

**GOVERNMENT OF RAJASTHAN  
FINANCE DEPARTMENT  
(G&T DIVISION)**

No. F.2(4)FD/PWF&AR/99 Part-II

Jaipur, dated: 30.11.16

**CIRCULAR**

**Subject : Timely pre-preparedness for Works Projects, prescribing the timelines for various stages & controlling delays involved.**

The State Government executes various welfare schemes and creates public utilities by way of implementing developmental projects through its Works/Engineering Departments. It is important that these projects should have clearly defined stagewise timelines to check cost and time over runs, so as to ensure timely utilisation of funds and to meet public expectations as well.

2. Any works project normally has 3 main stages in its life cycle :
  - (i) From conception to Notice Inviting Bid (NIB) issuance;
  - (ii) From Notice Inviting Bid to Award of Contract and
  - (iii) From Award of Contract to Project Completion.
3. **It has come to notice that many projects are hampered with undue delays at the stages mentioned above and specific delay has been observed at the level of doing preliminary surveys & designs, preparation of feasibility study, DPR preparations etc. If this preparatory works is done in a time bound manner, then any project can be rolled out much faster.**
4. As far as issuing NIB & further Award of contract is concerned, there is a clearly defined timeline prescribed under Rule 40 of Rajasthan Transparency in Public Procurement Rules, 2013 for taking final decision on a bid. Further, the maximum publication time of NIB can also be reduced (if required) as per Rule 43 of Rajasthan Transparency in Public Procurement Rules, 2013.
5. Hence, it is very clear that rules provide ample space & scope to complete the bid process in a specified and reasonable time frame as per requirements of a procuring entity.



6. In light of above observations, all the Works/Engineering departments of Government of Rajasthan are expected to take appropriate action in the following manner :

- (i) Each department should, after due diligence, prescribe clear timelines for different stages (such as pre-feasibility report; feasibility report; formulation of drawing & designs, survey & site investigations; DPR preparations; issuance of AS, TS, FS etc.) of the major works after obtaining competent approval for the same.
- (ii) A web-based ' Project Timelines monitoring tool/application' may be designed by Engineering Departments in consultation with DoIT.
- (iii) Any delay/deviation from the defined timelines should be brought to the notice of concerned Administrative Secretary for immediate remedial actions.
- (iv) Procuring entities concerned should properly determine the need of the procurement as per Section 5 of RTPP Act, 2012.
- (v) A procurement plan shall be prepared by all procuring entities, specially with respect to works procurement, complying with Rule 7 of Rajasthan Transparency in Public Procurement Rules, 2013.
- (vi) The procurement plans can be part of BFC proposals so that plans can be acted upon.
- (vii) The provisions regarding timelines prescribed in Rule 40(2) of Rajasthan Transparency in Public Procurement Rules, 2013 regarding decision on a bid need to be adhered to.
- (viii) Timely land acquisition/allotment and site clearance is a very crucial factor and this should be done as per laid down rules and procedures.
- (ix) Meanwhile, when the AS/FS is under process for a proposed work, the works departments are suggested to be ready with their bid document. So that, as and when the FS is communicated, NIB can be issued instantly.
- (x) Utilisation of developmental budget should not be left only to the last quarter of a financial year, rather it should be reasonably distributed in all the four quarters.
- (xi) Advance action be initiated in the last quarter of a financial year so as to properly plan and then set-up rhythm for appropriate & timely fund utilisation in ensuing financial year.

(xii) Works department may prescribe a detailed indicative check-list clearly bringing out the different aspects of taking up a work of Building/Roads & Bridges/Irrigation Work/Water Supply Scheme/Sewerage Treatment Work/ Environment Clearances etc.

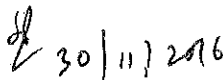
7. The object of this circular is to curb delays in implementation of various engineering projects. Hence, all the authorities concerned are expected to comply with these directions sincerely, while fully adhering to the provisions of the Rajasthan Transparency in Public Procurement Act & Rules.

By Order,

  
(Naveen Mahajan)  
Secretary Finance (Budget)

Copy forwarded for information and necessary action to the following:

1. The Secretary to Hon'ble Chief Minister, Rajasthan, Jaipur.
2. The Addl. Chief Secretary, PWD/WRD, Rajasthan, Jaipur.
3. The Principal Secretary, PHED, Rajasthan, Jaipur.
4. The Principal Accountant General (G&SSA/A&E) Rajasthan, Jaipur.
5. The Secretary, Department of Information, Technology & Communication, Raj. Jaipur.
6. The Sr. Deputy Secretary to Chief Secretary, Rajasthan, Jaipur.
7. The Chairman, RSRDC/RHB/Administrator, Agriculture Marketing Board.
8. All Secretaries/Joint Secretaries of Finance Department.
9. The Command Area Development Department, Bikaner/Kota.
10. The Chief Engineer, PWD/Water Resources/PHED/IGNP, Bikaner and Jaisalmer, CAD, IGNP Bikaner/CAD(Chambal Kota/Mahi Project/Bisalpur Project/Sidhmukh Nohar Project/Hanumangarh (North)CE, PHED, (PMC Project) Churu.
11. Director, Treasury & Accounts/Inspection/Local Fund Audit Department, Vitta Bhawan, Jaipur.
12. The Financial Advisor/Chief Accounts Officer, RWSSMB/ PWD/WRD/PHED Jaipur.
13. Addl. Director, Finance Department with a request to publish this circular on Website of FD.
14. Guard File.

  
(Ramawatar Sharma)  
Joint Secretary to Govt.

(PWF&AR: 59/2016)