescribed Quality Control and Quality Assurance tests as per requirements of BIS provisions should be conducted for materials and completed items at every stage of the work from near by Empanelled/ Authorized Engineering College / ISO registered Quality Control firms authorized by KRIDL to ensure Quality. Third party inspection of the work is conducted by the

empanelled/authorised engineering colleges//ISO registered Quality Control firms authorized by KRIDL for every work and the report will be enclosed to the final bill.

ACCOUNTS AND AUDIT

All the bills of the works executed will be audited by the internal auditors/technical auditors authorized by KRIDL to ensure the correctness of the accounts. All the work executed accounts will be audited by the AG's team before finalization of annual accounts thereafter profit and loss account balance sheet will be prepared and placed before Board of Directors for approval. Annually KRIDL will make expenditure to the extent of 2% of profit earned towards Corporate Social Responsibility works approved by Board of Directors.

HANDING OVER OF COMPLETED WORKS TO ENTRUSTING AUTHORITY

The completed works along with the photographs will be handed over officially in the prescribed format along with the covering letter.

Duties and Responsibilities

The Managing Director will ensure the following :

- To inspect all the works which are Technical sanctioned estimates costing above Rs. 200 Lakhs without fail and issue inspection notes with their remarks in the prescribed formats .
- To inspect minimum of five works by selecting randomly during their visit to the respective Divisions .
- To check the “ Work Passing Register “ maintained at the work site during their inspection without fail to ensure the quality of work and endorse the performance of the field staff in the inspection note .

The Chief Engineer will ensure the following:

- To accord the Technical Sanction to the Administratively Approved Estimates costing above Rs. 100 Lakhs to Rs.200 Lakhs in their respective jurisdiction.
- The Administratively Approved Estimates costing above Rs.200 Lakhs in their jurisdiction with all the relevant documents / enclosures should be placed before the Technical Sanction Sub- Committee constituted by the Managing Director . The Technical Sanction Sub- Committee will examine and ensure the correctness of estimate and then accord Technical Sanction to the estimate as per prescribed norms .
- To inspect all the works which are Technical sanctioned estimates costing above Rs. 100 Lakhs in their respective jurisdiction without fail and issue inspection notes with their remarks in the prescribed formats marking a copy to the Managing Director for perusal .
- During the Inspection to the respective Divisions under their respective jurisdiction, should meet the respective Deputy Commissioner and Chief Executive Officer of the District to ascertain the performance of KRIDL . Any complaints / remarks received should be noted and instructions should be issued to the concerned officers for corrective measures . The same should be recorded in the Inspection Note issued to the Superintending Executive Engineer / Assistant Executive Engineer

marking a copy to the Hqrs. Follow up action should be taken to resolve the noted issues under intimation to Hqrs .

- To check the “ Work Passing Register “ maintained at the work site during their inspection without fail to ensure the quality of work and endorse the performance of the field staff in the inspection note .
- To conduct monthly review meeting through video conference to ensure the works are being executed as per the prescribed norms , submission of monthly accounts within the stipulated time , Material at Site of all the sites should be Nil , No excess expenditure over & above release of funds , No deviation of funds , No false claims , Handing over of completed works to the concerned Entrusting Authority , submission of final bills and finalization of accounts pertaining to the respective Zones .
- The works should be executed to the extent of funds released and should be stopped at the safe stage under intimation to the Entrusting Authorities along with the work done Photograph. Continuous persuasion should be made with the Entrusting Authority for the release of balance funds. Any delay in release of balance funds for more than nine months , the work should be handed over “ **As is where is condition** “ to the Entrusting Authority along with the Final Bill under intimation to Hqrs .
- Check periodically the requirement and performance of all the working staff working in their respective jurisdiction to ensure good governance and welfare of the employees.
- Attend all meetings assigned by the Managing Director .
- The department enquiries against the officers/officials working in their respective jurisdiction should be completed within the stipulated time with discussions with the Chief Administrative officer for necessary action . Any issues should be brought to the notice of the Managing Director .
- The completed works photographs should be displayed at Headquarters at the time of the Raising Day of KRIDL , Independence Day and Republic Day Celebrations which explains the performance of KRIDL .

The Superintending Engineer will ensure the following:

- To accord the Technical Sanction to the Administratively Approved Estimates costing above Rs. 50 Lakhs to Rs.100 Lakhs in their respective Zone .
- To inspect all the works which are Technical sanctioned estimates costing above Rs. 50 Lakhs to Rs.100 Lakhs in their respective Zone without fail and issue inspection notes with their remarks in the prescribed formats marking a copy to the Managing Director for perusal .
- The monthly Accounts are received at Zonal office within 18th of subsequent month .
- The Audit officer working at the Zonal office along with the Internal Auditors appointed by Hqrs should once again check all the Sub-division accounts pertaining to the respective Zone , to ensure the correctness of the accounts . After proper check , the submitted accounts should be forwarded to Hqrs within 20th of the subsequent month .
- Every quarterly , the finalization of accounts pertaining to all the sub-divisions under the respective Zonal office should be completed without fail . The first quarter of Finalization of Accounts should be completed by the end of August , The second quarter of Finalization of Accounts should be completed by the end of November , The third quarter of Finalization of Accounts should be completed by the end of February and the fourth quarter of Finalization of Accounts should be completed by the end of May .
- During the Inspection to the respective Divisions under the zone , should meet the respective Deputy Commissioner and Chief Executive Officer of the District to ascertain the performance of KRIDL . Any complaints / remarks received should be noted and instructions should be issued to the concerned officers for corrective measures . The same should be recorded in the Inspection Note issued to the Executive Engineer / Assistant Executive Engineer marking a copy to the Hqrs. Follow up action should be taken to resolve the noted issues under intimation to Hqrs .
- To check the “ Work Passing Register “ maintained at the work site during their inspection without fail to ensure the quality of work and endorse the performance of the field staff in the inspection report .

- To conduct monthly review meeting through video conference to ensure the works are being executed as per the prescribed norms , submission of monthly accounts within the stipulated time , Material at Site of all the sites should be Nil , No excess expenditure over & above release of funds , No deviation of funds , No false claims , Handing over of completed works to the concerned Entrusting Authority , submission of final bills , finalization of accounts pertaining to the respective Zones .
- The entrusted works should be executed to the extent of funds released and should be stopped at the safe stage under intimation to the Entrusting Authorities along with the work done Photograph . Continuous persuasion should be made with the Entrusting Authority for the release of balance funds . Any delay in release of balance funds for more than nine months , the work should be handed over “ **As is where is condition** “ to the Entrusting Authority along with the Final Bill under intimation to Hqrs .
- Check periodically the requirement and performance of all the working staff to ensure good governance and welfare of the employees under the respective Zones .
- The record section is maintained at all the respective Zonal Office where in all the passed monthly accounts with related documents with MB Extract of each work , Final bills along with handing over note and Work Passing Register , Quality Control Test Reports , records pertaining finalization of accounts and any other important documents pertaining to all the Sub-divisions under the Zone should be preserved for reference and record with soft copy recorded in electronic devise .
- The completed works Photographs should be displayed at Zonal office at the time of the Raising Day of KRIDL , Independence Day and Republic Day Celebrations which explains the performance of KRIDL .

Executive Engineer will ensure the following:

- Site taking for execution from the Entrusting Authority in the prescribed format .

- Estimates for various works are prepared and submitted after Soil investigation , surveying along with sub-estimates for electrification , water supply & sanitation , Architectural features .
- Administrative Approval / Technical sanction is accorded and sufficient funds are released from Hqrs before starting the work .
- Preparation of Work Programme Chart before starting the work .
- Inspect the work site regularly , issue instructions to the site engineers by recording the Inspection Register maintained at work site . Pass the every stage of work as per the norms and record in the work passing register without fail .
- 25% check measurement and admit the technically pre-audited account bills by issuing the joint signatory payment cheques to the concerned persons who had executed the work .
- Every day work dairy as per instructions is maintained .
- Stage wise work done photographs and all the relevant prescribed documents are uploaded in RDPR approved software website .
- Material at site is NIL by the end of Financial year of all the work sites .
- After completion of work is handed over to the Entrusting Authority in the prescribed format in writing with their covering letter .
- The submission of final bill with all prescribed relevant documents as per norms and submitted to the Zonal office .
- Any defects are noticed during the construction period , immediate action is taken for rectification .
- Persuasion with the Entrusting Authorities for the balance release funds , if any .
- Attend all the Meetings held in the district .
- Persuasion with the District Authorities for entrustment of sufficient works to the division .

Assistant Executive Engineer will ensure the following:

- Site taking for execution from the Entrusting Authority in the prescribed format .
- Estimates for various works are prepared and submitted after Soil investigation , surveying along with sub-estimates for electrification , water supply & sanitation , Architectural features .

- Administrative Approval / Technical sanction is accorded and sufficient funds are released from Hqrs before starting the work .
- Preparation of Job Rates statement as per norms before starting the work
- All works are clearly marked and permanent bench marks fixed before starting work .
- All required implements and stores of construction materials are at site.
- Preparation of Work Programme Chart before starting the work .
- Inspect the work site regularly , issue instructions to the site engineers by recording the Inspection Register maintained at work site . Pass the every stage of work as per the norms and record in the work passing register without fail .
- 100% check measurement and submit the pre-audited bills to the Division within the stipulated time .
- Effective supervision is exercised by checking the progress of work and quality and effecting economy in terms of time, materials .
- Conducting of all prescribed tests at every stage of the work to ensure quality and quantity .
- Every day work dairy as per instructions is maintained .
- Stage wise work done photographs and all the relevant prescribed documents are uploaded in RDPR approved software website .
- Material at site is NIL by the end of Financial year of all the work sites .
- After completion of work is handed over to the Entrusting Authority in the prescribed format in writing with their covering letter .
- The submission of final bill with all prescribed relevant documents as per norms and submitted to the division .
- Any defects are noticed during the construction period , immediate action is taken for rectification .

Assistant Engineer / Junior Engineer

The AE/JE are directly responsible for the actual execution of work as per the monthly written orders. They will ensure the following:

- Site taking for execution from the Entrusting Authority in the prescribed format .
- Estimates for various works are prepared and submitted after Soil investigation , surveying along with sub-estimates for electrification , water supply & sanitation , Architectural features .

- Administrative Approval / Technical sanction is accorded and sufficient funds are released from Hqrs before starting the work .
- Preparation of Job Rates statement as per norms before starting the work .
- All works are clearly marked and permanent bench marks fixed before starting work .
- All required implements and stores of construction materials are at site.
- Preparation of Work Programme Chart before starting the work .
- Attend the work site regularly , maintain quality , execute the work as per Technical Sanction estimate and structural design details.
- Recording of measurements of the item of work executed every month , Prepare the Accounts as per approved Job rate with all relevant documents , ensure the correctness of the accounts and submitted within the stipulated time to the Sub- division .
- Effective supervision is exercised by checking the progress of work and quality and effecting economy in terms of time, materials, use of transport and labour etc., keeping watch on the use of all equipment to avoid unfair wear and tear.
- The execution of works as per the technical instructions issued by all the inspecting officers which will be recorded in the Inspection Register maintained at each site .
- Conducting of all prescribed tests at every stage of the work to ensure quality which should maintained in the file at site .
- Every day work dairy as per instructions is maintained .
- All payments are disbursed to the persons who had executed the work .
- Maintain work passing register and ensure to get passed by all officers as per norms .
- Stage wise work done photographs and all the relevant prescribed documents are uploaded in RDPR approved software website .
- Material at site is NIL by the end of Financial year .
- After completion of work is handed over to the Entrusting Authority in the prescribed format in writing with their covering letter .
- The submission of final bill with all prescribed relevant documents as per norms and submitted to the Sub-division .

Accounts Superintendents Accountants (Executive Engineer Office)

In order to Assist Executive Engineer in the discharging of their duties, an experienced Accounts Superintendent will be posted to the Division Office. The responsibilities of Accounts Superintendent are as follows :-

- He shall maintain an account of all cash and stores transactions of the project by obtaining all the returns and accounts from the subordinates.
- He shall, prepare the budget estimates of the division .

- He will ensure:
 - That all returns, correctly completed, are sent along with the vouchers to HQ.
 - That all charges incurred are covered by proper sanctions and are fully supported by vouchers.
 - That all funds are duly realized and credited to the proper Head of Account.
 - That the vouchers and accounts are arithmetically correct.
 - That the transactions are in conformity with the prescribed rules.
 - That the charges are correctly classified.
 - That the claims preferred are valid and are in order duly covered by competent sanction.
- He shall record his objections to any transaction if his views are overruled by the Executive Engineer in the Audit Objection Register.

First Division Assistant (Assistant Executive Engineer Office)

In order to Assist Assistant Executive Engineer in the discharging of their duties, an experienced First Division Accounts Clerk will be posted to the Sub-Division Office . The responsibilities of First Division Accounts Clerk are as follows :-

- He shall maintain an account of all cash and stores transactions of the project by obtaining all the returns and accounts .
- He will ensure:
 - That all returns, correctly completed, are sent along with the vouchers to HQ.
 - That all charges incurred are covered by proper sanctions and are fully supported by vouchers.
 - That all funds are duly realized and credited to the proper Head of Account.
 - That the vouchers and accounts are arithmetically correct.
 - That the transactions are in conformity with the prescribed rules.
 - That the charges are correctly classified.
 - That the claims preferred are valid and are in order duly covered by competent sanction.
- He shall record his objections to any transaction if his views are overruled by the Asst. Executive Engineer in the Audit Objection Register.

KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVAN, ANANDRAO CIRCLE,
BENGALURU-560 009

No:KRIDL/WKS/CIR/KWPN/2021-22/01

Date:02-02-2022


Sub: Taking over of sites from the Entrusting Agencies
REF: NO:WKS/CIR/VI/86-87/137 Dt: 11th August,1986

The following procedure will be observed while taking over of sites from Entrusting Agencies for execution of works by KRIDL:

- 1) Handing/Taking over form as per specimen attached will be prepared in triplicate. The first copy will be retained by the Projects, the second copy to be handed over to the handing over agency, and third copy to be sent to this Headquarters.
- 2) The site dimensions and boundaries should be checked up properly and marked out on the plan along with North line marked/shown in the site plan/layout plan.
- 3) The location of the works should be checked with reference to the site plan and GPS co-ordinates should be recorded.
- 4) The date of handing over and taking over of site should be noted on the plan.
- 5) If any power transmission lines/water supply lines/sewage lines passes through the site, the same should be marked out on the site plan. If these lines are coming in the way of the execution of the work, the fact should be brought to the notice of Entrusting agencies for making necessary arrangements for shifting the same.

The above instructions to be adhered strictly while taking over the site from the Entrusting agencies.

Please Acknowledge.


(Gangadharaswamy G.M. I.A.S.,)
Managing Director
KRIDL, Bengaluru

To,
All Assistant Executive Engineers
All Executive Engineers
All Superintendent Engineers
KRIDL

**KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVANA ANAND RAO CIRCLE
BENGALURU-560 009**

HANDING/TAKINGOVER OF SITES

The site as per description given below has been handed over/takeover betweenand Assistant Executive Engineer/or his representative , Sub Division, KRIDL on, for the purpose of

1. (a) Survey No.....Village.....
Hobli.....Taluk.....
(b) Overall dimension
- (c) Dimensional Sketch with immovable assets like trees/plots, buildings etc., attached with North marked.

2. Bounded By:
North Survey No.....Owned by.....
South Survey No.....Owned by.....
West Survey No.....Owned by.....
East Survey No.....Owned by.....

- 3.Assets in the land. (a).....
(Bldgs, Trees, etc.) (b).....
(c).....

4.Any Observations like power line/water/sewage line or drain/canal.

REMARKS:-

HANDEDOVER BY

HANDEDOVER BY

Signature :
Name :
(in capitals)
Designation :
Date :

Signature :
Name :
(in capitals)
Designation :
Date :

NOTE: Four copies will be prepared. One copy handed over to the authority handing over the site. One copy will be retained by the Assistant Executive Engineer, concerned, third copy to Hqrs., and fourth copy to the Executive Engineer concerned.

**KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVANA ANAND RAO CIRCLE
BENGALURU 560 009.**

NO: KRIDL/WKS/CIR/KWPN/2021-22/02

DATE:02-02-2022

CIRCULAR

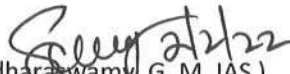
Sub: Site Clearance.

Ref 1: Hqrs. Circular No.WKS: CIR-V: 85-86/63 Dated: 03.12.1985.

Ref 2: WKS: CIR: V: 85-86/67 Dated 06.12.1985.

In the estimate received in the headquarters, for technical sanction, it is invariably noticed that lumpsum provision is made for site clearance, or jungle clearance without working out the actual area of site clearance and the actual cost.

2. At sites, during the inspection, it is noticed, especially for the building, the top organic soil is not removed and the soil taken out of excavation is dumped in-side building area. Later on, it is consolidated and the flooring laid at top.
3. It may be noted that the top 6" to 9" organic soil is very loose and contains a lot of organic materials like grass, bushes and other debris thrown at site. If this gets covered under the consolidation for floor filling, it will get compressed slowly at a later stage and leads to damage to the floor.
4. Therefore, it is directed that in all the building construction works under the floor filling, the top organic soil to the extent of 6" to 9", depending. On the loose organic materials found at site, should be removed properly before filling is commenced. The quantity of such removal should be worked out and cost for removal of organic material and top loose soil should be catered in the estimates.
5. Receipt of the Circular may be acknowledged.


(Gangadharaswamy G.M. IAS)
Managing Director
KRIDL Bengaluru.

To,

All Superintendent Engineers.
All Executive Engineers.
All Assistant Executive Engineers.
KRIDL.

KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVAN, ANANDRAO CIRCLE,
BENGALURU-560 009

No:KRIDL/WKS/CIR/KWPN/2021-22/03

Date:02-02-2022

CIRCULAR


SUB: Fixing of Plinth levels of Buildings

REF:1) Hqrs Circular No.WKS/CIR-V/85-86/63 Dt: 3.12.1985

2) NO: WKS/CIR/V/85-86/68 Dt:6/12/1985

During the inspection of works, many variations are noticed in the fixing of plinth levels of the buildings. It should be ensured that the plinth level of the building should be 12" to 18" as far as possible above the road level in the vicinity of the building and proper area drainage should be provided around the building so that the water does not stagnate around the building. This will facilitate the provision of easy approach to the building and also lengthens the life of the building by avoiding soaking of foundation in stagnant water.

2.Receipt of the Circular may be acknowledged.


(Gangadharaswamy G.M. I.A.S.,)
Managing Director
KRIDL, Bengaluru

To,
All Superintendent Engineers
All Executive Engineers
All Assistant Executive Engineers
KRIDL

ಕರ್ನಾಟಕ ರೂರಲ್ ಇನ್‌ಫ್ರಾಸ್ಟ್ರಕ್ಚರ್ ಡೆವಲಪ್‌ಮೆಂಟ್ ಲಿಮಿಟೆಡ್
ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಭವನ, ಆನಂದ್‌ಲಾವ್ ಸರ್ಕಲ್, ಬೆಂಗಳೂರು-09

ಬೆಂಗಳೂರು ವಿಜಯ ನಗರ ಸಿಟಿ/ಬೆಂಗಳೂರು/2018/19

ದಿನಾಂಕ 29.10.2018

ಸುತ್ತೋಲೆ

ವಿಷಯ : 2018-19ನೇ ಸಾಲಿನ ಎಸ್‌ಆರ್. ದರಪಟ್ಟಿ ಪರಿಷ್ಕರಣೆ ಆದ ಕಾರಣ ಅಂದಾಜು ಪಟ್ಟಿಗಳಲ್ಲಿ
ಜಿಎಸ್‌ಟಿ ಸೇರಿಸುವ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ : 1. ಜಿಎಸ್‌ಟಿ ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ : ಕೆಆರ್‌ಐಡಿಎಲ್/ಲೆ.ಪ/2016-17 ದಿನಾಂಕ : 21-07-18.

2. ಜಿಎಸ್‌ಟಿ ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ 02 : ಕೆಆರ್‌ಐಡಿಎಲ್/ಲೆ.ಪ/2017-18/4224

ದಿನಾಂಕ : 04-09-18.

3. ಜಿಎಸ್‌ಟಿ ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ 03 : ಕೆಆರ್‌ಐಡಿಎಲ್/ಲೆ.ಪ/2016-17 ದಿನಾಂಕ : 11-10-18.

4. ಸರ್ಕಾರದ ಅವರ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿಗಳು, ಲೋಕೋಪಯೋಗಿ, ಬಂದರು ಮತ್ತು
ಒಳನಾಡು ಬಲಸಾರಿಗೆ ಇಲಾಖೆ, ಬೆಂಗಳೂರು ರವರ ಪತ್ರ ದಿನಾಂಕ : 11-10-2018.

ಮೇಲ್ಕಂಡ ವಿಷಯ ಹಾಗೂ ಉಲ್ಲೇಖಗಳಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಸರಕು ಮತ್ತು ಸೇವಾ ತೆರಿಗೆ ಕಾಯ್ದೆ 2017
ದಿನಾಂಕ : 01-07-2017 ರಿಂದ ದೇಶಾದ್ಯಂತ ಜಾರಿಗೆ ಬಂದಿರುತ್ತದೆ. ಆದರೆ ಸರ್ಕಾರವು ಕಾಮಗಾರಿಗಳ ದರ
ಪಟ್ಟಿಗಳನ್ನು ಪರಿಷ್ಕರಿಸಿದ 2016-17 ನೇ ಸಾಲಿನ ದರ ಪಟ್ಟಿಗಳು ಇಲ್ಲಿಯವರೆಗೂ ಚಾಲ್ತಿಯಲ್ಲಿರುತ್ತದೆ. ಸರ್ಕಾರವು
ದಿನಾಂಕ : 10-10-2018 ರಿಂದ ಜಾರಿಗೆ ಬರುವಂತೆ 2018-19ನೇ ಸಾಲಿನ ದರ ಪಟ್ಟಿಗಳನ್ನು ಪರಿಷ್ಕರಿಸಿ ಆದೇಶ
ಹೊರಡಿಸಿರುತ್ತದೆ. ಈ ಆದೇಶದ ಪ್ರಕಾರ ಸಾಮಗ್ರಿಗಳ ಮತ್ತು ಕೂಲಿ ಮೊತ್ತಕ್ಕೆ (ಬೇರ್ ರೇಟ್ಸ್) ಶೇ.10% ಗುತ್ತಿಗೆದಾರರ
ಲಾಭಂಶ ಮತ್ತು ಶೇ.10% ಕಾಮಗಾರಿ ನಿರ್ವಹಣಾ ವೆಚ್ಚ (Overhead charges) ಸೇರಿಸಿ ಎಸ್‌ಆರ್ ದರ
ನಿಗದಿಪಡಿಸಲು ಹಾಗೂ ಎಸ್‌ಆರ್ ದರಕ್ಕೆ ಶೇ.12% ಜಿಎಸ್‌ಟಿ ಸೇರಿಸಲು ಸೂಚಿಸಿದೆ. ಈ ಆದೇಶದ ಪ್ರಕಾರ ಹಾಗೂ
ಕೆಆರ್‌ಐಡಿಎಲ್ ಚಾರ್ಜಿಸ್, ಲೇಬರ್ ಸೆಸ್ ಮತ್ತು ಶೇ.12%/ ಶೇ.18% ಜಿಎಸ್‌ಟಿ ಅನ್ವಯಿಸುವ ಕಾಮಗಾರಿಗಳಿಗೆ
ಅಂದಾಜು ಪಟ್ಟಿಯಲ್ಲಿ ಜಿಎಸ್‌ಟಿ ಸೇರಿಸುವ ಬಗ್ಗೆ ಈ ಕೆಳಗಿನಂತೆ ಸ್ಪಷ್ಟನೆ ನೀಡಲಾಗಿದೆ.

- 2018-19 ನೇ ಸಾಲಿನ ದರಪಟ್ಟಿಗಳು ದಿನಾಂಕ 10-10-2018ರಿಂದ ಜಾರಿಗೆ ಬಂದಿರುತ್ತದೆ.
- ಶೇ.12% ಜಿಎಸ್‌ಟಿ ಅನ್ವಯಿಸುವ ಕಾಮಗಾರಿಗಳು : ದಿನಾಂಕ 11-10-2017 ರಂದು ನೀಡಿರುವ ಜಿಎಸ್‌ಟಿ
ಸುತ್ತೋಲೆ-3 ರಲ್ಲಿ ಯಾವ ಯಾವ ಕಾಮಗಾರಿಗಳಿಗೆ ಶೇ.12% ಜಿಎಸ್‌ಟಿ ಅನ್ವಯವಾಗುವುದೆಂದು ಹಾಗೂ
ಉಳಿದ ಕಾಮಗಾರಿಗಳಿಗೆ ಶೇ.18% ಜಿಎಸ್‌ಟಿ ಅನ್ವಯವಾಗುವುದೆಂದು ತಿಳಿಸಲಾಗಿರುತ್ತದೆ. ಅದರ ಪ್ರಕಾರ
ಕಾಮಗಾರಿಗಳನ್ನು ಶೇ.12% ಹಾಗೂ ಶೇ.18% ಎಂದು ವಿಂಗಡಿಸಿ ಅಂದಾಜು ಪಟ್ಟಿ ತಯಾರಿಸಬೇಕಾಗಿದೆ.

ಉದಾಹರಣೆ :-

1. ಎಸ್‌ಆರ್ ದರ ಪಟ್ಟಿಯಂತೆ ಅಂದಾಜು	ರೂ.100.00
2. ಕೆಆರ್‌ಐಡಿಎಲ್ ಚಾರ್ಜಿಸ್ ಶೇ.3%	ರೂ. 3.00
	ರೂ.103.00
3. ಲೇಬರ್ ಸೆಸ್ ಶೇ.1%	ರೂ. 1.03
	ರೂ.104.03
4. ಜಿಎಸ್‌ಟಿ ಶೇ.12%	ರೂ. 12.48
ಒಟ್ಟು ಅಂದಾಜು ವೆಚ್ಚ	ರೂ. 116.51

2. ಶೇ.18% ಜಿಎಸ್‌ಟಿ ಅನ್ವಯಿಸುವ ಕಾಮಗಾರಿಗಳು :

ಉದಾಹರಣೆ :-

1. ಎನ್‌ಆರ್ ದರ ಪಟ್ಟಿಯಂತೆ ಅಂದಾಜು	ರೂ.100.00
2. ಕೆಆರ್‌ಎಡಿಎಲ್ ಚಾರ್ಜಸ್ ಶೇ.3%	ರೂ. 3.00
	ರೂ.103.00
3. ಲೇಬರ್ ಸೆಸ್ ಶೇ.1%	ರೂ. 1.03
	ರೂ.104.03
4. ಜಿಎಸ್‌ಟಿ ಶೇ.18%	ರೂ. 18.73
ಒಟ್ಟು ಅಂದಾಜು ವೆಚ್ಚ	ರೂ. 122.76

ಸೂಚನೆಗಳು :

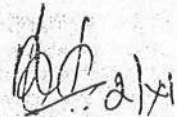
1. ಅಂದಾಜು ಪಟ್ಟಿಗಳನ್ನು ಮೇಲೆ ತಿಳಿಸಿರುವ ಉದಾಹರಣೆಯಂತೆ ಮಾಡತಕ್ಕದ್ದು. ಕೆಲವೊಂದು ಅಂದಾಜು ಪಟ್ಟಿಗಳಲ್ಲಿ ಉದಾಹರಣೆ ಬಿಬಿಎಂಪಿ ವಲಯದ ಅಂದಾಜು ಪಟ್ಟಿಯಲ್ಲಿ ನೇರವಾಗಿ ಶೇ.9% / ಶೇ.11% ಸೇರಿಸುತ್ತಿದ್ದಾರೆ. ಇದರಿಂದ ಸಂಸ್ಥೆಗೆ ನಷ್ಟ ಉಂಟಾಗುತ್ತದೆ. ಆದ್ದರಿಂದ ಸುತ್ತೋಲೆಯಲ್ಲಿ ಹೇಳಿರುವ ಕ್ರಮವನ್ನು ಎಲ್ಲಾ ಉಪವಿಭಾಗಗಳು / ವಿಭಾಗಗಳು ತಪ್ಪದೆ ಪಾಲಿಸತಕ್ಕದ್ದು.
2. ಕೆಲವೊಂದು ಉಪವಿಭಾಗಗಳು ಶೇ.12% ಮತ್ತು ಶೇ.18% ಜಿಎಸ್‌ಟಿ ಕಾಮಗಾರಿಗಳಾಗಿ ವಿಂಗಡಿಸದೆ ಎಲ್ಲಾ ಕಾಮಗಾರಿಗಳ ಅಂದಾಜು ಪಟ್ಟಿಯಲ್ಲಿ ಶೇ.12% (Net-7%) ಸೇರಿಸುತ್ತಿರುವುದು ಕಂಡುಬಂದಿರುತ್ತದೆ. ಇದರಿಂದ ಸಂಸ್ಥೆ ಶೇ.18% ಜಿಎಸ್‌ಟಿ ಕಾಮಗಾರಿಗಳಿಗೆ ವ್ಯತ್ಯಾಸದ ಶೇ.6% ನ್ನು ಹೆಚ್ಚುವರಿಯಾಗಿ ಭರಿಸಬೇಕಾಗುವುದರಿಂದ ನಷ್ಟ ಉಂಟಾಗುತ್ತದೆ. ಕಾಮಗಾರಿಗಳ ವಿಂಗಡನೆಯಲ್ಲಿ ಸಂದೇಹವಿದ್ದಲ್ಲಿ ಕೇಂದ್ರ ಕಛೇರಿ / ಜಿಎಸ್‌ಟಿ 'ಸೆಲ್' ಸಂಪರ್ಕಿಸಿ ಅನ್ವಯಿಸುವ ಜಿಎಸ್‌ಟಿ ದರವನ್ನು ಅಂದಾಜು ಪಟ್ಟಿಯಲ್ಲಿ ಸೇರಿಸಲು ಸೂಚಿಸಿದೆ. ಇದನ್ನೂ ನಿರ್ಲಕ್ಷಿಸಿ ಅಂದಾಜು ಪಟ್ಟಿ ಅನುಮೋದಿಸುವವರನ್ನು ವ್ಯತ್ಯಾಸದ ಜಿಎಸ್‌ಟಿ ದರ ನಷ್ಟಕ್ಕೆ ನೇರ ಹೊಣೆಗಾರನನ್ನಾಗಿಸಲಾಗುವುದು.
3. ಕೆಲವೊಂದು ಕಾಮಗಾರಿಗಳ ಏಟಿಂಗ್‌ಗಳು ಎನ್‌ಆರ್ ದರ ಪಟ್ಟಿಯಲ್ಲಿ ಇರುವುದಿಲ್ಲ. ಅಂತಹ ಅಂದಾಜು ಪಟ್ಟಿಗಳನ್ನು Data rate ಗಳಿಗೆ ಏಟಿಂಗ್ ವಾರು ಶೇ.10% ರಫ್ತು ಜಾಬ್ ಸೇವಿಂಗ್ ಸೇರಿಸಿ ಅಂದಾಜು ಪಟ್ಟಿಗೆ ಅನ್ವಯಿಸುವ ಕೆಆರ್‌ಎಡಿಎಲ್, ಚಾರ್ಜಸ್ ಮತ್ತು ಜಿಎಸ್‌ಟಿ ದರ ಸೇರಿಸಿ ಉದಾರಣೆಯಲ್ಲಿ ವಿವರಿಸಿರುವಂತೆ ಅಂದಾಜು ಪಟ್ಟಿ ತಯಾರಿಸತಕ್ಕದ್ದು. ಎಲ್ಲಾ ಕಾಮಗಾರಿ ನಿರ್ವಹಣೆಯಲ್ಲಿ ಸಂಸ್ಥೆಗೆ ಉಳಿತಾಯ ನೀಡುವುದು ಕಡ್ಡಾಯವಾಗಿರುತ್ತದೆ.
4. ದಿನಾಂಕ 10.10.2018ಕ್ಕಿಂತ ಮೊದಲೇ ಅನುಮೋದನೆಗೊಂಡಿರುವ ಅಂದಾಜುಪಟ್ಟಿಗಳಲ್ಲಿ ಜಿಎಸ್‌ಟಿ ಶೇ.7% / ಶೇ.13% ಸೇರಿಸಿರುವುದು ಸರಿಯಷ್ಟೇ. ಈ ಕಾಮಗಾರಿಗಳನ್ನು ಅನುಷ್ಠಾನಗೊಳಿಸುವಾಗ ಖರೀದಿಸುವ ಬಿಲ್ಲುಗಳಲ್ಲಿ ಕನಿಷ್ಠ ಶೇ.5% Input Tax ಗಳನ್ನು ಸಂಸ್ಥೆಗೆ ನೀಡುವುದು ಕಡ್ಡಾಯವಾಗಿರುತ್ತದೆ.
5. ದಿನಾಂಕ : 10-10-2018 ರಿಂದ ಹೊಸ ಪದ್ಧತಿಯಲ್ಲಿ ಅಂದಾಜು ಪಟ್ಟಿ ತಯಾರಿಸಬೇಕಾಗಿರುತ್ತದೆ. ಈ ಅಂದಾಜು ಪಟ್ಟಿಯಂತೆ ಅನುದಾನ ಕೇಂದ್ರ ಕಛೇರಿಗೆ ಬಿಡುಗಡೆಯಾಗಿ ಉಪವಿಭಾಗಗಳಿಗೆ ಮರು ಬಿಡುಗಡೆಯಾಗಬೇಕಾದಾಗ ಶೇ.12% / ಶೇ.18% ಜಿಎಸ್‌ಟಿಯನ್ನು ಕೇಂದ್ರ ಕಛೇರಿಯಲ್ಲಿ ಕಡಿತಗೊಳಿಸಲಾಗುವುದು. ಖರೀದಿ ಬಿಲ್ಲುಗಳು ಹಾಗೂ ಲೇಬರ್ ಬಿಲ್ಲುಗಳಲ್ಲಿ ಕನಿಷ್ಠ ಶೇ.12%/ಶೇ.18% Input Tax ಲಭ್ಯತೆಯನ್ನು ದೃಢೀಕರಿಸಿದ ನಂತರ ಉಪವಿಭಾಗಗಳಿಗೆ ಕಡಿತ ಮಾಡಿರುವ ಜಿಎಸ್‌ಟಿ ಮೊತ್ತವನ್ನು ಬಿಡುಗಡೆ ಮಾಡಲಾಗುವುದು.

6. ಜಿಎಸ್‌ಟಿ ಕಾಯ್ದೆ 2017 ಜಾರಿಗೆ ಬಂದ ನಂತರ ಖರೀದಿ ಬಿಲ್ಲುಗಳನ್ನು ಲೆಕ್ಕಪತ್ರದಲ್ಲಿ (Tally) ಅಳವಡಿಸಿ Input Tax ಪರಿಗಣಿಸಿ ಜಿಎಸ್‌ಟಿ ಪಾವತಿಸಲಾಗಿರುತ್ತದೆ. ಆದರೆ ಕೆಲವೊಂದು ಸರಬರಾಜುದಾರರು ತಾವು ನೀಡಿದ ಬಿಲ್ಲುಗಳನ್ನು ಜಿಎಸ್‌ಟಿ ಪೋರ್ಟಲ್‌ನಲ್ಲಿ ಅಪಲೋಡ್ ಮಾಡದೆ ಜಿಎಸ್‌ಟಿ ಪಾವತಿಸಿರುವುದಿಲ್ಲ. ಈ ವಿಷಯವನ್ನು ಎಲ್ಲಾ ಉಪವಿಭಾಗಗಳಿಗೆ ತಿಳಿಸಿ 31-03-2018 ರವರೆಗಿನ ಬಾಕಿ ಬಿಲ್ಲುಗಳನ್ನು ಅಪಲೋಡ್ ಮಾಡಲು ತಿಳಿಸಲಾಗಿತ್ತು. ಆದರೆ ಕೆಲವೊಂದು ಸರಬರಾಜುದಾರರು ಇನ್ನೂ ಅಪಲೋಡ್ ಮಾಡಿರುವುದಿಲ್ಲ. ಈ ತರಹ ಸಮಸ್ಯೆ ಎದುರಾಗುತ್ತದೆಂದೆ ಪರಿಗಣಿಸಿ ಉಲ್ಲೇಖದಲ್ಲಿ ಹೇಳಿರುವ ಸುತ್ತೋಲೆಗಳಲ್ಲಿ ತೆರಿಗೆ ಮೊತ್ತವನ್ನು ಹಿಡಿದಿಟ್ಟುಕೊಂಡು ತೆರಿಗೆ ಪಾವತಿಯನ್ನು ದೃಢೀಕರಿಸಿಕೊಂಡು ಪಾವತಿಸಲು ಸೂಚಿಸಲಾಗಿತ್ತು.

ಆದ್ದರಿಂದ, ಯಾವುದೇ ಬಿಲ್ಲು ಪಾವತಿಸುವ ಮುಂಚೆ Input Tax ಲಭ್ಯತೆಯನ್ನು ದೃಢೀಕರಿಸಿದ ನಂತರ ಅಂದರೆ ನಮೂನೆ R1 ಪಡೆದ ನಂತರ ಬಿಲ್ಲು ಮೊತ್ತ ಪಾವತಿಸಲು ಸೂಚಿಸಿದೆ. 2018-19ನೇ ಸಾಲಿನಲ್ಲಿಯೂ ಸಹ ಎಪ್ರಿಲ್-2018ರಿಂದ ಇಲ್ಲಿಯವರೆಗೆ ಖರೀದಿ ಮಾಡಿರುವ ಬಿಲ್ಲುಗಳ R1 ಪಡೆದು ಜಿಎಸ್‌ಟಿ ತಂತ್ರಾಂಶದಲ್ಲಿ Upload ಆಗಿರುವುದನ್ನು ಕೂಡಲೇ ಖಾತ್ರಿ ಪಡಿಸಿಕೊಳ್ಳುವುದು. ಖರೀದಿ ಬಿಲ್ಲುಗಳಲ್ಲಿ ಜಿಎಸ್‌ಟಿ ಮೊತ್ತ ಪಡೆದು ತೆರಿಗೆ ಪಾವತಿಸದೇ ನಷ್ಟ ಉಂಟುಮಾಡುವ ಪ್ರಕರಣಗಳಲ್ಲಿ ಸರಕುಗಳನ್ನು ಖರೀದಿ ಮಾಡಿದ ಅಧಿಕಾರಿಗಳನ್ನು ನೇರ ಹೊಣೆಗಾರರನ್ನಾಗಿ ಮಾಡಲಾಗುವುದು. ಸರಬರಾಜುದಾರರಿಗೆ ನೀಡುವ ಖರೀದಿ ಆದೇಶದಲ್ಲಿ R1 ನೀಡಿದ ನಂತರ ಬಿಲ್ಲು ಮೊತ್ತ ಪಾವತಿಸಲಾಗುವುದೆಂದು ನಿಬಂಧನೆ ವಿಧಿಸತಕ್ಕದ್ದು.

7. ಎಲ್ಲಾ ಖರೀದಿಗಳನ್ನು ಜಿಎಸ್‌ಟಿ ನೋಂದಾಯಿತ ಸರಬರಾಜುದಾರರಿಂದ ಖರೀದಿಸುವುದು ಕಡ್ಡಾಯವೆಂದು ಈಗಾಗಲೇ ತಿಳಿಸಲಾಗಿರುತ್ತದೆ. ಆದರೂ ಸಹ ಕೆಲವೊಂದು ಉಪವಿಭಾಗಗಳು ಬಹುತೇಕ ಸಾಮಗ್ರಿಗಳನ್ನು ಅನಧಿಕೃತ ಸರಬರಾಜುದಾರರಿಂದ ಖರೀದಿಸಿ ಸಂಸ್ಥೆಗೆ ನಷ್ಟ ಉಂಟುಮಾಡುತ್ತಿದ್ದಾರೆ. ನಷ್ಟ ಉಂಟುಮಾಡುತ್ತಿರುವ ಅಧಿಕಾರಿಗಳ ವಿರುದ್ಧ ಸೂಕ್ತ ಶಿಸ್ತುಕ್ರಮ ಜರುಗಿಸಲಾಗುವುದು.
8. ಕೂಲಿ ಮೊತ್ತವನ್ನು ನೇರವಾಗಿ ಕೂಲಿ ಕಾರ್ಮಿಕರಿಗೆ ನೀಡದೆ ಗ್ರೂಪ್ ಲೀಡರ್‌ಗಳ ಮೂಲಕ ವಿತರಿಸುವ ಪ್ರಕರಣಗಳಲ್ಲಿ ಗ್ರೂಪ್ ಲೀಡರ್‌ಗಳು ಸಹ ಜಿಎಸ್‌ಟಿ ಕಾಯ್ದೆಯಡಿ ನೋಂದಾಯಿಸಿರತಕ್ಕದ್ದು ಹಾಗೂ ಶೇ.18% ಜಿಎಸ್‌ಟಿ ಸೇರಿಸಿ ಬಿಲ್ಲನ್ನು ಪಡೆಯತಕ್ಕದ್ದು.
9. 10-10-2018 ಕ್ಕಿಂತ ಮೊದಲೇ ಅಂದಾಜು ಪಟ್ಟಿ ನೀಡಿದ್ದು, ಇಲ್ಲಿಯವರೆಗೂ ಅಂದಾಜು ಪಟ್ಟಿ ಅನುಮೋದನೆ ಆಗದ ಪ್ರಕರಣದಲ್ಲಿ ಅಂದಾಜು ಪಟ್ಟಿಯನ್ನು ಈ ಸುತ್ತೋಲೆ ಪ್ರಕಾರ ಪರಿಷ್ಕರಿಸಿ ಕಾಮಗಾರಿ ವಹಿಸಿದ ಇಲಾಖೆಗೆ ಮರುಸಲ್ಲಿಸಿ ಅನುಮೋದನೆ ಪಡೆಯತಕ್ಕದ್ದು.

ಈ ಸುತ್ತೋಲೆ ದಿನಾಂಕ 10-10-2018 ರಿಂದ ಜಾರಿಗೆ ಬಂದಿರುತ್ತದೆ.



ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು,
ಕೆಆರ್‌ಐಡಿಎಲ್, ಬೆಂಗಳೂರು.

ಪತ್ರಿಯನ್ನು:

1. ಮುಖ್ಯಅಭಿಯಂತರರು, (ದಕ್ಷಿಣ/ಉತ್ತರ/ಕೇಂದ್ರೀಯ), ಕೆಆರ್‌ಐಡಿಎಲ್, ಕೇಂದ್ರಕಛೇರಿ, ಬೆಂಗಳೂರು ಇವರ ಮಾಹಿತಿಗಾಗಿ.
2. ಮುಖ್ಯ ಹಣಕಾಸು ಅಧಿಕಾರಿ-1, ಕೆಆರ್‌ಐಡಿಎಲ್, ಕೇಂದ್ರಕಛೇರಿ, ಬೆಂಗಳೂರು ಇವರ ಮಾಹಿತಿಗಾಗಿ.
3. ಉಪ ಹಣಕಾಸು ಅಧಿಕಾರಿ, ಕೆಆರ್‌ಐಡಿಎಲ್, ಕೇಂದ್ರಕಛೇರಿ, ಬೆಂಗಳೂರು ಇವರ ಮಾಹಿತಿಗಾಗಿ.

4. ಅಧೀಕ್ಷಕಅಭಿಯಂತರರು, ಕೆಆರ್‌ಐಡಿಎಲ್., ಬೆಂಗಳೂರು/ಮೈಸೂರು/ಬಿ.ಬಿ.ಎಂ.ಪಿ/ಚಿತ್ರದುರ್ಗ/
ಬೆಳಗಾವಿ/ಗುಲ್ಬರ್ಗಾವಲಯಇವರ ಮಾಹಿತಿಗಾಗಿ ಹಾಗೂ ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ.
5. ಎಲ್ಲಾಕಾರ್ಯಪಾಲಕಅಭಿಯಂತರರು, ಕೆಆರ್‌ಐಡಿಎಲ್‌ರವರಿಗೆ ಸೂಕ್ತಕ್ರಮಕ್ಕಾಗಿ.
6. ಎಲ್ಲಾ ಸಹಾಯಕಕಾರ್ಯಪಾಲಕಅಭಿಯಂತರರು, ಕೆಆರ್‌ಐಡಿಎಲ್‌ರವರಿಗೆ ಸೂಕ್ತಕ್ರಮಕ್ಕಾಗಿ.
7. ಎಲ್ಲಾ ಲೆಕ್ಕಪರಿಶೋಧನ ಅಧಿಕಾರಿಗಳು, ಕೇಂದ್ರಕಛೇರಿ, ಮಾಹಿತಿಗಾಗಿ ಹಾಗೂ ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ



KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVAN, ANANDRAO CIRCLE,
BENGALURU-560 009

TRUE EXTRACT OF THE MINUTES OF THE 203rd MEETING OF THE BOARD OF DIRECTORS OF M/s. KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED (KRIDL) HELD ON SATURDAY, THE 31st DAY OF JULY, 2021 AT 12.00 NOON AND CONCLUDED AT 01.30 PM THROUGH VIDEO CONFERENCING AT THE REGISTERED OFFICE OF THE COMPANY.

203/10: CONSIDERATION OF PROPOSAL FOR ADOPTION OF QUARTERLY REVISED SR OF CEMENT AND STEEL IN THE ESTIMATES AS REVISED BY THE PUBLIC WORKS DEPARTMENT PERIODICALLY.

The Managing Director informed the Board that, the proposal was to adopt periodical revised rates of Cement and Steel as published by the Public Works Department with reference to prevailing market rates, in the estimates for the new works being entrusted by the Entrusting Agencies from time to time which enable the Company to recover the increased cost of Cement and Steel in tune with prevailing market rates, thereby the amount of saving in such works would also be increased accordingly. The Board was therefore requested to consider the proposal for automatic adoption of revised SR of Cement and Steel as published by the Public Works Department periodically in the new estimates.

The Board after a brief discussion unanimously accorded its approval to adopt the periodical rates of Cement and Steel as published by the Public Works Department in the estimates automatically to carry out the various works being executed by the

Company from time to time by issuing standing instructions to the Division / Sub-Division Office as proposed in the notes on agenda.

Sd/-
(Gangadharaswamy G.M. I.A.S.,)
Managing Director
KRIDL, Bengaluru

To,
The Chief Engineer (Bengaluru), Chief Engineer (North) and Chief Engineer (Central),
KRIDL Head Quarters, Bengaluru for information and further needful action.

**KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVAN, ANANDRAO CIRCLE,
BENGALURU-560 009**

No: KRIDL/WKS/CIR/KWP/2021-22/04

Dtd:02-02-2022

To
All the Chief Engineers,
All the Superintendent Engineers,
All the Executive Engineers,
All the Assistant Executive Engineers,
KRIDL.


Sub: Procedure for Technical Scrutiny of estimates.
Ref: No:WKS/CIR/II/83-84, Dtd:26.03.1984.

It is noticed that there is no inform system followed for preparation of estimates, technical check and scrutiny and counter signature in KRIDL. The following points are to be considered while checking the estimates.

1. Checking the LS-CS, Survey details, Block levels, trail pit details, topo sheets, etc.,
2. Rainfall details, flood discharge, Hydrological details etc., (in case of Irrigation, Bridge, culvers etc.,)
3. Design aspects, Reinforcement calculation, stability calculation etc.,
4. Drawings, plans and sections, check with respect to designs, Design of Trusses, Steel calculations, etc.,
5. Quantity Calculation, in respect of each items with reference to design and drawing.
6. Adoption of schedule of rates, Details of rate analysis, Lead Charts, Quarry maps, Issue rate of cement, steel, RCC pipes and other materials .
7. Addition of weightages as provided in the S.R.
8. Arithmetical check up.
9. At any point of time the estimates should not be split.

The Assistant Executive Engineer KRIDL, preparing the estimate will sign the estimate and forward it to the Executive Engineer. The Executive Engineer will technically check the estimates before submitting to Hqrs., for further action.

Please acknowledgment receipt


(Gangadharaswamy G.M. I.A.S.)
Managing Director
KRIDL, Bengaluru

**KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVAN, ANANDRAO CIRCLE,
BENGALURU-560 009**

No: KRIDL/WKS/CIR/KWP/2021-22/05

Dtd:02-02-2022

CIRCULAR

Sub: Enhancement of Delegation of powers to accord Technical sanction to the estimates to Superintendent Engineer, Executive Engineer, of KRIDL to scrutiny & accord Technical sanction.

Ref: 1. No: KLAC/WKS/OM/GEN/16/2000-01 Dtd:03/10/2000
2. Proceeding of the 162nd Meeting of the Board of Directors of KRIDL held on 25/03/2010
3. No/KRIDL/AUDIT/CAR/2010-11 Dtd:05.04.2010

The Board of Directors of KRIDL in their 125th meeting held on 29/06/2000 have accorded approval to enhance the delegation of powers of the Superintendent Engineer of zones and Executive Engineer of Divisions to accord Technical Sanctions to the estimates upto Rs.50.00 Lakhs and Rs.15.00 Lakhs respectively. Accordingly an official memorandum has been issued on 03/10/2000.

Over a period of 10 years after issual of Official Memorandum enhancing the delegation of powers of the Superintendent Engineer of Zones and Executive Engineer of Divisions to accord Technical Sanctioned to the Estimates up to Rs.50.00 lakhs and Rs.15.00 Lakhs respectively, the cost index (SR rates) has been on the raise at an average of 8 to 10% every year and during the 10 year time, it has almost increased 100%. The labour and materials cost have also increased at an alarming rate.

The government of Karnataka has exempted KRIDL under 4(G) of KTPP Act-1999 to obtain works to the tune of Rs.1.00 Crore without participating in Tender or without calling Tenders. Hence forth KRIDL is able to get works from the local entrusting agencies Viz., Social Welfare Dept., ZPs, Taluk Panchayaths, etc., As such, these are time bound works, they have to be tackled and completed within the time schedules.

Since the Superintendent Engineer Zones are delegated powers to accord Technical Sanctions to the estimates only upto Rs.50.00 lakhs, the estimates beyond Rs.50.00 lakhs has to be submitted to Head Office for approval for which Head Office may take some time to scrutinize it & accord approval. Similarly, the Executive Engineer of Divisions are delegated power to accord Technical Sanction to the estimates to the Zonal Officers for approval for which the zonal officers may take some time to scrutinize and accord approval.


The zonal Superintendent Engineer posts have been created with a view to decentralize the administration, Technical and Financial management burden which were shouldered by Head Office of KRIDL so as to the Superintendent Engineer of zones to manage them expeditiously, Thus, the zonal Superintendent Engineer can bridge the gap between project and Head Office.

In view of the above, it was felt essential to enhance the powers delegated to Executive Engineer of Divisions and Superintendent Engineer of zones for scrutinizing & according Technical sanctions for speedy execution of works. In this regards, the matter was placed before the Board of Directors of KRIDL in their 162nd Meeting held on 25/03/2010.

After detailed deliberations, the Board of Directors have accorded approval for enhancement of delegation of powers to the Superintendent Engineer and Executive Engineer of KRIDL to scrutinize & accord Technical Sanction.. In view of the above, The financial delegation of powers of the zonal Superintendent Engineer and Divisional Executive Engineer are enhanced as hereunder:

Sl.No	Technical Scrutiny & Sanctioned powers to	From Existing powers	To
1	The Executive Engineer of Divisions	Upto Rs.15,00,000/-	Upto Rs.50,00,000/- (Rs. Fifty Lakhs)
2	The Superintendent Engineer of Zones	Rs.15,00,001/- to Rs.50,00,000/-	From Rs.50,00,001/- to Rs.1,00,00,000/- (Rs One Crore)
3	The Chief Engineer (Central/South/North) in respect of works coming under their respective jurisdictions.		From Rs.1,00,00,001/- to Rs.2,00,00,000/-
4	The Sub-Committee constituted by the Board in it's 116 th meeting held on 07/02/98.	Rs.2,00,00,001/- to Rs.5,00,00,000/-	The Subcommittee to be re constituted with the same designation of powers.

This order comes into force with immediate effect and until further orders.


 (Gangadharaswamy G.M. I.A.S.,)
 Managing Director
 KRIDL, Bengaluru.

To,
 All Superintendent Engineer , KRIDL
 All Executive Engineer, KRIDL
 All Assistant Executive Engineer, KRIDL

Copy to:

1. The Chief Engineer-BBMP/North/Central - for information.
2. The Chief Finance Officer, -for information.
3. The Executive Engineer (Acct/Audit) KRIDL- Head Office for information.
4. The Chief Administrative Officer, KRIDL for information.

ಕರ್ನಾಟಕ ರೂರಲ್ ಇನ್‌ಫ್ರಾಸ್ಟ್ರಕ್ಚರ್ ಡೆವಲಪ್‌ಮೆಂಟ್ ಲಿಮಿಟೆಡ್
(ಹಿಂದಿನ ವೆಸರು ಕರ್ನಾಟಕ ಭೂಸೇನಾ ನಿಗಮ ನಿ.)

ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಭವನ, 4 & 5ನೇ ಮಹಡಿ, ಆನಂದ್‌ರಾವ್ ವೃತ್ತ, ಬೆಂಗಳೂರು-560 009

ಸಂಕೇತಸಂಖ್ಯೆ/ಕಾಮಗಾರಿ/ತಾಂತ್ರಿಕ ಮಂಜೂರಾತಿ/ವಾ-1/2019-20/4991 ದಿನಾಂಕ: 08/11/2019

ಅಧಿಕೃತ ಜ್ಞಾಪನ ಪತ್ರ

ವಿಷಯ:- ಸಂಸ್ಥೆಯ ರೂ.2.00 ಕೋಟಿಗೂ ಮೇಲ್ಪಟ್ಟ ಅಂದಾಜು ವಜ್ಜದ ಕಾಮಗಾರಿಗಳಿಗೆ ತಾಂತ್ರಿಕ ಮಂಜೂರಾತಿ ನೀಡುವ ಉಪ ಸಮಿತಿಗೆ ಅಧಿಕಾರ ಪ್ರತ್ಯಾಯೋಜನೆ (Delegation of powers) ನೀಡುವ ಕುರಿತು

- ಉಲ್ಲೇಖ:-
1. 168 ನೇ ನಿರ್ದೇಶಕರ ಆಡಳಿತ ಮಂಡಳಿ ಸಭೆಯ ನಡವಳಿಯಂತೆ
 2. ಕೇಂದ್ರ ಕಛೇರಿ ಸುತ್ತೋಲೆ ಸಂ:KRIDL/WORKS/CIR/2010-II Dtd:28/09/2018
 3. ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ:ಲೋಇ/584/ವಿಎಂಎಸ್/2011, ಬೆಂಗಳೂರು ದಿ:23/08/2013

ಇಳಿಬರಣೆ

ಸಂಸ್ಥೆಯಲ್ಲಿ ಅನುಷ್ಠಾನಗೊಳಿಸಲಿರುವ ರೂ.2.00 ಕೋಟಿಗೂ ಮೇಲ್ಪಟ್ಟ ಅಂದಾಜು ಮೊತ್ತದ ಕಾಮಗಾರಿಗಳಿಗೆ ತಾಂತ್ರಿಕ ಮಂಜೂರಾತಿಗಾಗಿ ಉಲ್ಲೇಖ (1) ಹಾಗೂ (2) ರನ್ವಯ 168ನೇ ನಿರ್ದೇಶಕರ ಆಡಳಿತ ಮಂಡಳಿ ಸಭೆಯ ನಡವಳಿಗಳು ಹಾಗೂ ಸಂಸ್ಥೆಯ ಮುಖ್ಯ ಅಧಿಯಂತರರು ಕೇಂದ್ರೀಯ ರವರನ್ನು ಅಧ್ಯಕ್ಷರು ಹಾಗೂ ಸದಸ್ಯರನ್ನಾಗಿ, ಮುಖ್ಯ ಅಧಿಯಂತರರು (ಉತ್ತರ) ಸದಸ್ಯ ಕಾರ್ಯದರ್ಶಿ, ಮುಖ್ಯ ಅಧಿಯಂತರರು (ದಕ್ಷಿಣ) ರವರನ್ನು ಸದಸ್ಯರನ್ನಾಗಿ ಅಲ್ಲದೇ ಕ್ಯಾಪ್ಟನ್‌ಎಸ್.ರಾಜಾರಾವ್, ನಿವೃತ್ತ ಕಾರ್ಯದರ್ಶಿಗಳು ಸಣ್ಣ ನೀರಾವರಿ ಇಲಾಖೆ ಕರ್ನಾಟಕ ಸರ್ಕಾರ ರವರನ್ನು ವಿಕೇಪ ಆಹ್ವಾನಿತರಾಗಿ ಹಾಗೂ ಇತರ 9 ಸದಸ್ಯರು ಒಟ್ಟಾರೆ ಸೇರಿದಂತೆ ತಾಂತ್ರಿಕ ಉಪಸಮಿತಿ ರಚಿಸಿ ಅಂದಾಜು ಪಟ್ಟಿಗಳಿಗೆ ತಾಂತ್ರಿಕ ಮಂಜೂರಾತಿ ನೀಡಲಾಗುತ್ತಿದೆ.

ಮುಂದುವರೆದು, ಉಲ್ಲೇಖ (3) ರನ್ವಯದ ಲೋಕೋಪಯೋಗಿ ಇಲಾಖೆಯ ಸರ್ಕಾರದ ಆದೇಶದಲ್ಲಿ ರೂ.2.00 ಕೋಟಿಗೂ ಮೇಲ್ಪಟ್ಟ ಹಾಗೂ ರೂ.5.00 ಕೋಟಿ ವರೆಗಿನ ಕಾಮಗಾರಿಗಳಿಗೆ ಸಂಬಂಧಿಸಿದ ವಲಯ ಮುಖ್ಯ ಅಧಿಯಂತರರ ಅಧ್ಯಕ್ಷತೆಯಲ್ಲಿ ಅಂದಾಜು ಪಟ್ಟಿ ಪರಿಶೀಲನಾ ಸಮಿತಿಯಲ್ಲಿ (Estimate Review Committee) ತಾಂತ್ರಿಕ ಮಂಜೂರಾತಿ ನೀಡಲಾಗುತ್ತಿದೆ.

ಲೋಕೋಪಯೋಗಿ ಇಲಾಖೆಯ ಮುಖ್ಯ ಅಧಿಯಂತರರ ಅಧಿಕಾರ ಪ್ರತ್ಯಾಯೋಜನೆ (Delegation of Power) ಅಂದಾಜು ಮೊತ್ತ ರೂ.5.00 ಕೋಟಿ ಮೇಲ್ಪಟ್ಟ ಕಾಮಗಾರಿಗಳಿಗೆ ರಾಜ್ಯ ಮಟ್ಟದ ತಾಂತ್ರಿಕ ಸಲಹೆ ಮತ್ತು ಅಂದಾಜು ಪರಿಶೀಲನಾ ಸಮಿತಿ (Technically Advisory and Estimate Review Committee) ಯಂತೆ ನಿವೃತ್ತ Engineer In Chief ರವರ ಅಧ್ಯಕ್ಷತೆಯಲ್ಲಿ, ಹಾಗೂ ನಿವೃತ್ತ ಮುಖ್ಯ ಅಧಿಯಂತರರು, ಸಂಬಂಧಿಸಿದ ಇತರ ವಲಯಗಳ ಪಾಲಿ ಮುಖ್ಯ ಅಧಿಯಂತರರ ಸದಸ್ಯರನ್ನೊಳಗೊಂಡಂತೆ ಅಂದಾಜು ಪಟ್ಟಿಗಳನ್ನು ಪರಿಶೀಲಿಸಿ ನಂತರ ಸರ್ಕಾರದಿಂದ ಆಡಳಿತಾತ್ಮಕ ಅನುಮೋದನೆ ಪಡೆದು ತದನಂತರ ತಾಂತ್ರಿಕ ಮಂಜೂರಾತಿ ನೀಡಲಾಗುತ್ತಿದೆ.

2ನೇ ಮುಖ್ಯ

ಈ ಹಿನ್ನೆಲೆಯಲ್ಲಿ ಕೆಆರ್‌ಐಡಿಎಲ್ ಸಂಸ್ಥೆಯಲ್ಲಿಯೂ ಸಹ ಅಧಿಕಾರ ವ್ಯತ್ಯಾಸೋಪನೆ (Delegation of Power) ಯಂತೆ ಅಂದಾಜು ಪಟ್ಟಿ ರೂ.2.00 ಕೋಟಿಗಳ ಮೇಲ್ಪಟ್ಟ ಅಂದಾಜು ವೆಚ್ಚದ ಕಾಮಗಾರಿಗಳ ತಾಂತ್ರಿಕ ಮಂಜೂರಾತಿಗಾಗಿ ಈ ಕೆಳಕಂಡಂತೆ ತಾಂತ್ರಿಕ ಉಪ ಸಮಿತಿಯನ್ನು ರಚಿಸಲಾಗಿದೆ.

1. ಕ್ಯಾಪ್ಟನ್ ಎಸ್.ರಾಜಾರಾವ್, ಸರ್ಕಾರದ ಕಾರ್ಯದರ್ಶಿಗಳು (ನಿವೃತ್ತ) ಸಣ್ಣ ನೀರಾವರಿ ಇಲಾಖೆ	ಅಧ್ಯಕ್ಷರು
2. ಮುಖ್ಯ ಅಭಿಯಂತರರು (ಉತ್ತರ) ಬೆಂಗಳೂರು	ಸದಸ್ಯ ಕಾರ್ಯದರ್ಶಿಗಳು
3. ಮುಖ್ಯ ಅಭಿಯಂತರರು (ದಿಬಿಎಂಪಿ) ಬೆಂಗಳೂರು	ಸದಸ್ಯರು
4. ಮುಖ್ಯ ಅಭಿಯಂತರರು (ದಕ್ಷಿಣ) ಬೆಂಗಳೂರು	ಸದಸ್ಯರು
5. ಮುಖ್ಯ ಅಭಿಯಂತರರು (ಕೇಂದ್ರೀಯ) ಬೆಂಗಳೂರು	ಸದಸ್ಯರು
6. ಅಧೀಕ್ಷಕ ಅಭಿಯಂತರರು (ಕೆಆರ್‌ಐಡಿಎಲ್, ದಿಬಿಎಂಪಿ, ಬೆಂಗಳೂರು)	ಸದಸ್ಯರು
7. ಕಾರ್ಯಪಾಲಕ ಅಭಿಯಂತರರು (ವಾಸ್ತು ಶಿಲ್ಪ)	ಸದಸ್ಯರು
8. ಸಹಾಯಕ ಕಾರ್ಯಪಾಲಕ ಅಭಿಯಂತರರು (ವಿದ್ಯುತ್)	ಸದಸ್ಯರು
9. ಸಹಾಯಕ ಕಾರ್ಯಪಾಲಕ ಅಭಿಯಂತರರು (ಡಿಸೈನ್)	ಸದಸ್ಯರು
10. ಕಾರ್ಯಪಾಲಕ/ಸಹಾಯಕ ಕಾರ್ಯಪಾಲಕ ಅಭಿಯಂತರರು ಸಂಬಂಧಪಟ್ಟ ವಿಭಾಗ /ಉಪ ವಿಭಾಗ	ಸದಸ್ಯರು

ಮೇಲಿನ ಉಪ ಸಮಿತಿಯ ಅಂದಾಜು ಪಟ್ಟಿಗಳ ತಾಂತ್ರಿಕ ಪರಿಶೀಲನಾ ನಂತರ ಸಂಬಂಧಿಸಿದ ವಲಯದ ಮುಖ್ಯ ಅಭಿಯಂತರರು ತಾಂತ್ರಿಕ ಮಂಜೂರಾತಿ ನೀಡಲು ಕ್ರಮ ಕೈಗೊಳ್ಳುವುದು.

೧೫/೧೧/೧೯
ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು

ಗೆ:-

- ❖ ಎಲ್ಲಾ ಮುಖ್ಯ ಅಭಿಯಂತರರು, ಕೆ.ಆರ್.ಐ.ಡಿ.ಎಲ್, ರವರ ಮಾಹಿತಿಗಾಗಿ.
- ❖ ಎಲ್ಲಾ ಅಧೀಕ್ಷಕ ಅಭಿಯಂತರರು, ಕೆ.ಆರ್.ಐ.ಡಿ.ಎಲ್, ವಲಯ ರವರ ಮಾಹಿತಿಗಾಗಿ.
- ❖ ಎಲ್ಲಾ ಕಾರ್ಯಪಾಲಕ ಅಭಿಯಂತರರು, ಕೆ.ಆರ್.ಐ.ಡಿ.ಎಲ್, ರವರ ಮಾಹಿತಿಗಾಗಿ.
- ❖ ಎಲ್ಲಾ ಕಾರ್ಯಪಾಲಕ ಅಭಿಯಂತರರು, ಕೆ.ಆರ್.ಐ.ಡಿ.ಎಲ್, ರವರ ಮಾಹಿತಿಗಾಗಿ.
- ❖ ಕಾರ್ಯಪಾಲಕ ಅಭಿಯಂತರರು, (ವಾಸ್ತು ಶಿಲ್ಪ) ಕೆ.ಆರ್.ಐ.ಡಿ.ಎಲ್ ರವರ ಮಾಹಿತಿಗಾಗಿ.
- ❖ ಸಹಾಯಕ ಕಾರ್ಯಪಾಲಕ ಅಭಿಯಂತರರು, (ಡಿಸೈನ್) ಕೆ.ಆರ್.ಐ.ಡಿ.ಎಲ್ ರವರ ಮಾಹಿತಿಗಾಗಿ.
- ❖ ಸಹಾಯಕ ಕಾರ್ಯಪಾಲಕ ಅಭಿಯಂತರರು, ಕೆ.ಆರ್.ಐ.ಡಿ.ಎಲ್, (ವಿದ್ಯುತ್) ರವರ ಮಾಹಿತಿಗಾಗಿ.

FORMAT-D (REVISED FORMAT-C)

DETAILS OF INSTRUMENTS RECEIVED FROM EA, RELATED WORKS,
DEDUCTIONS MADE BY EA

NOTE: Separate Format-D shall be submitted for each of the instrument

INSTRUMENT DETAILS (submitted by Hqrs/Zone/Div/Sub-Div Name): XXXXXXXXXXXX

Sl No	Particulars	Details
1	Instrument Type
2	Instrument Number
3	Instrument Date
4	Instrument Amount
5	Instrument Received by which KRIDL office
6	Bank Name
7	Branch Name
8	EA Department (as in Bhusiri EA Dept List)
9	Main EA (as in Bhusiri Main EA List)
10	Entrusting Agency Name
11	Scheme Name
12	Letter from EA regarding funds released is enclosed ? (Yes/No)

Note: Instrument Types: Cheque/RTGS/NEFT etc

DEDUCTION DETAILS - AGAIST ABOVE INSTRUMENT

Sl No	Deduction Type (as in Bhusiri EA Deduction List)	Amt in Rs
1	SD
2	FSD
3	Royalty
..	
..	
TOTAL-A	

Copy of letter from EA mentioning above deductions is enclosed ?

Yes/ No

WORK DETAILS (related to above instrument only)

Sl No	Work Code	Work Name	Estimated Cost (in Rs)	Amount Allocated to Work (in Rs)	Amt Deducted by EA (in Rs)	EA deduction type (as per EA Deduction type list in Bhusiri Software)	Gross Amount (in Rs)
A	B	C	D	E	F	G	I (E + G)
1
2
3
..
..
TOTAL			

Copy of letter from EA mentioning above allocation and corresponding deductions to each of work is enclosed?

Yes/
No



ANNEXURE-11
06

KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVAN, ANANDRAO CIRCLE,
BENGALURU-560 009

TRUE EXTRACT OF THE MINUTES OF THE 203rd MEETING OF THE BOARD OF DIRECTORS OF M/s. KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED (KRIDL) HELD ON SATURDAY, THE 31st DAY OF JULY, 2021 AT 12.00 NOON AND CONCLUDED AT 01.30 PM THROUGH VIDEO CONFERENCING AT THE REGISTERED OFFICE OF THE COMPANY.

203/06: CONSIDERATION OF RECOMMENDATIONS OF THE COMMITTEE FOR IMPLEMENTATION OF UNIFORM / COMPREHENSIVE PERCENTAGE OF JOB SAVING IN EXECUTION OF WORKS ENTRUSTED BY THE ENTRUSTING AGENCIES.

The Managing Director informed the Board that in the 198th Meeting of the Board of Directors held on 09.07.2020, the Committee was constituted under the Chairmanship of Principal Secretary to Government, Rural Development & Panchayath Raj Department with the following members to review the present pattern of job saving and to recommend the standardized rate of job saving to be allowed in the works entrusted by the different Government Departments/Agencies being executed by the Company.

01	Sri.L.K.Atheeq, I.A.S., Principal Secretary to Government, Rural Development and Panchayath Raj Department	:	Chairman of the Committee
02	Sri.Vijayakumar Chavadannavar Chief Engineer, Panchayath Raj Engineering Department	:	Member
03	Sri.Purushotham Singh, B.H Special Officer (ZP) & Ex-Officio Deputy Secretary to Government, Finance Department	:	Member
04	Sri.Mahadev, KSAS., Internal Financial Advisor, RDPR	:	Member
05	Sri.N.Lokesh	:	Member Convener

and implement the best practices and systems being followed by M/s. UP State Bridge Corporation Limited in the Company. The Board further advised that the recommended 7% job savings shall be including all departmental materials.

The Board after a detailed discussion on the recommendations of the Committee on the percentage of job saving to be allowed in the execution of works entrusted by the different Government Departments / Agencies observed as under:

1. It was discussed in the Meeting that, the Schedule of Rates of PWD normally are inclusive of 10% contractors' profit and also provided an area weightage.
2. It was further discussed in the Meeting that, though the market rates are varied from one location to another location, the overall percentage of job saving in execution of works would be available for the Company more than 7%.
3. It was discussed in the Meeting that, the Company has to consider the SR of PRED of respective Circles in preparation of estimates for the construction of rural roads, flood works under Hon'ble Chief Minister's special grant in rural areas and works under other schemes of RDPR Department or similar to those of RDPR Department. In respect of other works like construction of building etc., the SR of PWD be considered for preparation of estimates.

After due deliberation on the subject, the Board unanimously accorded its approval to accept the recommendations of the Committee and to implement the recommendations as detailed below:

- a. 5% job saving to be allowed for the various works which are entrusted by the MLA, MLC and the MP under their grants to the Company up to the estimated cost of ₹5.00 Lakhs only.
- b. 7% job saving be allowed in the execution of various works being entrusted by the different Government Departments/Agencies/ Organizations to the Company including all departmental materials.

The Board further accorded its approval to authorize the Managing Director to implement the above decision of the Board for allowing the percentage of job saving with effect from 23.08.2021.

Sd/-
(Gangadharaswamy G.M. I.A.S.,)
Managing Director
KRIDL, Bengaluru

To,
The Chief Engineer (Bengaluru), Chief Engineer (North), Chief Engineer (Central) and the Chief Financial Officer, KRIDL Head Quarters, Bengaluru for information and further needful action.

KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
WORK PROGRESS REPORT CUM FUNDS INDENT FORM-9

Date _____ Time _____

Combined form for both Tender and Entrustment works

Zone : _____ Division : _____ SubDivision : _____

1	Workcode	NEW		
2	WorkName			
3	Sanctioned Estimated Cost/Tender Cost)			
4	Work Category			
5	Scheme / Entrusting Agency			
6	Administrative Approval No. & Date			
7	Technical Sanction No. & Date			
8	Job Rate Approval No. & Date			
9	Date Of Commencement of Work			
10	Probable date of Completion			
11	Applicable Adjustments (Compared to Estimate Cost)			
a	KRIDL Charges			
b	Job Savings			
c	GST/VAT/CT			
d	Labour Cess			
Cheque No	Cheque Amount	Cheque Date	Proj Allo Amt	Approved Amt @ HQRS
12	Grants Remitted to Hqrs	Previous Remittance in Rs(A)	Present Remittance in Rs(A)	Total (A+B)
a	Cash			
13	Grants Amt Released From			
14	Balance Available At HQRS			
15	Expenditure Details :			
a	Total Expenditure as per last MRA(SR)(Month of MRA to be Specied)			
b	KRIDL Charges Amt			
c	GST/VAT/CT Amt			

d	Labour Cess Amt	
e	Work Savings(a-b)	
f	% of Savings	
16	Physical Progress	
17	Balance Work to be executed as per Sanctioned estimate	
18	Amount now Requested for work	
19	Item of work for which fund required	

AE / JE
(KRIDL)

AEE
(KRIDL)

EE
(KRIDL)



ಕರ್ನಾಟಕ ರೂರಲ್ ಇನ್‌ಫ್ರಾಸ್ಟ್ರಕ್ಚರ್ ಡೆವಲಪ್‌ಮೆಂಟ್ ಲಿಮಿಟೆಡ್

Grameenabhiruddhi Bhavan, 4th & 5th Floor, Anand Rao Circle, Bangalore-560009

Date: _____ Time: _____

LIMIT ORDER NO : _____

DATE : _____

To,
Chief Manager,
Corporation Bank, SC Road
Bangalore.

Report-22

LIMIT ORDER

CBCA - _____

Sir,

Sub : Fixing of limit for execution of works

Ref : 1) KRIDL Bhusiri Account No.CBCA- _____

2) workwise approval of MD, KRIDL, Bangalore.

The limit authorised in this order to AEE/PE _____ AEE is Rs. _____ you are requested to transfer the amount from CBCA- _____ to various accounts as mentioned below.

The concerned AEE/PE is allowed to draw the amount up to the NETT LIMIT as mentioned below.

Yours faithfully,

Authorised signatory-1
For Managing Director

Authorised signatory-2
For Managing Director

Copy to:

- 1) Chief Engineer (Central/North/South)
- 2) SE _____
- 3) EE/PD/Sr.PM, _____
- 4) AEE/PE, _____ AEE

for information and
needful

along with work wise limit order copies with a direction to make necessary entries in cash book for Total Amount Received (Authorised amount+adjustment amount) and confirmation CBF No and date entry to the Head Office every month in the prescribed form.

LIMIT TABLE

Dr

Cr

	Debit from	Credit to	Rs.	Rs.
a) HQRS WORKS A/c	_____			
b) AEE/PE Works A/c (NETT LIMIT)	_____			
c) AEE/PE Tax A/c	_____			
GST/VAT :	Rs. _____			
d) Labour cess & Others	Credit to _____			
Labour Cess Amt :	Rs. _____			
IT Amt :	Rs. _____			
Royalty Amt :	Rs. _____			
CBF Amt :	Rs. _____			
Srv Tax Amt :	Rs. _____			
e) ADM Amount	Credit to _____			
f) Withheld Amount	Credit to _____			
			Rs. _____	Rs. _____

NOTE : Advance / EMD Released
To Honour Drawals to the extent of NETT LIMIT amount only

Project Name _____ WORK WISE ABSTRACT ; LIMIT ORDER _____ ; Date _____ R-24

Sl No.	Work Code	Created Dt.	Work Name	Release	Adm%	Adm Amt.	Other%	Other Ded.	Work%	Work Amt	Ad. Rel
TOTAL:											

NOTE: If Technical Sanction not submitted to any of the work, Amount has been released at the risk and cost of concerned Assistant Director, Deputy Director, Joint Director and Technical Committee based on the TS approval Limit.

NOTE: If any excess amount is released same should be remitted back to Head Quarters, KRIDL

NOTE: Expenditure shall be against the work wise NETT LIMIT only work code shall be recorded on the cheque for each drawal (Party name followe by work code in bracket)

NOTE: Tax Component Amount to be retained at Link Bank and Cheques issued by Assistant Director/Project Executives in favour of Commercial Tax Department only shall be honoured.

Superintendent/FDA _____ AEE _____ Authorised Signatory-1

Authorised Signatory-2



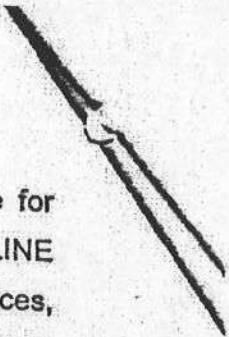
KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVAN, ANANDRAO CIRCLE,
BENGALURU-560 009

TRUE EXTRACT OF THE MINUTES OF THE 204th MEETING OF THE BOARD OF DIRECTORS OF M/s. KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED (KRIDL) HELD ON MONDAY, THE 25th DAY OF OCTOBER, 2021 AT 11.45 AM AND CONCLUDED AT 02.00 PM THROUGH VIDEO CONFERENCING AT THE REGISTERED OFFICE OF THE COMPANY.

204/09: CONSIDERATION OF PROPOSAL FOR EMPANELMENT OF GROUP LEADERS FOR PROVIDING THE LABOURS, SUPPLY OF MATERIALS IN THE SUB-DIVISION LEVEL IN CARRYING OUT THE VARIOUS WORKS BEING EXECUTED BY THE COMPANY.

The Board was apprised as under:

1. In the process of execution of various works being executed by the Company, the Company has been availing the services of Group Leaders for providing the labours, for supplying of building materials viz., jelly, sand, bricks etc., to provide artisans i.e., Carpenter and to provide electrical materials/electrification services in the Sub-Division level across Karnataka.
2. At present no standing procedures to avail the services of Group Leaders for providing the labour, supplying the building materials etc., in the Sub-Division are exist thereby there is a possibility of misuse of funds by the Group Leader by way of not completing the assigned work to them as there was no responsibility of the Group Leaders and no control over on them by the Company.
3. At present some of the Group Leaders were not submitting the GST bills to the Company thereby the Company was not in a position to claim GST Input from the GST authority.

- 
4. In view of above, the Management proposed to streamline the procedure for availing the services of Group Leaders by introducing the system of "ONLINE EMPANELMENT OF GROUP LEADERS" for providing the labour services, materials supply etc., in carrying out the various works by the Company in Sub-Division level.
 5. The Group Leader has to register through online by submitting their statutory documents/details like Registration Certificate, Labour Licence Certificate, PAN, GST Registration Certificate etc.,
 6. The Group Leader has to abide the terms and conditions as prescribed in the application form for enrolment as a Group Leader in the Company and act accordingly.

The Board while deliberating the subject noted as under:

- a. Based on the GST Invoice submitted by the supplier for the building materials supplies, the Company use to release the payment excluding GST portion and based on the confirmation from the Supplier for GST remittances and uploading of GSTR-01 & GSTR-3B in the GST portal, the Company has been releasing GST amount.
- b. It was discussed in the Meeting that, if the amount of GST released from Head Office and such amount has not passed on to the concerned suppliers, it amounts to misappropriation of funds and in such cases the Management has to initiate legal action on the concerned Assistant Executive Engineer for the misuse of funds.

The Board after a detailed discussion on the subject and on the details provided in the notes on agenda, unanimously accorded approval:

1. For empanelment of Group Leaders for availing the services in carrying out the various works at Sub-Division Office level through online registration.

Gangadharaswamy
(Gangadharaswamy G.M. L.A.S.)
Managing Director
KRIDL, Bengaluru

To,
The Chief Engineer (Bengaluru), the Chief Engineer (North), the Chief Engineer
(Central), the Chief Administrative Officer and the Chief Financial Officer, KRIDL Head
Quarters, Bengaluru for information and further needful action.



ANNEXURE - 15

KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVAN, ANANDRAO CIRCLE,
BENGALURU-560 009

TRUE EXTRACT OF THE MINUTES OF THE 203rd MEETING OF THE BOARD OF DIRECTORS OF M/s. KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED (KRIDL) HELD ON SATURDAY, THE 31st DAY OF JULY, 2021 AT 12.00 NOON AND CONCLUDED AT 01.30 PM THROUGH VIDEO CONFERENCING AT THE REGISTERED OFFICE OF THE COMPANY.

203/13: PROPOSAL FOR ESTABLISHMENT OF TECHNICAL CONSULTANCY CELL AND OBTAINING CONTRACTOR'S LICENCE FOR PARTICIPATION IN TENDERS TO TAKE UP CONSTRUCTION WORKS.

The Managing Director explained the Board that, the Management proposed to set up "Project Consultancy Cell" at Head Quarters with the following objects:

- a. Management of works entrusted to the Company through PMC.
- b. Empanelment of eligible Agencies to participate for carrying out third party inspection for entrusted works and the tendered works.
- c. Empanelment of technical Colleges and the National Accreditation Board for Testing and Calibration Laboratories (NABL) Agencies for quality assurance and quality control services.
- d. Structural stability report for the works during construction stage.
- e. Creating of Quality Assurance and Quality Control (QA&QC) Vigilance Cell at Head Quarters.
- f. Preparation of estimates, Detailed Project Report (DPR) and Auditing of works.

3. To authorize the Managing Director to sign the documents on behalf of all the Board of Directors in Form-32 and other documents for obtaining Class-I Contract License from KPWD through online.

The Board further authorized the Managing Director to initiate necessary actions on the decision of the Board.

Sd/-
(Gangadharaswamy G.M. I.A.S.)
Managing Director
KRIDL, Bengaluru

To,
The Chief Administrative Officer, KRIDL Head Quarters, Bengaluru for information and further needful action.

**KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVAN, ANANDRAO CIRCLE,
BENGALURU-560 009**

No:KRIDL/WKS/CIR/KWPN/2021-22/06

Date:02-02-2022


CIRCULAR

SUB: Passing of works at various stages of construction.
REF: 1)NO: WKS/CIR/IV/85-86/82 Dt:2/6-08-1985

It is found by experience that no record is maintained at any level for having satisfactorily completed the items of work at every stage of construction. In view of this, a record should be maintained in the form of works passing register. All the executives starting from Junior Engineer to Executive Engineer should make entry in the register according to the responsibilities listed in the Annexures enclosed with the Circular:-

The work passing register is an important document and will be treated in par with the Measurement Book. This register will be maintained at site of each work and will be produced to the inspecting Officers.

Please acknowledge receipt.


(Gangadharaswamy G.M. I.A.S.,)
Managing Director
KRIDL, Bengaluru

To,
All Chief Engineers
All Superintendent Engineers
All Executive Engineers
All Assistant Executive Engineers
KRIDL

WORK PASSING REGISTER

(To be maintained at each work site)

Name of work	:	Place :	
Administrative approval No. And Date, Amount	:	Technical sanction No And date with amount.	
Date of starting	:		
Probable date of completion	:	Date of completion	
Name of Executive Engineer	:	From	to
Name of Assistant Executive Engineer	:	From	to
Name of Assistant Engineer / junior engineer	:	From	to

Sl. No.	Item of work	DATED SIGNATURE OF PASSING	Remarks
		AE / JE AEE EE	

RESPONSIBILITY OF PASSING STAGES OF WORKS
BUILDING WORKS

- | | |
|---|---------|
| 1. Marking out and checking of corners. | : AEE |
| 2. Fixing of plinth ht. With respect to.
Surrounding structure and Roads. | : EE |
| 3. Foundation excavation. | : EE |
| 4. Bed concrete. | : AE/JE |
| 5. Foundation & Basement masonry. | : AE/JE |
| 6. Damp proof course. | : AEE |
| 7. Superstructure masonry. | : AE/JE |
| 8. Provision of bond stones & corner stones. | : AE/JE |
| 9. Joinery & fixtures & fittings. | : AEE |
| 10. Centering & re-inforcement for columns, beams and slabs
(load bearing important structural members). | : EE |
| 11. Centering & re-inforcement for lintels & Chejjas etc., | : AEE |
| 12. Mixing, laying & curing concrete. | : JE/AE |
| 13. Floor filling & consolidation. | : AEE |
| 14. Floor concrete. | : AEE |
| 15. Trusses. | : AEE |
| 16. Purlins. | : AEE |
| 17. Plastering. | : AE/JE |
| 18. Colour scheme. | : AEE |
| 19. Finishers White wash, Colour wash, painting. | : AE/JE |
| 20. Water proof course. | : JE/AE |
| 21. Fixing of quarry & passing of construction materials. | : AEE |
| 22. Safe custody of materials at site. | : AE/JE |

RESPONSIBILITY OF PASSING STAGES OF WORKS
IRRIGATION WORKS

A. LIFT IRRIGATION SCHEME

- | | |
|---|---|
| 1. To fix the bench mark R.L.' water level, river Bed level H.F.L. etc., | : EE |
| 2. Fixing location of PH section head / Delivery head. | : EE |
| 3. Earth work excavation for intake well. | : AEE |
| 4. Filling foundation with C.C. | : AEE |
| 5. Construction size stones masonry. | : AE/JE |
| 6. Providing roof slab of intake well | : AEE should pass Rein-inforcement/
Concreting is by AE/JE |
| 7. Providing C.I. man hole. | : AE/JE |
| 8. Excavation for intake pipe. | : AE/JE |
| 9. Providing intake pipe with all accessories. | : AE/JE |
| 10. Excavation for jack-well. | : AEE (approval of level & strata) |
| 11. Providing & C.C. steining. | : AEE |
| 12. Providing & Constructing S.S Masonry. | : AE/JE |
| 13. Providing roof slab for jack-well. | : Reinforcement and Centering EE |
| 14. R.C.C. roof slab for pump house. | : AEE |
| 15. Approval of Joinery. | : AEE |
| 16. Fixing of doors and windows etc., | : AE/JE |
| 17. Testing of pipes. | : AEE |
| 18. Excavation for rising main. | : EE |
| 19. Alignment to be passed by. | : EE |
| 20. Laying of pressure pipes with all accessories like valves etc., for rising main | : AEE |
| 21. Testing of rising main. | : EE |
| 22. Excavation for foundation of delivery chamber. | : AEE |
| 23. Filling for foundation. | : AE/JE |
| 24. Laying bed concrete. | : AE/JE |
| 25. Construction of masonry for delivery chamber. | : AEE |
| 26. C.C. coping for masonry wall. | : AE/JE |

- | | |
|---|---------|
| 27. Pointing & Plastering to masonry. | : AE/JE |
| 28. Canal alignment. | : EE |
| 29. Canal excavation both right & left bank | : AE/JE |
| 30. Acceptance of pumps, motors, accessories | : AEE |
| 31. Erection of deep well turbine pumps. | : AEE |
| 32. Commissioning & Testing | : EE |
| 33. Providing transformer, switch board panel,
plug shunt capacitors etc., near jack- well | : AEE |
| 34. CD Works – Locations, type invert level. | : EE |

B. M.I WORKS:

- | | |
|---|---------|
| 1. Carrying out survey work to be approved by. | : AEE |
| 2. To fix the benchmarks R.L. s of water level, river bed level. HFL etc. | : EE |
| 3. Maintaining approach road to the site of work. | : AE/JE |
| 4. Centre line marking bund. | : EE |
| 5. Excavation for foundation, bailing out water including borrow pits. | : AEE |
| 6. Key Trench excavation | : EE |
| 7. Filling key trench | : AEE |
| 8. Keying in of Dam in Abutments. | : EE |
| 9. Dam seat excavation | : EE |
| 10. Filling the foundation | : AEE |
| 11. Longitudinal & Cross drain | : AEE |
| 12. Providing rock toe and toe drain | : EE |
| 13. Passing of hearting & casing material | : EE |
| 14. Construction of Hearting | : AEE |
| 15. Filling casing material & to finish the bund | : AEE |
| 16. Passing of each layer with quality control tests
and checking of filter drains | : AEE |
| 17. Providing pitching for the sides of the bund providing sluices in the bund proper | : EE |
| 18. Providing turfing. | : AEE |
| 19. Earthwork excavation for waste weir. | : AEE |

20. Providing C.C. Bed.	: AEE
21. Constructing masonry wall.	: AE/JE
22. Pitching for waste weir down streams.	: AEE
23. Approval of canal alignment, with C.D. Works.	: EE
24. Excavation of canal.	: AEE
25. Lining of canal.	: AEE
26. <u>DETAILS OF C.D. WORKS:</u>	
i. Design of C.D. Works.	: EE
ii. Earth work excavation.	: AEE
iii. Bed concrete.	: AE/JE
iv. Constructing masonry.	: AE/JE
v. Laying pipe line (wherever applicable).	: AEE
vi. C.C. coping for masonry wall.	: AE/JE
vii. Refilling the excavated trench including consolidation.	: AE/JE
viii. Cement pointing & finishing etc.	: AE/JE
ix. Pitching for the sides of walls.	: AE/JE

ROAD WORK.

1. Marking GL. Approve CS & LS.	: AEE
2. Earthwork for side drains.	: AE/JE
3. Embankment of road.	: AEE
4. Consolidation.	: AE/JE
5. Collection of gravel (gravel casing).	: AEE
6. Consolidation of gravel casing.	: AE/JE
7. Collection & Passing of materials.	: AEE
8. Collection of metal (including soling).	: AEE
9. Spreading of metal including watering & consolidation.	: AE/JE
10. Spreading of gravel & consolidation.	: AE/JE
11. Concreting and asphaltting.	: AEE

**KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVAN,ANANDRAO CIRCLE,
BENGALURU-560 009**

No:KRIDL/WKS/CIR/KWPN/2021-22/07

Date:02-02-2022

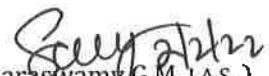
CIRCULAR

Sub: Payment of Cost of Construction Materials to Group Leader-reg
Ref:(1) NO.KLAC/PS/ACT-2/1994-95 Dated 26th May 1994
(2) NO.KLAC/PS/WKS/15/1994-95 Dated 29th May 1994
(3)NO.KLAC/AUDIT CELL/GEN/94-95/609 Dated: 19th November 1994

It was instructed in the above circular No(1) cited above that the construction materials should be procured to the extent required for the execution during the month and the same should be reflected in Part-'C' showing closing balance as NIL except departmental materials like Cement, Steel etc. However it is observed that the cost of Construction materials are being included in the group leader payment by most of the project officers.

Hence it is hereby directed that group leader should be paid only labour component of the work and cost of material like Brick, Sand, Jelly, Murrum, Slab etc., should not be paid.

Separate voucher should be enclosed to the work bill towards procurement of the construction material to the extent required and the same should be accounted in MAS(Part-'C'). Under no circumstances part 'C' should contain balances of construction materials in respect of works other than what is admissible as per Circular No.(2) referred above.


(Gangadharaswamy G.M. I.A.S.,)
Managing Director
KRIDL, Bengaluru

To,
All Chief Engineers
All Superintendent Engineers
All Executive Engineers
All Assistant Executive Engineers
KRIDL

**KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVAN, ANANDRAO CIRCLE,
BENGALURU-560 009**

No: KRIDL/WKS/CIR/KWP/2021-22/08

Dt:

CIRCULAR

- Sub:** Enhancement of Delegation of financial powers for procurement of materials in the project by Superintendent Engineer & Executive Engineer.
- Ref:**
1. No: KLAC.WKS.CIR.VII.99-2000 DT:28/12/2001
 2. Proceeding of the 162nd Meeting of the Board of Directors of KRIDL held on 25/03/2010
 3. No/KRIDL/AUDIT/CAR/2010-11 Dtd:05.04.2010

The Board of Directors of KRIDL in their 131th meeting held on 22/11/2001 have accorded approval to enhance the delegation of financial powers for procurement of materials in the project by Superintendent Engineer & Executive Engineers. Accordingly, a circular in this regard was issued on 28/12/2001 referred under SI.No.1 above.

This was enhanced about 9 years ago and the rates of many building materials have increased at least by 60 to 70%. Therefore, considering the inflation factors over the years, a need was felt to enhance the financial delegation of powers to the zonal Superintendent Engineer & Divisional Executive Engineers with the composition of purchase committees in vogue. In this regard, the matter was placed before the Board of Directors of KRIDL in their 162nd Meeting held on 25/03/2010.

After detailed deliberations, the Board of Directors have accorded approval for enhancement of delegation of powers for procurement of materials, in the projects by the zonal Superintendent Engineer and Divisional Executive Engineer. In view of the above. The financial delegation of powers of the zonal Superintendent Engineer and Divisional Executive Engineer enhanced as hereunder:

(A) To the Zonal Superintendent Engineer with the same composition of purchase committee at the zones.

Sl.No	Description of items	Existing Financial delegation of powers	Proposed enhancement of financial delegation of powers
1.	Construction materials (Local Purchase)	Rs.6.00 lakhs	Rs.15.00 lakhs
2.	Purchase of DGS & D items	Rs.10.00 Lakhs	Rs.25.00 Lakhs

(A) To the Divisional Executive Engineer with the same composition of purchase committee at the Division,


Sl.No	Description of items	Existing Financial delegation of powers	Proposed enhancement of financial delegation of powers
1.	Construction materials (Local Purchase)	Rs.2.50 lakhs	Rs.7.50 lakhs
2.	Purchase of DGS & D items	Rs.5.00 Lakhs	Rs.12.50 Lakhs

However, the order does not apply in respect of procurement of essential items like cement, Steels and Asphalt.

While exercising the above powers, the officers should follow all the canons of financial propriety, rules, regulations and procedures laid down in KTPP ACT-1999 & RULES-2000.

Beyond the delegation of above powers, the project officers should invariably send the proposals to the Managing Directors for approval.

This order comes into force with immediate effect and until further order.


(Gangadharaswamy G.M. I.A.S.,)
Managing Director
KRIDL, Bengaluru

To,
All Chief Engineers, KRIDL
All CFO, KRIDL
All Superintendent Engineers, KRIDL
All Executive Engineers (Acct/Audit)
All Executive Engineers, KRIDL
All Assistant Executive Engineers, KRIDL

**KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVAN,ANANDRAO CIRCLE,
BENGALURU-560 009**

No:KRIDL/WKS/CIR/KWPN/2021-22/09

Date:

To,

The Assistant Executive Engineers(Tech)/Executive Engineers(Tech),
In the Office of Executive Engineers,
Karnataka Rural Infrastructure Development Ltd.,


Ref:(1) KLAC/AUDIT CELL/CIRCULAR/94-95/555 Dated 11th October 1994

The following are the duties and responsibilities of the Assistant Executive Engineers (Tech) ,Assistant Engineer (Tech), technical auditors appointed by Hqrs.,

The Assistant Executive Engineers(Tech) AE(Tech) ,technical auditors appointed by KRIDL shall be responsible for each of the following.

- (1) Scrutiny and verification of monthly accounts with respect to Sanctioned Estimates, Administrative Approval and release of funds, Whether expenditure is incurred on account of extra items other than in sanctioned estimate, excess quantity more than sanctioned quantity is created or whether rate is more than job rate fixed. Whether expenditure is more than funds released and any other discrepancies/omissions/non-charging etc., should be thoroughly checked and recoveries in such cases are made at the level of Assistant Executive Engineers(Tech), Assistant engineer(Tech), Technical Auditors and such items shall be got deleted at that level .This excess amount shall be raised in J.E's of Concerned Officers/officials as per Headquarters Circular No. LAC.PS.ACT-2.94-95 Dated 26th May 1994.
- (2) Scrutiny of Measurements recorded in the M.B's with respect to sanctioned quantities and establish further scrutiny as the check measurement made by Officers as per practice.
- (3) Scrutiny of Final Bill with respect to the release of funds and sanctioned estimate.
- (4) Work Wise release of funds-progress -balance position and adjustments thereof.
- (5) Scrutiny of budget estimates required by the concerned divisions.
- (6) The Assistant Executive Engineers(Tech), Assistant engineer(Tech), Technical Auditors shall ensure that all claims preferred are to be thoroughly checked with respect to proper sanctions and other fully approved vouchers.

- (7) The Assistant Executive Engineers(Tech), Assistant engineer(Tech), Technical Auditors shall ensure that all claims preferred are valid and are in order duly covered by competent sanction.
- (8) Any accounts received shall be scrutinized as per the enclosed Annexure 'A'.
- (9) Any estimate received for Technical Sanction shall also be checked as per check list Annexure-'B'
- (10) Any Quotation before approval by Executive Engineer shall be checked as per Check list Annexure 'C' and it shall be ensured that no splitting of purchase takes place. Any splitting of bill would result into disciplinary action on Assistant Executive Engineer solely.
- (11) Any final bill to be sent to either Headquarters /Entrusting Authority will have to be scrutinized as per the Check list Annexure-D.
- (12) Any complaint received locally with regard to Bad -Quality/Mis-use Petitions /False Measurements/Shortage of Materials will have to be checked as per Annexure 'E' and the same should be sent to Headquarters in consultation with Executive Engineer project for further process.
- (13) The Assistant Executive Engineers(Tech), Assistant engineer(Tech), Technical Auditors should maintain a register showing details of funds received from various Entrusting Agencies and also he should up-date the balance money available with KRIDL Scheme Wise/Department Wise.


(Gangadharaswamy G.M. I.A.S.,)
Managing Director
KRIDL, Bengaluru

Copy To,

- 1) All Executive Engineers/Assistant Executive Engineers
- 2) All officers of Headquarters.

: ANNEXURE- 'A':

:CHECK LIST FOR ACCOUNT FOR THE MONTH:

OF

(To be filled by Assistant Executive Engineer, Assistant Engineer, Technical auditor approved by Headquarters).

- 1) Name of the work / Place. :
- 2) Scheme. :
- 3) Entrusting Authority and Reference of :
Entrustment letter NO and Date. :
- 4) Technical Sanction Number, Date and :
Amount :
- 5) Administrative Approval No Date and :
Amount :
- 6) Up to date Funds Released. :
- 7) Up to date Expenditure and physical stage of progress. :
- 8) Excess Expenditure over the Funds Release and reasons. :
- 9) Extra items, excess quantity and rate over Sanctioned estimate. :
Item:
 - 1) :
 - 2) :
 - 3) :
- 10) Excess Rates claimed over Job Rate Fixed. :
- 11) Miscellaneous and Arthmetical Mistakes. :
- 12) Total (8+9+10+11). :
- 13) Total Savings. :
 - a) Work saving (Job Rate Savings). :
 - b) Cement :
 - c) Steel :
 - d) Electrification :
 - e) Water Supply. :
 - f) Doors, Windows etc :
 - g) Departmental Vehicles :
 - h) Other items. :

TOTAL :

Signature of JE (Tech) / Assistant Engineer (Tech).

: ANNEXURE- 'B':

: CHECK LIST FOR ESTIMATE:

OF

(To be filled by Assistant Executive Engineer, Assistant Engineer, Technical auditor approved by Headquarters).

- 1) Name of the work/ Place. :
- 2) Scheme. :
- 3) Work Entrusted by. :
- 4) Reference of Entrustment letter no. & Date. :
- 5) Estimate prepared by (Name of AE/JE/AEE). :
- 6) Estimate Scrutinised by (Name of AEE/EE)(Name of AEE(Tech)/JE(T)). :
- 7) Reference No. And Date under which the estimate submitted to Headquarters. :
- 8) Whether the Estimate is Administratively Approved or not if approved Reference No. &Date:
- 9) Whether the Estimate was sent to Entrusting Authority for Administrative Approval. :
- 10) Funds Released Details. :
- 11) Date of taking over of site (Copy to be enclosed). :
- 12) Provisions made in the Estimate Cover Sheet enclosed or not. :
- 13) General Report completed enclosed or not. :

Signature of JE (Tech) / Assistant Engineer (Tech).

: ANNEXURE- 'C':

OF

: CHECK LIST FOR QUATATION:

(To be filled by Assistant Executive Engineer, Assistant Engineer, Technical auditor approved by Headquarters).

- 1) Name of the work/ Place. :
- 2) Scheme. :
- 3) Technical Sanction Number, Date and Amount. :
- 4) Administrative Approval No. Date and Amount. :
- 5) Up to Date Funds Released. :
- 6) Up to Date physical stage of work. :
- 7) Whether the Quotation / Sealed Tenders. :
Received from Registered Firms. :
- 8) Whether the Quotation / Sealed Tenders :
Called as per S.R. Specification as in the estimate.
- 9) Provisions made in the Sanctioned estimate and total amount. :
- 10) Lowest Rates as per the Lowest Quoted Rates and :
Name of the firm & Total amount.
- 11) Tender Notification No. And Date (copy to be enclosed) . :
- 12) Recommendations. :

Signature of JE (Tech) / Assistant Engineer (Tech).

: ANNEXURE- 'D':

: CHECK LIST FOR FINAL BILLS:

(To be filled by Assistant Executive Engineer, Assistant Engineer, Technical auditor approved by Headquarters).

- 1) Name of the work/ Place. :
- 2) Scheme & Entrusting Authority. :
- 3) Work Entrusted by. :
- 4) Technical Sanction Authority Number, Date and Amount. :
- 5) Reference No. & Date of Entrustment. :
- 6) Administrative Approval No. Date and Amount. :
- 7) Revised Administrative Approval No Date and Amount
(For extra item, excess quantity, escalation etc.,) :
- 8) Date of Commencement. :

- 9) Date of Completion. :
- 10) Authority to whom the work was
handedover and Date of handing over. :
- 11) Name of Executive Engineer and period of incumbency. :
- 12) Name of JE/AE s and period of incumbency. :
- 13) Final Measurement check measured by, :
 - a) Name of Executive Engineer. :
 - b) Name of Assistant Executive Engineer. :
- 14) Final Measurement recorded M.B. No. And Page number. :
- 15) Name and year of C.S.R. :
- 16) Final Bill Amount. :
- 17) Details of Funds Release from Entrusting Authority. :
- 18) Details of Actual Expenditure incurred. :
 - a) Work Expenditure (Job rate) :
 - b) Cement. :
 - c) Steel :
 - d) Departmental Issues :
 - e) Other expenditure. :

Signature of JE (Tech) / Assistant Engineer (Tech).

: ANNEXURE- 'E':

: CHECK LIST FOR COMPLAINTS ON BAD QUALITY/FALSE BOOKING ETC:

(To be filled by Assistant Executive Engineer, Assistant Engineer, Technical auditor approved by Headquarters).

- 1) Name of the work/ Place. :
- 2) Scheme. :
- 3) Entrusting Authority. :
- 4) Technical Sanction Number, Date and Amount :
- 5) Administrative Approval No. Date and Amount. :
- 6) Fund Released details :
- 7) Date of Commencement of work. :
- 8) Date of Completion of work and Handing over of the Completed work and authority to whom the work was handed over. :
- 9) Complaints / petitions Received :
- 1) :
- 2) :
- 3) :
- 10) Defects details. :
- 1) :
- 2) :
- 3) :
- 11) Reasons of Defects. :
- 1) :
- 2) :
- 3) :
- 12) Estimate Cost for Rectification :
- 13) Availability of funds for Rectification Cost :
- 14) Name of Funds for Rectification Cost :
- 15) Any other details. :

Signature of JE (Tech) / Assistant Engineer (Tech).

**KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVAN,ANANDRAO CIRCLE,
BENGALURU-560 009**

No:KRIDL/WKS/CIR/KWPN/2021-22/10

Date:02-02-2022


CIRCULAR

Sub: Inspection notes to be issued by Inspecting Officers.
Ref: WKS:CIR:1V:84-85/13 Date:21.12.1984

Executive Engineers and Assistant Executive Engineers are visiting the work spots and considerable amount of expenditure is incurred in this respect as TA & DA. But the inspection notes are not forthcoming and even if they are issued ,they do not reflect the actual conditions of the work. Hence, a clear picture of the progress of work is not readily available at Headquarters. It is also noticed that even though the works are frequently inspected ,there have been number of cases of bad quality of execution of work and progress achieved are not up to the mark. All efforts should be put-forth to project a clear picture of the work inspected and problems/omissions should not be allowed to accumulate thereby hindering the progress of work or resulting in bad quality of work.

The attention of Executive Engineers and Assistant Executive Engineers is also invited to paras 35 (g) 45 and 100 of KRIDL Standing Order.

A Proforma is sent herewith for initiating immediate action. Inspecting Officers should fill up the proforma on the work site itself and a copy being issued to the concerned AE/IE duly endorsing copies thereof to respective Executive Engineers, Assistant Executive Engineers and to Headquarters in duplicate.


(Gangadharaswamy G.M. I.A.S.,)
Managing Director
KRIDL, Bengaluru

To
All Executive Engineers and
All Assistant Executive Engineers, KRIDL Projects for immediate compliance

Copy to:

- 1) Executive Engineers (Accounts), for information .The TA bills of EEs/AEEs should be verified with the inspection notes before admitting the claims.
- 2) Executive Engineers(W) ,Headquarters .They are requested to issue the inspection notes whenever projects are visited by them in the same proforma.
- 3) Chief Administrative Officer, Headquarters for kind information.

KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED

INSPECTION NOTE

- 1.Name of Inspecting Officer & Designation
- 2.Date of Inspection
- 3.Name of Project
- 4.Name of Executive Engineer
- 5.Name of Assistant Executive Engineer
- 6.Name of AE/JE
- 7.Name of the work
- 8.Sanctioned Estimate Cost
- 9.Date of Commencement of Work
- 10.Whether the estimate is
 - a)Administratively approved Yes/No
 - b)Technically Sanctioned Yes/No
- 11.Whether the site documents as per Hqrs.,
Circular No.WKS:CIR :III/84-85/10Dated 12.11.84
are available at site and maintained up to date. Yes/No
- 12.Whether the progress of work is (Physical and financial)
as per programme of work with reference to Bar Charts? Yes/No
 - a) If No-the Reason
- 13.Details of Physical Progress so far achieved
- 14.Whether the work is executed as per
Sanctioned Plans/Estimates? Yes/No
- 15.Any deviations, alteration noticed.
- 16.Whether the required materials are stocked on
Site sufficiently Yes/No

- 17.If No, what are the arrangements made for the procurement ? Yes/No
- 18.Whether the quality of work executed is confirming to specified standards or Sub-standard. Yes/No
- 19.If sub-standard work what are the instructions Issued for improving the quality of work?
- 20.Whether the quality of material collected on spot is good/bad
- 21.If bad, what are the instructions issued?
- 22.Whether the measurements are checked properly (Random checking is to be done and verified with the Measurement book as per Standing Orders) Yes/No
- 23.Whether the AE/JE incharge of work has maintained All the required documents on site. Yes/No
- 24.Whether the stock account of materials are properly maintained. Yes/No
- 25.Whether the Vehicles, Plant & Machinery are maintained properly. Yes/No
- 26.Whether the log books are recorded up to date. Yes/No
- 27.Whether all the reports ,returns and replies to letters are Submitted promptly. Yes/No

28. Whether the Inspection Notes issued by Chief Engineer/

Superintendent Engineer/Executive Engineer/Assistant Executive

Engineer are compiled with?

Yes/No

29. Whether the AE/JE is fully conversant with all aspects of the work

And he possesses required competency and control over the work.

Yes/No

30. Special instructions and other matter of problems:

Date:

Assistant/Executive Engineer

.....Project

To,

The Assistant Engineer/Junior Engineer for immediate compliance

The Assistant EngineerProject for Compliance

Copy to: The Executive Engineer ,.....Project.

The Chairman and Managing Director ,KRIDL, Bangalore for information

KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
Office Address: _____

STOCK VERIFICATION REPORT FOR THE YEAR: _____ (As on 31.03.____)

Office : Assistant Executive Engineer - _____ Sub Division.

Sl. No.	PARTICULARS	Stock as per ledger		Actual Ground Stock			Excess		Shortage		Remarks		
		Stock P.No.	Qty	Rate	Amount	Qty	Rate	Amount	Qty	Amount			
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Signature _____
SDA/FDA

Signature _____
Suptd.

Signature _____
Junior/Asst. Engineer

Signature _____
Asst., Executive Engineer
Sub Division,
KRIDL,

Signature _____
Stock Verification Officer
KRIDL,

Sd/-
Executive Engineer
Division
KRIDL

**KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVAN, ANANDRAO CIRCLE,
BENGALURU-560 009**

No: KRIDL/WKS/CIR/KWP/2021-22/11

Dt:02-02-2022

To

All the Executive Engineers
All the Assistant Executive Engineers
KRIDL.

CIRCULAR

Sub: Guidelines for preparation and submission of final bills.
Ref: No: WKS: CIR: II: 83-84/ 127 Dtd:26.03.1984

Several instances have come to the notice of Hqs., regarding belated submission of final bills, in which may omissions have been observed. Detailed instructions have been stipulated in para 35(o), 64(g), 86 and 87 of Karnataka Rural Infrastructure Development Limited Standing Orders Hqs., Circular No: COM:KS:81-82, dated 19th October 1981, & Hqs No:WKS:CIR:20/83-84 dated 13th December 1983. These instructions are not followed scrupulously. Since proper care is not taken to prepare the final bills, there are instances of short claims, resulting in losses to the corporation, in addition to technical errors.

Unlike in PWD, there is dual purpose in the preparation of a final bill KRIDL. The first is to initiate financial settlement with the concerned authority and secondary to have to a through check up and review of performance in executing a work both in technical and financial aspects. A study has to be made on the quantum of profit earned or loss suffered, for having executed a work, the time taken to complete the work, the percentage of actual overhead charges etc., in order to improve the efficiency of the Corporation. Maximum care has to be taken to prepare the final bill, so as to get full benefit to the Corporation.

The following guidelines are issued in respect preparation and submitted of final bills.

- a) After completion of a work, the AEE/EE should inspect the work in detail with reference to the provisions made in the sanctioned plans and estimates, and if satisfied with the work in its quality and workmanship, instructions should be issued to record final measurement and preparation of final bills(refer Hqs., Circular No.COM.WKS.81-82, dated 19th October'81 .

- b) Final measurement are taken and recoded in the measurement books as per para (64) (g) of the Standing Order. Measurements should be recorded in Metric system only. These measurement should be checked by AEE and EE.
- c) Final bill be prepared on the basis of final measurements and adopting SR rates of the year of execution.
- d) Specifications for the items claimed should be clearly written up, as noted in the schedule of Rate Books and should not be altered. The SR reference i.e., year of SR, page No. And item No. Should be noted.
- e) A detailed rate analysis duly approved by EE/AEE, be enclosed to the bill, furnishing details of leads, lifts etc.
- f) If any additional weightages are provided in the SR, the same will have to be added on to the items.
- g) Difference in cost of cement should be added on to items (Details have been issued in Hqrs., No: BOP.MAT.CEM.IX/83-84/55, dated 22nd February 1984)
- h) Final measurement quantities of items be checked up with the quantities claimed previously. Justifying reasons should be furnished, if difference is noticed.
- i) Detailed rate analysis be enclosed to the final bill, for an item for which no rate is provided in the SR.
- j) Detailed reasons will have to be furnished if there is any deviation or extra items executed other than provided in the sanctioned estimate. Authority for deviations or alterations should be enclosed with the final bill.
- k) The final bills submitted by the Assistant Executive Engineers should be thoroughly scrutinised by the Executive Engineers with reference to sanctioned plans and estimates, job work bills, running account bills, schedule of rates, issue rate of cement, rate analysis etc., the scrutinised final bills submitted to Hqrs., duly countersigned by Executive Engineers Vide hqrs., No.WKS.CIR.20/83-84, date 13.12.83
- l) Revised estimate be prepared in case, final bill amount exceeds the sanctioned estimate due to change in scope of the work.
- m) Detailed reasons should be furnished if there is inordinate delay in the execution of work or the work was held up for any reasons.
- n) No final bills should be submitted to concerned entrusting authority directly.


o) The following document should be submitted .

1. Final bill in quadruplicate.
2. Sanctioned estimate copy. If not submitted previously.
3. Completion certificate. (in KRIDL proforma)
4. Measurement book in which final measurement are recorded.
5. Rate analysis and lead chart, (duly approved by Executive Engineers).
6. Revised estimates along with comparative statement where applicable.
7. Record plans.
8. Details of receipt of advances and previous adjustments if any.
9. Details for claiming items unsusceptible of measurements.
10. A copy of handing over note to be concerned Authority if not submitted early.
(Specimen of handing over note enclosed.)

All the project Officers are requested to follow the guidelines scrupulously in addition to order contained in the standing orders and previous instructions issued from time to time.

Final bills, which do not comply with these instructions, will be returned. Copies of this circular should be issued to all the subordinate staff under acknowledgment for strict compliance.

Please acknowledgment the receipt of this Circular.


(Gangadharaswamy G.M. I.A.S.,)
Managing Director
KRIDL, Bengaluru

KARNATAKA LAND ARMY CORPORATION LIMITED

.....PROJECT DT:.....

HANDING OVER NOTE

The work of construction of

.....
.....
.....in.....Taluka.....

.....Dist, was entrusted vide letter No.....
.....of the.....

The said work is completed in all respects and handed over to Sri.....
.....this day.....198 who is authorised

to take over the work along with the following items.

- 1.
- 2.
- 3.
- 4.
- 5.

HANDED OVER BY

TAKEN OVER THE WORK IN
GOOD CONDITION BY

Asst. Director.....Project

Signature & Designation.

KARNATAKA LAND ARMY CORPORATION LIMITED
Project.....

1. Name of the work and location :
2. Work entrusting authority : Order No. Dt:
3. Name of the Scheme/Department :
4. Source of finance :
5. Estimated cost :
6. Administrative approval Authority : No. and Date: :
7. Technical Sanction - authority : No. and Date: :
8. Date of commencement of work :
9. Date of completion of work :
10. Measurement Book No./Nos. in which final measurements recorded. :
11. Final Bill amount :
12. Actual Expenditure incurred on :
 - a) Labour -
 - b) Material -
 - c) Transportation -
 - d) W.C.E. -
 - e) Miscellaneous -
 - f) Others -
 - g) Staff Salary, TA etc., -

Total Rs. _____
13. Amount of excess or savings with respect to sanctioned estimates and final bill (5 and 11) :
14. Difference between final bill amount and actual expenditure and % of Profit or Loss(11 &12). :
15. Names of ~~EEs/AGs~~ and period of incumbency. :
 - 1) Sri.
 - 2) Sri.
16. Name of ~~AGs/EEs~~ and period of incumbency. :
 - 1) Sri.
 - 2) Sri.
17. Authority to whom the work handed over.:
18. Any special features of the work. :

C E R T I F I C A T E

This is to certify that the work of.....

.....
has been completed in all respects as per the sanctioned plans, estimates, designs, specifications and satisfying the prescribed technical standards.

Dated Signature of *AE/ JE*
incharge of the work.

Dated Signature of *EE/AEE*
incharge of the work.

**KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVAN,ANANDRAO CIRCLE,
BENGALURU-560 009**

No:KRIDL/WKS/CIR/KWPN/2021-22/12

Date:02-02-2022

To,
All Superintendent Engineers/ Executive Engineers
Assistant Executive Engineers/AE's JE's


SUB: Circular instructions pertaining to making Job work bills.
Ref: No.KLAC/PS/ACT-2/94-95 Date:26th May 1994

It has come to the notice of the Headquarters that the projects are not maintaining the accounts properly. The improper maintenance of accounts has given rise to a large number of Departmental enquiries . It is therefore, necessary to revise the accounting procedure. The revised accounting procedure is enclosed to this letter. All the Superintendent Engineers/ Executive Engineers/Assistant Executive Engineers etc would have to scrupulously follow the above procedure. If any violation of the above procedure comes to the notice of the Headquarters the concerned Official shall have to face the Departmental enquiries.

Enclosed to this letter is table showing the responsibility of various Officials in case of misappropriation /mistakes/bad work. In all future Departmental enquiry cases Table shall be used for fixing the responsibilities.

The above accounting procedure & Table will come into effect immediately.

It has also been clarified that the Job work shall be used for all the fresh works & for the works where expenditure as on 30th May 94 has been less than the 50% of the estimated cost.


(Gangadharaswamy G.M. I.A.S.,)
Managing Director
KRIDL, Bengaluru

**FINANCIAL DUTIES & RESPONSIBILITIES OF OFFICERS & OFFICIALS WORKING IN KLAC
(TO READ WITH OTHER CIRCULAR)**

Sl. No.	Particulars	AE (Tech)	AE/ JE (Site)	A.E.E (Site)	A.E.E (Tech)	E.E. (Site)	S.E.	Store Keeper	F.D.A.	Entrusting Agency
1	False booking of completed items - items recording in MB & claimed to be completed but not completed actually not executed.	-	60%	35%	-	5%	-	-	-	-
2	Sub-standard materials procured at site by AE/JE :- Materials not conforming to standard and relevant specifications laid down in the schedule of rate and technical manuals. Materials not conforming to IS quality.	-	100%	-	-	-	-	-	-	-
3	Material shortages like jelly, site stone, bricks, cement, steel, foodgrains etc., Materials claimed to be procured & reflected in the monthly accounts but not available on ground. Further part procurements made & not procured to the full extent as claims made in the accounts.	-	65%	25%	-	9%	1%	-	-	-
4	Sub-standard materials procured by AEE's office & issued to AE/JE :- Bulk purchase of Carpentry items, fixtures, glass panes, paints which do not conform to relevant specifications & are of not good quality	-	30%	70%	-	-	-	-	-	-

Sl. No.	Particulars	AE (Tech)	AE/ JE (Site)	A.E.E (Site)	A.E.E (Tech)	E.E. (Site)	S.E.	Store Keeper	F.D.A.	Entrusting Agency
5	Sub - Standard materials procured by EE & issued to AEE & further issued to AE/JE on certification :- Bulk Purchase of Carpentry items, fixtures glass panes, paints which do not conform to relevant specification & are of not good quality.	-	30%	50%	-	20%	-	-	-	-
6	Shortages of Cement & Steel of sub - division stores :- The Cement is procured & stored in the stock yard of the sub - division office, A store Keeper is incharge of the godown. The Cement is issued to Engineers as per the requirement Pilferage & irregularities account to shortage of cement	-	-	10%	-	-	-	90%	-	-
7	Shortages of cement at Divisional Office :- The cement is procured & stored in the stock yard of the division office A store keeper is incharge of the godown. The cement is issued to Sub-division as per the requirement pilferage & irregularities accounts to storage of cement.	-	-	-	-	10%	-	90%	-	-
8	Rectification cost due to natural calamity like rain, storms, fire etc., Work executed in hilly Mainad loose soil areas are exposed to vagaries of calamite, Heavy wind continuous downpour & settlement soils account to rectification due to natural calamities	-	-	-	-	-	-	-	-	100%

Sl. No.	Particulars	AE (Tech)	AE/ JE (Site)	A.E.E (Site)	A.E.E (Tech)	E.E. (Site)	S.E.	Store Keeper	F.D.A.	Entrusting Agency
9	Rectification due to execution of bad quality of work (for works consting) : Work executed using sub-standard materials, items not conforming to required specification, mismanagement accounts execution of bad quality of work. The cost of rectification to be set right the defects & actuals cost of repairs.	-	50%	40%	-	10%	-	-	-	-
10	Theft of Cash book, MB's (Blank) & other Important documents, EE, office.	-	-	-	-	-	-	-	100%	-
11	Theft of Cash Book, MB's (Blank) & other important documents AEE, office.	-	-	-	-	-	-	-	100%	-
12	Theft of Cheque book at EE, Office	-	-	-	-	100%	-	-	-	-
13	Theft of Cheque book at AEE, Office	-	-	100%	-	-	-	-	-	-
14	Excess expenditure over funds released on works by entrusting authority :- Amount spent over & above the sanctioned estimated amount/funds released by the entrusting authority.	-	-	50%	-	50%	-	-	-	-
15	Execution of excess Qty/extra items over sanctioned estimate in sub-division without taking approval from EA :- Increase in Qty. of a particular item in sanctioned estimate. Execution of items not specified in the Adm. approved estimate	-	50%	50%	-	-	-	-	-	-

Sl. No.	Particulars	AE (Tech)	AE/ JE (Site)	A.E.E (Site)	A.E.E (Tech)	E.E. (Site)	S.E.	Store Keeper	F.D.A.	Entrusting Agency
16	Rectification cost due to faulty design for costing more than Rs. 2.00 lakhs :- 1) Design details not got approved by EE prior to execution 2) Design not adopted in to for the completed items. 3) Execution do not confirm to relevant specification		50%	50%						
17	Excess payment due to arithmetically mistakes									
18	Cost of materials like jelly, Cement, Bricks, Steel, used for the works more than standard reductions.		50%						50%	
19	Failure of structures is due to adoption of faulty design :- Negligency Usage of substandard materials Not conforming specification.		35%	35%		30%				
20	Executing work knowing very well that works not approved technically :- a) - do - not approved admn. b)- do-for estimates technically sanctioned proper design details approved by competent authorities		35%	35%		30%				
21	Diversion of funds from one work to other work		50%			50%				

**KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
GRAMEENABHIVRUDDHI BHAVAN, ANANDRAO CIRCLE,
BENGALURU-560 009**

No: KRIDL/WKS/CIR/KWP/2021-22/13

Dt:02-02-2022

CIRCULAR

Sub: Fixing of financial Duties & Responsibilities of Officers & Officials with respect to shortage of materials at site to rend with circular for Dt:26.05.1994

Ref: 1.H.O Circular No: KLAC/PS/SCT/2/1994-95 Dtd:26.05.1994
2.KLAC/Audit CIR/2009-10 Dtd:03.07.2009

Vide Head Office cited above, circular, certain financial duties & responsibilities of officers & Officials have been fixed while taking into account improper project management, improper maintenance of accounts which has paved way for many department enquiry cases where only AE/JE were made hundred percent responsible for any shortages if found.

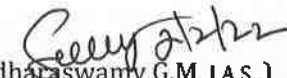
Circular instructions are already in force with regards to materials at site except for the department issues like cement, steel and other materials. As regards to other materials like sand, Jelly, Bricks, Stones etc., should not be reflected in the MAS but should be incorporated in the monthly accounts. The monthly account should be scrutinized & materials at site has to be verified every month by the concerned Superintendent Engineer/Executive Engineer/Assistant Executive Engineer before admitting the bills to ensure control in collection of materials for immediate consumption in the work. The Superintendent Engineer of Zones will have a ensure and admit the accounts by verifying the details and accountable for orders placed towards the supply of materials.

It has come to the notice from the stock verification reports furnished by the stock verification officers for the last 3years that the shortages of materials at site are on rise primarily due to improper project management by the zonal Superintendent Engineer, Divisional Executive Engineer, Sub Divisional Assistant Executive Engineer & AE/JE in charge of the work. It is to be noticed that these shortages will become loss to KRIDL until recovers is made.

Therefore to curb this, it is felt necessary that the financials duties & responsibilities fixed vide above cited circular need to be revised. Hence, the financial duties & responsibilities of zonal Superintendent Engineer, Divisional Executive Engineer, Sub Divisional Assistant Executive Engineer & the JE/AE are revised forthwith as regards to shortages of materials at site like, Jelly, Size stone Bricks, Cement, Steel, Food grains, and any other materials issued/ Procured & reflected in the monthly accounts & not available no grounds for the work as below.

Sl. No	Description	Financial Duties & responsibilities			
		Superintendent Engineer	Executive Engineer	Assistant Executive Engineer	JE/AE
1.	Shortages of materials at site like jelly, Size stone, bricks, cement , steel. Food grains and any other materials issued/procured & reflected in the monthly accounts but not available on ground further part procurement made & not procured to the full extent as claims made in the account.	1%	9%	25%	65%

"This order comes in to force with immediate effect"


 (Gangadharaswamy G.M. I.A.S.)
Managing Director
KRIDL, Bengaluru

To,
All the Superintendent Engineers, Executive Engineers,
Assistant Executive Engineers
KRIDL

Copy to:

1. The Chief Engineer -(BBMP, North and Central) for information & necessary action.
2. The CFO (1) (Finance), KRIDL, Hqrs., for information.
3. The Executive Engineer, (Accounts, Audit) KRIDL for information.
4. The Chief Administrative officer, KRIDL Hqrs., for information & necessary action
5. All the AE/JE for information & necessary action through respective AEE's
6. The Concerned File.

KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT Ltd.

Grameenabhivruddhi Bhavan, Ananda Rao Circle, Bangalore-560009

No.KRIDL/Audit/CIR/Memo on works/2014-15 | 8072

Date:17/01/2015

05/2/2015

I N S T R U C T I O N S

To,

All the S.E's/EE's/AEE's

K.R.I.D.L.....

.....

Sub: Handing over & Taking over of charges between EE's/AEE's/AE's/JE's
in case of transfers from one project to another project – reg.

Ref: 1. Hqrs CIR No: KRIDL/WKS/CIR/Memo on works/2010-11,
dtd:23/04/2010.

2. Hqrs CIR No: KRIDL/WKS/CIR/2010-11, dtd:22/02/2011.

In the Hqrs circular under reference (1) It is stated that due to administrative reasons, many of project officers/officials will be transferred and posted from one project to another project and also it is clearly instructed that. It is mandatory to hand over the works properly to the incumbent officer/official by the transferred officer/official and submit "memo on works" and the CTC.

It has come to the notice of this office that still many officers/officials who have been transferred to other projects are not handing over the works properly to the incumbent officer/official and not submitting memo on works and CTC to the respective authorities and to Head Office. It is also noticed in several cases that without the relieving order, the Project officers/officials/EE's/AEE's/AE's/JE's are reporting for duty in the new places and higher ups are recommending for attestation of specimen signature, which is not correct and will not be accepted. In this regard, several circulars have been issued from Hqrs from time to time and same are not followed scrupulously which has resulted in loss to the company. Due to this act of negligence, the incumbent officers/Officials raise discrepancies against their predecessors. In some of the Departmental enquiry cases the enquiry officer has also expressed the same and has requested the management to set right these lapses.

In view of the above, it is once again reminded that all the project officers and engineers executing the works are once again instructed to hand over works properly to their successor and to furnish the following to Head Office when they are transferred and posted to other projects.

1. Memo on works. [Work wise as per the proforma enclosed in the reffered circular (1)]
2. WIP statement form-18 (104 columns) duly signed by both predecessor and successor on each page.
3. All the memo on work and WIP should be countersinged by the higher-ups.

Without the above mentioned documents, the SE's/EE's/AEE's should not relieve or accept the duty report and should not recommend for attestation of specimen signature. Or otherwise concerned officers will be held responsible. If any default found, the same will be viewed seriously and appropriate action will be taken as deemed fit.

Encl: Refferd Circular-1 & 2.


Managing Director

Copy to:-

1. The Chief Engineer (North/South), KRIDL, Hqrs, Bangalore for information.
2. The Chief Finance Officer, KRIDL, Hqrs, Bangalore for information & necessary action
3. The Deputy Finance Officer, KRIDL, Hqrs, Bangalore for information & necessary action
4. The Administrative Officer, KRIDL, Hqrs, Bangalore for information
5. The Executive Engineer (Works/Audit), KRIDL, Hqrs, Bangalore for information
6. All the Asst. Exectuive Engineers (Bhusiri), KRIDL, Hqrs, Bangalore for necessary action.
7. The Audit Officers (Audit Section), KRIDL, Hqrs, Bangalore for necessary action.
8. All the case workers (Bhusiri), KRIDL, Hqrs, Bangalore for necessary action.

KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED.
 (A Govt., of Karnataka Undertaking)
 (Formerly Karnataka Land Army Corp. Ltd.,)
 Chinnswamy Stadium, Raj Bhavan Main Road Bangalore.

No: KRIDL /WKS/CIR/Memo on works/2010-11

Date: 23/04/2010

CIRCULAR

Sub: Handing Over & taking over between DDs, ADs, TFCs, ATFCs and furnishing of copies to Head office reg..

- Ref:** 1) Hqr's cir No. KLAC/Adm./CIR-32/85-86 dt: 11/07/1985.
 2) Hqr's cir No. KLAC/EST/CR-354/2005-06 dtd: 29/04/2005.
 3) Hqr's cir No. 8 No. ಕರ್ನಾಟಕ ರೂರಲ್ ಇನ್ಫ್ರಾಸ್ಟ್ರಕ್ಚರ್ ಡಿ. ಲಿ. (ಕಾ)/2007-08 ದಿನಾಂಕ: 14/05/2007.
 4) Hqr's cir No. 9 No. ಕರ್ನಾಟಕ ರೂರಲ್ ಇನ್ಫ್ರಾಸ್ಟ್ರಕ್ಚರ್ ಡಿ. ಲಿ. (ಕಾ)/2007-08 ದಿನಾಂಕ: 22/06/2007.

<<*****>>

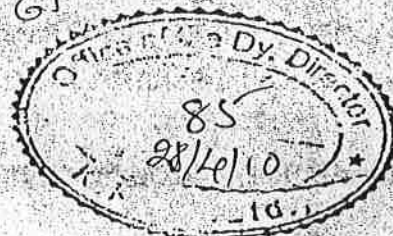
KRIDL is executing number of entrustment and Tender works throughout the state. Presently there are over 100 projects and Deputy Directors, Assistant Directors are being posted to these projects to get the work executed through TFCs / ATFCs. Due to administrative reasons, many of these project officers, TFCs / ATFCs will be transferred and posted from one project to another project. It is mandatory to hand over properly the works to the incumbent officer/ Official by the transferred officer/official and submit "memo on works" and the CTC.

It has come to the notice of this Office that many officers/officials who have been transferred to other projects are not handing over the works properly to the incumbent officer/official and not submitting memo on works and CTC to the respective authorities and to Head Office. In this regard several circulars have been issued from Hqr's from time to time and same are not followed scrupulously which has resulted in loss to the company. Due to this act of negligence, the incumbent officers/officials raise discrepancies against their predecessors. In some of the Departmental enquiry cases, the enquiry officer has also expressed the same and has requested the management to set right these lapses.)

Further, the Board of Directors of KRIDL in their 143rd meeting held on 26/03/2005 have also deliberated the issue of continuity of office principles and expressed their unhappiness about the persons on the Job i.e Deputy Directors, Assistant Directors are not following the continuity of office principles and suggested that, the persons on the Job i.e Deputy Directors, Assistant Directors are responsible

27/4/2010 DDK 220 Loro - 65

DT-26/4/12
Cont...2



EST-2

no. Ramadurga

to complete the works. The incumbent officers/officials are responsible to correct the deficiencies in the status of affairs (except actionable/ Criminal negligence or acts of predecessors) and suggested that all the engineers should work as a team and take the responsibilities of projects and complete the work. In this regard, all the projects officers/officials have been suitably instructed vide Head Office circular cited above under reference at Sl. No.(2).

In view of the above, all the Project officers and engineers executing the works are once again instructed to hand over works properly to their successor and to furnish the following to Head Office when they are transferred and posted to other projects.

- 1) Memo on works.
- 2) WIP statement form-18 (63 columns) duly signed by both predecessor and successor on each page.
- 3) All the memo on work and WIP should be countersigned by the higher-ups.

Copies of the above should also be enclosed to their TA/TTA Bills. Otherwise the TTA bills submitted by them will not be admitted & the same will be returned back.

This circular should be adhered to strictly.

Encl: Proforma -Memo on works.

MANAGING DIRECTOR

To,
All the Joint Directors / Deputy Directors,
Assistant Directors,
KRIDL.

Copy to:

1. The General Manager (South/Central/North/Finance), KRIDL, Hqr's, Bangalore for information.
2. The Administrative Officer, KRIDL, Hqr's, Bangalore for information.
3. The Deputy Director (Accounts), KRIDL, Hqr's, Bangalore for information and for strict adherence.
4. The Deputy Director (Audit), KRIDL, Hqr's, Bangalore for necessary action.

REFERENCE CIRCULARS

KARNATAKA LAND ARMY CORPORATION LIMITED

CHINNASWAMY STADIUM, BANGALORE-560 001

No: WKS/CIR/VI/86-87/137

Date: 11th AUGUST, 1986

To:

All the Deputy Directors/
All the Assistant Directors,
K.L.A.C. Limited,

.....
SUB: Taking over of Sites from the Entrusting Agencies

The following procedure will be observed while takingover of sites from Entrusting Agencies for execution of works by KLAC :-

- 1) Handing/Takingover form as per specimen attached will be prepared in triplicate. The first copy will be retained by the Projects, the second copy to be handedover to the handingover agency, and third copy to be sent to this Headquarters.
- 2) The site dimensions and boundaries should be checked up properly and marked out on the plan along with North line marked/shown in the site plan/layout plan.
- 3) The location of the works should be checked with reference to the site plan.
- 4) The date of handingover and takingover of site should be noted on the plan.
- 5) If any power transmission lines/water supply lines/sewerage lines passes through the site, the same should be marked out on the site plan. If these lines are coming in the way of the execution of the work, the fact should be brought to the notice of Entrusting Agencies for making necessary arrangements for shifting the same.

The above instructions to be adhered strictly while takingover the site from the Entrusting Agencies.

Please acknowledge.

Sd/-

(Lt.Col. K.S.SATCHIDANANDA)
Joint Director, Works (North),
for Chairman & Managing Director.

-COPY -

KARNATAKA LAND ARMY CORPORATION LIMITED
CHINNASWAMY STADIUM, BANGALORE-560 001

HANDING/TAKINGOVER OF SITES

The site as per description given below has been handedover/takenover between and Assistant Director/or his representative, Sub-Division, KLAC, on , for the purpose of

1. (a) Survey No..... Village
- Hobli Taluk
- (b) Overall dimension
- (c) Dimensional sketch with immovable assets like trees/plots, buildings etc., attached with North marked.

2. Bounded By :
 - North Survey No Owned by
 - South Survey No Owned by
 - West Survey No..... Owned by
 - East Survey No Owned by
3. Assets in the land. (a)
- (Bldgs, Trees, etc.) (b)
- (c)
4. Any obstructions like power line/water/sewege line or drain/canal.

REMARKS :-

HANDED OVER BY

Signature :

Name :

(in Capitals)

Designation :

Date :

TAKEN OVER BY

Signature :

Name :

(in Capitals)

Designation :

Date :

NOTE: Four copies will be prepared. One copy handedover to the authority handingover the site. One copy will be retained by the Assistant Director, concerned, third copy to Hqrs., and fourth copy to the Deputy Director concerned.

**KARNATAKA LAND ARMY CORPORATION LIMITED
CHINNASWAMY STADIUM, BANGALORE-560 001.**

No:WKS:CIR:V:85-86/67

Date: 06.12.1985

CIRCULAR

Sub: Site Clearance.

Ref: Hqrs., Circular No.WKS:CIR-V:85-86/63

Dated 03.12.1985.

In the estimates received in the Headquarters, for technical sanction, it is invariably noticed that lumpsum provision is made for site clearance, or jungle clearance without working out the actual area of site clearance and the actual cost.

2. At sites, during the inspection, it is noticed, especially for the buildings, the top organic soil is not removed and the soil taken out of excavation is dumped in-side building area. Later on, it is consolidated and the flooring laid at top.

3. It may be noted that the top 6" to 9" organic soil is very loose and contains a lot of organic materials like grass, bushes and other debris thrown at site. If these get covered under the consolidation for floor filling, it will get compressed slowly at a later stage and leads to damage to the floor.

4. Therefore, it is directed that in all the building construction works under the floor filling, the top organic soil to the extent of 6" to 9", depending on the loose organic materials found at site, should be removed properly before filling is commenced. The quantity of such removal should be worked out and cost for removal of organic material and top loose soil should be catered in the estimates.

5. Receipt of the Circular may be acknowledged.

Sd/-

Joint Director
for Chairman and Managing Director

To

All Deputy Directors and
Assistant Directors of KLAC Ltd.,

-COPY-

**KARNATAKA LAND ARMY CORPORATION LIMITED
CHINNASWAMY STADIUM, BANGALORE-560 001.**

For
ANNEXURE-03.

No:WKS:CIR:V:85-86/63

Date: 03.12.1985

C I R C U L A R

Sub: Leveling the ground for building works.

**Ref: Proceedings of the meeting held on 29.11.85
in the chambers of the Chairman & Managing
Director, KLAC, Headquarters, Bangalore.**

It is noticed by the Chairman and Managing Director, KLAC, that provision is not made in any of the estimates to remove 6" top layer of soil. Also noticed that the plinth level in many cases are below the road level. The plinth level should be minimum ½ to 1 feet above the road level.

Necessary planning should be made for the area drainage.

Acknowledge the same.

Sd/-

Assistant Director(Works)
For Chairman and Managing Director

Copy to:

All Deputy Directors/Assistant Directors of KLAC.
All Technical Staff, Headquarters.

-COPY-

KARNATAKA LAND ARMY CORPORATION LIMITED
CHINNASWAMY STADIUM, BANGALORE-560 001

No: WKS/CIR-V/85-86/68

Date: 6-12-1985

CIRCULAR

SUB: Fixing of Plinth Levels of Buildings.

REF: Hqrs Circular No.WKS/CIR-V/85-86/63

Dt: 3.12.1985.

During the inspection of works, many variations are noticed in the fixing of plinth levels of the buildings. It should be ensured that the plinth level of the building should be 12" to 18" as far as possible above the road level in the vicinity of the building and proper area drainage should be provided around the building so that the water does not stagnate around the building. This will facilitate the provision of easy approach to the building and also lengthens the life of the building by avoiding soaking of foundation in stagnant water.

2. Receipt of the Circular may be acknowledged.

Sd/-

Joint Director,
for Chairman & Managing Director.

To:
The Deputy Directors and
Assistant Directors,
K.L.A.C. Limited.

COPY -

FOR
ANNEXURE-07

KARNATAKA LAND ARMY CORPORATION LIMITED
No. 22, CUBBON ROAD, BANGALORE-560 001.

No:WKS:CIR:II:83-84/

Date: 26.03.1984

To

All the Deputy Directors/
All the Assistant Directors,
K.L.A.C. Project

Sub: Procedure for Technical Scrutiny of estimates.

It is noticed that there is no iniform system followed for preparation of estimates, technical check and scrutiny and counter signature in Karnataka Land Army Corporation. The following points are to be considered while checking the estimates.

1. Checking the LS-CS, Survey details, Block levels, trial pit details, topo sheets, etc.,
2. Rainfall details, flood discharge, Hydrological detail etc., (in case of Irrigation, Bridge, culverts etc.,)
3. Design aspects, Reinforcement calculations, stability calculations etc.,
4. Drawings, Plans and sections, check with respect to designs, Design of Trusses, steel calculations, etc.,
5. Quantity calculations, in respect of each item with reference to design and drawing.
6. Adoption of schedule of rates, Details of rate analysis, Lead Charts, quarry maps, Issue rate of cement, steel, RCC pipes and other materials.
7. Addition of weightages as provided in the S.R.
8. Arithmetical check up.

The Assistant Director, Karnataka Land Army Corporation, preparing the estimate will sign the estimate and forward it to the Deputy Director. The Deputy will technically check the estimate before submitting to Headquarter for further action.

Please acknowledge receipt.

Sd/-
for Chairman and Managing Director

Copy to : The Works Branch, Headquarters for information.

-COPY-

KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED.
(Formerly Karnataka Land Army Corp. Ltd.,)
(A Govt., of Karnataka Undertaking)
Chinnswamy Stadium, Raj Bhavan Main Road, Bangalore-01.

NO/KRIDL/AUDIT/CIR/2010-11

DATED: 05/04/2010

CIRCULAR

Sub : Enhancement of Delegation of powers to accord Technical sanction to the estimates to Joint Directors, Deputy Directors of KRIDL to scrutinize & accord Technical sanction.

Ref: 1. NO/KLAC/WKS/OM/GEN/16/2000-01 Dated: 03/10/2000
2. Proceedings of the 162nd Meeting of the Board of Directors of KRIDL held on 25/03/2010

The Board of Directors of KRIDL in their 125th meeting held on 29/06/2000 have accorded approval to enhance the delegation of powers of the Joint Directors of zones and Deputy Directors of Divisions to accord Technical Sanctions to the estimates upto Rs.50.00 lakhs and Rs. 15.00 Lakhs respectively. Accordingly an official memorandum has been issued on 03/10/2000.

Over a period of 10 years after Issual of Official Memorandum enhancing the delegation of powers of the Joint Directors of Zones and Deputy Directors of Divisions to accord Technical Sanctions to the Estimates up to Rs. 50.00 lakhs and Rs. 15.00 Lakhs respectively, the cost index (SR rates) has been on the raise at an average of 8 to 10% every year and during the 10 years time, it has almost increased 100%. The labour and material cost have also increased at an alarming rate.

The Government of Karnataka has exempted KRIDL under 4 (G) of KPPP Act-1999 to obtain works to the tune of Rs.1.00 crore with out participating in Tenders or without calling tenders. Hence forth KRIDL is able to get works from the Local entrusting agencies viz, Social Welfare Dept., ZPs, Taluk Panchayaths, etc., As such, these are time bound works, they have to be tackled and completed within the time schedules.

Since the Joint Directors of Zones are delegated powers to accord Technical Sanctions to the estimates only upto Rs.50.00 lakhs, the estimates beyond Rs. 50.00 lakhs has to be submitted to Head Office for approval for which Head Office may take some time to scrutinize it & accord approval. Similarly, the Deputy Directors of Divisions are delegated powers to accord Technical Sanction to the estimates upto Rs.15.00 Lakhs. Estimates beyond Rs. 15.00 Lakhs has to be submitted to the Zonal Offices for approval for which the Zonal Offices may take some time to scrutinize and accord approval.

The zonal Joint Directors posts have been created with a view to decentralize the administration, Technical and Financial management burden which were shouldered by Head Office of KRIDL so as to the Joint Directors of zones to manage them expeditiously. Thus, the zonal Joint Directors can bridge the gap between projects and Head Office.

In view of the above, it was felt essential to enhance the powers delegated to Deputy Directors of Divisions and Joint Directors of zones for scrutinizing & according Technical Sanctions for speedy execution of works. In this regard, the matter was placed before the Board of Directors of KRIDL in their 162nd Meeting held on 25/03/2010.

After detailed deliberations, the Board of Directors have accorded approval for enhancement of delegation of powers to the Joint Directors and Deputy Directors of KRIDL to scrutinize & accord Technical sanction. In view of the above, The financial delegation of powers of the zonal Joint Directors and Divisional Deputy Directors are enhanced as hereunder:

Sl. No.	Technical Scrutiny & Sanction powers to	From Existing powers	To
1	The Deputy Directors of Divisions	Upto Rs.15,00,000/-	Upto Rs.50,00,000/- (Rs. Fifty lakhs)
2	The Joint Directors of Zones	Rs.15,00,001/- to Rs.50,00,000/-	From Rs.50,00,001/- to Rs. 1,00,00,000/- (Rs. One crore)
3	Technical Director		
4	General Manager works (Central/ South/ North) In respect of works coming under their respective jurisdictions.		From Rs.1,00,00,001/- to Rs.2,00,00,000/-
5	The Sub-committee constituted by the Board in K's 116 th meetings held on 07/02/98.	Rs.2,00,00,001/- to Rs.5,00,00,000/-	The sub committee to be re-constituted with the same delegation of powers

This order comes into force with immediate effect and until further orders.


MANAGING DIRECTOR

To

All the Joint Directors KRIDL

All the Deputy Directors KRIDL

All the Assistant Directors KRIDL

COPY TO:

1. The General Manager - South/North/Central/Finance - for information
2. The Deputy Director (Acct/Audit) KRIDL - Head office for information.
3. The Administrative Officer, KRIDL for information.
1. Copied files.

FOR
ANNEXURE-16

KARNATAKA LAND ARMY CORPORATION LIMITED

CHINNASWAMY STADIUM, RAJ BHAVAN ROAD, BANGALORE-1.

No:WKS:CIR:IV:85-86/82

Date: 02/06.08.1985

CIRCULAR

Sub: Passing of works at various stages of construction.

It is found by experience that no record is maintained at any level for having satisfactorily completed the items of work at every stage of construction. In view of this, a record should be maintained in the form of works passing register. All the executives starting from ATFC to Deputy Director should make entry in the register according to the responsibilities listed in the Annexures enclosed with the Circular:-

The above procedure will come in to effect immediately with effect from 1st August 1985. The work passing register is an important document and will be treated in par with the Measurement Book. This register will be maintained at site of each work and will be produced to the inspecting Officers.

Please acknowledge receipt.

Sd/-

(BRIG. G.M.S MALLAPPA, VSM)

Chairman and Managing Director

To

All Deputy Directors/Assistant Directors,
KLAC Projects – for immediate compliance.

-COPY-

WORK PASSING REGISTER

(To be maintained at each work site)

Name of work :

Place :

Administrative approval No.
And Date, Amount :

Technical Sanction No.
and Date with amount.

Date of Starting :

Probable date of completion:

Date of completion:

Name of Deputy Director :

From to

Name of Assistant Director:

From to

Name of TFC/ATFC :

From to

Sl. No. Item of work

DATED SIGNATURE OF PASSING
TFC/ATFC AD DD

Remarks

RESPONSIBILITY OF PASSING STAGES OF WORKS
BUILDING WORKS

1. Marking-out and checking of corners.	:	AD
2. Fixing of plinth ht. with respect to surrounding structures and Roads.	:	DD
3. Foundation excavation.	:	DD
4. Bed concrete.	:	TFC/ATFC
5. Foundation & Basement masonry.	:	TFC/ATFC
6. Damp proof course.	:	AD
7. Superstructure masonry	:	TFC/ATFC
8. Provision of bond stones & corner stones	:	TFC/ATFC
9. Joinery & fixtures & fittings.	:	AD
10. Centering & re-inforcement for columns, beams and slabs (load bearing important structural members)	:	DD
11. Centering & re-inforcement for lintels & Chejjas etc.,	:	AD
12. Mixing, laying & curing concrete.	:	TFC/ATFC
13. Floor filling & consolidation.	:	AD
14. Floor Concrete.	:	AD
15. Trusses.	:	AD
16. Purlins.	:	AD
17. Plastering.	:	TFC/ATFC
18. Colour scheme.	:	AD
19. Finishers-Whitewash, Colour wash, painting.	:	TFC/ATFC
20. Water proof course.	:	TFC/ATFC
21. Fixing of quarry & passing of construction materials.	:	AD
22. Safe custody of materials at site.	:	TFC/ATFC

RESPONSIBILITY OF PASSING STAGES OF WORKS
IRRIGATION WORKS

A. LIFT IRRIGATION SCHEME:

- | | | |
|---|---|--|
| 1. To fix the bench mark R.L.'s water level, river Bed level H.F.L. etc., | : | DD |
| 2. Fixing location of PH section head/Delivery head | : | DD |
| 3. Earth work excavation for intake well | : | AD |
| 4. Filling foundation with C.C. | : | AD |
| 5. Construction size stones masonry | : | TFC/ATFC |
| 6. Providing roof slab of intake well. | : | AD should pass reinforcement/concreting is by TFC/ATFC |
| 7. Providing C.I. man-hole. | : | TFC/ATFC |
| 8. Excavation for intake pipe. | : | TFC/ATFC |
| 9. Providing intake pipe with all accessories | : | TFC/ATFC |
| 10. Excavation for jack-well. | : | AD (approval of level & strata) |
| 11. Providing C.C. steining | : | AD |
| 12. Providing & Constructing S.S. Masonry | : | TFC/ATFC |
| 13. Providing roof slab for jack-well. | : | Reinforcement and Centering
DD |
| 14. R.C.C. roof slab for pump house. | : | AD |
| 15. Approval of Joinery | : | AD |
| 16. Fixing of doors and windows etc., | : | TFC/ATFC |
| 17. Testing of pipes. | : | AD |

18. Excavation for rising main	:	DD
19. Alignment to be passed by	:	DD
20. Laying of pressure pipes with all accessories like valves etc., for rising main.	:	AD
21. Testing of rising main.	:	DD
22. Excavation for foundation of delivery chamber	:	AD
23. Filling for foundation.	:	TFC/ATFC
24. Laying bed concrete.	:	TFC/ATFC
25. Construction of masonry for delivery chamber.	:	AD
26. C.C. coping for masonry wall.	:	TFC/ATFC
27. Pointing & Plastering to masonry.	:	TFC/ATFC
28. Canal alignment.	:	DD
29. Canal excavation both right & left bank.	:	TFC/ATFC
30. Acceptance of pumps, motors, accessories.	:	AD
31. Erection of deep well turbine pumps.	:	AD
32. Commissioning & Testing.	:	DD
33. Providing transformer, switch board panel, plug shunt capacitors etc., near jack-well.	:	AD
34. CD Works-locations, type invert level.	:	DD

B. M.I. WORKS:

1. Carrying out survey work to be approved by.	:	AD
2. To fix the benchmark R.L.s of water level, river bed level, HFL etc.,	:	DD
3. Maintaining approach road to the site of work.	:	TFC/ATFC
4. Center line marking of bund.	:	DD
5. Excavation for foundation, bailing out water including borrow pits.	:	AD

6. Key Trench excavation.	:	DD
7. Filling key trench	:	AD
8. Keying in of Dam in Abutments.	:	DD
9. Dam seat excavation.	:	DD
10. Filling the foundation.	:	AD
11. Longitudinal & Cross drain.	:	AD
12. Providing Rock toe and toe drain.	:	DD
13. Passing of hearting & casing materials.	:	DD
14. Construction of Hearting.	:	AD
15. Filling casing material & to finish the bund.	:	AD
16. Passing of each layer with quality control tests and checking of filter drains.	:	AD
17. Providing pitching for the sides of the bund, providing sluices in the bund proper.	:	DD
18. Providing turfing.	:	AD
19. Earth work excavation for waste weir.	:	AD
20. Providing C.C. Bed.	:	AD
21. Constructing masonry wall.	:	TFC/ATFC
22. Pitching for waste weir down streams.	:	AD
23. Approval of canal alignment, with C.D. Works.	:	DD
24. Excavation for canal.	:	AD
25. Lining of canals.	:	AD
26. <u>DETAILS OF C.D. WORKS:</u>		
i) Design of C.D. works.	:	DD
ii) Earth work excavation.	:	AD
iii) Bed concrete.	:	TFC/ATFC
iv) Constructing masonry	:	TFC/ATFC
v) Laying pipe line (wherever applicable)	:	AD

vi) C.C. coping for masonry wall.

TFC/ATFC

vii) Refilling the excavated trench including consolidation.

TFC/ATFC

viii) Cement pointing & finishing etc.,

TFC/ATFC

ix) Pitching for the sides of walls.

TFC/ATFC

ROAD WORKS:

1. Marking GL approve CS & LS.

AD

2. Earth work for side drains.

TFC/ATFC

3. Embankment for Road.

AD

4. Consolidation

TFC/ATFC

5. Collection of gravel (gravel casing)

AD

6. Consolidation of gravel casing.

TFC/ATFC

7. Collection & Passing of materials.

AD

8. Collection of metal (including soling)

TFC/ATFC

9. Spreading of metal including watering & consolidation

TFC/ATFC

10. Spreading of gravel & Consolidation.

TFC/ATFC

KARNATAKA LAND ARMY CORPORATION LIMITED
CHINNASWAMY STADIUM, RAJ BHAVAN ROAD, BANGALORE-1

NO.KLAC/AUDIT CELL/GEN/94-95/609,

Date : 19th November 1994.

: C I R C U L A R :

Sub: Payment of Cost of Construction
Materials to Group Leader - reg.
Ref: (1) NO.KLAC/PS/ACT-2/1994-95
Dated 26th May 1994.

(2) NO.KLAC/PS/WKS/15/1994-95
Dated 29th June 1994.

It was instructed in the above circular No.(1) cited above that the construction materials should be procured to the extent required for the execution during the month and the same should be reflected in Part-'C' showing closing balance as NIL except departmental materials like Cement, Steel, A.C.Sheets etc. However it is observed that the cost of construction materials are being included in the group leader payment by most of the project Officers.

Hence it is hereby directed that group leader should be paid only labour component of the work and cost of material like Brick, Sand, Jelly, Murrum, Slabs etc., should not be paid.

Seperate voucher should be enclosed to the work bill towards procurement of the construction material to the extent required and the same should be accounted in MAS (Part-'C'). Under no circumstances part 'C' should contain balances of construction materials in respect of works other than what is admissible as per Circular No.(2) referred above.

Sd/-
(RAJEEV CHAWLA)
MANAGING DIRECTOR

To

All Deputy Directors/Assistant Directors/
Assistant Directors (Tech)/TFC (Tech).
Karnataka Land Army Corpn., LTd.,

-COPY-

(3)
KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED
(Formerly Karnataka Land Army Corp. Ltd.)
(A Govt., of Karnataka Undertaking)
Chinnswamy Stadium, Raj Bhavan Main Road, Bangalore-01.

NO/KRIDL/AUDIT/CIR/2010-11

DATED: 05/04/2010

CIRCULAR

Sub Enhancement of Delegation of Financial powers for procurement of materials in the projects by Joint Directors & Deputy Directors.

- Ref: 1. No.KLAC.WKS.CIR.VII.99-2000 DT: 28/12/2001
2. Proceedings of the 162nd Meeting of the Board of Directors of KRIDL held on 25/03/2010

<<***>>

The Board of Directors of KRIDL in their 131st meeting held on 22/11/2001 have accorded approval to enhance the delegation of financial powers for procurement of materials in the Projects by Joint Directors & Deputy Directors. Accordingly, a circular in this regard was issued on 28/12/2001 referred under sl.no.1 above.

This was enhanced about 9 years ago and the rates of many building materials have increased at least by 60 to 70%. Therefore, considering the inflation factors over the years, a need was felt to enhance the financial delegation of powers to the zonal Joint Directors & Divisional Deputy Directors with the composition of purchase committees in vogue. In this regard, the matter was placed before the Board of Directors of KRIDL in their 162nd Meeting held on 25/03/2010.

After detailed deliberations, the Board of Directors have accorded approval for enhancement of delegation of powers for procurement of materials in the projects by the zonal Joint Directors and Divisional Deputy Directors. In view of the above. The financial delegation of powers of the zonal Joint Directors and Divisional Deputy Directors enhanced as hereunder:

.....2

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in

(A). To the Zonal Joint Directors with the same composition of purchase committee at the zones.

Sl.No.	Description of Items	Existing Financial delegation of powers	Proposed enhancement of financial delegation of powers
1	Construction materials (Local Purchase)	Rs.6.00 lakhs	Rs.15.00 lakhs
2	Purchase of DGS &D Items	Rs.10.00 lakhs	Rs.25.00 lakhs

A) To the Divisional Deputy Directors with the same composition of purchase committee at the Division.

Sl. No.	Description of items	Existing Financial delegation of powers	Proposed enhancement of financial delegation of powers
1	Construction materials (Local Purchase)	Rs.2.50 lakhs	Rs.7.50 lakhs
2	Purchase of DGS &D Items	Rs.5.00 lakhs	Rs.12.50 lakhs

However, this order does not apply in respect of procurement of essential items like cement, steel including MS pipes, MS Flats, Angles, mullion bars, T & L Sections, AC Sheets and Asphalt.

While exercising the above powers, the officers should follow all the cannons of financial propriety, rules, regulations and procedures laid down in **KTPP ACT - 1999 & RULES - 2000.**

Beyond the delegation of above powers, the project officers should invariably send the proposals to the Managing Director for approval.

This order comes into force with immediate effect and until further orders.


MANAGING DIRECTOR

To

All the Joint Directors KRIDL

All the Deputy Directors KRIDL

All the Assistant Directors KRIDL

COPY TO:

1. The General Manager - South/North/Central/Finance - for information
2. The Deputy Director (Acc/Aud) KRIDL - Head office for information.

KARNATAKA LAND ARMY CORPORATION LIMITED
CHINNASWAMY STADIUM, RAJ BHAVAN ROAD, BANGALORE-1

NO.KLAC/AUDIT CELL/CIRCULAR/94-95/555

11th October 1994.

To

The Assistant Directors (Tech) / T.F.C. (Tech),
In the Office of the Deputy Directors,
Karnataka Land Army Corporation Ltd.,
BANGALORE / MYSORE / CHITRADURGA /
HASSAN / GULBARGA / BELLARY / RAICHUR /
BIDAR / BIJAPUR / KARWAR / BELGAUM.

The following are the duties and responsibilities of the Assistant Directors (Tech) working in the Office of the Deputy Directors of the projects.

The Assistant Directors (Tech) shall be responsible for each of the following.

- (1) Scrutiny and verification of monthly accounts with respect to Sanctioned Estimates, Administrative Approval and release of funds, Whether expenditure is incurred on account of extra items other than in sanctioned estimate, excess quantity more than sanctioned quantity is created or whether rate is more than job rate fixed. Whether expenditure is more than funds released and any other discrepancies/omissions/non-charging etc., should be thoroughly checked and recoveries in such cases are made at the level of Assistant Director (Tech) and such items shall be got deleted at that level. This excess amount shall be raised in J.E.'s of concerned Officers/officials as per Headquarters Circular No. KLAC.PS.ACT-2.94-95 Dated 26th May 1994.
- (2) Scrutiny of Measurements recorded in the M.B's with respect to sanctioned quantities and establish further scrutiny as the check measurement made by Officers as per practice.
- (3) Scrutiny of Final Bill with respect to the release of funds and sanctioned estimate.
- (4) Work Wise release of funds - progress - balance position and adjustments thereof.
- (5) Scrutiny of budget estimates required by the concerned divisions.
- (6) The Assistant Director (Tech) shall ensure that all expenditure are to be thoroughly checked with respect to proper sanctions and other fully approved vouchers.
- (7) The Assistant Director (Tech) shall ensure that all claims preferred are valid and are in order duly covered by competent sanction.
- (8) Any accounts received shall be scrutinised as per the enclosed Annexure 'A'.
- (9) Any estimate received for Technical Sanction shall also be checked as per check list Annexure-'B'

- (10) Any Quotation before approval by Deputy Director shall be checked as per check list Annexure 'C' and it shall be ensured that no splitting of purchase takes place. Any splitting of bill would result into disciplinary action on Assistant Director (Tech) solely.
- (11) Any final bill to be sent to either Headquarters/Entrusting Authority will have to be scrutinised as per the check list Annexure - 'D'.
- (12) Any complaint received locally with regard to Bad-Quality/Mis-use Petitions/ False Measurements/Shortage of Materials will have to be checked as per Annexure 'E' and the same should be sent to Headquarters in consultation with Deputy Director project for further process.
- (13) The Assistant Directors (Tech) should maintain a register showing details of funds received from various Entrusting Agencies and also he should up-date the balance money available with K.L.A.C. Scheme Wise/Department Wise.

Sd/-
(RAJEEV CHAWLA, I.A.S.,)
MANAGING DIRECTOR

Copy to:-

- 1) All Deputy Directors/Assistant Directors.
- 2) All Officers of Headquarters.

-COPY-

: ANNEXURE - 'A' :

: CHECK LIST FOR ACCOUNTS FOR THE MONTH :

OF

(To be filled by Assistant Director (Tech)/TFC (Tech))

- (1) Name of the Work/Place :
- (2) Scheme :
- (3) Entrusting Authority and Reference of Entrustment letter NO. and Date. :
- (4) Technical Sanction Number, Date and Amount. :
- (5) Administrative Approval No. Date and Amount. :
- (6) Up to date Funds Released :
- (7) Up to date Expenditure and physical stage of progress. :
- (8) Excess Expenditure over the Funds Release And reasons. :
- (9) Extra items, excess quantity and rate over Sanctioned estimate. :

Item:

- 1)
- 2)
- 3)
- (10) Excess Rates claimed over Job Rate Fixed. :
- (11) Miscellaneous and Arthmetical Mistakes. :
- (12) Total (8+9+10+11) :
- (13) Total Savings :

- (a) Work Savings (Job Rate Savings)
- (b) Cement
- (c) Steel
- (d) Electrification
- (e) Water Supply
- (f) Doors, Windows etc.,
- (g) Departmental Vehicles.
- (h) Other items.

TOTAL:

Signature of TFC (Tech)/Assistant Directors (Tech)

-COPY-

: ANNEXURE - 'B' :

: CHECK LIST FOR ESTIMATE:

**(To be filled by Assistant Director (Tech)/
TFC (Tech)) forwarding the Estimate to Headquarters**

- (1) Name of the Work/Place :
- (2) Scheme :
- (3) Work Entrusted by :
- (4) Reference of Entrustment letter No. & Date :
- (5) Estimate prepared by (Name of ATFC/TFC/
Assistant Director). :
- (6) Estimate Scrutinised by (Name of AD/DD)
(Name of AD(T)/TFC(T)) :
- (7) Reference No. and Date under which the
Estimate submitted to Headquarters. :
- (8) Whether the Estimate is Administratively
Approved or not if approved Reference
No. and Date. :
- (9) Whether the estimate was sent to Entrusting
Authority for Administrative approval. :
- (10) Funds Released Details. :
- (11) Date of taking over of site
(copy to be enclosed) :
- (12) Provisions made in the Estimate
Cover sheet enclosed or not :
- (13) General Report completed enclosed or not. :

**Signature of TFC (Tech)/
Assistant Directors (Tech)**

-COPY-

: ANNEXURE - 'C' :

: CHECK LIST FOR QUOTATION:

OF

(To be filled by Assistant Director (Tech)/TFC (Tech))

- (1) Name of the Work/Place :
- (2) Scheme :
- (3) Technical Sanction Number, Date and Amount. :
- (4) Administrative Approval No. Date and Amount. :
- (5) Up to date Funds Released :
- (6) Up to date physical stage of work :
- (7) Whether the Quotation/Sealed Tenders received from Registered Firms. :
- (8) Whether the Quotation/Sealed Tenders Called as per S.R. Specification as in the estimate. :
- (9) Provisions made in the Sanctioned estimate and total amount. :
- (10) Lowest Rates as per the Lowest Quoted Rates and Name of the firm & Total amount:
- (11) Tender Notification No. and Date :
(Copy to be Enclosed).
- (12) Recommendations. :

**Signature of TFC (Tech)/
Assistant Directors (Tech)**

-COPY-

: ANNEXURE - 'D' :

: CHECK LIST FOR FINAL BILLS:

(To be filled by Assistant Director (Tech)/ TFC(Tech))

- (1) Name of the Work/Place :
- (2) Scheme & Entrusting Authority. :
- (3) Work Entrusted by :
- (4) Technical Sanction Authority
Number, Date and Amount. :
- (5) Reference No. & Date of Entrustment :
- (6) Administrative Approval No. Date and
Amount. :
- (7) Revised Administrative Approval
No. Date and Amount (for extra item,
excess quantity, escalation etc.,) :
- (8) Date of commencement :
- (9) Date of completion. :
- (10) Authority to whom the work was
handedover and date of handing over. :
- (11) Name of Deputy Director and
period of incumbency. :
- (12) Name of TFC/ATFCs and
period of incumbency. :
- (13) Final Measurement check measured by,
(a) Name of Deputy Director. :
(b) Name of Assistant Director :
- (14) Final Measurement recorded in
M.B. No. and Page Number. :
- (15) Name and year of C.S.R. :
- (16) Final Bill Amount :
- (17) Details of Funds Release from
Entrusting Authority. :

REF-

<u>REFERENCE NO. & DATE</u>	<u>CHEQUE NO. & DATE</u>	<u>AMOUNT</u>
---------------------------------	------------------------------	---------------

- (18) Details of Actual Expenditure incurred :
 - (a) Work Expenditure (Job Rate items)
 - (b) Cement
 - (c) Steel
 - (d) Departmental Issues
 - (e) Other expenditure.

**Signature of TFC (Tech)/
Assistant Directors (Tech)**

-COPY-

: ANNEXURE - 'E' :

: CHECK LIST FOR COMPLAINTS ON BAD QUALITY/FALSE BOOKINGS ETC:

(To be filled by Assistant Director (Tech)/TFC (Tech))

- (1) Name of the Work/Place :
- (2) Scheme :
- (3) Entrusting Authority :
- (3) Technical Sanction Number, Date and Amount. :
- (4) Administrative Approval No. Date and Amount. :
- (5) Funds Released Details :
- (6) Date of commencement of work :
- (7) Date of completion of work and Handing over of the completed work and Authority to whom the work was handedover. :
- (8) Compliants/Petitions received : 1)
2)
3)
- (10) Defects details. (1) :
(2)
(3)
- (11) (11) Reasons for Defects. (1) :
(2)
(3)
- (12) Estimate Cost for Rectification. :
- (13) Availability of funds for Rectification Cost.:
- (14) Name of Officers/Officials to carryout the rectification work. :
- (15) Any other details. :

**Signature of TFC (Tech) /
Assistant Director (Tech)**

-COPY-

**KARNATAKA LAND ARMY CORPORATION LIMITED
CHINNASWAMY STADIUM, BANGALORE-560 001.**

No: WKS:CIR:IV:84-85/13

Date:21.12.1984

CIRCULAR

Sub: Inspection notes to be issued by Inspecting Officers.

Deputy Directors and Assistant Directors are visiting the work spots and considerable amount of expenditure is incurred in this respect as TA & DA. But the inspection notes are not forthcoming and even if they are issued, they do not reflect the actual condition of the work. Hence, a clear picture of the progress of work is not readily available at Headquarters. It is also noticed that even though the works are frequently inspected, there have been number of cases of bad quality of execution of work and progress achieved are not up to the mark. All efforts should be put-forth to project a clear picture of the work inspected and problems/omissions should not be allowed to accumulate thereby hindering the progress of work or resulting in bad quality of work.

The attention of Deputy Directors and Assistant Directors is also invited to paras 35(g) 45 and 100 of KLAC Standing Order.

A Proforma is sent herewith for initiating immediate action. Inspecting Officers should fill up the proforma on the work site itself and a copy being issued to the concerned TFC/ATFC duly endorsing copies thereof to respective Deputy Directors, Assistant Directors and to Headquarters in duplicate.

Sd/-

Joint Director,
for Chairman & Managing Director

To
All Deputy Directors and
All Assistant Directors, KLAC Projects for immediate compliance.

Copy to:

- 1) Deputy Director(Accounts), for information. The TA bills of DDs/ADs should be verified with the inspection notes before admitting the claims.
- 2) Deputy Director(W), Headquarters. They are requested to issue the inspection notes whenever projects are visited by them in the same proforma.
- 3) Administrative Officer, Headquarters for kind information.

-COPY-

KARNATAKA LAND ARMY CORPORATION LIMITED

INSPECTION NOTE

1. Name of Inspecting Officer & Designation

2. Date of Inspection

3. Name of Project

4. Name of Deputy Director

5. Name of Assistant Director

6. Name of TFC/ATFC

7. Name of the work

8. Sanctioned Estimate Cost

9. Date of Commencement of work

10. Whether the estimate is

a) Administratively approved

Yes/No

b) Technically Sanctioned

Yes/No

11. Whether the site documents as pr Hqrs.,

Circular No. WKS:CIR:III/84-85/107

dated 12.11.84 are available at site and

maintained up to date.

Yes/No

12. Whether the progress of work is (Physical

and financial) as per programme of work

with reference to Bar Charts?

Yes/No

a) If No. - the Reasons

13. Details of Physical Progress so far achieved.

14. Whether the work is executed as per Sanctioned Plans/Estimates?

Yes/No

15. Any deviations, alterations noticed.

Yes/No

16. Whether the required materials are stocked on site sufficiently

Yes/No

17. If No, what are the arrangements made for the procurement?

Yes/No

18. Whether the quality of work executed is conforming to specified standards or sub-standard.

Yes/No

19. If sub-standard work what are the instructions issued for improving the quality of work?

20. Whether the quality of material collected on spot is good/bad

21. If bad, what are the instructions issued?

22. Whether the measurements are checked properly (Random checking is to be done and verified with the Measurement book as per Standing Orders)

Yes/No

23. Whether the TFC/ATFC incharge of work has maintained all the required documents on site. Yes/No
24. Whether the stock account of materials are properly maintained. Yes/No
25. Whether the Vehicles, Plant & Machinery are maintained properly. Yes/No
26. Whether the lob books are recorded up to date. Yes/No
27. Whether all the reports, returns and replies to letters are submitted promptly. Yes/No
28. Whether the Inspections Notes issued by CMD JD/DD/AD are compiled with? Yes/No
29. Whether the TFC/ATFC is fully conversant with all aspects of the work and he possesses required competency and control over the work. Yes/No
30. Special instructions and other matter or problems:-

Date:

Assistant/Deputy Director,
.....Project

To

The Task Force Commander/ATFC for immediate compliance.

The Assistant Director.....Project for compliance.

Copy to: The Deputy Director,.....Project.

The Chairman and Managing Director, KLAC, Bangalore
for information.

- COPY-

KARNATAKA LAND ARMY CORPORATION LIMITED
No. 22, CUBBON ROAD, BANGALORE-560 001.

No:WKS:CIR:IL:83-84/127

Date:26.03.1984

To
All Deputy Directors/
All Assistant Directors,
Karnataka Land Army Corporation Ltd.,

CIRCULAR

Sub: Guidelines for preparation and submission of final bills.

Several instances have come to the notice of Headquarters regarding belated submission of final bills, in which many omissions have been observed. Detailed instructions have been stipulated in para 35(o), 64(g), 86 and 87 of Karnataka Land Army Corporation Standing Orders Hqrs., Circular No. COM:KS:81-82, dated 19th October 1981, and Headquarters No. WKS:CIR:20/83-84 dated 13th December 1983. These instructions are not followed scrupulously. Since proper care is not taken to prepare the final bills, there are instances of short claims, resulting in losses to the Corporation, in addition to technical errors.

Unlike in PWD, there is dual purpose in the preparation of a final bill in K.L.A.C. The first is to initiate financial settlement with the concerned authority and secondly to have to a thorough check up and review of performance in executing a work both in technical and financial aspects. A study has to be made on the quantum of profit earned or loss suffered, for having executed a work, the time taken to complete the work, the percentage of actual overhead charges etc., in order to improve the efficiency of the Corporation. Maximum care has to be taken to prepare the final bill, so as to get full benefit to the Corporation.

The following guidelines are issued in respect preparation and submission of final bills.

- a) After completion of a work, the AD/DD should inspect the work in detail with reference to the provisions made in the sanctioned plans and estimates, and if satisfied with the work in its quality and workmanship, instructions should be issued to record final measurement and preparation of final bills(refer Hqrs., Circular No.COM.WKS.81-82, dated 19th October'81.

- b) Final measurements are taken and recorded in the measurement book as per para 64 (g) of the Standing Orders. Measurements should be recorded in Metric system only. These measurements should be checked by AD and DD.
- c) Final bill be prepared on the basis of final measurements and adopting SR rates of the year of execution.
- d) Specifications for the items claimed should be clearly written up, as noted in the Schedule of Rate Books and should not be altered. The S.R reference i.e, year of SR, Page No. and item No. should be noted.
- e) A detailed rate analysis duly approved by DD/AD, be enclosed to the bill, furnishing details of leads, lifts etc.,
- f) If any additional weightages are provided in the SR, the same will have to be added on to the items.
- g) Difference in cost of cement should be added on to the items (Details have been issued in Hqrs., No. BQP.MAT.CEM.IX/83-84/55, dated 22nd February 1984).
- h) Final measured quantities of items be checked up with the quantities claimed previously. Justifying reasons should be furnished, if difference is noticed.
- i) Detailed rate analysis be enclosed to the final bill, for an item for which no rate is provided in the SR.
- j) Detailed reasons will have to be furnished if there is any deviation or extra items executed other than provided in the sanctioned estimate. Authority for deviations or alterations should be enclosed with the final bill.
- k) The final bills submitted by the Assistant Directors should be thoroughly scrutinised by the Deputy Directors with reference to sanctioned plans and estimates, job work bills, running account bills, schedule of rates, issue rate of cement, rate analysis, etc., the scrutinised final bills submitted to Headquarters duly countersigned by Deputy Directors vide Hqrs., No. WKS.CIR.20/83-84, dated 13.12.83.
- l) Revised estimate be prepared in case, final bill amount exceeds the sanctioned estimate due to change in scope of the work.
- m) Detailed reasons should be furnished if there is inordinate delay in the execution of work or the work was held up for any reason.
- n) No final bill should be submitted to concerned entrusting authority directly.

o) The following documents should be submitted.

- 1) Final bill in quadruplicate.
- 2) Sanctioned estimate copy, if not submitted previously.
- 3) completion certificate (in KLAC proforma)
- 4) Measurement book in which final measurements are recorded.
- 5) Rate analysis and lead charts, (duly approved by Deputy Directors).
- 6) Revised estimate along with comparative statement where applicable.
- 7) Record plans.
- 8) Details of receipt of advances and previous adjustments if any.
- 9) Details for claiming items unsusceptible of measurements.
- 10) A copy of handing over note to the concerned Authority if not submitted early. (Specimen of handing over note enclosed).

All the project Officers are requested to follow the guidelines scrupulously in addition to orders contained in the standing orders and previous instructions issued from time to time.

Final bills, which do not comply with these instructions, will be returned. Copies of this circular should be issued to all the subordinate staff under acknowledgement for strict compliance.

Please acknowledge the receipt of this Circular.

Sd/-
Joint Director
for Chairman and Managing Director

-COPY-

KARNATAKA LAND ARMY CORPORATION LIMITED

.....PROJECT

DT:.....

HANDING OVER NOTE

The work of construction of

at.....in.....Taluka.....

.....Dist, was entrusted vide letter No.....

.....of the.....

The said work is completed in all respects and handed over to Sri.....

.....this day.....198 who is authorised

to take over the work along with the following items.

- 1.
- 2.
- 3.
- 4.
- 5.

HANDED OVER BY

**TAKEN OVER THE WORK IN
GOOD CONDITION BY**

Asst. Director.....Project

Signature & Designation.

C E R T I F I C A T E

This is to certify that the work of.....

.....
has been completed in all respects as per the sanctioned plans, estimates, designs, specifications and satisfying the prescribed technical standards.

Dated Signature of TFC/ATFC
incharge of the work.

Dated Signature of DD/AD
incharge of the work.

KARNATAKA LAND ARMY CORPORATION LIMITED
CHINNASWAMY STADIUM, RAJ BHAVAN ROAD, BANGALORE-1

NO: KLAC/PS/ACT-2/94-95

26th May 1994.

To,

All Joint Directors/Deputy Directors/
Asst. Directors/TFC's ATFC's.

SUB: Circular instructions pertaining to making Job work bills.

It has come to the notice of the Headquarters that the projects are not maintaining the accounts properly. The improper maintenance of accounts has given rise to a large number of Departmental enquiries. It is therefore, necessary to revise the accounting procedure. The revised accounting procedure is enclosed to this letter. All the Joint Directors / Deputy Directors / Assistant Directors etc would have to scrupulously follow the above procedure. If any violation of the above procedure comes to the notice of the Headquarters the concerned Official shall have to face the Departmental enquiries.

Enclosed to this letter is table showing the responsibility of various Officials in case of misappropriation / mistakes / bad work. In all future Departmental enquiry cases cases Table shall be used for fixing the responsibilities.

The above accounting procedure & Table will come into effect immediately.

It has also been clarified that the Job work shall be used for all the fresh works & for the works where expenditure as on 30th May'94 has been less than the 50% of the estimated cost.

Sd/-
(RAJEEV CHAWLA)
MANAGING DIRECTOR.

-COPY-

9	Rectification due to execution of bad quality of work (for works consting) : Work executed using sub-standard materials, items not conforming to required specification, mismanagement accounts execution of bad quality of work. The cost of rectification to be set right the defects & actuals cost of repairs.	-	50%	40%	-	10%	-	-	-	-
10	Theft of Cash book, MB's (Blank) & other important documents, DD, office.	-	-	-	-	-	-	-	100%	-
11	Theft of Cash Book, MB's (Blank) & other important documents AD, office.	-	-	-	-	-	-	-	100%	-
12.	Theft of Cheque book at DD, Office	-	-	-	-	100%	-	-	-	-
13	Theft of Chque book at AD, Office	-	-	100%	-	-	-	-	-	-
14	Excess expenditure over funds released on works by entrusting authority :- Amount spent over & above the sanctioned estimated amount/funds released by the entrusting authority.	-	-	50%	-	50%	-	-	-	-
15.	Execution of excess Qty/extra items over sanctioned estimate in sub-division without taking approval from EA :-	-	50%	50%	-	-	-	-	-	-

	Increase in Qty. of a particular item in sanctioned estimate. Execution of items not specified in the Adm. approved estimate																			
16	Rectification cost due to faulty design for costing more than Rs. 2.00 lakhs :- 1) Design details not got approved by DD prior to execution 2) Design not adopted in to for the completed items. 3) Execution do not confirm to relevant specification						50%													
17	Excess payment due to arithmetically mistakes						50%													
18	Cost of materials like jelly, Cement, Bricks, Steel, used for the works more than standard reductions.																			
19	Failure of structures is due to adoption of faulty design :- Negligency Usage of substandard materials Not conforming specification.						35%													
20	Executing work knowing very well that works not approved technically :- a) - do - not approved admn. b) - do-for estimates technically sanctioned proper design details approved by competent authorities						35%													

50/-

50/-

21. Diversion of funds from one work to other work

15

KARNATAKA LAND ARMY CORPORATION Ltd.,
Chinnarwamy Stadium Raj Bhavan Main Road Bangalore - 560 001.

No:KLAC/Audit/CIR/2009-10

Date: 03/07/2009

CIRCULAR

Sub: Fixing of Financial Duties & Responsibilities of Officers & officials with respect to shortage of materials at site (to read with circular for Dt:26/05/1994.

Ref: H.O.circular No: KLAC/PS/ACT/2/1994-95 Dt:26/05/1994.

<<***>>

Vide Head office cited above, circular certain financial duties & responsibilities of officers and officials have been fixed, while taking into account improper project management, improper maintenance of accounts which has paved way for many departmental enquiry cases where only TFCS/ ATFCs were made hundred percent responsible for any shortages if found.

Circular instructions are already in force with regard to materials at site except for the departmental issues like cement, steel and other materials. As regards to other materials like sand, Jelly, Bricks, Stones etc., should not be reflected in the MAS but should be incorporated in the monthly accounts. The monthly accounts should be scrutinized & materials at site has to be verified every month by the concerned Joint Director, Deputy Director, Assistant Director before admitting the bill to ensure control in collection of materials for immediate consumption in the work. The Joint Directors of Zones will have to ensure and admit the accounts by verifying the details and accountable for orders placed towards supply of materials.

It has come to the notice from the stock verification reports furnished by the stock verification officers for the last 3 years that the shortage of materials at site are on rise, primarily due to improper project management by the zonal Joint Directors, Divisional Deputy Directors, Sub Divisional Assistant Directors & the TFC/ ATFCs in charge of the work. It is to be noted that these shortages will become loss to KLAC until recovery is made.

Cont...2

Therefore to curb this, it is felt necessary that the financial duties & responsibilities fixed vide above cited circular need to be revised. Hence, the financial duties & responsibilities of zonal Joint Directors Divisional Deputy Directors, Sub Divisional Assistant Directors & the TFC/ ATFCs are revised forthwith as regards to shortages of materials at site like, Jelly, Size stone, Bricks, Cement, Steel, food grains, and any other materials issued / procured & reflected in the monthly accounts & not available on grounds for the work as below.

Sl. No.	Description	Financial Duties & responsibilities			
		JD	DD	AD	TFC/ ATFC
1	Shortages of materials at site like Jelly, Size stone, Bricks, cement, steel, food grains, and any other materials issued / Procured & reflected in the monthly accounts but not available on ground further part procurement made & not procured to the full extent as claims made in the account.	1%	9%	25%	65%

"This order comes in to force with immediate effect"


MANAGING DIRECTOR

To,
All the Joint Directors, Deputy Director,
Assistant Directors for strict adherence,
KLAC Ltd., _____

Copy to:

1. The General Manager (works) - (South, North, and Central) for information & necessary action.
2. The Manager (Finance), KLAC, Hqr's for information.
3. The Deputy Director, (Accounts, Audit), KLAC for information.
4. The Administrative Officer, KLAC, Hqr's for information & necessary action.
5. All the TFsC/ATFC for information & necessary action through respective ADS.
6. The Concerned File.