

DELEGATION OF FINANCIAL POWER 2016



BANGLADESH WATER DEVELOPMENT BOARD

বাংলাদেশ পানি উন্নয়ন বোর্ড
BANGLADESH WATER DEVELOPMENT BOARD

পরিচালকের কার্যালয়
কন্ট্রাষ্ট এন্ড প্রকিউরমেন্ট সেল
ওয়াপদা ভবন (নবম তলা)
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ফোনঃ ৫৭১৬৪৩৪৭

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স্মারক নং-সিপিএ-৫১/ সার্কুলার/৩০৭০

তারিখঃ ০১-০৩-২০১৭ খ্রিঃ

সার্কুলার

বাংলাদেশ পানি উন্নয়ন বোর্ড পরিচালনা পরিষদের ৪১ তম সভায় বাংলাদেশ পানি উন্নয়ন বোর্ডের আর্থিক ক্ষমতা অর্পণ-২০১৬ অনুমোদনের প্রেক্ষিতে বাংলাদেশ পানি উন্নয়ন বোর্ডে সকল প্রকার জনাকার্য ও আর্থিক ক্ষমতা প্রয়োগের ক্ষেত্রে বাংলাদেশ পানি উন্নয়ন বোর্ডের আর্থিক ক্ষমতা অর্পণ-২০১৬ অনুসরণ করার জন্য সংশ্লিষ্ট সকল কর্মকর্তাগণকে আদিষ্টক্রমে নির্দেশনা প্রদান করা হলো।

২। এ আদেশ অবিলম্বে কার্যকর হবে।

৩। এ আদেশ মহাপরিচালক মহোদয়ের অনুমোদনক্রমে জারী করা হলো।

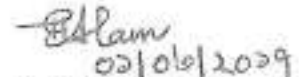

(মোঃ রফিকুল আলম)
পরিচালক

স্মারক নং-সিপিএ-৫১/ সার্কুলার/ ৩০৭০

তারিখঃ ০১-০৩-২০১৭ খ্রিঃ

অনুলিপি সদয় অবগতি/অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রেরণ করা হলোঃ

- ১। প্রধান প্রকৌশলী/অতিঃ প্রধান প্রকৌশলী,..... বাপাউবো,.....। (অধীন দপ্তরদপ্তরসমূহে বিতরণের অনুরোধসহ)
- ২। সচিব, সচিবালয়, বাপাউবো, ঢাকা
- ৩। সিএসও টু মহাপরিচালক, বাপাউবো, ঢাকা। (মহাপরিচালক, বাপাউবো মহোদয়ের সদয় অবগতিতে আনার অনুরোধসহ)
- ৪। সিস্টেম এনালিস্ট, চীফ মন্টিরিং এন্ড দপ্তর, বাপাউবো, ঢাকা। দপ্তরদেশটি পাউবো'র ওয়েব সাইটে প্রকাশের জন্য অনুরোধ করা হলো।
- ৫। ব্যক্তিগত সহকারী, অতিঃ মহাপরিচালক (.....) বাপাউবো, ঢাকা। (অতিঃ মহাপরিচালক,....., বাপাউবো, মহোদয়ের সদয় অবগতিতে আনার অনুরোধসহ)।


(মোঃ রফিকুল আলম)
নির্বাহী প্রকৌশলী



ফোন : ৯৫৫৫১৩৩
অফিস : ৯৫৫৫১৩৩
কাক্স : ০০৮৮-০২-৯৫৬৪৭৬৩

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স্মারক নং- ৩৫-পাউবো(সচি)/বোর্ড-২/পরিসভা-৪১/২০১৭

তারিখ: ০৪-১১-১৪২৩ বঙ্গাব্দ
১৬-০২-২০১৭ খ্রিষ্টাব্দ

পরিচালক

- ✓ কল্যাণী অ্যান্ড প্রকিউরমেন্ট সেল
বাংলাদেশ পানি উন্নয়ন বোর্ড
ওয়ার্পদা ভবন, মতিঝিল, ঢাকা।

বিষয় :- বাংলাদেশ পানি উন্নয়ন বোর্ড পরিচালনা পরিষদের ৪১তম সভায় গৃহীত সিদ্ধান্ত বাস্তবায়ন প্রসঙ্গে।

উপর্যুক্ত বিষয়ে এই মর্মে জানানো হচ্ছে যে, বিধিত ০৮-০১-২০১৭ খ্রি: তারিখ বাংলাদেশ পানি উন্নয়ন বোর্ড পরিচালনা পরিষদের ৪১তম সভা অনুষ্ঠিত হয়। উক্ত সভায় আপনার দপ্তরের সাথে সংশ্লিষ্ট বিদ্যমান উপর নিম্নোক্ত সিদ্ধান্ত গৃহীত হয়।

ক্রমিক নং	বিষয়	বাণিজ্যবোর্ড পরিচালনা পরিষদের সিদ্ধান্ত
১।	বাংলাদেশ পানি উন্নয়ন বোর্ডের আর্থিক ক্ষমতা অর্পণ-২০১৬ অনুমোদন প্রসঙ্গে।	বাংলাদেশ পানি উন্নয়ন বোর্ডের আর্থিক ক্ষমতা অর্পণ-২০১৬ বাংলাদেশ পানি উন্নয়ন বোর্ডে প্রয়োগের জন্য অনুমোদন করা হলো।

বাংলাদেশ পানি উন্নয়ন বোর্ড পরিচালনা পরিষদের ৪১তম সভায় আপনার দপ্তরের সাথে সম্পর্কিত উক্ত বিষয়ের উপর গৃহীত উক্ত সিদ্ধান্ত মোতাবেক পরবর্তী ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হলো এবং গৃহীত ব্যবস্থা বোর্ডকে অবহিত করার জন্যও অনুরোধ করা হলো।

(মোঃ জাহাঙ্গীর কবীর)
মহাপরিচালক

বাংলাদেশ পানি উন্নয়ন বোর্ড, ঢাকা।

স্মারক নং- ৩৫-পাউবো(সচি)/বোর্ড-২/পরিসভা-৪১/২০১৭

তারিখ: ০৪-১১-১৪২৩ বঙ্গাব্দ
১৬-০২-২০১৭ খ্রিষ্টাব্দ

সনয় অবগতি/প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হইল:

- ১। পরিচালক, কর্মচারী উন্নয়ন পরিদপ্তর, বাণিজ্যবোর্ড, ঢাকা।
- ২। চীফ ইন্স অফিসার টু মহাপরিচালক, বাণিজ্যবোর্ড, ঢাকা।
- ৩। ব্যক্তিগত সহকারী, অতিরিক্ত মহাপরিচালক (অর্থ/প্রশাসন) বাণিজ্যবোর্ড, ঢাকা।
- ৪। ব্যক্তিগত সহকারী, সচিব, বাণিজ্যবোর্ড, ঢাকা।

ডায়েরি নং- ৪৭২০
৩৫-পাউবো(সচি)
৩৫-পাউবো(সচি)
৩৫-পাউবো(সচি)
৩৫-পাউবো(সচি)

তারিখ- ১৬/২/১৭
৩৫-পাউবো(সচি)
৩৫-পাউবো(সচি)
৩৫-পাউবো(সচি)
৩৫-পাউবো(সচি)

(সৈয়দ মাহবুবুল হক)
উপ-সচিব (বোর্ড)।

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PREFACE

PRE-REQUIREMENTS IN EXERCISING DELEGATED POWER

This 'Delegation of Financial Power 2016 (DoFP 2016)' is prepared updating the 'Delegation of Financial Power 2008' in the light of Public Procurement Rules 2008, its amendments and Financial Powers delegated to the Head of the Organizations and the Project Directors of Developments Projects vide Ministry of Finance's no. 07.111.031.01.00.013.2010-576 date:16.08.2015. The delegation covers procurement both under development budget (GOB funded and aided) and non-development budget/own fund as well as establishment expenditure. The Project Directors will be responsible for ADP projects. They will implement the works through BWDB Field Divisions.

Field Executive Engineers, Superintending Engineers and Chief Engineers will act as the Project Directors which will be selected by the ministry of water resources.

In aided projects the Project Director will take necessary concurrence from the Development Partners as mentioned in the Project Paper.

For Non-development Budget, the officers up to fifth grade will exercise powers as delegated to their original rank.

The pre-requirements in exercising the delegated powers are delineated in the 'Remarks' column. Some of the common pre-requirements are spelled out below.

1. The delegated power must be exercised in conjunction with Public Procurement Rules 2008 and its amendments. Anything found in this DoFP contradictory to PPR2008 should be referred to Contract and Procurement Cell, BWDB, Dhaka.
2. Administrative approval is must for commencement of any procurement. Administrative approval should be obtained through Procurement Plan. Procurement Plan for respective procurement will be approved by the concerned officer whom power for administrative approval is delegated. The procurement Plan for development projects must be based on Physical Break-up approved by concerned Additional Director General. Allotment orders of Non-development Budget issued by Directorate of O&M/Finance will be treated as Physical Break-up for works and Establishment expenditure under Non-development Budget.
3. Before invitation of any tender, the officer inviting the tender should ensure that the work for which tender is being invited has been included in the Procurement Plan of the concerned financial year and that there is provision of fund in the approved Physical Break-up, if not otherwise instructed by DG through Project Director/Director, O&M.
4. Tenders for Procurement under different methods should be invited in prescribed documents and evaluated by standard procedures published by CPTU intimated by Director, Contract & Procurement Cell, BWDB from time to time. For aided projects, guidelines of the Development Partners if incorporated in the Loan/Grant agreement must be adhered to as per PPA 2006 clause 3(2)(Gha).
5. Tender shall not be invited without approved estimate prepared on the basis of approved design and drawing. However on the ground of urgency or otherwise tender for a work can be invited as per provisional estimate prepared on the basis of working drawings if permitted by the Chief Engineer/Project Director. But the acceptance of the tender shall not be made before the approval of the estimate as per approved design drawings. In such case tendered items of work shall be adjusted according to the sanctioned estimate at the time of evaluation of the tender and tenderers should be notified accordingly before closing the tender.

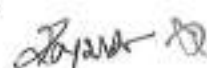


6. Approval of splitting of a work into different packages/lots should be obtained from DG through Procurement Plan. Number of packages/lots and Contract Approving Authority should be fixed following Rule 17 of PPR2008.
7. Approval for additional works/supply/consultancy beyond ongoing contract must be obtained from competent authority as delegated under this delegation through Appendix-I.
8. Permission for executing and Administrative approval for emergency works to the effect that the situation is disastrous/catastrophic must be obtained from competent authority as delegated under this delegation through Appendix-II.
9. Additional Chief Engineers will exercise the power of Chief Engineer. Superintending Engineers/ Directors of Directorates/Cells attached with DG/ADGs will also exercise the power of Additional Chief Engineer in case of procurement. In all other cases equivalence will be determined based on the original pay scale of the posts.
10. A higher authority may exercise the delegated power of lower authority where no power is shown against the former, if needed.
11. If any change in the ceiling amount fixed in schedule-2 of PPR 2008 is made by the Government through separate orders, DG, BWDB will delegate the new ceiling in the light of this delegation.
12. Director General, BWDB may re-delegate the power delegated to him to his sub-ordinate officers (up to 5th Grade). Project Directors may also re-delegate the power delegated to them to their sub-ordinate officers (up to 5th Grade) with approval of the Director General, BWDB.
13. In case of increase or decrease of any BOQ item and total cost remains within contract value then revised estimate will be approved by the original approving authority. In case of consultancy services revised estimate will be approved by DG.
14. In case of deposit work PE will sign MOU with the owner department (Government, Semi-Government or Autonomous body) with the prior approval from the Director General, BWDB and financial power will be the same as delegated in NDR. In case of private agency PE will sign the contract agreement with prior approval of the Director General, BWDB.
15. In case of work done by Directorate of Dredger, BWDB, DG will approve the Procurement Plan; Zonal CE /ACE or PD will approve the estimate under NDR/Development Budget respectively; and PE will sign MOU.
16. Any other issue which is not covered in this delegation should be referred to the DG through Director, Contract & Procurement Cell, BWDB, Dhaka.


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FOR ADP PROJECTS

M. H. R. Zayana - 4

DOFP2016: POWER DELEGATED FOR ADP PROJECTS

Item No.	Item	Power Delegated for ADP Projects(In lakh taka)					Remarks
		DG	ADG	CE/ACE as PD/CE/ACE	SE as PD/SE	EE as PD/EE	
1	2	3	4	5	6		8
A	Authority to accord administrative approval/ Procurement Plan and Contract Time Extension under different types of tendering method for value of works/goods/services up to the fixed limit						Subject to fulfillment of pre-requirements stated in preface
A.1	Open Tendering Method (OTM) ; Rule 61 (1) Works/Physical services (1.1) Work except building (1.2) Building (new) (1.3) Building repair (2) Goods/equipment/machinery (2.1) Purchase of office stationery (2.2) Purchase of vehicle/ equipment/ machinery (2.3) Spare parts of vehicle/equipment/ machinery						Based on budget allocation Physical Break-up of ADP is to be processed through respective Zonal CE/ACE and will be approved by concerned ADGs. On the basis of approved Physical Break-up , Detailed work Authorization will be approved by Zonal ACE/CE. Annual Procurement Plan (APP) under open tendering method (OTM) will be approved by concerned PD (approved copy of Procurement Plan to be intimated to the Zonal CE/ACE). Once annual Procurement plan is approved, EE will proceed for tendering under OTM as it is the most preferred method.
A.2	Limited Tendering Method (LTM) (I) Goods, works or physical services of specialized nature which are only available from a limited number of suppliers/contractors and which are required urgently; Rule 63(1) (ka & Kha) (II) Time & cost in receiving, examining & evaluating a large number of tenders disproportionate to the value of goods, works or physical services to be procured; Rule 63(2) (1) Works	Full	Nil	Nil	Nil	Nil	Subject to: Fulfillment of conditions of PPR2008 Rule 63(1) Subject to fulfillment of conditions of PPR2008 Rule 63(2). In this case, concerned PD will approve Procurement Plan only

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Item No.	Item	Power Delegated for ADP Projects(In lakh taka)					Remarks
		DG	ADG	CE/ACE as PD/CE/ACE	SE as PD/SE	EE as PD/EE	
1	2	3	4	5	6		8
	(2) Goods/equipment/machinery			Full	15/nil	5/nil	Subject to fulfillment of conditions of PPR2008 Rule 63(2)
A.3	One Stage Two Envelop Method (OSTEM) For Turnkey contract or Installation of major plants (for example- Contract related to supply of processing plant, installation & commissioning, or major works or communication technology, etc.) which it may be practical to prepare complete technical specifications in advance, Bill of Quantities or Schedule of Requirement, Design, etc. including preparation of complete tender document by the Procuring Entity; Rule 68ka						Subject to the approval of DG with the fulfillment of conditions of PPR-2008 Rule 68ka Physical Break-up of ADP will be approved by the concerned ADG. Based on approved Physical Break-up APP will be approved by the concerned CE/ACE or CE/ACE as PD. Once APP is approved, Field EE will proceed for tendering.
A.4	Two Stage Tendering Method (TSTM) For large or complex such as turnkey contract for process plants or procurement of major computer and communication systems for which it may be impractical to prepare complete technical specifications in advance and where alternative technical approaches may be available to meet Procuring entity's need. This could also be followed in situation when Procuring entity may not be capable of preparing a full technical specification; Rule 65	Full	Nil	Nil	Nil	Nil	Subject to fulfillment of conditions of PPR2008 Rule 65
A.5	Request for Quotation Method (RFQ) For the purchase of readily available standard off the self goods and related services, physical services and for low value simple works; Rule. 69 (1) Works/Physical Service	10	8	5	3/Nil	2/Nil	1. Subject to fulfillment of conditions of PPR2008 Rule 69 2. Expenditure during a financial year must not exceed Tk. 30.00 lakh for Goods and Tk. 60.00 lakh for Works/Physical Services under each PE.

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Item No.	Item	Power Delegated for ADP Projects(In lakh taka)						Remarks
		DG	ADG	CE/ACE as PD/ CE/ACE	SE as PD/SE	EE as PD/EE		
1	2	3	4	5	6		8	
	(VII) Products of Govt owned Industries; PPR 2008 Rule 76(Chha)	Full	Nil	Nil	Nil	Nil		
	(VIII) Specialized Commodities of local cottage industries produced as per Govt directives; PPR 2008 Rule 76(Ja)	Full	Nil	Nil	Nil	Nil		
	(IX) Procurement of Spare parts and services for existing Equipment; PPR 2008 Rule. 76(Jha)	Full	30	20	10/Nil	2/Nil	Subject to fulfillment of condition of PPR2008 Rule 76(Jha)	
	(X) For emergency procurement of goods, works or physical services following a disaster/natural calamity where other procurement processes makes it impractical to meet the emergency; PPR 2008 Rule. 76(Neo)	50	40	30	20/Nil	10/Nil	Subject to: 1. Declaration of emergency by SE to the effect that the situation is disastrous /catastrophic. 2. Permission of emergency work in proforma as Appendix-II should be taken from DG. 3. Availability of Budget, Max ⁿ 500 lakh in a year with the approval from secretary, MoWR.	
	(XI) Procurement of instantaneously required goods, works and services; PPR2008 Rule. 76(ia)	5.0	2.0	1.0	0.75/ Nil	0.5/Nil	1. In each case not more than 1.00 lakh. 2. In special case maximum 5.00 lakh with the approval of DG. 3. Subject to budget provision	
	(XII) Works aimed at Poverty Reduction; PPR2008 Rule. 76(3&4)						Subject fulfillment of conditions of Rule 76(3&4) and Ceiling fixed by Local Govt Institution. Subject to concurrence of concerned ADG.	
	(XIII) Extension of contracts for Guarding, Courier & similar services; Rule 76(5)			Full/ Nil	Full/ Nil	Full/ Nil	Subject to fulfillment of conditions of Rule 76(5)	

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Item No.	Item	Power Delegated for ADP Projects/ In lakh taka)					Remarks
		DG	ADG	CE/ACE as PD/CE/ACE	SE as PD/SE	EE as PD/EE	
1	2 (XIV) For additional delivery/repent orders of goods by the original suppliers -as partial replacement of existing supplies, services or installations -as an extension of existing supplies, services or installations -as supply of spare parts of existing equipment ; PPR2008 Rule 77	3	4	5	6		8 Subject to the budget provision and fulfillment of Rules 74(4) of PPR 2008: 1. <u>Original Contract Approved by ADG or Below:</u> Concerned ADG may allow additional work/variation order maximum 15% of original contract and DG may allow more than 15% to 50% of the contract price but not exceeding the limit mentioned in C1-C4. 2. <u>Original Contract Approved by DG :</u> DG may allow additional work/variation order maximum 15% of original contract but not exceeding the limit as mentioned in C1-C4. MoWR may allow exceeding 15% but not more than 50%. 3. <u>Original Contract Approved by MoWR :</u> MoWR may allow additional work/variation order upto 15% of the original contract and more than 15 to 50% will be approved by CCGP. 4. <u>Original Contract Approved by CCGP :</u> CCGP may allow additional work/variation order upto 50% of the original contract. 5. Approval should be obtained in proforma as Appendix-1A. 6. DG will approve the Rate of non-tendered item through Proforma as Appendix-1B. Subject to the budget provision and fulfillment of Rules 74(4) of PPR 2008: 1. <u>Original Contract Approved by ADG or Below:</u> Concerned ADG may allow additional work/variation order maximum 15% of original contract and DG may allow more than 15% to 50% of the contract price but not exceeding the limit mentioned in C1-C4. 2. <u>Original Contract Approved by DG :</u> DG may allow additional work/variation order
	(XV) Variation for additional works beyond initial contract if emerges on unforeseeable circumstances and separation of additional works from the initial contract is not possible due to technical and economic reasons ; Rule 78						

Item No.	Item	Power Delegated for ADP Projects(In lakh taka)					Remarks
		DG	ADG	CE/ACE as PD/CE/ACE	SE as PD/SE	EE as PD/EE	
1	2	3	4	5	6	8	maximum 15% of original contract but not exceeding the limit as mentioned in C1-C4. MoWR may allow exceeding 15% but not more than 50%.
							3. Original Contract Approved by MoWR : MoWR may allow additional work/variation order upto 15% of the original contract and more than 15 to 50% will be approved by CCGP. 4. Original Contract Approved by CCGP : CCGP may allow additional work/variation order upto 50% of the original contract. 5. Approval should be obtained in proforma as Appendix-1A. 6. DG will approve the Rate of non-tendered item through Proforma as Appendix-1B.
	(XVI) Direct Cash Purchase; Rule 81						Subject to Max ^m Tk 10.0 lakh in a year for each PE.
	(XVII) Force Account for direct engagement of labours; Rule 82			2.0	1.0/Nil	0.50/Nil	
A.7	Open Tendering Method with international competition (OTMIC); Rule 83						Physical Break-up of ADP will be approved by concerned ADGs. Based on approved Physical Break-up, Procurement Plan under open tendering method (OTM) will be approved by PDs by concerned CE/ACE or CE/ACE as PD. Once annual Procurement plan is approved, Field EE will proceed for tendering under OTM as it is the most preferred method.
							For aided projects, provisions in Loan Agreement will be accommodated.
A.8	Two Stage Tendering Method with international competition (TSTMIC) ; Rule 84	Full	Nil	Nil	Nil	Nil	For Aided projects PDs will exercise full power, in consultation with concerned ADG, if specified in loan agreement.

Item No.	Item	Power Delegated for ADP Projects(In lakh taka)					Remarks
		DG	ADG	CE/ACE as PD/CE/ACE	SE as PD/SE	EE as PD/EE	
1	2	3	4	5	6	8	
A.9	Request for Quotation with international competition (RFQIC) ; Rule 85	Full	Nil	Nil	Nil	Nil	For Aided projects PDs will exercise full power, in consultation with DG, if specified in loan agreement.
A.10	Limited Tendering Method with international competition (LTMIC) ; Rule 86	Full	Nil	Nil	Nil	Nil	For Aided projects PDs will exercise full power, in consultation with DG, if specified in loan agreement .
A.11	Direct Procurement with international competition (DPMIC) ; Rule. 87	Full	Nil	Nil	Nil	Nil	For Aided projects PDs will exercise full power, in consultation with DG, if specified in loan agreement
A.12	Framework Contract; Rule 89	Full	25	20	15/Nil	5/Nil	Subject to fulfillment of condition of Rule 89 This power is for OTM only. Power will lies with DG for methods other than OTM.
A.13	Land acquisition/Crop Compensation			Full	Full/Nil	Full/Nil	1. Subject to inclusion in approved physical Beak-Up. 2. Approval should be obtained through Procurement Plan
A.14	Purchase of books, Periodicals, Newspapers and Maps						Includes estimate sanction & payment also subject to Budget Provision
A.15	Printing charge at private press other than Govt.press						Subject to Budget Provision. Printed Sample copy to be kept to the next higher authority
A.16	Carriage of documents/Records						Subject to Budget Provision
A.17	Carrying cost for Govt.assets.						Subject to Budget Provision
A.18	Hire charge of machinery for technical work for the projects(such compaction equipment concrete mixture machine etc)						Subject to Budget Provision
A.19	Purchase/Lease of land/Low-lands (water body) for project						Subject to Budget Provision

Item No.	Item	Power Delegated for ADP Projects(In lakh taka)					Remarks
		DG	ADG	CE/ACE as PD/CE/ACE	SE as PD/SE	EE as PD/EE	
1	2	3	4	5	6	8	
A.20	Training, Seminar, Workshop and Research Expense.	50	40	10	5/Nil	2/Nil	Includes estimate sanction & payment subject to Budget Provision.
A.21	Procurement of Consultancy Services						
	i) Quality and Cost Based Selection (QCBS), PPR-2008, Rule-103(4)(ka)	Full	Nil	Nil	Nil	Nil	Based on budget allocation, Physical Break-up of ADP will be approved by ADG (Planning). On the basis of approved Physical Break-up, Concerned PD/Director/SE will work as the Procuring Entity and prepare Annual Procurement Plan for approval from HOPE following PPR-2008 Guidelines.
	ii) Least-Cost Based Selection (LCBS), PPR-2008, Rule-103(1)(ka)						Chief Planning and Director, Planning(s) will exercise the power of CE/ACE and Superintending Engineer respectively.
	iii) Selection under Fixed Budget, PPR-2008, Rule-103(4)(kha)						Subject to budget provision and fulfillment of Rules 104(Gha)(8) of PPR-2008. DG may allow maximum 15% variation.
	iv) Consultants Qualification Based Selection (CQBS), PPR-2008, Rule-104(1)(kha)						Administrative Approval for variation should be taken through Appendix-1A.
	v) Single Source Selection (SSS) for other than Small assignment, PPR-2008, Rule 104(1)(Gha)(2)(A) & 104(1)(Gha)(2)(E)						
	vi) Single Source Selection (SSS) Basis for Small assignment, PPR-2008, Rule 104(1)(Gha)(2)(Aa)						
	1) Firm						
	2) Individual						
	vii) Selection of Individual Consultant, PPR 2008, Rule 112						
A.22	Approval of Advance for Training/Seminar/Workshop	2	1.50	1.00	0.75	0.25/nil	Subject to Budget Provision
A.23	Time Extension for goods, works & consultancy service procurement						1. The Procuring Entity (EE/SE/CE/PD) may approve max. 20% of original allotted time irrespective of contract value.
	(1) Contract Value upto Tk. 100 lakh			Full	100%	20%	2. Contractor has to apply for time extension before expiry of allotted time following contract agreement through Appendix-III
	Contract Value in between Tk. 100 lakh and 300 lakh		Full	200%	50%	20%	

Item No.	Power Delegated for ADP Projects				Remarks
	DG	ADG	CE/ACE as PD/CE/ACE	SE as PD/SE PD/EE	
1	3	4	5	6	8
B	Authority to accord technical sanction under different types of tendering method for value of works/goods/services up to the fixed limit				Subject to fulfillment of pre-requirements stated in preface
B1	Open Tendering Method (OTM); Rule 61				
	(1) Works/Physical services				
	(1.1) Work except building				
	(1.2) Building (new)				If Official estimated cost is more than Package cost of DPP, then estimate will be approved by the DG as per rule 16(5)(kha) of PPR2008
	(1.3) Building repair				
	(2) Goods/equipment/machinery				
	(2.1) Purchase of office stationery				
	(2.2) Purchase of vehicle/ equipment/ machinery				
	(2.3) Spare parts of vehicle/equipment/ machinery				
B2	Limited Tendering Method (LTM)				Subject to: 1. Fulfillment of conditions of PPR2008 Rule 63(1)
	(I) Goods, works or physical services of specialized nature which are only available from a limited number of suppliers/contractors and which are required urgently; Rule. 63(1ka & Kha)				
	(II) Time & cost in receiving, examining & evaluating a large number of tenders disproportionate to the value of goods, works or				1. Subject to fulfillment of conditions of PPR2008 Rule 63(2)

	Item No.	Power Delegated for ADP Projects				Remarks
		DG	ADG	CE/ACE as PD/CE/ACE	SE as PD/SE	EE as PD/EE
1	2	3	4		5	6
	physical services to be procured; Rule 63(2)			Full	100	50
	(1) Works					8
	(2) Goods/equipment/machinery					
B.3	One Stage Two Envelop Method (OSTEM)					
	For Turnkey contract or Installation of major plants (for example- Contract related to supply of processing plant, installation & commissioning, or major works or communication technology, etc.) which it may be practical to prepare complete technical specifications in advance, Bill of Quantities or Schedule of Requirement, Design, etc. including preparation of complete tender document by the Procuring Entity; Rule 68ka			Full	15	5
B.4	Two Stage Tendering Method (TSTM)					
	For large or complex such as turnkey contract for process plants or procurement of major computer and communication systems for which it may be impractical to prepare complete technical specifications in advance and where alternative technical approaches may be available to meet Procuring entity's need. This could also be followed in situation when Procuring entity may not be capable of preparing a full technical specification; Rule 65			Full	800	100
B.5	Request for Quotation Method (RFQ) ; Rule. 83					
	For the purchase of readily available standard off the self goods and related services, physical services and for low value simple works; Rule 69					

	Item No.	Power Delegated for ADP Projects				Remarks
		DG	ADG	CE/ACE as PD/CE/ACE	SE as PD/SE	EE as PD/EE
I	2	3	4		5	6
	(1) Works/Physical Service					
	(2) Goods			10	7	5
					5	3
B.6	Direct Procurement Method (DPM)					
	(I) Goods having copyrights; PPR 2008 Rule 76(ka)					
	(II) Goods of complex plants; PPR 2008 Rule 76(kha)					
	(III) Goods single producer/supplier proprietor; PPR 2008 Rule 76(Ga)					
	(IV) Perishable Commodities; PPR 2008 Rule 76(Gha)					
	(V) Goods made under financially advantageous condition, available for short time; PPR 2008 Rule 76(Uma)					
	(VI) Agricultural commodities; PPR 2008 Rule 76(Cha)					
	(VII) Products of Govt owned Industries; PPR 2008 Rule 76(Chha)					
	(VIII) Specialized Commodities of local cottage industries produced as per Govt directives; PPR 2008 Rule 76(Ja)					

1. Subject to fulfillment of conditions of PPR2008 Rule 69.
2. Present ceiling amount is Tk. 5 lakh for goods and Tk. 10 lakh for works in each case.
3. Expenditure during a financial year must not exceed Tk. 30.00 lakh for Goods and Tk. 60.00 lakh for Works/Physical Services.

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Item No.	DG	Power Delegated for ADP Projects				Remarks
		ADG	CE/ACE as PD/CE/ACE	SE as PD/SE	EE as PD/EE	
1	3	4		5	6	8
(XV) Variation for additional works beyond initial contract if emerges on unforeseeable circumstances and separation of additional works from the initial contract is difficult due to technical and economic reasons ; ppr Rule 78						Technical sanction for revised amount will be accorded by the authority as per ceiling given to him in the concerned Tendering Method but not above CE/ACE or CE/ACE as PD. If DG approve the original estimate than revised estimate will be approved by DG.
(XVI) Direct Cash Purchase; Rule 81						
(XVII) Force Account for direct engagement of labourers; Rule 82			2	1.5	1	Subject to Max ⁿ Tk. 5 lakh in a year
B.7						
Open Tendering Method with international competition (OTMIC); Rule 83						
(1) Works/Physical services						
(2) Goods/equipment/machinery			Full	800		
			Full	200		
B.8						
Two Stage Tendering Method with international competition (TSTMIC); Rule. 84						
(1) Works/Physical services			Full	800	50	
(2) Goods/equipment/machinery			Full	200	Nil	

Item No.	DG	Power Delegated for ADP Projects				Remarks
		ADG	CE/ACE as PD/CE/ACE	SE as PD/SE	EE as PD/EE	
1	3	4		5	6	8
B.9	Request for Quotation with international competition (RFQIC); Rule 85					
B.10						

	Item No.	Power Delegated for ADP Projects				Remarks
		DG	ADG	CE/ACE as PD/CE/ACE	SE as PD/SE	EE as PD/EE
1	2	3	4		5	6
B.16	Carriage of documents/Records					8
B.17	Carrying cost for Govt.assets.					Subject to Budget Provision
B.18	Hire charge of machinery for technical work for the projects(such compaction equipment concrete mixture machine etc)					Subject to Budget Provision
B.19	Purchase/Lease of land/Low-lands (water body) for project					Subject to Budget Provision
B.20	Training, Seminar, Workshop and Research Expense.					Subject to Budget Provision.
B.21	Procurement of Consultancy Services			Full	30	20
	i) Services through Quality-Cost Based Selection (QCBS), PPR-2008, Rule-103(4)(ka)	Full				Concerned Project Director/Director/SE will work as Procuring Entity and prepare Estimate, ToR, RFP, EOI, etc. documents as per guidelines provided in PPR-2008, which needs approval from HOPE. Chief Planning will guide PD in preparation of documents.
	ii) Services through Least-Cost Based Selection (LCBS), PPR-2008, Rule-103(1)(ka)					ADG (Planning). Chief Planning and Director, Planning-1/2/3 will exercise the powers delegated to ADG, CE/ACE and SE respectively.
	iii) Services through Fixed Budget System (FBS), PPR-2008, Rule-103(4)(kha)					
	iv) Consultants Qualification Based Selection System (CQBS), PPR-2008, Rule-104(1)(kha)					
	v) Services through Single Source Selection Basis for other than Small assignment, PPR-2008, Rule 104(1)(Gha)(2)(A) & 104(1)(Gha)(2)(E)					

	Item No.	DG	Power Delegated for ADP Projects				Remarks
			ADG	CE/ACE as PD/ CE/ACE	SE as PD/SE	EE as PD/EE	
1	2	3	4		5	6	8
	vi) Services through Single Source Selection Basis for Small assignment, PPR-2008, Rule 104(1)(Gha)(2)(Aa) 1) Firm 2) Individual						

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Item No.	Item	Power Delegated for ADP Projects (In lakh Taka)					Remarks
		DG	ADG	CE/ACE as PD/CE/ACE	SE as PD/SE	EE as PD/EE	
1	2	3		4	5	6	8
C	Authority to accept tenders of works/goods/services under different types of tendering method						1. Subject to fulfillment of pre-requirements stated in preface 2. Subject to administrative approval & sanction of estimate following PPR-2008, Rule-16.
C.1	Open Tendering Method (OTM) ; Rule 61						
	1. Works/Physical services/out sourcing	3000	2000	1600	1000	200	The maximum limit for awarding contract above the sanctioned estimate shall be as under subject to the limit of the amount delegated herein but not exceeding the total amount: 1. SE & SE as PD upto 5%; 2. CE/ACE & CE/ACE as PD upto 10%; 3. ADG upto 15%; and 4. DG above 15% The above power is subject to availability of additional fund. This is valid for all types of tender if not stated otherwise.
	2. Goods/equipment/machinery	3000	1500	800	400	100	
C.2	Limited Tendering Method (LTM)						
	(I) Goods, works or physical services of specialized nature which are only available from a limited number of suppliers/contractors and which are required urgently; Rule 63(1ka & Kha)	3000	1500	800	400	100	Subject to administrative approval & sanction of estimate.
	(II) Time & cost in receiving, examining & evaluating a large number of tenders disproportionate to the value of goods, works or physical services to be procured; Rule 63(2)			200	100	50	Subject to administrative approval & sanction of estimate.
	(1) Works						
	(2) Goods/equipment/machinery			25	15	10	

Item No.	Item	Power Delegated for ADP Projects (In lakh Taka)					Remarks
		DG	ADG	CE/ACE as PD/CE/ACE	SE as PD/SE	EE as PD/EE	
1	2	3		4	5	6	8
C.3	One Stage Two Envelop Method (OSTEM)						
	For Turnkey contract or Installation of major plants (for example- Contract related to supply of processing plant, installation & commissioning, or major works or communication technology, etc.) which it may be practical to prepare complete technical specifications in advance, Bill of Quantities or Schedule of Requirement, Design, etc. including preparation of complete tender document by the Procuring Entity; Rule 68 (ka)	3000	2000	1600	1000	200	Subject to administrative approval & sanction of estimate.
C.4	Two Stage Tendering Method (TSTM)						
	For large or complex such as turnkey contract for process plants or procurement of major computer and communication systems for which it may be impractical to prepare complete technical specifications in advance and where alternative technical approaches may be available to meet Procuring entity's need. This could also be followed in situation when Procuring entity may not be capable of preparing a full technical specification; Rule 65	3000	2000	1600	1000	200	Subject to administrative approval & sanction of estimate.
C.5	Request for Quotation Method (RFQ)						
	For the purchase of readily available standard off the shelf goods and related services, physical services and for low value simple works; Rule 69						
	(1) Works/Physical Service/Out sourcing						
	(2) Goods						
				10	7.0	3.0	1. Subject to administrative approval & sanction of estimate. 2. Expenditure during a financial year must not exceed Tk.30.00 lakh for Goods and Tk. 60.00 lakh for Works/Physical Services/ Out sourcing. 3. The total ceiling for an entity may be changed if the
				5.0	3.0	2.0	

Item No.	Item	Power Delegated for ADP Projects (In lakh Taka)					Remarks
		DG	ADG	CE/ACE as PD/ CE/ACE	SE as PD/SE	EE as PD/EE	
1	2	3		4	5	6	8
C.6	Direct Procurement Method (DPM)						PPR ceiling changes.
	(I) Goods having copyrights; PPR 2008 Rule 76(ka)	3000	1500	800	400	100	Subject to administrative approval & sanction of estimate.
	(II) Goods of complex plants; PPR 2008 Rule 76(kha)						
	(III) Goods single producer/supplier proprietor; PPR 2008 Rule 76(Ga)						
	(IV) Perishable Commodities; PPR 2008 Rule 76(Gha)						
	(V) Goods made under financially advantageous condition, available for short time; PPR 2008 Rule 76(Uma)						
	(VI) Agricultural commodities; PPR 2008 Rule 76(Cha)						
	(VII) Products of Govt owned Industries; PPR 2008 Rule 76(Chha)						
	(VIII) Specialized Commodities of local cottage industries produced as per Govt directives; PPR 2008 Rule 76(Ja)						
	(IX) Procurement of Spare parts and related services for existing Equipment; PPR 2008 Rule 76(Jha)	3000	300	200	100	50	Subject to administrative approval & sanction of estimate
	(X) For emergency procurement of goods, works or physical services following a disaster/natural calamity where other procurement processes makes it impractical to meet the emergency; PPR 2008 Rule 76(Neo)			50	20	10	1. Subject to administrative approval & sanction of estimate. 2. Availability of Budget, Max ^m Tk.500 lakh in a year with the Approval of Secretary, MoWR.
	(XI) Procurement of instantaneously required goods, works and services; PPR2008 Rule 76(za)			1.00	0.75	0.50	1. Max ^m Tk.5.00 lakh subject to administrative approval & sanction of estimate.



Item No.	Item	Power Delegated for ADP Projects (In lakh Taka)					Remarks
		DG	ADG	CE/ACE as PD/CE/ACE	SE as PD/SE	EE as PD/EE	
1	2	3		4	5	6	8
	(XII) Emergency Procurement in accordance with Section 68 of the PPA 2006 following the recommendation of the Cabinet Committee on Economic Affairs (CCEA). PPR2008 Rule. 76(2)	3000	1500	800	400	100	1. Subject to the concurrence and recommendation of CCEA
	(XIII) Works aimed at Poverty Reduction; PPR2008 Rule 76(3&4)						1. Subject to administrative approval & sanction of estimate.
	(XIV) Extension of contracts for Guarding, Courier & similar services; Rule 76(5)						Subject to administrative approval & sanction of estimate
	(XV) For additional delivery of goods by the original suppliers -as partial replacement of existing supplies, services or installations -as an extension of existing supplies, services or installations -as supply of spare parts of existing equipment; PPR2008 Rule 77	As per remarks	As per remarks	As per remarks	As per remarks	As per remarks	PE will sign the revised the contract as per Rule 75(6) after approval of Additional delivery through Appendix-I as mentioned in the A(XV)
	(XVI) Variation for additional works beyond initial contract if emerges on unforeseeable circumstances and separation of additional works from the initial contract is difficult due to technical and economic reasons; PPR Rule 78	As per remarks	As per remarks	As per remarks	As per remarks	As per remarks	PE will sign the revised the contract as per Rule 75(6) after approval of Extra work order/ variation order through Appendix-I as mentioned in the A(XVI)
	(XVII) Direct Cash Purchase; Rule 81						Subject to Max ⁿ Tk. *5 lakh in a year as per PPR provision. * The total ceiling may change subject to the change of the PPR ceiling.
As	(XVIII) Force Account for direct engagement of labourers; Rule 82			2.0	1.50	0.50	Subject to the administrative approval & sanction of estimate.

Item No.	Item	Power Delegated for ADP Projects (In lakh Taka)					Remarks
		DG	ADG	CE/ACE as PD/ CE/ACE	SE as PD/SE	EE as PD/EE	
1	2	3		4	5	6	8
C.7	Open Tendering Method with international competition (OTMIC) ; Rule 83 (I) Goods (II) Works/Physical services	3000	1500	800	400	200	Subject to administrative approval & sanction of estimate.
C.8	Two Stage Tendering Method with international competition (TSTMIC) ; Rule 84 (I) Goods (II) Works/Physical services	3000	2000	1600	1000	500	Subject to administrative approval & sanction of estimate.
C.9	Request for Quotation with international competition (RFQIC); Rule 85 (I) Goods	3000	1500	800	400	200	Subject to administrative approval & sanction of estimate.
C.10	Limited Tendering Method with international competition (LTMIC) ; Rule 86 (I) Goods (II) Works/Physical services	3000	1500	800	400	200	Subject to administrative approval & sanction of estimate.
C.11	Direct Procurement with international competition (DPMIC) ; Rule 87 (I) Goods (II) Works/Physical services	3000	1500	800	400	200	Subject to administrative approval & sanction of estimate.

Item No.	Item	Power Delegated for ADP Projects (In lakh Taka)					Remarks
		DG	ADG	CE/ACE as PD/ CE/ACE	SE as PD/SE	EE as PD/EE	
1	2	3		4	5	6	8
		3000	2000	1600	1000	500	
C.12	Framework Contract; Rule 89 (I) Goods	3000	1500	750	400	200	Subject to administrative approval & sanction of estimate.
	(II) Works/Physical services	3000	2000	1500	1000	500	Subject to administrative approval & sanction of estimate.
C.13	Land acquisition/Crop Compensation						Subject to approval of Procurement Plan and official estimate.
C.14	Purchase of books, Periodicals, Newspapers and Maps						Subject to approval of Procurement Plan and official estimate.
C.15	Printing charge at private press other than Govt. press						Subject to approval of Procurement Plan and official estimate.
C.16	Carriage of documents/Records						Subject to administrative approval.
C.17	Carrying cost for Govt. assets.						Subject to administrative approval.
C.18	Hire charge of machinery for technical work for the projects (such as compaction equipment, concrete mixture machine etc)						Subject to administrative approval.
C.19	Purchase/Lease of land/Low-lands (water body) for project						Subject to administrative approval
C.20	Training, Seminar, Workshop and Research Expense.			50	35	20/Nil	Subject to administrative approval
C.21	Procurement of Consultancy Services						Subject to administrative approval
	i) Services through Quality & Cost Based Selection (QCBS), PPR-2008, Rule-103(4)(ka)	800	Nil	200/Nil	200/Nil	200/Nil	As per PPR-2008, Rule 74(4), Original approving authority may approve 15% variation. Variation beyond 15% but upto 50% may be approved by one step higher
	ii) Services through Least-Cost Based Selection	50	Nil	20/Nil	20/Nil	20/Nil	

FOR NON-DEVELOPMENT BUDGET

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (In Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
	(1) Works						ADG will approve up to the limit.
	(2) Goods/equipment/machinery			200	Nil	Nil	
A.3	One Stage Two Envelop Method (OSTEM) For Turnkey contract or Installation of major plants (for example- Contract related to supply of processing plant, installation & commissioning, or major works or communication technology, etc.) which it may be practical to prepare complete technical specifications in advance, Bill of Quantities or Schedule of Requirement, Design, etc. including preparation of complete tender document by the Procuring Entity; Rule 68ka			25	Nil	Nil	Subject to the approval of DG with the fulfillment of conditions of PPR2008 Rule 68ka Based on Budget Allocation, Procurement Plan under One Stage Two Envelop Method (OSTEM) will be approved by Zonal Chief Engineer. Once Annual Procurement plan is approved, EE will proceed for tendering.
A.4	Two Stage Tendering Method (TSTM) For large or complex such as turnkey contract for process plants or procurement of major computer and communication systems for which it may be impractical to prepare complete technical specifications in advance and where alternative technical approaches may be available to meet Procuring entity's need. This could also be followed in situation when Procuring entity may not be capable of preparing a full technical specification; Rule. 65	Full	Nil	Nil	Nil	Nil	1. Subject to fulfillment of conditions of PPR2008 Rule 65 & budget provision
A.5	Request for Quotation Method (RFQ) For the purchase of readily available standard off the self goods and related services, physical services and for low value simple works; Rule. 69						1. Subject to fulfillment of conditions of PPR2008 Rule 69 & budget provision 2. Expenditure during a financial year must not

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (In Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
	(1) Works/Physical Service			5.00	Nil	Nil	exceed Tk. 30.00 lakh for Goods and Tk. 60.00 lakh for Works/Physical Services
	(2) Goods			2.00	Nil	Nil	
A.6	Direct Procurement Method (DPM)						
	(I) Goods having copyrights; PPR 2008 Rule 76(ka)	Full	Nil	Nil	Nil	Nil	
	(II) Goods of complex plants; PPR 2008 Rule 76(kha)	Full	Nil	Nil	Nil	Nil	
	(III) Goods single producer/supplier proprietor; PPR 2008 Rule 76(Ga)	Full	Nil	Nil	Nil	Nil	
	(IV) Perishable Commodities; PPR 2008 Rule 76(Gha)	Full	Nil	Nil	Nil	Nil	
	(V) Goods made under financially advantageous condition, available for short time; PPR 2008 Rule 76(Uma)	Full	Nil	Nil	Nil	Nil	
	(VI) Agricultural commodities; PPR 2008 Rule 76(Cha)	Full	Nil	Nil	Nil	Nil	
	(VII) Products of Govt owned Industries; PPR 2008 Rule 76(Chha)	Full	Nil	Nil	Nil	Nil	
	(VIII) Specialized Commodities of local cottage industries produced as per Govt directives; PPR 2008 Rule 76(Ja)	Full	Nil	Nil	Nil	Nil	

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (In Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
	(IX) Procurement of Spare parts and services for existing Equipment; PPR 2008 Rule. 76(Jha)	Full	30	10	Nil	Nil	1. Subject to fulfillment of condition of PPR2008 Rule 76(Jha) & budget provision
	(X) For emergency procurement of goods, works or physical services following a disaster/natural calamity where other procurement processes makes it impractical to meet the emergency; PPR 2008 Rule. 76(Neo)	50	30	20	Nil	Nil	Subject to: 1. Declaration of emergency by SE to the effect that the situation is disastrous /catastrophic. 2. Permission of emergency work in proforma Appendix-II should be taken from DG. 3. Availability of Budget, Max ^m 500 lakh in a year with the approval from Secretary, MoWR.
	(XI) Procurement of instantaneously required goods, works and services; PPR2008 Rule. 76(ta)	5.00	1.00	0.75	Nil	Nil	1. In each case not more than 1.00 lakh. 2. In special case maximum 5.00 lakh in each case with the approval of DG. 3. Subject to budget provision
	(XII) Works aimed at Poverty Reduction; PPR2008 Rule. 76(3&4)		Full	5.00	Nil	Nil	Subject fulfillment of conditions of Rule 76(3&4) and Ceiling fixed by Local Govt Institution.
	(XIII) Extension of contracts for Guarding-Courier & similar services; Rule 76(5)	Full	Full*	Nil	Nil	Nil	Subject to fulfillment of conditions of Rule 76(5) * courier and similar services for one year only

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (In Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
	(XIV) For additional delivery/repeat orders of goods by the original suppliers -as partial replacement of existing supplies, services or installations -as an extension of existing supplies, services or installations -as supply of spare parts of existing equipment ; PPR2008 Rule 77						Subject to the budget provision and fulfillment of Rules 74(4) of PPR 2008: 1. <u>Original Contract Approved by ADG or Below:</u> Concerned ADG may allow additional delivery order maximum 15% of original contract and DG may allow more than 15% to 50% of the contract price but not exceeding the limit mentioned in C1-C4. 2. <u>Original Contract Approved by DG :</u> DG may allow additional work/variation order maximum 15% of original contract but not exceeding the limit as mentioned in C1-C4. MoWR may allow exceeding 15% but not more than 50%. 3. <u>Original Contract Approved by MoWR :</u> MoWR may allow additional work/variation order upto 15% of the original contract and more than 15 to 50% will be approved by CCGP. 4. <u>Original Contract Approved by CCGP :</u> CCGP may allow additional work/variation order upto 50% of the original contract. 5. Approval should be obtained in proforma as Appendix-IA. DG will approve the Rate of non-tendered item through Proforma as Appendix-IB

N.H. B. A. 

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (In Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
	(XV) Variation for additional works beyond initial contract if emerges on unforeseeable circumstances and separation of additional works from the initial contract is not possible due to technical and economic reasons ; Rule 78						1. Subject to the budget provision and fulfillment of Rules 74(4) of PPR 2008: 1. <u>Original Contract Approved by ADG or Below:</u> Concerned ADG may allow additional work/variation order maximum 15% of original contract and DG may allow more than 15% to 50% of the contract price but not exceeding the limit mentioned in C1-C4. 2. <u>Original Contract Approved by DG :</u> DG may allow additional work/variation order maximum 15% of original contract but not exceeding the limit as mentioned in C1-C4. MoWR may allow exceeding 15% but not more than 50%. 3. <u>Original Contract Approved by MoWR :</u> MoWR may allow additional work/variation order upto 15% of the original contract but not exceeding total contract amount Tk. 50 crore and more than 15 to 50% will be approved by CCGP. 4. <u>Original Contract Approved by CCGP :</u> CCGP may allow additional work/variation order upto 50% of the original contract. 5. Approval should be obtained in proforma as Appendix-1A. DG will approve the Rate of non-tendered item through Proforma as Appendix-1B.
	(XVI) Direct Cash Purchase; Rule 81			0.25	Nil	Nil	Subject to Max ^m Tk.10.00 lakh in a financial year & budget provision
	(XVII) Force Account for direct engagement of labourers; Rule 82		2.00		Nil	Nil	
A.7	Open Tendering Method with international competition (OTMIC); Rule. 83	Full	Nil	Nil	Nil	Nil	Subject to fulfillment of condition of Rule 83 & budget provision

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (In Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
A.8	Two Stage Tendering Method with international competition (TSTMIC); Rule. 84	Full	Nil	Nil	Nil	Nil	Subject to fulfillment of condition of Rule 84 & budget provision
A.9	Request for Quotation with international competition (RFQIC); Rule. 85	Full	Nil	Nil	Nil	Nil	Subject to fulfillment of condition of Rule 85 & budget provision
A.10	Limited Tendering Method with international competition (LTMIC); Rule. 86	Full	Nil	Nil	Nil	Nil	Subject to fulfillment of condition of Rule 86 & budget provision
A.11	Direct Procurement with international competition (DPMIC); Rule. 87	Full	Nil	Nil	Nil	Nil	Subject to fulfillment of condition of Rule 87 & budget provision
A.12	Framework Contract; Rule. 89	Full	10	Nil	Nil	Nil	Subject to fulfillment of condition of Rule 89 & budget provision
A.13	Land acquisition/Crop Compensation			Full	Nil	Nil	1. Subject to inclusion in approved physical Beak-Up. 2. Approval should be obtained through Procurement Plan
A.14	Purchase of books, Periodicals, Newspapers and Maps					Full	Subject to budget provision
A.15	Printing charge at private press other than Govt. press			Full	1.00	0.50	Subject to budget provision
A.16	Carriage of documents/Records					Full	Subject to budget provision
A.17	Carrying cost for Govt. assets.					Full	Subject to budget provision
A.18	Hire charge of machinery for technical work for the projects (such as compaction equipment concrete mixture machine etc)			Full	1.00	0.50	Subject to budget provision
A.19	Purchase/Lease of land/Low-lands (water body) for project			Full	1.00	0.50	Subject to budget provision
A.20	Training, Seminar, Workshop and Research Expense.	Full	10.00	5.00	3.00	1.00	Subject to budget provision
A.21	Procurement of Consultancy Services						
	i) Services through Quality-Cost Based Selection (QCBS), PPR-2008, Rule-103(4)(ka)						Based on budget allocation, Chief Planning will approve Work Authorization. Chief Planning will work as a PE and prepare procurement plan, estimate, TOR, EOI, RFP, etc. documents
	ii) Services through Least-Cost Based Selection (LCBS), PPR-2008, Rule-103(1)(ka)						

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (In Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
	iii) Services through Fixed Budget System (FBS), PPR-2008, Rule-103(4)(kha)						following PPR-2008 Guidelines.
	iv) Consultants Qualification Based Selection System (CQBS), PPR-2008, Rule-103(1)(kha)						Chief Planning and Director, Planning-1 will exercise the power of CE/ACE and Superintending Engineer respectively.
	v) Services through Single Source Selection Basis for other than Small assignment, PPR-2008, Rule 104(1)(Gha)(2)(A) & 104(1)(Gha)(2)(E)						As per PPR-2008, Rule 74(4), DG may allow maximum 15% variation and variation 15%-50% may allow by the MoWR.
	vi) Services through Single Source Selection Basis for Small assignment, PPR-2008, Rule 104(1)(Gha)(2)(Aa)						Administrative approval through proper channel should be obtained in proforma as Appendix-IA
	1) Firm						
	2) Individual						
A.22	Approval of Advance for Training/Seminar/Workshop	2.00	1.00	0.75	0.50	Nil	Subject to budget provision
A.23	Time Extension for goods, works & consultancy service procurement						
	(1) Contract Value upto Tk. 100 lakh			Full	50%	20%	
	(2) Contract Value in between Tk. 100 lakh and 300 lakh		Full	200%	50%	20%	
	(3) Contract Value in between Tk. 300 lakh and 800 lakh	Full	200%	100%	50%	20%	
	(4) Contract Value above Tk. 800 lakh	Full	200%	100%	-	20%	

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
I	2	3	4	5	6	7	8
B	Authority to accord technical sanction under different types of tendering method for value of works/goods/services up to the fixed limit						Subject to fulfillment of pre-requirements stated in preface
B1	Open Tendering Method (OTM) ; Rule. 61						
	(1.1) Work except building			Full	200	50	Subject to budget provision
	(1.2) Building (new)			Full	200	50	Subject to budget provision
	(1.3) Building repair			Full	60	10	Subject to budget provision
	(2) Goods/equipment/machinery						
	(2.1) Purchase of office stationary			Full	10	2	Subject to budget provision
	(2.2) Purchase of vehicle/ equipment/ machinery			Full	100	10	Subject to budget provision
	(2.3) Spare parts of vehicle/equipment/ machinery			Full	10	2	Subject to budget provision
B2	Limited Tendering Method (LTM)						
	(I) Goods, works or physical services of specialized nature which are only available from a limited number of suppliers/contractors and which are required urgently; Rule. 63(1ka & Kba)			Full	50	Nil	Subject to: 1. Fulfillment of conditions of PPR2008 Rule 63(1) & budget provision
	(II) Time & cost in receiving, examining & evaluating a large number of tenders disproportionate to the value of goods, works or physical services to be procured; Rule. 63(2)						1. Subject to fulfillment of conditions of PPR2008 Rule 63(2) & budget provision. CE/ACE will exercise the highest power if Ceiling is changed by Govt.
	(1) Works				200	50	

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
	(2) Goods/equipment/machinery				25	5	
B.3	One Stage Two Envelop Method (OSTEM)						
	For Turnkey contract or Installation of major plants (for example- Contract related to supply of processing plant, installation & commissioning, or major works or communication technology, etc.) which it may be practical to prepare complete technical specifications in advance, Bill of Quantities or Schedule of Requirement, Design, etc. including preparation of complete tender document by the Procuring Entity; Rule 68ka			Full	200	50	Subject to the approval of DG with the fulfillment of conditions of PPR2008 Rule 68ka Procurement Plan will be prepared based on allotment letter from Directorate of O&M/Finance. Procurement Plan under One Stage Two Envelop Method (OSTEM) will be approved by Zonal Chief Engineer. Once Annual Procurement plan is approved, EE will proceed for tendering.
B.4	Two Stage Tendering Method (TSTM)						
	For large or complex such as turnkey contract for process plants or procurement of major computer and communication systems for which it may be impractical to prepare complete technical specifications in advance and where alternative technical approaches may be available to meet Procuring entity's need. This could also be followed in situation when Procuring entity may not be capable of preparing a full technical specification; Rule. 65			Full	200	50	1. Subject to fulfillment of conditions of PPR2008 Rule 65
B.5	Request for Quotation Method (RFQ); Rule. 69						
	For the purchase of readily available standard off the self goods and related services, physical services and for low value simple works; Rule. 69						1. Subject to fulfillment of conditions of PPR2008 Rule 69 & budget provision 2. Expenditure during a financial year must not exceed Tk. 30.00 lakh for Goods and Tk. 60.00 lakh for Works/Physical Services
	(1) Works/Physical Service			10.00	5.00	2.00	

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
	(2) Goods			5.00	2.00	1.00	
B.6	Direct Procurement Method (DPM)						
	(I) Goods having copyrights; PPR 2008 Rule 76(ka)			Full	200	50	
	(II) Goods of complex plants; PPR 2008 Rule 76(kha)			Full	200	50	
	(III) Goods single producer/supplier proprietor; PPR 2008 Rule 76(Ga)			Full	200	50	
	(IV) Perishable Commodities; PPR 2008 Rule 76(Gha)			Full	200	50	
	(V) Goods made under financially advantageous condition, available for short time; PPR 2008 Rule 76(Uma)			Full	200	50	
	(VI) Agricultural commodities; PPR 2008 Rule 76(Cha)			Full	200	50	
	(VII) Products of Govt owned Industries; PPR 2008 Rule 76(Chha)			Full	200	50	
	(VIII) Specialized Commodities of local cottage industries produced as per Govt directives; PPR 2008 Rule 76(Ja)			Full	200	50	
	(IX) Procurement of Spare parts and services for existing Equipment; PPR 2008 Rule. 76(Jha)			Full	100	10	
							1. Subject to fulfilment of condition of PPR2008 Rule 76(Jha) & budget provision

Subject to budget provision

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
(X)	For emergency procurement of goods, works or physical services following a disaster/natural calamity where other procurement processes makes it impractical to meet the emergency; PPR 2008 Rule. 76(Neo)			50	20	10	Subject to: 1. Declaration of emergency by SE to the effect that the situation is disastrous /catastrophic. 2. Permission of emergency work in proforma Appendix-II should be taken from DG. 3. Availability of Budget, Max ^m Tk.500 lakh in a year with the Approval of Secretary, MoWR.
(XI)	Procurement of instantaneously required goods, works and services; PPR2008 Rule. 76(ta)			5.00	1.00	0.50	1. Subject to budget provision
(XII)	Works aimed at Poverty Reduction; PPR2008 Rule. 76(3&4)					Upto ceiling amount	Subject fulfillment of conditions of Rule 76(3&4) and Ceiling fixed by Local Govt Institution.
(XIII)	Extension of contracts for Guarding, Courier & similar services; Rule 76(5)						Subject to fulfillment of conditions of Rule 76(5)
(XIV)	For additional delivery/repeat orders of goods by the original suppliers -as partial replacement of existing supplies, services or installations -as an extension of existing supplies, services or installations -as supply of spare parts of existing equipment; PPR2008 Rule 77						Technical sanction for revised amount will be accorded by the authority as per ceiling given to him in the concerned Tendering Method. Subject to fulfillment of condition of PPR2008 Rule 77, budget provision & administrative approval
(XV)	Variation for additional works beyond initial contract if emerges on unforeseeable circumstances and separation of additional works from the initial contract is not possible due to technical and economic reasons; Rule 78						Technical sanction for revised amount will be accorded by the authority as per ceiling given to him in the concerned Tendering Method. Subject to fulfillment of condition of PPR2008 Rule 78, budget provision and administrative approval Subject to Max ^m Tk. 10.00 lakh in a year
(XVI)	Direct Cash Purchase; Rule 81					0.25	

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
	(XVII) Force Account for direct engagement of labourers; Rule 82			2.00	1.00	0.50	Subject to Max ^m Tk. 5 lakh in a year. For exceptional cases DG may exceed the limit
B.7	Open Tendering Method with international competition (OTMIC); Rule. 83			Full	200	50	
B.8	Two Stage Tendering Method with international competition (TSTMIC); Rule. 84			Full	200	50	
B.9	Request for Quotation with international competition (RFQIC); Rule. 85			Full	Nil	Nil	
B.10	Limited Tendering Method with international competition (LTMIC); Rule. 86			Full	Nil	Nil	
B.11	Direct Procurement with international competition (DPMIC); Rule. 87			Full	Nil	Nil	
B.12	Framework Contract; Rule. 89			Full	5.00	2.00	
B.13	Land acquisition/Crop Compensation				Full	Nil	Subject to inclusion in Procurement Plan & budget provision
B.14	Purchase of books, Periodicals, Newspapers and Maps					Full	Subject to inclusion in Procurement Plan & budget provision
B.15	Printing charge at private press other than Govt. press					Full	Subject to inclusion in Procurement Plan & budget provision
B.16	Carriage of documents/Records					Full	Subject to inclusion in Procurement Plan & budget provision
B.17	Carrying cost for Govt.assets.					Full	Subject to inclusion in Procurement Plan & budget provision
B.18	Hire charge of machinery for technical work for the projects(such compaction equipment concrete mixture machine etc)					Full	Subject to inclusion in Procurement Plan & budget provision
B.19	Purchase/Lease of land/Low-lands (water body) for project					Full	Subject to inclusion in Procurement Plan & budget provision

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
B.20	Training, Seminar, Workshop and Research Expense.					Full	Subject to inclusion in Procurement Plan & budget provision
B.21	Procurement of Consultancy Services						
	i) Services through Quality-Cost Based Selection (QCBS), PPR-2008, Rule-103(4)(ka)						
	ii) Services through Least-Cost Based Selection (LCBS), PPR-2008, Rule-103(1)(ka)						
	iii) Services through Fixed Budget System (FBS), PPR-2008, Rule-103(4)(kha)						
	iv) Consultants Qualification Based Selection System (CQBS), PPR-2008, Rule-103(1)(kha)						
	v) Services through Single Source Selection Basis for other than Small assignment, PPR-2008, Rule 104(1)(Gha)(2)(A) & 104(1)(Gha)(2)(E)						
	vi) Services through Single Source Selection Basis for Small assignment, PPR-2008, Rule 104(1)(Gha)(2)(Aa) 1) Firm 2) Individual						

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
C	Authority to accept tenders of works/goods /services under different types of tendering method						1. Subject to fulfillment of pre-requirements stated in preface 2. Subject to fulfillment of PPR 2008 Rule. 17 3. Subject to administrative approval & sanction of estimate
C1	Open Tendering Method (OTM) ; Rule. 61						
	1. Works/Physical services	3000	1200	800	500	100	The maximum limit for awarding contract above the sanctioned estimate shall be as under subject to the limit of the amount delegated herein but not exceeding the total ceiling amount: 1. SE upto 5%; 2. Zonal CE/ACE upto 10%; 3. ADG upto 15%; and 4. DG above 15%
	2. Goods/equipment/machinery	3000	1000	500	300	50	5. Subject to budget provision for additional cost or reduction of scope 6. This is valid for all types of tender if not stated otherwise.
C2	Limited Tendering Method (LTM)						
	(I) Goods, works or physical services of specialized nature which are only available from a limited number of suppliers/contractors and which are required urgently; Rule. 63(1ka & Kha)	3000	1000	500	300	50	Subject to administrative approval & sanction of estimate
	(II) Time & cost in receiving, examining & evaluating a large number of tenders disproportionate to the value of goods, works or physical services to be procured; Rule. 63(2)						Subject to administrative approval & sanction of estimate.
	(1) Works			200	100	50	Subject to administrative approval & sanction of estimate. If the quoted amount is less or more than 5% of the official estimate the tender will be rejected. CE/ACE will exercise the highest power if Ceiling is changed by Govt.
	(2) Goods/equipment/machinery				25	15	

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
C.3	One Stage Two Envelop Method (OSTEM) For Turnkey contract or installation of major plants (for example- Contract related to supply of processing plant, installation & commissioning, or major works or communication technology, etc.) which it may be practical to prepare complete technical specifications in advance, Bill of Quantities or Schedule of Requirement, Design, etc. including preparation of complete tender document by the Procuring Entity; Rule-68ka	3000	1200	800	500	100	
C.4	IV. Two Stage Tendering Method (TSTM) For large or complex such as turnkey contract for process plants or procurement of major computer and communication systems for which it may be impractical to prepare complete technical specifications in advance and where alternative technical approaches may be available to meet Procuring entity's need. This could also be followed in situation when Procuring entity may not be capable of preparing a full technical specification; Rule. 65	3000	1200	800	500	100	Subject to administrative approval & sanction of estimate
C.5	Request for Quotation Method (RFQ) For the purchase of readily available standard off the self goods and related services, physical services and for low value simple works; Rule. 69						1. Subject to administrative approval & sanction of estimate 2. Expenditure during a financial year must not exceed Tk. 30.00 lakh for Goods and Tk. 60.00 lakh for Works/Physical Services
	(1) Works/Physical Service			10.00	5.00	2.00	
	(2) Goods			5.00	2.00	1.00	

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
C.6	Direct Procurement Method (DPM)						
	(I) Goods having copyrights; PPR 2008 Rule 76(ka)	2400	400	250	150	25	Subject to administrative approval & sanction of estimate
	(II) Goods of complex plants; PPR 2008 Rule 76(kha)	3000	400	250	150	25	Subject to administrative approval & sanction of estimate
	(III) Goods single producer/supplier proprietor; PPR 2008 Rule 76(Ga)	3000	400	250	150	25	Subject to administrative approval & sanction of estimate
	(IV) Perishable Commodities; PPR 2008 Rule 76(Gha)	3000	400	250	150	25	Subject to administrative approval & sanction of estimate
	(V) Goods made under financially advantageous condition, available for short time; PPR 2008 Rule 76(Uma)	3000	400	250	150	25	Subject to administrative approval & sanction of estimate
	(VI) Agricultural commodities; PPR 2008 Rule 76(Cha)	3000	400	250	150	25	Subject to administrative approval & sanction of estimate
	(VII) Products of Govt owned Industries; PPR 2008 Rule 76(Chha)	3000	400	250	150	25	Subject to administrative approval & sanction of estimate
	(VIII) Specialized Commodities of local cottage industries produced as per Govt directives; PPR 2008 Rule 76(Ja)	3000	400	250	150	25	Subject to administrative approval & sanction of estimate
	(IX) Procurement of Spare parts and services for existing Equipment; PPR 2008 Rule. 76(Jha)	3000	150	75	50	10	Subject to administrative approval & sanction of estimate

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Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
	(X) For emergency procurement of goods, works or physical services following a disaster/natural calamity where other procurement processes makes it impractical to meet the emergency; PPR 2008 Rule. 76(Neo)		50.00	30.00	10.00	5.00	Subject to: 1. Declaration of emergency by SE to the effect that the situation is disastrous /catastrophic. 2. Permission of emergency work in proforma Appendix-II should be taken from DG. 3. Availability of Budget, Max ^m Tk.500 lakh in a year with the Approval of Secretary, MoWR.
	(XI) Procurement of instantaneously required goods, works and services; PPR2008 Rule. 76(ia)				5.00	1.00	
	(XII) Works aimed at Poverty Reduction; PPR2008 Rule. 76(3&4)					Full	
	(XIII) Extension of contracts for Guarding, Courier & similar services; Rule 76(5)			Full	Nil	Nil	
	(XIV) For additional delivery/repeat orders of goods by the original suppliers -as partial replacement of existing supplies, services or installations -as an extension of existing supplies, services or installations -as supply of spare parts of existing equipment; PPR2008 Rule 77						PE will sign the revised the contract as per Rule 75(6) after approval of Additional delivery through Appendix-IA as mentioned in the A(XIV)
	(XV) Variation for additional works beyond initial contract if emerges on unforeseeable circumstances and separation of additional works from the initial contract is not possible due to technical and economic reasons; Rule 78						PE will sign the revised the contract as per Rule 75(6) after approval of Additional delivery through Appendix-IA as mentioned in the A(XV)
	(XVI) Direct Cash Purchase; Rule 81					0.25	Subject to Max ^m Tk. 10.0 lakh in a year
	(XVII) Force Account for direct engagement of labourers; Rule 82			2.00	1.00	0.50	

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
C.7	Open Tendering Method with international competition (OTMIC) ; Rule. 83						Subject to administrative approval & sanction of estimate
	(I) Works/Physical services	2400.00	800.00	500.00	300.00	Nil	
	(II) Goods	2400.00	400.00	250.00	150.00	Nil	
C.8	Two Stage Tendering Method with international competition (TSTMIC) ; Rule. 84						Subject to administrative approval & sanction of estimate
	(I) Works/Physical services	3000	1200	800	500	100	
	(II) Goods	3000	1000	500	300	50	
C.9	Request for Quotation with international competition (RFQIC) ; Rule. 85						Subject to administrative approval & sanction of estimate
	(I) Goods	3000	1000	500	300	50	
	Limited Tendering Method with international competition (LTMIC) ; Rule. 86						
C.10	(I) Works/Physical services	3000	1200	800	500	100	Subject to administrative approval & sanction of estimate
	II) Goods	3000	1000	500	300	50	
	Direct Procurement with international competition (DPMIC) ; Rule. 87						
C.11	(I) Works/Physical services	3000	1200	800	500	100	Subject to administrative approval & sanction of estimate
	(II) Goods	3000	1000	500	300	50	
	Framework Contract; Rule. 89						
C.12	(I) Works/Physical services	3000	1200	800	500	100	Subject to administrative approval & sanction of estimate

Item No.	Item	Power Delegated for Non-Development Budget/Own Fund (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE/ Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
	(II) Goods	3000	1000	500	300	50	
C.13	Land acquisition/Crop Compensation				Full	Nil	Subject to approval of Procurement Plan official estimate
C.14	Purchase of books, Periodicals, Newspapers and Maps					Full	Subject to approval of Procurement Plan official estimate
C.15	Printing charge at private press other than Govt. press					Full	Subject to approval of Procurement Plan official estimate
C.16	Carriage of documents/Records					Full	Subject to approval of Procurement Plan official estimate
C.17	Carrying cost for Govt. assets.					Full	Subject to approval of Procurement Plan official estimate
C.18	Hire charge of machinery for technical work for the projects(such compaction equipment concrete mixture machine etc)					Full	Subject to approval of Procurement Plan official estimate
C.19	Purchase/Lease of land/Low-lands (water body) for project					Full	Subject to approval of Procurement Plan official estimate
C.20	Training, Seminar, Workshop and Research Expense.					Full	Subject to approval of Procurement Plan official estimate
C.21	Procurement of Consultancy Services					Full	Subject to approval of Procurement Plan official estimate
	i) Services through Quality-Cost Based Selection (QCBS), PPR-2008, Rule-103(4)(ka)	800	150	100	Nil	Nil	As per PPR-2008, Rule 74(4), DG may allow maximum 15% variation and variation of 15%-50% may be allowed by the MoWR. Administrative approval through proper channel should be obtained in proforma as Appendix-1A.
	ii) Services through Least-Cost Based Selection (QCBS), PPR-2008, Rule-103(1)(ka)	50	20	Nil	Nil	Nil	
	iii) Services through Fixed Budget System (FBS), PPR-2008, Rule-103(4)(kha)	800	150	100	Nil	Nil	
	iv) Consultants Qualification Based Selection System (CQBS), PPR-2008, Rule-104(1)(kha)	800	Nil	Nil	Nil	Nil	

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D. POWER FOR MISCELLANEOUS ESTABLISHMENT EXPENDITURE (Subject to fulfillment of pre-requirements set in the preface & Remarks Column, Figures are in Lakh Taka)

Item No.	Item	Power Delegated to (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE & Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
D.1	Petty cash purchase						1. Cash purchase should be avoided as far as possible 2. All Head of the office having separate budget may make cash purchase following PPR2008 but a single voucher should not exceed Tk. 0.25 lakh
D.2	Purchase of CNG, Fuel and Lubricants for Department (Board's) Vehicles/ Transports.						1. Full power to Head of Office subject to budget provision and Government prescribed limit. CNG & Fuel of CNG converted vehicles can be purchased, up to entitlement, in cash by officer designated by Head of Offices.
D.3	Recurring Contingencies (Per Year)	Full	1	0.50	0.20	0.05	As per Govt. Circular issued from time to time
D.4	Advertisement Charges						As per Board's Circular issued from time to time
D.5	Conveyance Hire			Full	Full	Full	Head of Offices are empowered to pay the non-gazetted staff and officers conveyance hire charges not provided with department vehicles for officials purposes subject to the condition that- a) an employee is dispatched on duty at some distance from his office and he is summoned to work in his office or other places beyond the ordinary hours of duty b) the head of office certifies that the expenditure incurred was actually unavoidable and within the schedule scale of charges. c) the employee concerned is not entitled to T.A. or not granted compensatory leave.
D.6	Electric, Gas, Water Charges and Municipal/other Local Bodies Charges/Taxes.			Full	Full	Full	1. Subject to Budget Provision. 2. All head of offices having separate budget will enjoy this authority
D.7	Engagement of Lawyers and payment of Law Charges.				Full*	Nil	* Field SE will exercise full power in respect of appointment of Lawyers and payment of law charges for Circle office and offices under his Circle, while the CE will exercise full power for zonal office and ADG (Admn.) will exercise all the powers for HQ offices as per rate fixed by the DG from time to time.

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Item No.	Item	Power Delegated to (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE & Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
D.8	Hire for Temporary Use of Furniture, Fixture and Appliances.			Full	0.06	0.0125	1. Subject to the approved scale or contractual obligations for function other than ceremonial ones. For ceremonial functions, prior permission of the ADG will be required. 1. Hiring for a period exceeding 6 months will require approval of the next higher authority. 2. Amount represents each case.
D.9	Office Shifting Expenses					Full	Subject to budget provision.
D.10	Postal and Telegraph Charges					Full	Subject to budget provision.
D.11	Printing Charges for Prescribed Forms, Measurement Books, Level Books, Cash Books, Ledgers, Tender Documents, Reports, etc.	Full	20	10	5	2	Subject to budget provision. The amount is for one year.
D.12	Purchase of Books and Professional Periodicals.	Full	0.50	0.30	0.20	0.10	The amount indicated is for 1 (one) year and subject to budget provision.
D.13	Sanction and Renting of office Accommodation/ Godown outside Dhaka.	As per Remarks	As per Remarks	0.30	Nil	Nil	1. The amount is for each individual case. 2. Sanction for renting at more than Tk. 15,000/- per month shall be accorded by ADG (Admin.) through the Accommodation Board. 3. All cases of hiring for more than one year will require approval of ADG (Admin.) through the Accommodation Board.
D.14	Renting of Office Accommodation and Godown within Dhaka City.						All cases of hiring houses within Dhaka City have to be approved by Accommodation Board and as per Rules for Hiring of Houses as Appendix-IV
D.15	Payment of Freight, Duty, Demurrage and Ware-freight Charges etc.					Full	1. Reasons for Demurrage must be explained to higher authority under intimation to the Director Finance and Accounts. 2. All vouchers must indicate reference to purchase/transfer order pertaining to the goods for which charges are paid.
D.16	Charges for Existing Telephone System & Internet and Shifting of Telephone & Internet					Full	1. Head of Offices have full power for paying charges for existing telephone system/Internet subject to limitations imposed from time to time by the Board/government and subject to budget provision. 2. Head of Office have full powers for shifting telephone/Internet and paying charges thereof subject to budget provision.

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Item No.	Item	Power Delegated to (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE & Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
D.25	Additional budget in excess of Lump allocation in accordance with the needs of different offices.	Full	Nil	Nil	Nil	Nil	

E. POWER FOR DECLARATION/DISPOSAL

E.1	Declaring materials/Structure other than building as Surplus /Condemned due to Non-Requirement or otherwise.	Full	75	30	10	Nil	i) The amount represents the book value of structure or market value at present condition whichever is lower. ii) List to be furnished to the Directorates of Accounts and Audit. iii) Condemnation to be effected through survey report.
E.2	Declaring Buildings as Surplus/Condemned due to Non-Requirement or otherwise.	Full	Nil	Nil	Nil	Nil	i) List to be furnished to the Directorates of Accounts and Audit. ii) Condemnation to be effected through survey report recommended by a committee
E.3	Disposal of unserviceable Materials/Condemned or Surplus Structure/Building or unserviceable materials thereof and/or Write off of their Values		Full	20	10	3	i) The amount represents the book value of structure or market value at present condition whichever is lower. ii) The disposal should be done by Public Auction or by competitive Tenders.
E.4	Declaring Transport Vehicles, Heavy Machinery/Construction Machinery Plants/ pumping Plants, Dredgers & Marine Equipment etc. as Surplus/Condemned/Unserviceable due to Non-requirement or otherwise.	Full	75	30	10	Nil	i) The amount represents the book value of the Dredgers and Marine equipment or market value at present conditions whichever is lower. ii) Declaring condemned unserviceable shall have to be made by the Condemnation Committee and as per procedures principles laid down in the Appendix-V iii) The category of heavy equipment is listed in Annexure-A, TIR Form in Annexure-B and Survey Report in Annexure-C of Appendix-V. iv) The declaration of surplus items shall be initiated by owner officer through his channel.
E.5	Disposal of Surplus/Condemned/Unserviceable Transport Vehicles, Heavy Machinery/Construction Machinery/Plants/Pumping Plants, Dredgers and marine Equipment Etc.		Full	20	10	5	i) The amount represents the book value or market value at present condition, whichever is lower ii) Disposal shall be made through competitive Tenders.

Item No.	Item	Power Delegated to (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE & Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
E.13	Sale of Farm Produce				Nil	Nil	i) Chief, Water Management will exercise such power upon the recommendations of a 3 member Committee including one Accounts Officer to be constituted by him. The Committee will fix the price at per with the Market Value. ii) The sale should be effected through competitive tenders. The auction should be made for a period not exceeding 3 (three) years unless specifically authorized by the CE
E.14	Lease of Water Bodies			Full (Chief, Water Management)			i) Before leasing/letting, permission of the SE shall have to be obtained. ii) The leasing/letting shall be made on the basis of competitive tenders.
E.15	Lease/Letting of Temporarily spareable House/Godown/ Camps etc.					Full	iii) The period of leased shall not be more than one year at a time. iv) Letting to Govt./Semi-Govt. Department may be made at the standard PWD rates of the district concerned.
F. MISCELLANEOUS							
F.1	WRITE OFF losses of Stock due to Depreciation/Absolute Deterioration.	Full	20	10	5	Nil	To be effected through Survey report as annexure C of Appendix-V.
F.2	Write Off : Actual Reduction/Loss of Stock/Property or Irrecoverable Value of Stores or Loss due to Theft, Accident, Fraud, Negligence, Failure, Fire, flood, Cyclone or any other reason.		Full	5	2	Nil	i) Subject to proper enquiry for fixing up responsibility as per standard procedures laid down in Appendix-VI and furnishing a Special Report to the Directorates of Audit and Finance in Form of Annexure A of Appendix-VI. ii) To be effected through survey report as annexure C of Appendix-V.
F.3	Write Off Irrecoverable Dues like Bad Debt in each case.		Full	0.50	0.20	Nil	To be effected through a report in Prescribed Form as Appendix-VI and under intimation to the Directorate of Finance and Audit in Form of Annexure A of Appendix-VII.
F.4	Compensation to Workers against Accident Resulting in Partial Disablement or Death						Officers of the level of Executive Engineer and above have full powers subject to the condition that compensation does not exceed the scale laid down under the Work Man's Compensation Act or Rules.
F.5	Compensation for Injury or Death of Persons or Animal being Injured or Killed in each Case.	Full	0.50	0.20	0.10	Nil	Subject to the conditions that the loss or damage has been determined by judicial or executive or other appropriate authorities.
F.6	Entertainment on Reception and Dinners.	Full	Nil	Nil	Nil	Nil	Subject to budget provision and government restriction imposed from time to time.

Item No.	Item	Power Delegated to (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE & Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
F.7	Sanction of Fees for Small Assignments.	Full	Nil	Nil	Nil	Nil	Provided that the fee does not exceed Tk. 30,000 in each case.
F.8	Relaxation of the prescribed Time Limit for submission of T.A. Bill			Full	Nil	Nil	Subject to the provisions in the T.A. Rules.
F.9	Grant of Daily Allowance for Compulsory halt due to Dislocation of Communication			Full	Nil	Nil	
F.10	Grant of Advance to Employees from Contributory/General provident Fund.						Power to be exercised by the Officers prescribed in the Rules for CP/GP Fund.
F.11	Permission to postpone Recovery of Advance drawn from the CP/GP Fund for a specified period						Full powers to the Controlling Officers to postpone recovery of not more than one advance for a period not exceeding 1 year except to the Head of the Department himself.
F.12	Grant of Additional Allowance to Board's Employees for performing duties of more than one Post and holding current charges.						As per provision set in the Service Rules.
F.13	Power to sanction Travelling Allowances to officers and staff Compelled to answer Civil or Criminal Charges in connection with official duties.						Full power to the Controlling Officers.
F.14	Sanction of Travelling Allowances to a suspended Government/Board Employee who is required to undertake a Journey for attending Departmental Enquiry other than related to him.						Full power to the Controlling Officers.
F.15	Exemption from Rules Limiting a halt on Tour to 10 (Ten) Days.						Subject to Government/Board's order from time to time.
F.16	Sanction of Travelling Allowance Advance.						Full powers to the Head of Offices subject to budgetary provision and that previous advance are fully adjusted, if any.

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Item No.	Item	Power Delegated to (in Lakh Taka)					Remarks
		DG	ADG	CE/ACE & Equivalent	SE/ Equivalent	EE/ Equivalent	
1	2	3	4	5	6	7	8
F.17	Sanction of Imprest						ADG (Finance) will have the full power for both Project Expenditure and Non-Development Expenditure based on the requirement of concerned Project/Offices. Normally imprest will be replenished once in a month. But at the approval of the next higher authority, any office may receive replenishment more than once in a month for special cases. Subject to Budget Provision
F.18	Engagement of Clearing-Forwarding Agent						Approval will be accorded by next higher authority of requiring office in case of Non-dev expenditure and Project Director in case of ADP project Subject to Budget Provision
F.19	Payment of CD-VAT/TT						Concerned RAC office on the certification of procuring entity

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APPENDICES

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PROFORMA FOR APPROVAL OF ADDITIONAL DELIVERIES AND REPEAT ORDER / VARIATION ORDER/EXTRA WORK ORDER FOR WORKS/SUPPLY/CONSULTANCY SERVICES BEYOND ONGOING CONTRACT

1. (i) Zone :
(ii) Circle/Directorate :
(iii) Division :
2. Name of Project :
3. Name of Works/ Supply/ Services :
4. Source of Fund :
5. Approved Estimated Cost : Tk.
6. Name of Contractor/Firm :
7. Contract Value of Works/Supply/Services : Tk.
8. Percentage of above/below/as per :
9. Original Contract Approving Authority :
10. (i) Commencement Date as per contract :
(ii) Intended Completion Date as per contract :
(iii) Approved Revised Completion Date :
11. Physical Progress (upto date in percentage) :
12. Financial Progress (amount paid to date) :
13. Variations

(i) PART A – Tendered Items

Sl. No.	Brief description of tendered items	Original Quantity	Revised Quantity	Original Amount	Revised Amount	Increase/ Decrease
1						
2						
3						

(ii) PART B – Non-tendered Items

Sl. No.	Brief description of non-tendered items	Proposed			
		Unit	Rate	Quantity	Amount
1					
2					
3					

Handwritten signatures and initials: J. H. B. G. Roy et al.

14. Total Value of the proposed items (Sub-total PART A + Sub-total PART B) :

15. Justification for variation :

16. (a) Total value of increased/decreased amount approved previous to this proposal (if previous variation occurs) : Tk.

(b) Cumulative value of increased/decreased amount including this proposal : Tk.

: % of
increase/decrease
over the contract
value

(c) Cumulative value of this proposal (original contract amount + (b)) :

17. Source of fund for this variation proposal:

18. Name of the authorised officer for sanctioning this Additional Delivery/Repeat Order :
Variation Order/Extra Work Order/Consultancy Services

(Signature)
Sub-divisional Engineer

(Signature)
Executive Engineer

19. Recommendation of SE/ACE/CE or PD officials for variations:

20. Approval for variations by the Addl Director General / Director General



PROFORMA FOR APPROVAL OF RATE FOR ADDITIONAL DELIVERIES AND REPEAT ORDER / VARIATION ORDER/EXTRA WORK ORDER FOR WORKS/SUPPLY/CONSULTANCY SERVICES BEYOND ONGOING CONTRACT

1. (i) Zone :
- (ii) Circle/Directorate :
- (iii) Division :
2. Name of Project :
3. Name of Works/ Supply/ Services :
4. Source of Fund :
5. Approved Estimated Cost :
6. Name of Contractor/Firm :
7. Contract Value of Works/Supply/Services : Tk.
8. Percentage of above/below/as per :
9. Original Contract Approving Authority :
10. (i) Commencement Date as per contract :
- (ii) Intended Completion Date as per contract :
- (iii) Approved Revised Completion Date :
11. Physical Progress (upto date in percentage) :
12. Financial Progress (amount paid to date) :
13. Variations

Rate of Non-tendered Items

Sl. No.	Brief description of non-tendered items	Proposed	
		Unit	Rate
1			
2			
3			

14. (a) Justification for Proposed rate:

Sub-divisional Engineer

Executive Engineer

15. Recommendation of Higher Officials

জরুরী কাজ বাস্তবায়নে প্রশাসনিক অনুমোদন গ্রহণের ছক

নির্বাহী প্রকৌশলীর প্রস্তাব

১। জরুরী পরিস্থিতির সংক্ষিপ্ত বিবরণ		
২। সম্ভাব্য সম্পদ হানির বিবরণ ও অনুমিত মূল্য		
৩। প্রস্তাবিত কাজের বিবরণ, অবস্থান ও দফাওয়ারী মূল্যসহ মোট মূল্য (ইনডেক্স ম্যাপ, দফাওয়ারী প্রাক্কলন যার উপর ভিত্তি করে প্রাক্কলন তৈরী হয়েছে তার ডিজাইন/ড্রিং, ইত্যাদি)		
৪। কাজ বাস্তবায়নের প্রস্তাবিত পদ্ধতি		
৫। কাজ বাস্তবায়নের সম্ভাব্য সময়কাল	কাজ শুরু তারিখঃ	কাজ সমাপ্তির তারিখঃ
প্রত্যয়ন করছি যে, সাইট পর্যবেক্ষণ ও জরীপ/পরিমাপের ভিত্তিতে প্রস্তাব প্রদান করা হয়েছে।		
নির্বাহী প্রকৌশলীর ডায়েরী নং : তারিখঃ	নির্বাহী প্রকৌশলীর স্বাক্ষর ও সীল	
তত্ত্বাবধায়ক প্রকৌশলীর সুপারিশ		
বর্ণিত স্থান পরিদর্শন করেছি। কাজটি জরুরীভাবে বাস্তবায়ন আবশ্যিক। কাজের বর্ণনা, পরিমাণ ও মূল্য যৌক্তিক বলে প্রতীয়মান হয়। প্রধান প্রকৌশলী মহোদয়ের সাথে আলোচনা হয়েছে এবং তাঁর মৌখিক সম্মতি রয়েছে। অনুমোদনের জন্য সুপারিশ হলো।		
তত্ত্বাবধায়ক প্রকৌশলীর ডায়েরী নং তারিখঃ	তত্ত্বাবধায়ক প্রকৌশলীর স্বাক্ষর ও সীল	
প্রধান প্রকৌশলীর সুপারিশ		
উপরোক্ত বর্ণনা ও প্রদত্ত তথ্যাদির আলোকে প্রত্যয়ন করছি যে, প্রস্তাবিত কাজ জরুরীভাবে সম্পাদন করা প্রয়োজন। মহাপরিচালক/অতিঃ মহাপরিচালক মহোদয়ের সাথে আলোচনা হয়েছে এবং তাঁর/ভাঁদের মৌখিক সম্মতি রয়েছে। অনুমোদনের জন্য সুপারিশ হলো।		
প্রধান প্রকৌশলীর ডায়েরী নং তারিখঃ	প্রধান প্রকৌশলীর স্বাক্ষর ও সীল	
অতিরিক্ত মহাপরিচালকের সুপারিশ		
প্রস্তাবটি অনুমোদনের জন্য সুপারিশ হলো।		
অতিরিক্ত মহাপরিচালকের ডায়েরী নং তারিখঃ	অতিরিক্ত মহাপরিচালকের স্বাক্ষর ও সীল	
অনুমোদিত		
মহাপরিচালকের ডায়েরী নং তারিখঃ	মহাপরিচালকের স্বাক্ষর ও সীল	

APPLICATION FOR EXTENSION OF INTENDED COMPLETION DATE

WORK/SUPPLY/SERVICE
(Project/NDR/CCTF)

1. Zone/Project :
- Circle/Directorate :
- Division :
2. Name of the Contractor/Firm. :
- Package No. :
- Name of works/Supply/Services :
- Name of Project (if Applicable) :
3. Commencement date as per contract :
- Intended Completion date as per contract :
- Total Allowed Time :
4. Date of application for extension of intended completion date :
- Period of time applied for extension with total days :
- Percentage of time applied for extension :
5. Reasons for extension of time :
6. Progress of work/Supply/Service as on the date of application :
7. Was any time extension allowed previously? :
- If yes, period of extension with days (copy to be enclosed) :
- Percentage of allowed time extension :
8. a) Validity date of original performance security. :
- b) Extended validity date of performance Security. :
- c) Pay Order/Bank Guarantee No and date :
- d) Authentication document for extended validity date of performance security to be enclosed. :

I do hereby commit that no financial claim/benefit due to extension of the intended completion date in whatever manner will be claimed by me.

Signature of the Contractor with date and seal

RULES FOR HIRING HOUSES IN BANGLADESH WATER DEVELOPMENT BOARD

The following rules shall be followed for hiring houses both residential and official accommodation at Dhaka.

1. The head of the office or the consulting firm will select from the list maintained under rule 4 or any other accommodation of their own choice in areas within the ceiling of rent and space approved by the competent authority or agreed upon in any contract with the Water Development Board.
2. Where the head of the office or consulting firm is unable to select their accommodation they may submit their request for selection of houses to the Director, Estate & Transport Directorate, Bangladesh Water Development Board.
3. Request for hiring houses should be made by the head of the office or the consulting firm requiring the accommodation quoting agreements with the Board.
4. (a) The Director, Estate & Transport will maintain a list of house owners who wish to register their houses for letting out to the Board.

(a) The register should contain the name and address of the house owner, location and room-wise space, index plan of the house and rent demanded by the house owner.

(b) The list should be updated once in a year preferably in December. Only those houses should be retained in the register who have renewed their request.
5. The list as maintained under rule 4(b) should be furnished to the head of office or consulting firm requesting for such list for selecting suitable house as per rule 1.
6. On receipt of request for hiring houses under rule 3) the Director, Estate & Transport will cause physical inspection of the house to ascertain the correctness of the specification of the house stated by the owner, its condition and fair rent as per prevailing market condition.
7. The proposal received under rule 3 and report of the Director, Estate & Transport under rule 6 should be examined in the Accommodation Board or be circulated among the members of the Accommodation Board for consideration.
8. The Accommodation Board will comprise of Additional Director General (Admin), Director, Estate & Transport, Director, Program and Superintending Engineer, Dhaka O&M Circle, Dhaka.
9. On recommendation of the Accommodation Board the Director, Estate & Transport will hire the house.
10. (a) Agreement of lease will be made in the standard lease form

(b) Standard lease form may be revised from time to time with legal advice and approval of the Additional Director General, Administration.
11. For the first time, no lease will be made for a period more than 2 years/or period less than 2 years if stated in the proposal of the head of the office or consulting firm requiring the accommodation.
12. Renewal on same terms and conditions shall be made by the Director, Estate & Transport normally for one year if stated by the head of the office or consulting firm requiring the accommodation.
13. Normally no advance rent should be allowed.
14. For any special condition, the case should be referred to the Board.

বাংলাদেশ পানি উন্নয়ন বোর্ডের আওতাধীন অচল যানবাহন ও ভারী যন্ত্রপাতি তালিকা-১ এ সংযুক্ত অকোজো ঘোষনার কার্যাদি নিম্নলিখিত সদস্যবৃন্দের সমন্বয় গঠিত কনডেমনেশন কমিটি সম্পাদন করিবে।

- | | | |
|-----|--|------------|
| (১) | সংশ্লিষ্ট প্রধান প্রকৌশলী/অতিরিক্ত প্রধান প্রকৌশলী/প্রকল্প পরিচালক। | সভাপতি |
| (২) | পরিচালক, সম্পত্তি ও যানবাহন পরিদপ্তর।
অথবা
উক্ত দপ্তর হইতে তাহার মনোনীত উপপরিচালক পর্যায়ের একজন কর্মকর্তা। | সদস্য |
| (৩) | নির্বাহী প্রকৌশলী (যান্ত্রিক)
(ক) ল্যান্ড বেজ ইকুইপমেন্ট যথবা যান্ত্রিক সরঞ্জাম পরিদপ্তর আওতাধীন যন্ত্রাংশ/মালামাল হইলে অতিরিক্ত প্রধান প্রকৌশলী/যন্ত্রাংশ পরিদপ্তর কর্তৃক মনোনীত হইবেন।
(খ) মেরিন ইকুইপমেন্ট অথবা অতিরিক্ত প্রধান প্রকৌশলী/ড্রেজার্স এর আওতাধীন যন্ত্রাংশ/মালামাল হইলে অতিরিক্ত প্রধান প্রকৌশলী/যান্ত্রিক সরঞ্জাম পরিদপ্তর কর্তৃক মনোনীত হইবেন। | সদস্য |
| (৪) | সংশ্লিষ্ট এলাকার উপপরিচালক/হিসাব রক্ষণ কর্মকর্তা (প্রধান প্রকৌশলী কর্তৃক মনোনীত) | সদস্য |
| (৫) | সংশ্লিষ্ট প্রধান প্রকৌশলীর দপ্তরের নির্বাহী প্রকৌশলী (নির্বাহী প্রকৌশলী যদি না থাকে তবে সমতুল্যপদমর্যাদা সম্পন্ন একজন কর্মকর্তা)। | সদস্য-সচিব |

২। কমিটির কার্য পদ্ধতি :

(ক) যে সকল যানবাহন/যন্ত্রপাতি সম্পূর্ণ ব্যবহারের অনুপযোগী/অচল এবং মেরামত অলাভজনক হইবে শুধুমাত্র ঐ সকল যানবাহন ও যন্ত্রপাতির টি আই আর ফরম (এনেন্সার-২ ও সার্ভে রিপোর্ট (এনেন্সার-৩) যথাযথভাবে পূরণ করতঃ সংশ্লিষ্ট দপ্তর প্রধান এগুলি সভাপতি, কনডেমনেশন কমিটির নিকট প্রেরণ করিবেন।

(খ) কমিটির সদস্য-সচিব সভাপতির অনুমোদনক্রমে জরুরী ভিত্তিতে কমিটির সভা আহবান করিয়া সকল সদস্যগণকে যথাসময়ে অবহিত করিবেন। টি আই আর ফরম ও সার্ভে রিপোর্ট পাওয়ার এক মাসের মধ্যে প্রয়োজনবোধে পরিদর্শন করতঃ কমিটি উহার সুপারিশসমূহ স্বত্বাধিকারী দপ্তর প্রধানের নিকট প্রেরণ করিবেন।

(গ) কনডেমনেশন কমিটি অথবা কমিটির যে কোন মনোনীত সদস্য অথবা কমিটি কর্তৃক মনোনীত প্রতিনিধি সকল অথবা কিছু সংখ্যক অচল যানবাহন/যন্ত্রপাতি প্রয়োজনবোধে সরেজমিনে পরিদর্শন করিতে পারিবে।

(ঘ) অচল যানবাহন/যন্ত্রপাতিসমূহ অকোজো ঘোষনার সুপারিশ কনডেমনেশন কমিটির নিকট হইতে পাওয়ার স্বত্বাধিকারী দপ্তর প্রধান পরবর্তী ব্যবস্থা যেমন, উপযুক্ত কর্তৃপক্ষ কর্তৃক সার্ভে রিপোর্ট অনুমোদন এবং পরে প্রতিযোগীতামূলক দরপত্রের মাধ্যমে এগুলি বিক্রয়ের ব্যবস্থা গ্রহণ করিবেন।

(ঙ) এনেন্সার-৪ শ্রৃংপতি ছক অনুযায়ী এ সম্বন্ধে ত্রৈমাসিক রিপোর্ট বোর্ডের নিকট দপ্তর প্রধান প্রেরণ করিবেন। যাহা বোর্ড হইতে প্রশাসনিক মন্ত্রণালয় এবং অর্থ মন্ত্রণালয়ের স্বায়ত্তশাসিত সংস্থা শাখায় প্রেরণ করা হইবে।

৩। যানবাহন/যন্ত্রপাতি অকোজো ঘোষনার নীতিমালা :

নিম্নবর্ণিত নীতিমালা অনুযায়ী যানবাহন/যন্ত্রপাতি অকোজো ঘোষনার জন্য বিবেচিত হইবেঃ

(ক) যে সকল যানবাহন/যন্ত্রপাতি ঘন ঘন মেরামতে ফলে যথেষ্ট আর্থিক খরচ হইয়াছে এবং পুনরায় মেরামত করিলে সম্পূর্ণ অলাভজনক হইবে সেইরূপ যানবাহন ও যন্ত্রপাতি।

(ব) মডেল পরিবর্তনের ফলে বাজারে সরবরাহ বন্ধ হইয়া গিয়াছে এমন যন্ত্রাংশ পরিবর্তনের প্রয়োজন আছে এইরূপ যানবাহন ও যন্ত্রপাতি।

(গ) যে সকল যানবাহন ও যন্ত্রপাতি ব্যবহার উপযোগী করিতে বাৎসরিক মেরামত বায় মূল জরুরুলের শতকরা ৫০ (পঞ্চাশ) ভাগের বেশী হইবে এইরূপ যানবাহন ও যন্ত্রপাতি।

(ঘ) দুই এর অধিক ইউনিট যে সকল প্রধান যন্ত্রাংশ ক্ষয়প্রাপ্ত হইয়া গিয়াছে এইরূপ যানবাহন ও যন্ত্রপাতি।

(ঙ) দুর্ঘটনায় ক্ষতিগ্রস্ত হইয়া যে সকল যানবাহন/যন্ত্রপাতি কাঠামো দুমরাইয়া/খুচড়াইয়া গিয়াছে এবং এক বা একাধিক ইউনিট বিনষ্ট হইয়া গিয়াছে এইরূপ যানবাহন ও যন্ত্রপাতি।

(চ) কোন বড় রকমের গলদের জন্য রাস্তার চালানো বিপদজনক/জাগালী খরচের পরিমাণ অনেক বেশী এইরূপ যানবাহন/যন্ত্রপাতি।

৪। যানবাহন ও ভারী যন্ত্রপাতি অকাজো ঘোষনার পূর্বতী নিয়ম/আদেশ এই পদ্ধতি ও নীতিমালা দ্বারা প্রতিস্থাপিত হইয়াছে বলিয়া গণ্য হইবে।

যানবাহন ও ভারী যন্ত্রপাতির তালিকা

- ১। ড্রাগলাইন/ক্রেন।
- ২। ট্রাক্টর/বুলডোজার হুইল ডোলার।
- ৩। এচর-গ্রেডার/এক্সারেটর/পে-লোডার।
- ৪। ক্রেপার।
- ৫। ট্রেগার/সার্ভিস ট্রলি।
- ৬। ইঞ্জিন চালিত সকল রোজার/কমপ্যাক্টর।
- ৭। স্টোন ক্রাশার ব্রেকার এপ্রিগেট প-১০ মিথিং প-১০।
- ৮। ক্যাচিং প-১০।
- ৯। ডাম্প ট্রাক/ডাম্পার রিসয়ার ডাম্পার/ট্রাক ডাম্পার/বটম ডাম্পার।
- ১০। হাফা ও ভারী যানবাহন/ট্রাক্টর।
- ১১। ওয়াটার পাম্প/টারবাইন পাম্প।
- ১২। ওয়েলিং মেশিন/ওয়েলিং ট্রান্সফরমার/ডিজেল ওয়েলিং সেট।
- ১৩। জেনারেটর।
- ১৪। কমক্রিট মিক্সার মেশিন/ট্রান্সক্রিট মিক্সার মেশিন।
- ১৫। পাইল ড্রাইভিং সরঞ্জাম/হ্যামার/জাইব্রো হ্যামার।
- ১৬। এয়ার কমপ্রেসার/ব্রোয়ার।
- ১৭। বোরিং মেশিন/ড্রিলিং মেশিন/লেন মেশিন/মিলিং মেশিন/শিয়ারিং মেশিন/গ্রাইন্ডার প্রেস/হাইড্রোলিক প্রেস/স মেশিন/প-লার বোরিং মেশিন/ফার্মেস/প্রেসার/ব্রেডিং মেশিন/ফুয়েল পাম্প স্ট্যাটার/হিটক্রিটমেন্ট প্রাণ্ট/হার্ডনেস টেস্টিং মেশিন/ব্রটিং মেশিন/স্যান্ডব্লাস্টিং মেশিনসহ ওয়ার্কশপ মেশিন।
- ১৮। ড্রেজার/ইঞ্জিন চালিত জলযান/বার্জ/টালবোর্ট/লঞ্চ ও ভারী নৌ-সরঞ্জাম।
- ১৯। ট্রান্সফরমার/ব্রেকার/মটর/ব্যাটারী চার্জার/সুইচ গিয়ারসহ সকল প্রকার ভারী বৈদ্যুতিক সরঞ্জাম।
- ২০। উপরোক্ত সাইজের অনুরূপ যন্ত্রপাতি।

অব্যাহতি :

নিম্নবর্ণিত যানবাহন ও যন্ত্রপাতি কমিটির আওতা বহির্ভূত থাকিবে। যাহা যন্ত্রাধিকারী দপ্তর আর্থিক ডেলিগেশন ক্ষমতা অনুযায়ী একেজা যোজনার ব্যবস্থা গ্রহণ করিবে।

সাইকেল, মটর সাইকেল, দুই কিউসেক পর্যন্ত লো-লিফট পাম্প, এক কিউসেক ক্ষমতা পর্যন্ত টারবাইন পাম্প, ১০ ঘনফুট ক্ষমতা পর্যন্ত মিকচার মেশিন, ইঞ্জিন বিহীন যে কোন রোলার, ভাইব্রেটর, মালামাল ও খুচরা যন্ত্রাংশ, স্পীডব্রেক বহিড, ৪০ অঞ্চল পর্যন্ত ওবি ইঞ্জিন, ২৫ কেভিএ পর্যন্ত জেনারেটর, দুই অঞ্চল পর্যন্ত মটর।

(গ) ট্রানমিশন বিষয়ে : যন্ত্রের নিম্নে বর্ণিত যন্ত্রাংশগুলির বর্তমান অবস্থা/ অবস্থানের বিবরণ :

১। ক্লাচ এসেম্বলি	৬। প্রফেলার স্যাফট
২। গিয়ার বক্স	৭। স্যাফট ট্রীড
৩। ট্যালফার বক্স	৮। কাপলিং
৪। ডিফারেনশিয়াল ইউনিট	৯। মন্ডব্য
৫। স্পেশাল ইউনিট	

(ঘ) চেসিস (যদি কোন যন্ত্রাংশ খোয়া যাইয়া থাকে তাহা উল্লেখ করিতে হইবে)

১। মেইন ফ্রেম	৫। স্টিয়ারিং
২। ব্রেক ড্রাম	৬। টায়ার এবং ডিউব (সাইজসহ প্রস্তুতকারকের নাম)

- ৩। ব্রেক ৭। মন্তব্য
- ৪। এ্যাকসেল ৮।

(৬) সাধারণ তথ্য :

- ১। অচলতা আরম্ভের তারিখ ৯। যাত্রাংশ সংগ্রহের জন্য প্রয়োজনীয় সময়.....
- ২। মাইল মিটার/ঘন্টা মিটার রিডিং..... (ক) স্থানীয় বাজার হইতে
- ৩। ইঞ্জিনের শুভারহোলিং এর তারিখ..... ১০। (খ) বিদেশ হইতে
- ৪। যাত্রাংশ প্রাপ্যতা যাত্রাংশ গ্রহণের পর যন্ত্র মেরামত করিতে কত
- ৫। স্থানীয় এজেন্ট..... ১১। সময় লাগিবে
- ৬। কোন দুর্ঘটনা ঘটিয়াছিল কিনা..... ১২। মেরামতের পর সচল স্থায়ীত্ব কাল (কতমাস).....
- ৭। বীমা দাবীর নিষ্পত্তি বুলডোজারের ক্ষেত্রে অতিরিক্ত তথ্যঃ
- ৮। আনুমানিক মেরামত খরচ..... (ক) সি-স্ক্রাম
- (যদি মেরামতযোগ্য হয়) (খ) ডোজার রেল
- (গ) ট্রাক চেইন

(৭) সাধারণ তথ্য :

- ১। স্থিতি..... ৪। মাউন্টিং.....
- ২। শক এ্যাবজরবার..... ৫। লিংকেজ.....
- ৩। লোপয়ার ফ্রেম

(৮) বডি,সিট,হুড এবং পাম্প ইত্যাদির বিস্তারিত বর্ণনা :

- ১। তলুট কেসিং ৫। প্ল্যাড ৬। স্যাফট ৭। বিয়ারিং ব্রাকেট
- ২। টার্নিং বক্স ৬।
- ৩। ইম্পেলার ৭।
- ৪। প্লাড পেকিং

দস্তখত : স্বত্বাধিকারী শাখা অফিসার

দস্তখত : পরিদর্শন কর্মসূচক/উপ-সহকারী প্রকৌশলী

দস্তখত : স্বত্বাধিকারী উপবিভাগীয় প্রকৌশলী

[Handwritten signatures]

টি আই আর ফরম
পানি উন্নয়ন বোর্ডের যন্ত্রপাতির কারিগরী পরিদর্শন প্রতিবেদন :

স্বত্বাধিকারী ----- যন্ত্রের নাম ----- পাতিবো নং ----- রেজিস্ট্রেশন নং ----- যন্ত্রের মেক/মডেল ----- যন্ত্রের সেরিস নং -----	পরিদর্শনের তারিখ ----- পরিদর্শনের কারিগর যন্ত্রের অবস্থান ----- ইঞ্জিনের মেক/মডেল ----- ইঞ্জিনের ধরন, পেট্রোল/ডিজেল ----- ইঞ্জিনের ক্রমিক নং ----- ক্রয়ের তারিখ ----- ক্রয় মূল্য -----
(ক) ইঞ্জিন বিধির ৪ ইঞ্জিনের পক্ষতি(সিস্টেম) ও যন্ত্রাংশের সংক্ষিপ্ত বিবরণ :	(খ) বৈদ্যুতিক বিদ্যুৎ : নিম্নে বর্ণিত যন্ত্রাংশগুলির অবস্থা ও অবস্থানের সংক্ষিপ্ত বিবরণ :
১। স্টার্টিং ----- ২। কম্প্রেশন ----- ৩। পাওয়ার ভোল্টেজ ----- ৪। কার্বুরেটর ----- ৫। ফুয়েল পাম্প/এসি পাম্প ----- ৬। ফুয়েল পাম্প ----- ৭। সিলিন্ডার ----- ৮। পিষ্টন এবং রিং ----- ৯। মাকলার ----- ১০। ভালভ ----- ১১। ভালভ গাইড/সীট ----- ১২। ক্যামশ্যাফট ----- ১৩। ক্র্যানশ্যাফট ----- ১৪। রেডিয়েটর ----- ১৫। ওয়াটার পাম্প ----- ১৬। ফুয়েল ট্যাংক -----	১। ব্যাটারী ভাল/খারাপ/আছে/নাই ----- ২। জেনারেটর ----- ৩। কাট আউট ----- ৪। সেলফ স্টার্টার ----- ৫। ডিষ্ট্রিবিউটর ----- ৬। ইগনিশন কয়েল ----- ৭। সিলিন্ডার সুইচ ----- ৮। মিটার এবং ড্যাশ বোর্ড ----- ৯। অসারিং ----- ১০। হর্ণ ----- ১১। হেড লাইট ----- ১২। ইন্ডিকেটর ----- ১৩। মশ্ফুয়া -----



.....
১৭। ইঞ্জিনের লেখচিত্র

- বিঃ দ্রঃ (১) প্রতিবেদনটি যতদূর সম্ভব পূর্ণাঙ্গ হইতে হইবে, যাহাতে চূড়ান্ত সিদ্ধান্ত গ্রহণ করা সম্ভব হয়।
(২) দৃষ্টিগোচর কবলিত যন্ত্রের বীমা দাবী সংক্রান্ত পরিস্থিতি সম্পর্কে উল্লেখ থাকিতে হইবে।
(৩) যন্ত্রাংশ খেঁহায়া যাওয়ার কারণ বা পরিস্থিতির উল্লেখ থাকিতে হইবে।

(জ) যাননবায়ন ও যন্ত্রপাতির মূল্য নির্ধারণ :

.....
স্বত্বাধিকারী

.....
পরিদর্শনের তারিখ
পরিদর্শনের তারিখে যন্ত্রের অবস্থান

.....
যন্ত্রের নাম

.....
ইঞ্জিনের মেক/মডেল
ইঞ্জিনের ধরন, পেট্রোল/ডিজেল
ইঞ্জিনের ক্ষমতা, অক্ষশক্তি/সিসি
ইঞ্জিনের ক্রমিক নং
ক্রয়ের তারিখ
ক্রয় মূল্য

-
১। আনুমানিক আয়ুকাল
২। কতমান ব্যবহৃত হইয়াছে
৩। অবচয়ের হার (ডিপ্রিসিয়েশন রেট)
৪। অবচয়ের পর ভ্রাসপ্রাপ্ত মূল্য
৫। অবশিষ্ট মূল্য
৬। অভিহিত মূল্য (ফেস ভ্যালু)
৭। আনুমানিক ওজন (টন)
৮। অভিহিত মূল্যের বিস্তারিত ব্যাখ্যাসহ নির্বাহী প্রকৌশলী/সংশ্লিষ্ট মন্তব্য

সম্ভবতঃ নির্বাহী প্রকৌশলী/সংশ্লিষ্ট কর্মকর্তা

(খ) স্বত্বাধিকারী/নির্বাহী প্রকৌশলী মন্তব্য :

স্বত্বাধিকারী নিয়ন্ত্রণ কর্মকর্তা/ প্রকল্প পরিচালক/

স্বত্বাধিকারী/

.....

(এ) কনভেনশন কমিটির মন্তব্য :

(ট) কনভেনশন কমিটির সভাপতি ও সদস্যদের নাম ও স্বাক্ষর

ক্রমিক নং	নাম	পদবী	স্বাক্ষর
১।	জনাব	প্রধান প্রকৌশলী/অতিঃ প্রধান প্রকৌশলী ও সভাপতি, কনভেনশন কমিটি পরিচালক/উপ-পরিচালক	
২।	জনাব	সম্পত্তি ও যানবাহন পরিদপ্তর, পাউবো ও সদস্য, কনভেনশন কমিটি	
৩।	জনাব	নির্বাহী প্রকৌশলী (যান্ত্রিক), যাস ও	
৪।	জনাব	সদস্য, কনভেনশন কমিটি উপ-পরিচালক/হিসাব রক্ষণ কর্মকর্তা ও	
৫।	জনাব	সদস্য, কনভেনশন কমিটি নির্বাহী প্রকৌশলী (প্রধান প্রকৌশলীর দপ্তর ও	
		সদস্য-সচিব, কনভেনশন কমিটি	

ANNEXURE-C of Appendix-V

যানবাহন/বস্তু/মালামাল জরীপের প্রতিবেদন (সার্ভে রিপোর্ট)

ফর্ম-১৮

সংস্থার নাম :
অবস্থান :

ক্রমং	যানবাহন/বস্তু/মালামালের বিবরণ	একক	পরিমাণ	হিসাবমত মূল বুক জন্ম		প্রহনের তারিখ	যানবাহন/বস্তু/মালামালের বিবরণ	হারানো/ঘটিতি/ কাজের যোগ্যতার কারণ	যথাযোগ্য কর্তৃপক্ষের নিষ্পত্তির নির্দেশ	মন্তব্য
				টাকা	পয়সা					
১	২	৩	৪	৫	৬	৭	৮	৯	১০	১১

অনুমোদিত :

তারিখ :



STANDARD PROCEDURE/INSTRUCTION FOR AUTOMATIC HOLDING OF A FORMAL INVESTIGATION OR BOARD OF ENQUIRY IN THE EVENT OF LOSS OR DAMAGE TO BWDR PROPERTY.

1. General

- (i) These instructions are based on the following rules which must be taken as fundamental guides on the subject:
 - (a) General Financial Rules-Vol. 1 & 11
 - (b) East Bengal Financial Rules
 - (c) C.P.W.D Code.
 - (d) Orders of BWDB and/or East while EPWAPDA.
- (ii) This procedure lays down a standard and uniform course of action to be adopted at all levels to secure prompt and automatic investigation of loss to BWDB property.

2. Definition of Loss

For the purpose of these instructions "Loss" means actual loss. of money or materials belonging to the Board or any damage to its stores, equipment, plants, buildings, structures (including those under construction) and any other assets etc. thorough acts of man or nature. Any loss of and damage to the stores, materials, buildings and structures, irrespective of its extent or monetary implications. will be treated as a loss, if such damage detracts their value or utility.

Note: The following are illustrative, but not necessarily exhaustive examples of loss.

- a) Theft, loss, misappropriation or defalcation of the Board's money;
- b) Theft or loss of stores, materials and equipment due to any reasons;
- c) Damage to stores, equipment, structures, buildings, power plants, transmission lines, etc. and failure of structures, buildings, power plants, transmission lines etc. involving financial loss to the Board;
- d) Loss or damage to property caused by fire, flood, cyclone and other natural calamity;
- e) Loss due to accidents involving life or serious injury or damage to an employee and property of BWDB;
- f) Loss of Secret and Confidential files;
- g) Losses due to strikes or riots involving BWDB employees.

3. Introduction:

- (i) It is basic duty of all BWDB employees to ensure that loss of the Board's money, materials, stores, equipment, plants, structures, buildings and all other movable or immovable properties of the Board, is avoided under all circumstances. It is also their responsibility to report without delay any loss of such property to their immediate superiors as soon as either it is discovered by them or they become aware of such loss through any source. The report shall contain the description of the losses with date and time of occurrence, amount/quantity of losses, time of discovery/aware of the Losses, reasons and consequence/affect of the Losses and persons responsible. if any and action taken as per these procedures. Every superior shall transmit the report to the next superior immediately stating the action taken by him and further action needed by superior.

(ii) Means will be adopted in all organizations/Directorates/Projects/Circles and Divisions etc. to ensure that every OWDB employee realized fully and clearly that he will be held responsible for any loss sustained by the Board through theft, fraud or negligence on his part and that he will also be held personally responsible for any loss arising from theft, fraud or negligence on the part of any other employees to the extent to which it may be shown that he contributed to the loss by his own action or negligence. The cardinal principle governing assessment or responsibility in such cases is that every employee should exercise the same vigilance and care in respect of BWDB money, stores, materials, equipment, plants, structures, buildings and other assets entrusted to his charge which he would exercise, as a person of ordinary prudence, in his own personal affairs.

4. Investigation and Reporting of Losses:

(i) All losses will be the subject of automatic and immediate investigation. Similarly, all occurrences involving losses will be reported to the next superior office and the Director of Audit and Finance without delay.

(ii) It is of the greatest importance that all losses be reported immediately not only for the purpose of investigation but also for the information of superior officers. All losses through any cause exceeding Tk. 10,000/- (Taka Ten Thousand) will be reported to the Board through proper channel.

(iii) (a) In the event of any loss of Board's money, receipts, stores or other property caused by theft, misappropriation or defalcation a first information report (FIR) should be lodged with the police by the officer concerned at the earliest possible moment. This step should not be delayed for initiation or completion of departmental proceedings against the individual or individuals concerned; it should be taken as soon as it is decided by the officer concerned, in consultation with his immediate superior officer, that a criminal investigation, with a view to prosecution, ought to be instituted.

(b) The decision whether a First Information Report (FIR) is to be lodged or not will rest with Executive Engineer or an officer of equivalent rank.

(c) The fact of lodging a first information report (FIR) should be communicated to the Head of the Department and the Board.

(d) An officer lodging a First Information Report (FIR) will :-

- i. request the Superintendent of Police/Officer in-charge to arrange to the investigation;
- ii. arrange that all witnesses and documents are made available to the investigating officer;
- iii. associate with the Investigating Officer or depute an officer of the department who is not personally concerned with the issue and to the lodging of the First Information Report.

(e) If on completion of the police investigation, it is decided to prosecute, the BWDB representative will ascertain from the prosecuting officers, whether it is necessary to move the District Magistrate to make special arrangements for a speedy trial and will request the prosecuting officer to make any application that he may think necessary.

(f) In case it is decided to prosecute, sanction of the Govt. under Sect. 197 Cr. P.C will have to be obtained only in respect of the transferred personnel and other Govt. servant on deputation. The application should be made by the Executive Engineer or any officer of equivalent rank concerned through the proper channel. In the case of direct recruits or others no such sanction will be necessary.

(g) The departmental investigation into the loss as required under these instructions shall, however, proceed, irrespective of the fact of lodging first information report or of prosecution.

(h) When the case is put into court by the police, the officer who lodged the first information report or if he is transferred, his successor will see that all witnesses serving in the BWDB and all



documentary evidence in the central or the BWIM are punctually produced and will either personally attend or appoint an officer to attend the proceedings in the court and assist the prosecuting officer.

(i) If any prosecution results in the discharge or acquittal or any person or in the imposition or a sentence which appears to be inadequate, the Executive Engineer or similar officer of the area shall contact with his Superintending Engineer/Project Director and the Lawyer and submit his recommendation to the Board through the proper channel for orders. Appeals against acquittals can be made only under the orders of the Government.

5. Object and Necessity of Investigation:

The primary object of any investigation is to establish and record full facts relevant to the matter under inquiry. All investigations must be recorded in writing and presented in the form of regular proceeding. The proceedings shall form the basis for fixation of responsibility, disciplinary action and approval to the write off of the losses.

6. Formal Investigation/Board of Enquiry:

- (i) Each case of loss will be dealt with by either format investigation or a board of enquiry under the orders of the competent officer as described in para-7 below.
- (ii) A formal investigation will be held in simple cases of loss not exceeding Tk. 2500/- provided that the loss is not due to theft, fraud or negligence and will be conducted by an investigating officer not below the rank of Assistant Engineer/Stores Officer or equivalent rank. Causes involving theft, fraud or negligence may, if the loss does not exceed U. 2500/-, be disposed of by formal investigation at the discretion of the concerned officer.
- (iii) A Board of enquiry shall consist of at least 2 officers of whom one should be a class-I officer and should act as the Chairman and shall investigate all cases other than those mentioned in the proceeding sub-para (ii).

7. The Competent Officer, their categories and power to order an enquiry

The following re the officers who are competent to order format investigation and to appoint a Board of Enquiry in respect of the cases noted against each:

Sl. No.	Officer Competent to order formal investigation or to appoint a Board of Enquiry	Limit of Losses	
		Due to theft, fraud or negligence	Not due to theft negligence
1	Additional Director General of the Board	Tk. 300,000	Tk. 500,000
2	Chief Engineer Addl. Chief Engineer/Equivalent	Tk. 150,000	Tk. 200,000
3	Superintending Engineer/Project Director/Equivalent	Tk. 50,000	Tk. 75,000
4	Executive Engineer and Equivalent	Tk. 10,000	Tk. 15,000
5	Sub-Divisional Engineer/Deputy Director and Equivalent	Nil .	Tk. 2,500

Note : Cases above these limits should be referred to the Board for orders.

Those powers to order formal investigation or appointment a board of enquiry have as their object the expeditious disposal of Cases of loss with reference to fixing responsibility thereof. This in no way affects the powers of write off which are governed by the relevant delegations of powers of the Board, as amended from time to time, read with para-9 below. However, the officers empowered to write off losses will be guided in the exercise of their powers by the evidence, findings and recommendations of the formal investigations or Board of Enquiry.

8. Procedure for format Investigation/Board of Enquiry:

(i) The Investigation Officer or Board of Enquiry should commence the enquiry immediately on receipt or an appointment order under paralirapti-7.

(ii) All investigations and enquires must be completed with minimum delay and without interruption. The time limit to complete the investigation should be mentioned in the appointment order according to the nature and urgency of the case.

(iii) All persons in a position to testify of the relevant facts will be called as witnesses.

(iv) The Investigating Officer or the Board of enquiry shall record a brief memorandum of evidence, embodying the gist of statements made by the witness.

(v) The Board of Enquiry shall examine witnesses; seriatim and record their statements and cross examination (if any). The statement of each witness will be signed by him and a certificate given by the Chairman of the Board of Enquiry that the statement read out to the witness in a language, which he understood and admitted to be correct.

(vi) No witness, who is an employee of Board will be allowed to proceed on leave before the completion of the enquiry.

(vii) The investigating Officer or the Board of Enquiry, after completion of the proceedings shall draw up and submit to the competent officer a report embodying the detailed findings fixing up the responsibility and definite recommendation.

Note: A specimen form of proceedings is attached as Annexure-A.

9. Recovery of Losses.

(i) The competent officer, shall, after due consideration of the report, decide whether write off is justified, in which case he should proceed according to the orders of delegation of powers in that behalf.

(ii) The powers to write off losses within the delegated limits are subject to the conditions (1) that the loss does not disclose a defect in the system the amendment of which requires the orders of the Board, (2) that there has not been any serious negligence on part of any individual officer or officers employed in the Board, which might call for disciplinary action requiring orders of a superior officer and (3) that the irrecoverable value of these losses which are due to fraud or the negligence of individual may be finally written off by the Board.

Note 1: The question of write off will arise only when the value of stores or public money lost by, fraud or negligence of individuals etc. is found ultimately to be irrecoverable. The first step will always be to fix up responsibility for the loss as laid down in these rules, with a view to recovering from persons responsible, the value of such loss.

Note 2: The Expression -value of such loss - should be interpreted as meaning "replacement value", except in cases of momentary losses.

(iv) All sanctions to write off losses should be communicated to the Director of Accounts and the Director of Audit for scrutiny of each case and for bringing to notice any defect in the System which may require attention.

(v) Irrespective of whether or not write off is found to be justified, the competent officer must, if the loss has occurred through theft or misappropriation, make every endeavor to recover the whole amount lost from the guilty person or, if a fraud was facilitated by laxity of supervision or a penalize the employee at fault either directly by requiring him to make good sufficient proportion of the loss or indirectly by reduction or stoppage or his increment of pay, provided, however, that this instruction should not be interpreted as precluding recourse to any major penalty which may be imposed under the disciplinary rules. If the circumstances of the case justify it.

10. Register of Losses

All Drawing and Disbursing officers including divisional officers will maintained a Register known as "Register of Losses". This will be Maintained in the form shown at Annexure "B". All survey report/formal investigation/Board of Enquiry proceedings which form the basis of write off or losses will be recorded in this register which will be regarded as an auditable document

A series of handwritten signatures in black ink, including a large stylized 'B' and a signature that appears to be 'S. Jayaram'.

ANNEXURE A OF APPENDIX.-VI

Proceedings of Enquiry in respect of (subject).....

Ordered by

Reference Convening Order

Name of Investigation Officer or Officers of Board of Enquiry :

Investigation officer's name :

- Or *1. Chairman
 *2. Member
 *3. Member

The Investigation Officer/Board of Enquiry having assembled on _____ in pursuant to the above Order investigates as follows :

1. Recording of evidence :

(a) Mr. _____ the first witness duly sworn states :

Statement on cross examination :

Certified that the above statement was read out to the witness in a language which he understood and admitted to be a correct of his statement.

2. Findings: _____

3. Fixing of responsibility: _____

4. Define recommendations: _____

Signature: Investigation Officer:

- Or *1. Chairman
 *2. Member
 *3. Member



অনাদায়ী পাওনা অবলোপন প্রতিবেদন

১।	পাটির নাম ও বর্তমান ঠিকানা	ঃ
২।	কি কাজের জন্য পাওনা	ঃ
৩।	কাজ সম্পাদনের তারিখ	ঃ
৪।	বিল ও পাওনার বিবরণ	ঃ
	(ক) মোট বিল বা পাওনার পরিমাণ	ঃ
	(খ) আদায়কৃত টাকার পরিমাণ	ঃ
	(গ) অনাদায়ী টাকার পরিমাণ	ঃ
৫।	পাওনা আলায়ের জন্য গৃহীত ব্যবস্থার সংক্ষিপ্ত বিবরণ	ঃ
৬।	পাওনা আদায়ের সর্বশেষ প্রচেষ্টার ফলাফল	ঃ
৭।	অনাদায়ের জন্য দায়ী ব্যক্তিবর্গের নাম(যদি থাকে)	ঃ
৮।	নির্বাহী প্রকৌশলীর মন্তব্য ও সুপারিশ	ঃ
৯।	তত্ত্বাবধায়ক প্রকৌশলীর মন্তব্য/আদেশ ও দস্তখত	ঃ
১০।	প্রধান প্রকৌশলীর মন্তব্য/আদেশ ও দস্তখত	ঃ

দস্তখত ও সিল



Register of Losses

Division: _____

SI No.	Survey Report No. and Date	Total Amount	Write off Sanctioned by	Subject Matter	Reference of Formal Investigation and Court Of Enquiry	Abstract of orders Sanction authority

[Handwritten signatures and initials]

