

GOVERNMENT OF RAJASTHAN  
PUBLIC WORKS DEPARTMENT

No. F.14(16)PW/94

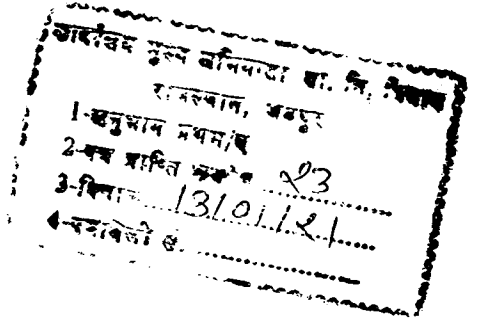
Jaipur, dated : 13-01-2021

STANDING ORDER

**Subject: - Disposal of cases in the Public Works Department -  
Rules of Business**

In accordance with Rule 21 of Rules of Business and in supersession of all previous orders in this behalf, I hereby direct that cases and matters relating to the Public Works Department shall ordinarily be disposed of in the manner indicated in the Schedule annexed hereto.

SCHEDULE



Policy Issues and Major Projects

S. No	Item	To be Processed by	To be examined by	To be disposed of by	Whether to be submitted to PWM	Period of disposal
1	2	3	4	5	6	7
1.	Policy Issues, including Cabinet memos & amendment in Acts and Rules.	DS/AS/JS	Secy. / Pr.Secy.	ACS/Pr. Secy PWD oversee and coordinate	Yes	07 days
2.	Major Projects, Schemes & programmes, including annual plan, five year plan, budget announcements, Governor's address and monitoring thereof.	DS/AS/JS	Secy. / Pr.Secy.	ACS/Pr. Secy PWD oversee and coordinate	Yes	07 days
3.	Externally aided projects and matters related with foreign agencies	DS/AS/JS	Secy. / Pr.Secy.	ACS/Pr. Secy PWD oversee and coordinate	Yes	02 days

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S. No	Item	To be Processed by	To be examined by	To be disposed of by	Whether to be submitted to PWM	Period of disposal
1	2	3	4	5	6	7
4.	Important inter-department matter and co-ordination with related departments	DS/AS/JS	Secy. / Pr.Secy.	ACS/Pr. Secy PWD oversee and coordinate	Yes	7 days
<b>5. Personal Matters of Employees :</b>						
5.1	<b>To regularize APO period</b> <b>Other than State Service Employees</b> (as per FD circular dated 06-08-18)	DA	DS	CE&AS	-	02 days
	<b>State Service Employees</b> (as per FD circular dated 06-08-18)	AS/JS	Secy. PWD	ACS/ Pr.Secy.,	-	7 days
5.2	<b>Voluntary Retirement / compulsory retirement</b> <b>Other than State Service Employees</b>	DA	DS	CE&AS	-	02 days
	<b>State Service Employees</b>	DS/AS/JS	Secy. PWD	ACS/ Pr.Secy.,	Yes	02 days
5.3	<b>To grant relaxation in appointment age.</b>	DS/AS/JS	Secy. PWD	ACS/ Pr.Secy.,	Yes	02 days
5.4	<b>To correct date of birth</b>	DS/AS/JS	Secy. PWD	Pr.Secy. PWD.	-	02 days
5.5	<b>Matters regarding service break</b>	DS/AS/JS	Secy. PWD	ACS/ Pr.Secy.,	-	02 days
5.6	<b>Matters regarding extension of Joining Period</b> <b>Other than State Service Employees</b>	DA	DS	CE&AS	-	02 days
	<b>State Service Employees</b>	DS/AS/JS	Secy. PWD	ACS/ Pr.Secy.,	-	02 days
5.7	<b>Matter regarding labour unions.</b>	DS/AS/JS	Secy. PWD	ACS/ Pr.Secy.,	Yes	02 days
5.8	<b>Matter regarding sanction of pension/gratuity.</b>	DA	DS	CE&AS	-	02 days

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S. No	Item	To be Processed by	To be examined by	To be disposed of by	Whether to be submitted to PWM	Period of disposal
1	2	3	4	5	6	7
5.9	To accord permission for accepting reward/gift. <u>Other than State Service Employees</u>	DA	DS	CE&AS	-	02 days
	<u>State Service Employees</u>	DS/AS/JS	Secy. PWD	ACS/ Pr.Secy.,	Yes	02 days
5.10	Disposal of complaints against <u>Other than State Service Employees</u>	DA	DS	CE&AS	-	02 days
	<u>State Service Employees upto EE</u>	DS/AS/JS	Secy. PWD	ACS/ Pr.Secy.,	-	02 days
	<u>State Service Employees SE &amp; above</u>	DS/AS/JS	Secy. PWD	ACS/ Pr.Secy.,	Yes	02 days
5.11	Permission of personal foreign visits <u>Other than State service employees</u>	DA	DS	CE&AS	-	02 days
	<u>State Service Employees</u>	DS/AS/JS	Secy. PWD	ACS/ Pr.Secy.,	-	02 days
5.12	Superannuation order <u>Other than State Service Employees</u>	DA	DS	CE&AS	-	02 days
	<u>State Service Employees</u>	DS/AS/JS	Secy. PWD	ACS/ Pr.Secy.,	-	02 days
5.13	Transfer of employees	AS/JS	Secy. PWD	ACS/ Pr.Secy.,	Yes	
5.14	Matter related to Departmental promotions /DPC <u>Other than State Service Employees</u>	DA	DS	CE&AS	-	02 days
	<u>State Service Employees</u>	AS/JS	Secy. PWD	ACS/ Pr.Secy.,	Yes	07days
5.15	To take services of retired employees on consolidated remuneration basis.	AS/JS	Secy. PWD	ACS/ Pr.Secy.,	-	07 days

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1	2	3	4	5	6	7
<b>6. Assembly matters/QC/LA issues :</b>						
6.1	Assurances	DS/AS/JS	Secy. PWD	ACS/ Pr.Secy.,	Yes	07 days
6.2	Petitions	DS/AS/JS	Secy. PWD	ACS/ Pr.Secy.,	Yes	07 days
6.3	Quality Control, only policy issues.	DS/AS	Secy. PWD	ACS/ Pr.Secy.,	Yes	07 days
6.4	Land Acquisition under Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013 & 2016 (A) Approval under Rule 5 & 21 of above Act.	DS/AS	Secy. PWD	ACS/ Pr.Secy.,	Yes	07 days
	(B) Approval under Rules other than those mentioned at 6.4 (A) above	DS/AS	Secy. PWD	ACS/ Pr.Secy.,	-	03 days
6.5	To accord concurrence for issuance of COD/ Provisional Certificate for PPP/BOT/Annuity Projects	DS/AS	Secy. PWD	ACS/ Pr.Secy.,	Yes	07 days
<b>7. Administrative/Technical/Financial Sanctions/Approval</b>						
7.1	<b>Item no 1 of SOP</b> To accord administrative approval to projects/ schemes/ original works	DS/AS	Secy. PWD	ACS/ Pr. Secy.	Yes	07 days
7.2	<b>Item no 6 of SOP</b> To approve bids for conducting of detailed surveys and investigation, preparation of designs and drawings, project formulation and preparation and other	DS/AS	Secy. PWD	ACS/ Pr.Secy.	-	07 days

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	studies, appointing consultant, hiring of consultancy services etc., other than by departmental agency e.g. private consultancy services. (More than Rs. 15 lacs or 2% of the Project cost whichever is higher)					
7.3	<b>Item no 7 of SOP</b> To accord technical Sanction for repair and maintenance estimate chargeable to project estimate costing more than Rs. 10 lacs.	DS	AS	Secy.	-	03 days
<b>8.</b>	<b>Tenders, Contracts, Sanction of Rates, Work Execution :</b>					
8.1	<b>Item no 21 of SOP</b> In emergent conditions like flood relief and other natural calamities, the subject matter of procurement may be procured upto the prevailing ceiling rate. More than Rs. 10 lacs	DS/AS	Secy. PWD	ACS/ Pr.Secy.	-	3 days
8.2	<b>Item no 26 of SOP</b> To sanction execution and payment of additional quantities of items where cost of excess item is more than 25% & upto 50% of original contract amount, including quantities of individual items exceeding 50 %.	DS/AS	Secy. PWD	ACS/ Pr.Secy.	-	03 days
8.3	<b>Item no 28 of SOP</b> Sanction of execution of works departmentally, for more than Rs. 200lacs.	DS/AS	Secy. PWD	ACS/Pr. Secy	-	03 days

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8.4	<b>Item no 30 of SOP</b> To permit undertaking of contribution / deposit works and to accept contribution / deposit in respect of them. More than Rs. 1000 lacs	DS/AS	Secy. PWD	ACS/ Pr.Secy.	-	03 days
8.5	<b>Item no 33 of SOP</b> To sanction execution and payment of extra items (up to 5% of work order amount) of items where bid was sanctioned by the EB	DS/AS	Secy. PWD	ACS/ Pr.Secy.	-	03 days
8.6	<b>Item no 36 of SOP</b> To rescind contract accepted by Chief Engineer / EB, for recorded reason where such cancellation does result in any loss to the Govt.	DS/AS	Secy. PWD	ACS/ Pr.Secy.	-	07 days
8.7	<b>Item no 38 of SOP</b> To withdraw work or part of work from the contract for recorded reasons provided such withdrawal does not result into an unauthorised aid to the contractor or any loss to the government. Bids accepted by EB	DS/AS	Secy. PWD	ACS/ Pr. Secy	-	03 days
9.	<b>Stores and Stock :</b>					
9.1	<b>Item no 47 of SOP</b> Repairs and Maintenance (including AMC) of Machinery, Equipment including purchase of spare part etc.- For more than Rs. 25 lacs	DS/AS	Secy. PWD	ACS/ Pr.Secy.	-	03 days

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9.2	<b>Item no 71 of SOP</b> To sanction expenditure on ceremonies, for foundation laying, inauguration of Public Works (i) For project costing above Rs 5.00 Cr – Sanction upto Rs 10 Lacs  (ii) For project costing upto Rs 5.00 Cr- Sanction upto Rs 2.50 Lacs.	DS/AS	Secy PWD	ACS/ Pr.Secy.	-	03 days
9.3	<b>Item no 72 of SOP</b> To sanction imprest to officials – For amount more than Rs. 75000/- and up to 100000/-.	DS/AS	--	Secy.	--	03 days

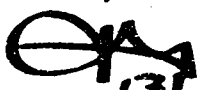
This bears the approval of CMO vide I.D. No.F20004028 dated 07.01.2021

**Note:-**

- DA** Dealing Assistant  
**DS** Deputy Secretary(Works),Deputy/Joint Secretary (Roads)  
 Deputy Secretary (NH)  
**JS** Joint Secretary to Govt., PWD  
**AS** Additional Secretary and Chief Engineer, PWD.  
**Secy.** Secretary to Govt., PWD  
**Pr. Secy** Pr. Secy to Govt., PWD  
**ACS** Additional Chief Secretary to Govt., PWD  
**PWM** Hon'ble Minister, Public Works Department  
**Empowered Board** Board headed by ACS/Pr. Secy. PWD

## GENERAL DIRECTIONS

1. In case a matter involves an issue of policy or creates a precedent which may have future repercussions or it is of sufficient importance that it should be seen at higher levels, the case will be submitted to ACS/Pr. Secretary, PWD even though according to standing orders it is to be disposed of at lower levels.
2. The vetting of drafts will be done by GO/DS. Important drafts would, however, be shown to ACS/Pr. Secretary, PWD.
3. When an officer is on leave or absent otherwise, the officer entrusted with his work shall exercise the powers delegated to him except in the case of purely statutory powers attached to a specified post.
4. When Hon'ble Minister, PWD is out of headquarters, ACS/Pr. Secretary, PWD may at his discretion, dispose of important matters.
5. All the above powers shall be used as per provisions of schedule of powers of PWDF&AR and RTPP Act & Rules as amended.
6. Any other important issues, as may be assigned by Chief Minister / Chief Secretary, file would be routed through ACS/ Pr. Secretary, PWD.


  
13/1/2021  
( Brijendra Singh Parmar )  
Jt. Secretary to Government

No. F.14(16)PW/

Jaipur, Dated :

Copy forwarded to the following for information and necessary action:

1. Secretary to H.E. the Governor of Rajasthan.
2. Secretary to the Hon'ble Chief Minister,
3. PS to Hon'ble Minister, PWD,
4. PS to Chief Secretary,
5. PS to Addl. Chief Secretary, Public Works Department,
6. All Addl. Chief Secretary/Principal Secretaries/Secretaries/Special Secretaries to Government
7. Chief Engineer & AS, PWD/ Chief Engineer, PWD (All)
8. Financial Advisor, PWD.
9. Deptt. of Personnel and Administrative Reforms (Gr.I).
10. Registrar/Sr. Accounts Officer, Govt. Secretariat, Jaipur.
11. General Administration Department
12. O&M (Co-ordination) Deptt., with 7 additional copies
13. Guard File.

  
13/1/2021  
Jt. Secretary to Government  
P. T. O.



**Copy of the STANDING ORDER issued by the Jt. Secy. P.W.D. No. F.14 (16) PW / 94 dated 13.01.2021**

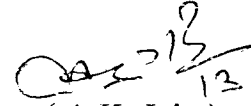
**OFFICE OF THE CHIEF ENGINEER[ P.W.D., RAJASTHAN, JAIPUR**

NO. F.1(1)/Sec.-I/A/2021/D-23

Dated: 13 .01.2021

Copy forwarded to the following for information & necessary action:-

1. M.D. RSRDC, Jaipur.
2. Addl. Chief Engineer, PWD, Zone (ALL).
3. Addl. Chief Engineer (Elect.) PWD Jaipur/ Jodhpur.
4. Superintending Engineer PWD Circle (ALL).
5. Executive Engineer, PWD Dn. (ALL).
6. PS to CE&AS/Sr. PA to CE(Road/PMGSY/NH/Buldg./QC/Elect.)/FA/CA/  
Addl. CE (Admn.)/TA-I/SE (Enq.)/EE(HQ)
7. PF/GF

  
13.01.2021

( A.K. Jain )

SE Cum TA-I to Chief Engr.  
PWD Rajasthan, Jaipur