

THE PUNJAB TEHSIL/TOWN MUNICIPAL ADMINISTRATION (WORKS) RULES, 2003

CONTENTS

1. **Short title, commencement and application.**
2. **Definitions.**
3. **Repeal.**

TEXT

¹THE PUNJAB TEHSIL/TOWN MUNICIPAL ADMINISTRATION (WORKS) RULES, 2003

Dated Lahore, the 14th April, 2003

NO.SOV(LG)5-48/2002 In exercise of the powers conferred upon him under sub-section (1) of section 191 of the Punjab Local Government Ordinance, 2001 (XIII of 2001), the Governor of the Punjab is pleased to direct that the following rules shall be made:-

CHAPTER 1 PRELIMINARY

1. **Short title, commencement and application.**- (1) These rules may be called the Punjab Tehsil/Town Municipal Administration (Works) Rules, 2003.
 - (2) They shall come into force at once.
 - (3) These rules shall apply to all the Tehsil/Town Municipal Administrations established under the Punjab Local Government Ordinance, 2001 (XIII of 2001) in the Punjab.
2. **Definitions.**- (1) In these rules, unless the subject or context otherwise requires-
 - (a) **“administrative approval”** means the approval of the competent authority to the suitability of the work from the administrative point of view, and the incurring of the proposed expenditure thereon;
 - (b) **“deposit work”** means any work which is executed or is to be executed by an Agency other than the Tehsil/Town Municipal Administration;
 - (c) **“Government”** means the Government of the Punjab in the Local Government and Rural Development Department;
 - (d) **“Local Government Engineer”** means a professionally qualified engineer appointed by the Government and paid by a local government or a group of local governments for the purpose of carrying out its development works and includes the Chief Engineer and Superintending Engineer of the Local Council Service, Local Government and Rural Development Department or Housing, Urban Development, Public Health and Engineering Department and the Executive District Officer (Works & Services) of District Government who accord technical sanction;
 - (e) **“maintenance work”** means any operation undertaken to maintain an existing work in proper condition and repair;
 - (f) **“major work”** means a work, the estimated cost of which is more than rupees one hundred thousand or above;
 - (g) **“minor work”** means a work, the estimated cost of which is less than rupees one hundred thousand;
 - (h) **“Ordinance”** means the Punjab Local Government Ordinance, 2001 (XIII of 2001);

¹ These rules were notified vide Notification No.SOV(LG)5-48/2002, dated 14.4.2003.

- (i) **“original work”** means any new construction whether of an entirely new work, or involving material additions or alterations to an existing work;
 - (j) **“petty work”** means a work, the estimated cost of which does not exceed rupees twenty thousand or such other sum as may be specified by the Government from time to time;
 - (k) **“subordinate engineering staff”** includes Sub Divisional Officer, Assistant Tehsil Officer, Sub Engineer of a Local Government with same functions and duties as envisaged in the West Pakistan Building and Roads Department Works Code;
 - (l) **“technical sanction”** implies the scrutiny of estimates from technical point of view and denotes that the estimates as sanctioned are technically correct and in order; and
 - (m) **“work”** means any work executed in accordance with these rules.
- (2) Words and expressions used herein but not defined shall have the same meanings as are assigned to them in the Ordinance.

CHAPTER II

CLASSIFICATION OF WORKS

3. For the purpose of these rules, work may be classified as follows:-
- (a) Original Work;
 - (b) Maintenance Work;
 - (c) Deposit Work;
 - (d) Major Work;
 - (e) Minor Work; and
 - (f) Petty Work.

CHAPTER III

SCHEMES

4. Where a Tehsil/Town Municipal Administration has to undertake an original work costing rupees five hundred thousand or more with regard to water supply, drainage, sewerage, development of roads and streets lighting or any other similar service, the Tehsil/Town Municipal Administration shall, subject to the provisions of the Ordinance and these rules frame a scheme for the execution of such work:

Provided that works costing below five hundred thousand shall be prepared and approved on the basis of cost estimates only.

5. A scheme shall be prepared as a rough cost estimate in the first instance. Such a scheme may be prepared through the Tehsil/Town Municipal Administration or through such technical agency as may be specified by the Government.

6. Where a scheme is prepared by an agency other than a Tehsil/Town Municipal Administration, the Tehsil/Town Municipal Administration, may pay to such agency such fees for the preparation of the scheme as may be fixed by Government either generally or in any specific case.

7. A draft scheme prepared under these rules shall among other matters, specify-
- (a) detailed history of the scheme including nature and location of the schemes;
 - (b) full particulars of the works to be executed;
 - (c) justification for the scheme;
 - (d) the estimated cost;
 - (e) the manner in which the scheme shall be financed;
 - (f) the agency through which the scheme shall be executed;
 - (g) the phases in which the scheme shall be executed;
 - (h) the period during which the scheme in its various phases shall be completed;
 - (i) the benefits and returns from the scheme;
 - (j) agencies responsible for maintenance; and
 - (k) such other particulars as prescribed in the standard PC-I form issued by the Planning and Development Department.
8. After the scheme has been sanctioned, the Tehsil/Town Municipal Administration shall take all necessary steps to implement the scheme through the Tehsil Officer (Infrastructure & Services) after issuance of formal administrative approval, technical sanction and appropriation of funds.

CHAPTER IV ESTIMATES & PLANS

9. ²[For purposes of undertaking a work, the Tehsil/Town Municipal Administration Engineer shall prepare the rough cost estimates or PC-I for the scheme after inspecting the site of the scheme, certify the feasibility of the scheme by incorporating images or photographs of the site in the rough cost estimate or PC-I and shall get it vetted from the Technical Sanctioning Authority.]
10. When a work to be undertaken other than that relating to repair and maintenance is under the direct charge of Tehsil/Town Municipal Administration, the Engineer Incharge shall obtain the approval of the Tehsil/Town Nazim before the preparation of plans and estimates.
11. (1) The Tehsil/Town Municipal Administration shall follow the Composite Schedule of Rates as notified by the Government of the Punjab, Finance Department.
- (2) Award of work in groups may be allowed by Tehsil/Town Officer (Infrastructure & Services) in the interest of works with the prior approval of Tehsil/Town Nazim.
12. The tenders invited under rule 50 shall be accepted by the Tehsil Municipal Officer on the recommendations of Tehsil Officer (Infrastructure & Services) subject to the conditions that-
- (a) the normal procedure for invitation of tenders has been adopted;
 - (b) the rates quoted and amounts tendered are such that the total cost of the project shall not exceed the amount for which the technical sanction has been accorded by more than 4.5%; and
 - (c) only the lowest tender is accepted unless reasons are recorded in writing for refusing the same.

² Substituted vide Notification No.SOR(LG)5-48/2002, dated 28.2.2012; and published in the Punjab Weekly Gazette, Part I, dated 29.2.2012, pages 841-844, R.1.

13. The estimates for a work under these rules shall be prepared in the form and manner prescribed for the preparation of estimates in the West Pakistan Building and Road Department Code.

14. An estimate on the basis of which a work is to be undertaken shall be subject to-

- (a) sanction and grant of administrative approval by the competent authority;
- (b) technical sanction by competent authority in accordance with the provisions of these rules; and
- (c) availability of funds for the scheme,

15. The executive powers of Tehsil/Town Municipal Administration with regard to the grant of administrative approval of each work or scheme up to rupees five million included in the approved budget of a Tehsil/Town Municipal Administration shall vest in its Development Committee comprising the following:-

- | | | |
|-----|---|------------------|
| (a) | Tehsil/Town Municipal Officer | Chairman |
| (b) | Tehsil/Town Officer (Infrastructure & Services) | Member/Secretary |
| (c) | Tehsil/Town Officer (Finance) | Member |
| (d) | Tehsil/Town Officer (Planning) | Member |

³[16. (1)–The schemes costing above rupees five million but not exceeding rupees fifty million shall be submitted for administrative approval to the District Development Committee, as notified by the Planning and Development Department.

The schemes costing above rupees fifty million shall be submitted to the Government for administrative approval.]

17. Unless Government otherwise decides, Local Government Engineers shall have the same powers of technical sanction, approval of rates of non-schedule items and all other powers not specified in these rules as vest in the engineers of corresponding rank in the Communications and Works Department, Public Health Engineering Department, Housing & Physical Planning Department and officers of District Governments as delegated by the Government of the Punjab.

18. The authority competent to grant administrative approval or sanction may approve or sanction the estimates subject to such modifications as it may deem fit. Approval of the rates in the administratively approved estimates shall constitute authority for approving rates in the technical sanction.

19. An estimate for a maintenance work shall lapse after the expiry of the financial year to which it relates. An estimate for a work, other than a maintenance work, shall unless otherwise specified, lapse after a period of three years.

20. During execution of work or scheme, the cost of scheme shall not be allowed to exceed 15% of the approved cost due to change in design, scope or rates. If the cost of scheme exceeds such cost, a new scheme shall be formulated.

³ Substituted vide Notification No.SOR(LG)5-48/2002, dated 28.2.2012; and published in the Punjab Weekly Gazette, Part I, dated 29.2.2012, pages 841-844, R.2.

CHAPTER V
ANNUAL DEVELOPMENT PLAN

21. The Tehsil/Town Municipal Administration may prepare its Annual Development Plan and get it approved by the concerned Tehsil/Town Council as per procedure laid down in ⁴[the Punjab District Government and Tehsil Municipal Administration (Budget) Rules, 2003].
22. Before the start of work on a project included in the Annual Development Plan the detailed estimates of work shall be prepared and approved by the concerned Tehsil/Town Nazim.
23. The Annual Development Plan, among other matters, shall specify-
- (a) the various works to be undertaken;
 - (b) the order in which they shall be undertaken;
 - (c) the probable dates of the commencement and the completion of various works;
 - (d) whether a specified work shall be executed departmentally or through contractor or agency; and
 - (e) such other particulars necessary or as may be specified by the Tehsil/Town Municipal Administration.
24. The Annual Development Plan shall be placed before the concerned Tehsil/ Town Council in its ordinary meeting for consideration or approval which may sanction it with or without modification.
25. The Annual Development Plan sanctioned or modified shall be published in such manner as the Tehsil/Town Nazim may deem fit.
26. As soon as the Annual Development Plan is sanctioned, the Tehsil Officer (Infrastructure & Services) shall, subject to the general direction of the concerned Tehsil/Town Nazim, proceed to take such steps as may be necessary, to execute the work in accordance with the Annual Development Plan.
27. The Tehsil Officer (Infrastructure & Services) shall submit to the concerned Tehsil/Town Nazim on the seventh day of every month, progress report of the Annual Development Plan for the preceding month.
28. The Tehsil/Town Nazim shall submit to the concerned Tehsil Council at least once in three months the progress report about the implementation of the Annual Development Plan.
29. No new original work shall be executed unless it is included in the Annual Development Plan, administratively approved and technically sanctioned by the competent forum or authority.

CHAPTER VI
AGENCIES FOR THE EXECUTION OF WORKS

⁴ Substituted for the words "the Punjab Local Government (Budget) Rules, 2001" vide Notification No.SOR(LG)5-48/2002, dated 28.2.2012; and published in the Punjab Weekly Gazette, Part I, dated 29.2.2012, pages 841-844, R.3.

30. If a work is to be undertaken as part of a scheme, it shall be executed through such agency as may be specified in PC-I form issued by the Planning and Development Department or rough cost estimates of the scheme.

31. If Government has sanctioned a grant for the execution of any work and the agency through which such work shall be executed has been specified in the conditions for the grant, the work shall be executed by such agency.

32. If a work is not covered by the provisions of rule 31, it shall be executed by the Tehsil/Town Municipal Administration.

33. Where a work is executed or is to be executed by an agency, Tehsil/Town Municipal Administration shall pay such agency such charges for the execution of works as may be fixed by the Government.

34. Where a work is to be executed by an agency, the concerned Tehsil/Town Nazim and the Tehsil Officer (Infrastructure & Services) shall keep in touch with the progress of the work at various stages, and such agency shall forward to the Tehsil/Town Municipal Administration monthly report about the progress of the work.

35. Whenever a work is to be executed by Tehsil/Town Municipal Administration it may be executed departmentally, through a contract or through a Project Committee in accordance with the Annual Development Plan:

Provided that the execution of work through Project Committee shall be liable to the technical supervision and evaluation by the concerned Tehsil/Town Officer (Infrastructure & Services)/Assistant Tehsil Officer (Infrastructure & Services) of the Tehsil/Town Municipal Administration.

36. (1) Subject to the provisions of these rules a Tehsil/Town Municipal Administration work may be carried out through the Project Committee.

(2) The Project Committee for the execution of works shall consist of the following:-

- | | | |
|-----|---|------------------|
| (a) | Union Naib Nazim of the concerned
Union Administration | Convener |
| (b) | Two Councilors including one female
nominated by the Tehsil/Town Nazim | Members |
| (c) | Assistant Tehsil/Town Officer
(Infrastructure & Services) | Member/Secretary |

(3) The Tehsil/Town Municipal Administration shall be competent to get the works executed through the Project Committee under the order of the Nazim where the project costs up to fifty thousand rupees and with approval of the Tehsil/Town Council where the project costs up to one hundred thousand rupees.

(4) Before the start of work the detailed estimates of the work shall be got technically sanctioned by the competent authority.

(5) The Project Committee shall be responsible for arranging the supply of material and skilled labour, etc. at competitive rates by calling quotations etc. through open competition.

(6) The Project Committee shall be responsible for the execution of work according to design and specifications. The Project Committee shall also prepare and submit the completion certificate in respect of each scheme separately in the pro forma prescribed by Communication and Works Department.

(7) The Tehsil/Town Nazim shall release the estimated cost of the project through crossed cheque in the name of Convener Project Committee in two equal installments. Before releasing the second installment a report shall be obtained by the Nazim of the Tehsil/Town Municipal Administration from the Secretary of the Project Committee certifying that the amount of first installment has been incurred properly and that the progress of the work is satisfactory or in accordance with approved specification.

(8) The funds so released shall be kept in an account of the scheduled bank to be jointly operated by two members of the Project Committee.

(9) For the maintenance of accounts, the forms and registers etc. prescribed under the Punjab Local Government (Accounts) Rules, 2001 shall be used. The Secretary of the Project Committee shall ensure the maintenance of the following record of each Project:-

- (a) detailed estimates duly approved administratively and technically sanctioned by the competent authority;
- (b) the quotations and vouchers of all articles or materials etc. purchased by the Project Committee duly verified by the Convener of the Project Committee;
- (c) muster roll for payment of labour charges;
- (d) inspection register for each scheme;
- (e) completion report verified by all the members of the Project Committee; and
- (f) assessment report of each work prepared by the Project Committee and duly verified by the concerned Tehsil/Town Officer (Infrastructure & Service)/ Assistant Tehsil Officer (Infrastructure & Service).

(10) All members of the Project Committee shall periodically inspect the Project and check the quality of work.

(11) Sub Engineer of the Tehsil/Town Municipal Administration of that area shall inspect all Projects in his jurisdiction and provide technical guidance at the spot to the Project Committee regularly.

(12) The accounts of the Project shall be rendered, within one month of the date of completion of the Project, by the Secretary of the Project Committee to the Tehsil Officer (Finance) of the concerned Tehsil/Town Municipal Administration.

CHAPTER VII CONTRACTORS

37. Any person possessing such qualification and experience as may be specified by the Government, may apply to the concerned Tehsil/Town Nazim of the Tehsil / Town Municipal Administration for the registration of his name as a contractor of a specific category.

38. (1) A person applying for registration as Tehsil/Town Municipal Administration contractor shall fulfill the criteria laid down for the enlistment of the contractors in National Building Departments or Planning and Works Department.

(2) The registration of Tehsil/Town Municipal Administration contractors shall be subject to renewal every year by 31st July, on payment of a renewal fee equal to the registration fee.

⁵[(3) All the registered contractors of any Tehsil/Town Municipal Administration in the District shall be eligible to participate in tendering process of the Tehsil/ Town Municipal Administration TMA.]

⁶[(4) Tender Form shall be issued by the Tehsil/Town Municipal Administration to all the registered contractors of any Tehsil/Town Municipal Administration in the District free of cost and the Tender Form shall also be available on the website of the Local Government and Community Development Department.]

⁷[39. (1) Contractors shall be classified and approved by the Authority as under:-

(a) The registration of the contractors shall be approved for the categories of C-1, C-2, C-3, C-4, C-5 & C-6 by the Committee comprising the following:-

1	Tehsil/Twon Nazim	Chairman
2	TMO	Member
3	TO(Finance)	Member
4	TO(I&S)	Member/Secretary

⁵ Substituted for the words "No tender shall be issued or quotations invited from a person who is not registered with the Tehsil/Town Municipal Administration as contractor." vide Notification No.SOR(LG)5-48/2002, dated 28.2.2012; and published in the Punjab Weekly Gazette, Part I, dated 29.2.2012, pages 841-844, R.4(1).

⁶ Substituted for the words "Tender form shall not be issued except on payment of fee as prescribed by Communication and Works Department." vide Notification No.SOR(LG)5-48/2002, dated 28.2.2012; and published in the Punjab Weekly Gazette, Part I, dated 29.2.2012, pages 841-844, R.4(2).

⁷ Substituted for: "(1) Contractors shall be classified and approved by Authority shown under each category as follows:-

(a) Contractors authorized to undertake 'A' Class

work of any amount:

Tehsil Municipal Officer concerned

on the recommendation of Tehsil Officer

(Infrastructure & Services)

(b) Contractors authorized to work not 'B' Class

exceeding rupees ten million:

Tehsil Municipal Officer concerned

on the recommendation of Tehsil Officer

(Infrastructure & Services)

(c) Contractors authorized to undertake 'C', 'D' & E Class

work not exceeding rupees five million:

Tehsil Officer (Infrastructure & Services)" vide Notification No.SOR(LG)5-48/2002, dated 28.2.2012; and published in the Punjab Weekly Gazette, Part I, dated 29.2.2012, pages 841-844, R.5.

(b) The registration of contractors for the categories of D&E shall be approved by the TMO on the recommendations of the TO(I&S).

(2) The approved contractors shall undertake the projects for the amount as prescribed by the Communication and Works Department.]

⁸[40. Every application for registration as a contractor shall be accompanied by a registration fee as may be notified by the Communication and Works Department.]

41. If an application for registration as a Tehsil/Town Municipal Administration contractor is accepted the name of such contractor shall be registered in the register of contractors maintained by the Tehsil/Town Municipal Administration Engineer.

42. (1) If a registered contractor is in the opinion of the Tehsil/Town Nazim guilty of any misconduct, or a breach of the terms of the contract the Tehsil/Town Nazim may after giving the contractor such opportunity of explanation as may be necessary, black list his name from the list of registered contractors for such period as may be specified by him.

(2) The aggrieved contractor may file an appeal before the Secretary to Government of the Punjab, Local Government and Rural Development Department within thirty days of the communication of order passed by Tehsil/ Town Nazim under sub section (1).

CHAPTER VIII

WORK ORDERS AND CONTRACTS

43. When any work is to be executed by the employment of daily labour a muster roll shall be maintained for such work in form and in the manner prescribed by the West Pakistan Building and Road Works Code.

44. Where a work is to be carried out as a piece work the Tehsil/Town Officer (Infrastructure & Services) shall invite quotations in the manner prescribed under the West Pakistan Building and Road Works Code.

45. Where a work is to be carried out as a piece work the Tehsil/Town Officer (Infrastructure & Services) shall invite quotations in the manner prescribed for the invitation of tenders and the work shall be given to the person offering the lowest quotation after approval of Tehsil/Town Nazim:

Provided that the Tehsil/Town Nazim may for reasons to be recorded in writing refuse to accept the lowest quotation.

46. Where a quotation of a contractor has been accepted under rule 45 for piece work, the Engineer- incharge shall issue a work order for the execution of the work in the form and in the manner prescribed under the West Pakistan Building and Road Works Code.

⁸ Substituted for the words "Every application for registration as a contractor shall be accompanied by a registration fee as notified by the Local Government and Rural Development Department from time to time." vide Notification No.SOR(LG)5-48/2002, dated 28.2.2012; and published in the Punjab Weekly Gazette, Part I, dated 29.2.2012, pages 841-844, R.5.

47. The work order issued under rule 46 shall contain description of work, amount of work order, rate to be paid for it with details of the quantities to be executed and the time within which it is to be executed.

48. The Engineer Incharge and his subordinates shall be responsible for strict implementation of the terms of the contract. All the contract deeds shall be executed on standard contract form issued by the Government. The agreement between engineer and contractor shall be written on stamp paper.

49. In the case of works to be executed through contractor, the Tehsil Officer (Infrastructure & Services) shall prepare contract documents which shall include the following:-

- (a) a complete set of drawings, the general dimension of the proposed work, and so far as necessary details of the various parts of the works;
- (b) a complete specification of the work to be done and of the materials to be used;
- (c) a schedule of the quantities of the various descriptions of works; and
- (d) a set of 'conditions of contract' to be complied with by the contractor.

⁹[50. (1) When a work is to be carried out as a contract work, tenders shall be invited by the Tehsil/Town Municipal Officer.

(2) The tender notice shall be published in two national dailies through the Director General, Public Relations, Punjab, 15 days before the opening date of the tenders.

(3) The process of receiving the tenders shall commence on the date of publication of the public notice in the newspapers and shall be completed within 15 days.

(4) A receipt shall be issued by the Tehsil/Town Municipal Administration on receiving a tender from the contractor on Form-I.

(5) All the tenders shall be opened at the time and place specified in the public notice, in the presence of such contractors as may be present, by the committee comprising the following:

- | | |
|---|------------------|
| (i) Tehsil/Town Municipal Officer; | Convener |
| (ii) Representative of District Coordination Officer; | Member |
| (iii) Assistant Engineer, LG&CD of the District; | Member |
| (iv) Tehsil/Towns Officer (Finance); | Member |
| (v) Tehsil/Town Officer (I&S); | Member/Secretary |

(6) The members of Committee shall affix their initials and date on every tender so opened and also on the comparative statement. The rates quoted by the contractors shall be written in figure as well as in words.

(7) The absence of any one member of the Committee shall not affect the proceedings of the committee.

⁹ Substituted vide Notification No.SOR(LG)5-48/2002, dated 28.2.2012; and published in the Punjab Weekly Gazette, Part I, dated 29.2.2012, pages 841-844, R.7.

(8) The tenders shall be accepted by the Tehsil/Town Municipal Officer after scrutiny by the Tehsil Officer (Infrastructure & Services) and certification of the availability of funds by the Tehsil/Town Officer (Finance) and Tehsil/Town Accounts officer, and the contract shall be executed in such

manner and form as prescribed by the communication and Works Department.

¹⁰[(9) Subject to sub-rule (10), the contractor shall, within fifteen days of the acceptance of the tender, furnish to the Tehsil/Town Municipal Administration, the security for successful performance of the contract equal to one-tenth of the amount of the tender in cash, or in the form of Government securities or bank guarantee and his earnest money or bid security shall form part of such security.

(10) The Tehsil/Town Municipal Administration may require that instead of the security being deposited in advance, one-tenth of the amount of every running bill payable to the contractor during the course of the execution of work may be deducted and retained by the Tehsil/Town Municipal Administration, and until the amounts so deducted, the earnest money or bid security shall be treated as a part of the security for the performance of the contract.]

CHAPTER IX

EXECUTION AND INSPECTION OF WORKS

51. The Tehsil Officer (Infrastructure & Services) and his subordinates shall be responsible for ensuring that -

- (a) all works are executed in the best interest of the Tehsil/Town Municipal Administration;
- (b) all works are executed in accordance with the specifications in the sanctioned estimates, and the provisions of these rules;
- (c) the terms of contract are strictly enforced, and nothing is done to nullify or vitiate a contract; and
- (d) the competent authority to accord technical sanction inspects the projects from time to time by and convey his observation to the Tehsil/Town Nazim.

52. If due to any unavoidable circumstances, a work cannot be completed within the period specified in a contract an extension in such period may be allowed as per contract conditions by -

- (a) the Tehsil Officer (Infrastructure & Services) if the period of extension does not exceed one month;
- (b) the Tehsil Municipal Officer if the period of extension does not exceed two months;
- (c) the Tehsil/Town Nazims if the period of extension does not exceed three months; and
- (d) the concerned Tehsil/Town Council if the period of extension exceeds three months.

53. In the execution of works, every care shall be taken to see that the safety and convenience of the public are duly attended to, and that all operations are carried out in such a manner as to interfere as little as possible with the traffic and ordinary pursuits of the people. Temporary roads and bridges shall, where necessary, be provided and particular attention shall be paid to adequate

¹⁰ Substituted vide Notification No.SOR(LG)5-48/2002, dated 14.5.2012; and published in the Punjab Gazette (Extraordinary), dated 14.5.2012, pages 41273.

lighting at night of all obstructions to public roads and streets by the contractor or the executing agency, as the case may be.

54. If there is-

- (a) any interruption in the execution of a work;
- (b) any unusual loss in materials;
- (c) any damage to property; or
- (d) any accident during the execution of any work,

the Tehsil Officer (Infrastructure & Services) or the person in-charge of the work shall report the case to the Tehsil/Town Nazim who shall take such action as he may deem necessary, with intimation to the concerned Tehsil/ Town Council and such other authority, as may be specified by the Government in this behalf.

55. The works shall be inspected by-

- (a) the Nazim;
- (b) the Tehsil/ Town Municipal Officer;
- (c) the Monitoring Committee of the concerned Tehsil / Town Council;
- (d) any officer or authority responsible for inspection of the work of the Tehsil/Town Municipal Administration;
- (e) the competent authority to accord technical sanction may inspect the projects from time to time and convey his observations for rectification to the Engineer Incharge; and
- (f) Tehsil Officer (Infrastructure & Services) and his subordinates.

56. An order book shall be maintained for every work in which shall be written from time to time-

- (a) the orders and instructions given to the subordinates or to the contractor; and
- (b) the remarks about the inspection of the work.

57. An administration diary of progress shall be maintained for every work in the form and manner prescribed by the Communication and Works Department for such purposes.

CHAPTER X

COMPLETION OF WORKS

58. The works shall be measured and inspected daily.

59. As soon as a work has been completed, it shall be inspected and measured by the officer of the Tehsil/ Town Municipal Administration in-charge of the work, within ten days from the date of completion.

60. All measurements under rule 58 and 59 shall be recorded in a measurement book in the form prescribed in Departmental Financial Rules Volume-III. Full particulars of the work measured shall be given in measurement book which shall include the work being readily identified, and the measurement being checked.

61. All measurements made by the officer in-charge of the work under rule 58 shall be checked by the Tehsil/ Town Municipal Administration Engineers in the manner prescribed in the West Pakistan Building and Road Departments Works Code and Departmental Financial Rules Volume-III.

62. If any contractor is found guilty of any breach of the terms of a contract the provisions of the penalty clause in the contract deed shall be enforced against him with the sanction of the Tehsil/Town Nazim.

63. Where, on inspection and measurement, a work is found to be in order, a completion certificate and a completion report shall be prepared in the form in use in the Communication and Works Department as prescribed by the West Pakistan Building and Road Departments Works Code.

64. For every original work which is completed, a record plan shall be prepared which shall be the correct representation of the work as actually executed.

65. On the seventh day of every month, a statement shall be forwarded by the Tehsil/Town Officer (Infrastructure & Services) to the Nazim showing the details of the work completed during the preceding month. The complete statement shall be in the form in use in the Communication and Works Department.

66. When a work has been completed, all documents connected with that work shall be duly checked, filed and recorded in the works register under supervision of Local Government Engineer.

CHAPTER XI

ACCOUNTS FOR WORKS

67. Bills for payment for work shall be prepared in the form as prescribed in the Punjab Local Government Accounts Rules, 2001.

68. When a work is executed by daily labour, a muster roll accompanied by an abstract of work executed as a piece work or a contract work and the measurement book shall form the basis of the account.

69. Any payment either for the work done or supply made irrespective of any amount must be entered in the measurement book.

70. Final payment shall be made when the work has been completed but running payments may be made during the course of the execution of the work in accordance with the principles prescribed in the West Pakistan Building and Road Departments Works Code and Departmental Financial Rules Volume-III.

71. When any establishment is engaged for the purpose of a particular work, and the cost of such establishment is to be charged against such work, the payment of such establishment shall be made by means of a work charge establishment pay bill as in use in the Communication and Works Department. The appointment of work charged establishment shall be made by the Tehsil/Town Nazim on the recommendation of Tehsil/Town Officer (Infrastructure & Services) within the provision of sanctioned estimate.

72. The Tehsil/Town Officer (Infrastructure & Services) of Tehsil/Town Municipal Administration shall submit the bill of work done to the Tehsil/Town Officer (Finance) of Tehsil/Town Municipal Administration who may raise such objections and seek such information as he may consider necessary. If the finance branch has no objection the bill shall be sanctioned by the

Tehsil/Town Nazim and forwarded to the Tehsil Accounts Officer concerned for pre audit and disbursement of money in a prescribed manner.

73. Payment to contractors shall be made by cheques, and as far as possible within thirty days of the completion of the work. If for any reason the payment is not made or cannot be made within the specified period of thirty days, the reasons for such non-payment shall be reported to the Tehsil/Town Nazim.

74. The security deposited by the contractor, if any, shall be retained ¹¹[for six months] after the completion of the work and shall then be returned to the contractor on his request, unless in the meantime the work has been found to be defective or not up to the specifications and the contractor has not remedied such defects or failed to comply with the specifications in which case such security or sum deducted shall be retained until such defects have been remedied. In the case of supply of materials, security shall be retained for three months subject to the conditions mentioned above.

75. For the purpose of accounts of Tehsil/Town Municipal Administration works, such registers and forms shall be maintained as are in use in the Communication and Works Department.

76. Under no circumstances shall an advance be made to contractor for any work to be executed for a Tehsil/Town Municipal Administration.

77. The Punjab Government Works rules under the West Pakistan Building and Roads Department Works Code for Public Works Department shall be followed in the matters where these rules are silent.

78. **Repeal.-** The Punjab Local Councils (Works) Rules, 1981 are hereby repealed.

**SECRETARY
LOCAL GOVERNMENT & RURAL DEVELOPMENT
DEPARTMENT**

¹¹ Substituted for the words "by the Tehsil Accounts Officer for one year" vide Notification No.SOV(LG)5-48/2002, dated 4.8. 2003.

¹²[FORM-I

RECEIPT

[See Rule 50(1)(B)]

No.....

Name of the scheme.....

Estimated cost of the scheme.....

Name of Contractor.....

Dated_____

Signature of official issuing receipt]

¹² Inserted vide Notification No.SOR(LG)5-48/2002, dated 28.2.2012; and published in the Punjab Weekly Gazette, Part I, dated 29.2.2012, pages 841-844.