



PUBLIC WORKS DEPARTMENT

FROM

TO

Er. S. SAMPATH, M.E.,
Engineer-in-Chief (Buildings) &
Chief Engineer (Buildings) Chennai Region
Chepauk, Chennai- 600 005.

All The Executive Engineer

Lr.No.LC1/15612-Work Bill/2016, dated 28.03.2016

Sir,

Sub: Budgetary Control - LoC System - Withdrawl of LoC -
Payment of Work expenditure brought under the purview of
Treasury mode of Electronic Clearing System - with effect
from 01.04.2016 - Order of Government - Instructions of
this office - for strict adherence -Regarding.

Ref: G.O.Ms.No.72, Finance (LoC) Department, dated 29.02.2016

ΩΩΩΩ

Consequent to the Government Order read above, the following instructions are issued to the Executive Engineers of Building Organisation to adhere it scrupulously. Copy of above Government Order have already been communicated.

The instructions are takes effect from **01.04.2016** with reference to the work accounts operated by the Public Works Department Building Organisation, to ensure its effective convenient administration.

The instructions applies to the works account heads operated under the sub detailed heads "**16 Major Works, 17 Minor Works, 18 Maintenance works, 65 Buildings and 09 Grant-in-aid on Capital Expenditure**" only.

I. General:

1. The Executive Engineer / Assistant Executive Engineers of PWD., should not issue any cheques from 01.04.2016 to the contractors on work expenditure at any circumstances.
2. As insisted by the Accountant General during discussions on this subject matter and as directed by the Government in the Government Order read above, it is nominated that the Executive Engineer / Electrical

Engineer (Divisional Officer) shall be present the bills (TNTC Form 59) into the affiliated District Treasury. (However, after evaluating the outcome of reconciliation work with the Accountant General (A&E) and workload of Divisional office and Treasury in the month of April, May and June the process will be restructured i.e. considering / permitting the Sub Divisional Officers to present the bills into the District Treasury as per the Organisation setup in consultation with the Government and Accountant General).

3. All the revenues receipts / Deposits should be deposited into the respective Revenue heads / Deposit account heads directly i.e., 0059, 8443 respectively. Entries on such a receipts in Divisional Cash Book and Deposit Registers shall be made without fail.
4. Ensure that all the Treasury Challan remitted into the Bank/Treasury shall be bear the **Drawing Officer Code Seal Ex. PM201** without fail for tracing the receipt in the Treasury account if any receipts found misclassified.
5. Maintenance of **Work Registers** in the Divisional Offices shall be continued, the work expenditure shall be recorded without any omission as and when the payment made on a work in the respective folio for a work.
6. The L.S. Provisions on **Soil Investigation, Advertisement Bill, LWF, other sub works** such as earth filling, Water Supply and Sewage Connection charges, Compound Wall, Electrical Installation, HT erection, Electrical Connection charges, Lift erection, AC erection, Approach Roads, Fire Fitting installation, Wood works, Aluminium Fabrication works, Record racks, furniture and fittings, Petty Supervision Charges, Front Elevation, Solar equipment, Park and Lawns., Unforeseen charges, etc., in the estimate should be **accounted for under the nomenclature of main work only**. For which, the Sub works shall be furnished as "sub works of Name of work under the Main works of Name of work".

II. Allotment of Funds

7. Head-wise, Work-wise funds will be distributed to the **Executive Engineers** with a copy to the **District Treasury** in a **single proceeding for a Division from this office**, duly affixing a unique ID

to each works under Capital, Remittance, Deposit and Maintenance heads. Addition/alteration will be informed to the EEs / Treasuries then and there in succeeding continued dash number vide a proceedings ensure that funds/works has been re-distributed to the Sub Divisional Officers for preparing necessary work bill within the received funds. The allotments will be updated as and when the Fund availability, Priority list of works furnished by the HoDs concerned in respect of Non-PWD Demands.

III. Preparation of Work Bill

8. The **Work bills** should be prepared duly incorporating the prevailing Rules in PW "D" and "A" Codes in force, using the Work Bill Forms stipulated in TN Account Code (Vol.III) - Local rulings under Article 125 - **a)** First and Final Bill Form P.W.A. XVIII, **b)** Running Account Bill A-Form P.W.A. XIX, **c)** Running Account Bill C-Form P.W.A. XX, **d)** Lump sum contract bill P.W.A. XXI and XXII and **e)** Hand Receipt Common Form No.476) by the Sub Divisional Officers for a work and forwarded it to the Divisional Office for necessary **approval / pass orders**. The work bill shall be scrutiny and passed by the **Divisional Accountant and Executive Engineer**.

IV. Preparation and Presenting of Treasury bill into Treasury

9. Treasury should be approached in a manner with allotment / sanctioned order from the HoD, proceeding of drawing officer for the particular drawal in the bill, bill form TNTC Form59, vouchers, encasement slip, Schedules, ECS statement and with an e-copy of file generated in the NIC software.
10. In support of the passing of gross amount in the work bill, out of the allotment received from the HoD, the Executive Engineer shall be issue a proceedings citing specifically the sanctioned gross amount duly substantiating the responsibility of such sanction to the treasury duly appending it with the Treasury bill for processing it, in the treasury domain.
11. In order to ensure the proper reconciliation of expenditure with Treasury booked figures, a **separate MTC-70** (Non-Salary) shall be obtained from the Treasury for presenting bills into the Treasury, the MTC-70 is a prime document for tracing bill / expenditure details in the treasury, the same should be kept in the custody of the Superintendent. Also, the

18.

reconciliation with Treasury figures and making entries in the MTC-70 are dealt with Superintendent.

12. **TNTC Form 59 and Schedules** and along with necessary data for preparing Treasury bill such as AS value, Name of work, previous year expenditure, Head of Account with DPC, reports for reconciliation, Classified / Schedule of works headwise, workwise reports for HoD, reports for TDS details (IT & VAT) for issuing it to Contractors are made available in a **software evolved by this office**, which is being sent over mail to the Divisions. Specimen copies of reports are enclosed herewith.

13. In order to plug chances on lapses / omissions in recording upto year and cumulative expenditure for a work, this office is committed to assign centralised **Work ID** for each and every works. The work ID will be informed through a proceedings from this office alongwith necessary allotment of fund.

14. All the **bills should be prepared in the software alone** then only information expenditure thereon can be reported to the HoD without any omission for imposing control of expenditure on the heads operated by the PWD-Building Organisation.

15. An **ECS report** for uploading the Bank, Branch and account no. details of the contractor, the **payroll software for non-salary bills provided by the "NIC"** should be used. (much care should be taken in obtaining authenticated details / cancelled cheque from the contractor / agencies side).

V. **BILL REGISTER**

16. A bill register parallel to the MTC-70 should be maintained in the Divisional Office.

VI. **Deposit Account**

17. In order to continue the expenditures on the running account of Public works Deposit under the head 8443-00-108-AA-PW-Receipt and Charges, the closing balance as on 31.03.2016 of the Division under each Classes from Class-I to Class-V should be reported **to this office** as reflected in the Divisional Monthly Account in the month of March 2016 which to be rendered to the Accountant General (A & E).

TC-70

18. The Closing Balance of each Divisional Accounts as on 31.03.2016 should be reported to the respective District Treasuries as on 01.04.2016 for exhibiting the same in the Treasury Account. A common proceeding authenticating the Closing Balance and Opening Balance of the Divisions will be issued from this office to the Treasuries.

19. A separate sub account head for each class under deposit account will be opened and intimated to the departments by the Government in Finance Department. On receipt of such separate heads of account **the opening balance with workwise details will be informed to the District Treasury from this office for honouring the bills while presented by the Divisional Offices.**

20. **Deposit Registers** for each class / each heads should be maintained in the Divisional Office as per the prevailing procedure / rules in force without fail.

21. Breakup details of "Class-III works to be done" as per the deposit register should be reported to this office to get assigning the centralised **work id** and allotments to the Treasury.

22. Further receipts of fund on deposit account in the ensuing months should be informed to this office to continue the running account for every month, the receipts should match with the Treasury and Accountant General booked figure at the end of reconciliation for a month.

23. The release of With Held Amount, Security Deposit to the Contractor is purely dealt with the Executive Engineer, who after satisfies himself, may release the fund as per the rules in force for making payment of such deposit account through district treasury duly presenting necessary bills alongwith necessary proceedings sanctioned by the Executive Engineer himself using Treasury Contingent bill Form. No sanctions are required from the HoD in this regard, other than the Opening Balance / allotment to the Division on each month in this office proceedings.

VII. Centage Charges

24. Since the rendering of account dealt with Treasury Department, the Centage Charges could not be adjusted in the manner that adjusted so far in the Divisional Account through Transfer Entry Orders (TEOs). Therefore, the Centage Charges should be treated as Deduction, for which, while passing the work bill, the applicable Centage Charges should

should
be added with the gross amount (ADD: Centage Charges) and that charges should be transferred through the Schedules appended with Treasury bill for the sub heads **0059-PW, 0071-Pension and 8658-Audit Fee** proportionately so as to adjust by the Treasury in its account.

VIII. **Payment on Labour Welfare Fund (LWF)**

25. Payment on **Labour Welfare Fund** should be made through ECS in the Account No. given below :-

In favour of: The Secretary, Tamil Nadu Construction Labour Welfare Board, Chennai

Bank Name & Address: Union Bank of India, Anna Nagar Branch, Chennai

Bank Code: 26 - Branch Code : 553069 - IFSC Code :UBINO553069

Account No.:530601010038239 - MICR Code No.: 600026029

IX. **Reconciliation of Work Account with Treasury**

26. The Executive Engineer should be reconcile the receipt and expenditure details recorded in the treasury before the treasury account reach the Accountant General and inform the fact of reconciliation works to the treasury. For which, assign a staff member from the divisional office for the reconciliation work at Treasury.

X. **Miscellaneous**

27. The Credit and Debit under Miscellaneous PW Advance – Suspense (2059-80-799-AC-3205-Debit and 3206-Credit) shall be made in the work account duly presenting necessary **adjustment bills** in the Treasury so as to reflect the same in the work account and for the clearance of balance in the suspense account.

Reports to the Accountant General and HoD

28. Expenditure details incurred during a month should immediately be reported to HoD by the Executive Engineer on or before 1st and 2nd of every month before reconciliation based on passed Treasury bill status upload by the Treasury, for which a provision has been incorporated in the software.

29. Herein after, expenditure details of PWD., will be available in the Accountant Office at Sub Accounts sections, Therefore, the **Schedule of work expenditure – Form 63** should be prepared workwise grouped into Major headwise, (in which, the Schedule Docket No. should be

replaced with the DDO Code and Voucher No assigned by the treasury for a work in the work ID), such a Schedule Of Work Expenditure of a month duly signed by the Divisional Accountant and Executive Engineer and the same **should be sent alongwith account through Treasury so as to reach Sub Account Sections** of the AG's Office. **The Treasury may be requested to send the Schedule of works to AG as a part of account.** In addition to this, classified abstract and Schedule of works for all major heads abstract should be given to the **PWC-I Section** in the Accountant General's office **with a copy to the HoD.** (Sub account section details are enclosed for ready reference).

The Executive Engineers should circulate this copy of this instructions to the Sub Divisional Officers (AEE) without fail.

Encl.: as above

Sd/- S. SAMPATH
Engineer-in-Chief (Buildings)

// Forwarded by Order //


for Engineer-in-Chief (Buildings)

Copy submitted to the Principal Secretary to Government, Finance (LC) Department, Secretariat, Chennai-9 for information.

Copy submitted to the Additional Chief Secretary to Government, Public Works Department, Secretariat, Chennai-9 for information.

Copy submitted to the Accountant General (A & E), Tamil Nadu, PWC-I Section, No.361, Anna Salai, Chennai-600 018 for information.

Copy to the Director of Treasury and Accounts, Panagal Building, Saidapet, Chennai-15 for information.

Copy to the Chief Engineer (Buildings), Trichy and Madurai Regions for information.

Copy to the All Superintending Engineers of PWD., for information.

Copy to the All Pay and Accounts Offices and District Treasuries for information.

Copy to the All AEEs, HDO, AO (Establishment) O/o the Engineer-in-Chief (Buildings) and Chief Engineer (Buildings) Chennai Region for information.