

No. ID2/19164/08

Directorate of Industries & Commerce,
Thiruvananthapuram, Dated: 02.02.2013.

CIRCULAR

Sub: - Industries – Infrastructure Development - development works in DA/DP –
cost sharing between Government and beneficiary – instructions – issued.

The up gradation and modernization of the existing DA/DPs under the Industries Department, creating/improving the infrastructural facilities, providing power and water facilities, solid & liquid waste management system, construction and maintenance of internal roads and other development works are undertaken by Government in the existing DA/DPs under a cost sharing basis between Government and beneficiary. In many cases, the beneficiary undertakes the development works. A uniform procedure has to be followed in all DA/DPs for such works. The following has to be observed for all such developmental works.

1. The estimate and drawing of the development work shall be prepared/countersigned by a Civil Engineer in Government Service, not below the rank of an Assistant Engineer in PWD, LSGD, Irrigation, Industries etc. The estimate shall be prepared following the PWD norms and as per the latest SOR (schedule of rates). The engineer may certify towards the SOR rates in the estimate. Two copies of the attested plan and estimate may be submitted to the Director of Industries & Commerce for approval.
2. The plan and estimate shall be scrutinized by the Engineering Liaison Officer (Assistant Executive Engineer of PWD) of the Directorate of Industries & Commerce, before submitting to the Director of Industries & Commerce for approval.
3. On getting the approval of the Director of Industries & Commerce for a particular project/development work, a Monitoring Committee shall be constituted for each

project/development work to monitor, sanction and supervise the work. The Committee shall consist of the following

- (a) General Manager, District Industries Centre of the respective District – Chairman
- (b) Manager, District Industries Centre (who deals Infrastructure Development) – Member Secretary
- (c) Any officer of the District Industries Centre with a technical qualification
- (d) Supervising Engineer with Civil Engineering background engaged for this work
- (e) Two members nominated by the users/beneficiary association.
- (f) Engineering Liaison Officer (Assistant Executive Engineer of PWD) of the Directorate of Industries & Commerce

The quorum of the Committee shall be four.

- 4. The work shall be undertaken by the Users/beneficiary association. The work can be done directly or awarded to licensed civil contractors after observing tender formalities of Store Purchase Rules.
- 5. The Supervising Engineer shall preferably be a Government Engineer with Civil Engineering background not below the rank of an Assistant Engineer in PWD, LSGD, Irrigation, Industries etc. If the service of a Government Engineer is not available, the Users/beneficiary association can engage a Civil Engineer with the approval of the Monitoring Committee. But, in such case, all necessary documents shall be got countersigned by a Government Engineer with Civil Engineering background not below the rank of an Assistant Engineer in PWD, LSGD, Irrigation, Industries etc before forwarding to the Director of Industries & Commerce. The Supervising Engineer shall be responsible for the measurement as well as the quality of the work undertaken.
- 6. Any part payment shall be made on a part bill raised by the contractor subject to a maximum of 50% of the total project cost, based on the recommendation of the Supervising Engineer, Monitoring Committee and sanction of the General Manager, District Industries Centre.

7. All necessary documents, M-Book etc shall be maintained by the Supervising Engineer and submitted to the Engineering Liaison Officer periodically or as and when called for.
8. Final payment of the bills shall be made only after the Supervising Engineer certifies the M- Book and produces the completion and valuation certificate. The final payment shall be done only with the approval of the Director of Industries & Commerce.
9. Remuneration/fees to the Supervising Engineer shall be borne by the Users/beneficiary association, which shall not be included as a part of the project.

Sd/-

Director of Industries & Commerce

To

1. All General Manager, District Industries Centres
2. Director, CFSC, Manjeri/Changanassery

Copy to

1. Sr. Finance Officer
2. Sr. Administrative Officer
3. Audit wing
4. Stock file/spare