



GOVERNMENT OF SIKKIM

ROADS AND BRIDGES DEPARTMENT



SIKKIM PUBLIC WORKS MANUAL

2009

PREFACE

The Public Works Code and Manual was first published in Sikkim in 1983. Since then, no revision or amendment to the Code and Manual has been undertaken, inspite of the fact that large number of changes have been incorporated in Government procedures regarding withdrawal of money from the Government accounts. Payment procedures have been decentralized and located in the respective District Headquarters. The system of payment to contractors/ suppliers of the Works Departmental level have been done away with. Accordingly, revision and amendment of the existing Public Works Code and Manual has been felt to be long overdue that required an overhauling to synchronize with the changed scenario of decentralized process of the State Government.

The revised Code and Manual is applicable to all the Works Departments where the Government has approved establishment of Civil Engineering Cells / Wings. Other Government Departments / Agencies and Private Sector Undertakings are also expected to adhere to the provisions included in this Code and Manual.

Provisions in the Code and Manual have been revised and amended to encompass higher quantum and varied areas of works that the State Government Departments are being called upon to execute. A Committee of Technical Officers, belonging to various Works Department of the State Government has been involved in the drafting. The Code and Manual from the other States of the country have also been studied and consulted. Efforts have been made to delete all irrelevant provisions in the earlier Code and Manual and incorporate only those provisions that are relevant to our State in the decentralized method of accounting. The State's Financial Rules have also been consulted and all relevant Office Memoranda, Circulars etc. have also been referred to.

I am grateful to Shri Dup Tshering Lepcha, Principal Chief Engineer cum Secretary, Buildings and Housing Department, Government of Sikkim, for his valuable inputs and suggestions. Thanks are also due to Shri P. Shrestha, Chief Engineer, Shri Govind Pd. Kaushik, Additional Director, Accounts and Shri Hari S. Sharma, Divisional Engineer, Roads and Bridges Department for their tireless efforts in bringing out this Code and Manual. I am sincerely grateful to Shri K.K. Kafley, Additional Secretary, Commerce and Industries Department and Shri N. Jaiswal, who has done a commendable job in sharing his valuable experience and knowledge for the preparation of this document. Thanks are also due to the Finance, Revenue and Expenditure Department as well as the Law Department of the State for their scrutiny and vetting of the draft.

It needs to be admitted that there has been a slight delay in bringing out this amended Code and Manual. However, a work of this significance and magnitude, requiring quasi-legal scrutiny, cannot be rushed. Nevertheless, some errors may have inadvertently crept into the text. It is requested that such errors, if any, be brought to the notice of the undersigned for immediate rectifications.

The procedures prescribed in this Manual are supplementary to the relevant provisions made in the Sikkim Financial Rules 1979.

It is hoped that all Works Departments scrupulously follow the provisions in this Code and Manual for the betterment of the Engineering Service in the State.

Place: Gangtok
Dated 20th May, 2009.

Sd/-
Govind P. Sharma
Principal Chief Engineer cum Secretary
Roads and Bridges Department

SIKKIM PUBLIC WORKS MANUAL 2009

TABLE OF CONTENTS

Section	Subject	Page No.
CHAPTER – I ORGANISATION & FUNCTIONS		
1	Organization	1 -2
2	Functions and Duties of Officer	2-10
CHAPTER – II WORKS		
3	Classification of operations	11-12
4	Preparation of Estimates	12-16
5	Execution of works	16-17
CHAPTER – III WORKS ACCOUNTS		
6	Measurement Books	17-25
7	Preparation , Examination, Verification and Passing of Bills for payment	25-26
8	Documentation of Accounts	26-31
CHAPTER – IV CONTRACTS		
9	Contracts and Forms	32-35
10	Preparation of Tender Documents	35-37
11	Publicity of Tenders	35-39
12	Sale of Tender Documents	39-41
13	Receipt, Opening and Acceptance of Tenders including tenders offered by Registered Co-operative Societies	41-47
14	Earnest money	47-48
15	Security Deposits	48-49
16	Agreement/contracts	49-52
17	Extra, Substituted and Deviated items	52-54

18	Site order Books and Inspection Registers	54-55
19	Issue of materials to contractors	56-61
20	Materials arranged by Contractors	61-62
21	Issue of Roads Machinery and Tools and Plants	63-64
22	Extension of time and Compensation for Delay	64-67
23	Payment to Contractors	67-70
24	Advance payments including Mobilization Advances	70-72
CHAPTER - V STORES		
25	Acquisition of Stores	72-74
26	Purchase of Stores	74-75
27	Payments for the Supplies	75
28	Losses or damages of /to stores	75-76
29	Receipt of Stores	76-77
30	Safe Custody of Stores	77
31	Issue of Stores	77-79
32	Disposal of Surplus Stores	79
33	Losses on Stores and their write-off	80
34	Stock taking	80-81
CHAPTER - VI		
35	Works relating to other Departments/Agencies	81-83
CHAPTER - VII		
36	Quality Control and Technical Audit	83-88
37	Arbitration & Litigation	89-98
38	Rules for Enlistment of Contractors in Sikkim Public Works Department	98
39	Public Buildings	98-102

REGISTERS AND FORMS

SI No	Contents	Page No.
1	Register of Buildings	103
2	Register of Roads	103
3	Register of Bridges	103
4	Register of Inspection of Public Building & Assets	103
5	Register of Estimates	104
6	Register of Check of Measurements	104
7	Proforma for Write off of lost Measurement Books	104
8	Register of Measurement Books	105
9	Work Bill Register	105
10	Allotment Register (CAR)	105
11	Register of Dismantled Materials	106
12	Register of NIT	106
13	Register of Tenders	106
14	Proforma for Weeding out Destruction of Old Agreements	107
15	Register of Agreements	107
16	Register of Disputed claims of Contractors	107
17	Site Order Book	108
18	Inspection Register	108
19	Account of Materials issued to Contractors	108
20	Hindrance Register	109
21	Report of Unserviceable Stock at Stores	109
22	Register of Contractors	109
23	Contractor Ledger (Store)	110

24	Cash Book	FORM 1	110
25	Store Indent	FORM 7	111
26	Gate Pass	FORM 7	112
27	Bin Card	FORM 8	112
28	Goods Receipt Sheets	FORM 8A	113
29	Materials at Site Account	FORM 35	113
30	Register of works	FORM 40	114
31	Register of Transfer Entry Order	FROM 53	115
32	Transfer Entry Order Book	FROM54	115

ANNEXURES

SI No	Contents	Page No.
1	Delegation of various Technical Powers	116-118
2	Guidelines for Explosive Materials	119-120
3	The Sikkim District Based Entrepreneur and Professionals, Incentive, Development & Promotional Acts 2008	121-122
4	Rules for Enlistment of Contractors	123-143
5	General Rules & Conditions of Contract	144-177
6	Sample NIT	178-181
7	Tender Form	182
8	Contract Agreement	183-184
9	Letter of Transmittal and other forms on Pre-qualification of Tender	185-188
10	Form for Self Procurements and Approval	189-190
11	Agreement form for Issue of Road Machinery & Tools on hire	191-192

12	Form for application of Extension of Time	193-194
13	Forms required under Arbitration Rules	195-196
14	Notice for appointment of Arbitrator	197
15	Appointment of Arbitrator	198