

# Works Statutes



**Government College Women University Sialkot**

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**CHAPTER I**  
**Preliminary**

1. Short title and commencement.
  - a) These statutes may be called the Government College Women University Sialkot Works statutes.
  - b) They shall come into force with immediate effect.
  
2. In these Statutes, unless the context otherwise requires, the following words and expressions shall have the meanings hereby respectively assigned to them, that is to say:
  - a. "Administrative Approval" (AA) means Approval by the Competent Authority to the desirability/suitability of the development project from the administrative point of view, availability of requisite funds and the incurring of the proposed expenditure thereon.
  - b. "Chief Engineer" means a qualified Civil Engineer who would hold overall charge of University's Civil Works.
  - c. "Director A&C" means the Director Administration & Coordination of the University.
  - d. "Senior Engineer" means a qualified Civil Engineer, working in the Works Directorate of the University.
  - e. "Director P&D" means Director of Planning & Development of the University.
  - f. "Maintenance Staff" means the technical staff of Maintenance Wing.
  - g. "MRS" means Market Rates System, which is placed on the web site of the Finance Department Govt. of the Punjab bi-annually i.e. twice a year.
  - h. "PPRA" means Punjab Public Procurement Regulatory Authority.
  - i. "Technical Sanction" (TS) implies the scrutiny of estimates from technical point of view and denotes that the estimates as sanctioned are technically correct and in order.
  - j. "University" means Government College Women University Sialkot.
  - k. "Syndicate" means Syndicate of the University.
  - l. "Vice Chancellor" means Vice Chancellor of the University.
  - m. "Work" means a civil work executed in accordance with these Statutes.
  - n. "Civil Works Committee" means, a Committee constituted by the Vice Chancellor under these Statutes to plan, recommend for administrative approval, call & receive tenders, oversee the execution of works, review the progress and to take such actions as deemed necessary for timely execution of works. The committee shall comprise of:
    - i. Senior Faculty member, GCWUS (Convener)
    - ii. Registrar, GCWUS (Member)

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| i. Director P&D, GCWUS                       | (Member/Secretary) |
| ii. Treasurer, GCWUS                         | (Member)           |
| iii. Chief Engineer, GCWUS                   | (Member)           |
| iv. Director A&C, GCWUS                      | (Member)           |
| v. XEN Provincial Buildings Division Sialkot | (Member)           |

**Note:** Whenever considered necessary by the Committee any member may be co-opted from the concerned Department of the University / Government.

## CHAPTER II Classification of Works

3. For the purpose of these Statutes, Civil Works may be classified as under:
- a) **Original Work:** Any new construction, whether of an entirely new work, or additions / alterations to an existing work, shall be construed as an original work.
  - b) **Maintenance Work:** Any operation undertaken to maintain an existing work in proper condition and repair shall be construed as maintenance work.
  - c) **Major Work:** A work, the estimated cost whereof is above Rs. 0.50 Million shall be deemed a major work.
  - d) **Minor Work:** A work, the estimated cost whereof is upto Rs. 0.50 Million shall be deemed a minor work.
  - e) **Petty Work:** A work, the estimated cost whereof does not exceed Rs. 50,000 shall be deemed a petty work.

## CHAPTER III Need Assessment and Justification of Works

4. The proposals will be submitted to the P&D Directorate through:
  - a) The Incharge Faculty / Director / Principal regarding **Academic Buildings / Colleges,**
  - b) The Director A&C regarding **Admin Buildings and Residential Buildings of faculty and staff,**
  - c) The Convener/Chairperson Hall Council regarding **Student's Hostels.**
5. P&D Directorate will assess the need and justification of the request of Minor Works within three days of receipt of formal request. If the work is not considered to be justified, the concerned department will be informed, accordingly.
6. Civil Works Committee will assess the need and justification of the request of Major Works within fifteen days of receipt of formal request. If the work is not considered to be justified, the concerned department will be informed, accordingly.
7. The proposal agreed in principle as per Statutes 5 & 6 will be forwarded by the Director P&D to the Chief Engineer for estimation. The architectural plans / drawings will be

prepared by the Architect GCWUS or outsourcing whichever seems feasible. All plans will be approved by the Vice Chancellor through Civil Works Committee.

#### **CHAPTER IV**

##### **Preparation and Approval of Development Projects**

8. Where the University has to undertake a Major Original Work costing above Rs. 2.50 M, including all components, with regard to civil work, water supply, drainage, development of roads, electrical works or any other similar service, the University shall subject to the provisions of these Statutes, frame a scheme on PC-I / Project Document for its consideration for approval and consequent execution of such project.
9. A scheme under Statute 8 shall be prepared by P&D Department or by any other technical agency as may be specified by the Vice Chancellor. The University may hire consultants for the purpose, if the expertise is not available within the University.
10. The scheme prepared under these Statutes shall, among other matters specify:
  - a) Detailed history of the project including nature and location of the project.
  - b) The agency through which the project shall be executed.
  - c) Agencies/ formations responsible for maintenance.
  - d) Full particulars of the works/ items to be executed/ procured.
  - e) Justification for the project.
  - f) The estimated cost.
  - g) The manner in which project shall be financed.
  - h) The phases in which the project shall be executed.
  - i) The period during which the project in its various phases shall be completed.
  - j) The benefits and returns from the project; and such other particulars as per PC-I / Project Document or as may be required by the approval forum/ authority.
11. Director P&D will present the project for approval to the competent authority and take such steps as may be necessary to approve the project. The project will be Administratively Approved by the competent authority.
12. The Budget Allocation for development projects will be provided separately for each campus in the Annual Development Programme / Budget of the University. The concerned authorities will procure written consent of the Treasurer for availability of the budget prior to issuance of AA of all development projects. The Treasurer office will convey the same to concerned authorities.
13. The AA will be accorded on the basis of rough cost estimates & detailed estimates for Original & Maintenance Works respectively on the basis of Market Rate System (MRS) and Plinth Area Rates of Finance Department and C&W Department, Govt. of the Punjab.
14. The Administrative Approval for development projects will be granted by the Competent Authority as per following:
  - a) For Original Civil Works with cost upto Rs.10.00 Million Vice Chancellor
  - b) For projects with cost over Rs. 10.00 Million and upto Rs. 100.00 Vice Chancellor, on the recommendation of the Civil Works Committee.

- c) For projects with cost over Rs. 100.00 Million. Syndicate, on the recommendation of the Civil Works Committee.
15. Administrative approval of the projects granted by the competent authority shall be conveyed by the Director P&D to all concerned.
  16. After the scheme / work has been administratively approved by the Competent Authority, the Chief Engineer shall take all necessary steps to implement the scheme / work in accordance with the Statutes and prevailing practices
  17. The Administrative Approval for Maintenance Works of non-residential buildings will be accorded by the Vice Chancellor upto Rs. 5.00 Million. Maintenance Works above Rs. 5.00 Million shall be placed before the Syndicate on the recommendation of the Civil Works Committee.
  18. Petty Works will be approved by the Vice Chancellor, and executed by the Engineering Department under the Supervision of Chief Engineer and intimate to Director P&D.

## **CHAPTER V**

### **Detailed Estimates and Plans**

19. After Administrative Approval of the projects, the Works Directorate shall prepare the detailed cost estimate as per approved detailed working drawings / specifications in accordance with Statute 7.
20. The Market Rates System (MRS) and specification for execution of works & material as per Govt. of the Punjab (Finance Deptt. & C&W Deptt.) would be followed. The detailed cost estimate for Civil Work under these Statutes shall be prepared in the form/manner prescribed by the C&W Department Govt. of the Punjab. Item rates may also be adopted where rates do not exist in MRS. The item rates will be prepared by analysis of rates on the basis of input rates in the MRS placed on website of the Finance Department, Govt. of the Punjab. In case input rate is not available in MRS, prevailing market rates will be adopted. The Civil Works Committee will approve these item rates on the recommendation of the Chief Engineer/ Project Director/ Senior Engineer.
21. Detailed estimate on the basis of which a work is to be undertaken shall be subject to:-
  - a) Approved budget provision.
  - b) Grant of Administrative Approval.
  - c) For Civil Work component of the projects: Technical Sanction in accordance with the provisions of these Statutes.
22. The Chief Engineer shall have full power of Technical Sanction for Original and Maintenance Works.
23. The Senior Engineer shall have the power of Technical Sanction upto Rs. 7.50 Million for Original Works, Rs. 0.30 Million for Maintenance Works of non-residential buildings in each case and Rs. 0.10 million in case of each building during a year for Maintenance Works of residential buildings.
24. A copy of the Administrative Approval and Technical Sanction shall be conveyed to all concerned by the P&D and Works Directorates, respectively.
25. The Authority competent to grant administrative approval and technical sanction, may approve or sanction the estimates subject to such modifications as may be deemed fit.

26. The Works Department shall maintain a Register of estimates in which all proposals for the undertaking of works and all estimates prepared technically sanctioned and administratively approved, shall be entered.

## **CHAPTER VI**

### **Annual Development Programme**

27. The Director P&D shall in consultation with the Chief Engineer draw up Annual Development Programme by 15<sup>th</sup> April, on receipt of demands from the concerned departments by 2<sup>nd</sup> April, for the next Financial Year and placed it before the Civil works Committee.
28. The Civil Works Committee will prioritize the same within tentative budget allocation, indicated by the Treasurer office by 1<sup>st</sup> May, and recommend to the Vice Chancellor by 15<sup>th</sup> May.
29. The Annual Development Programme will be prepared in accordance with the vision and strategic plan of the University and shall, among other matters specify:
- a) The various projects to be taken.
  - b) The order in which they shall be undertaken.
  - c) The probable dates of commencement and completion of various projects.
  - d) Whether a specified project shall be executed departmentally or through contract or agency, and
  - e) Such other particulars as may be necessary or as may be specified by the Vice Chancellor.
30. The Annual Development Programme proposed under Statute 28 & 29 shall be placed before the Finance & Planning Committee.
31. The Annual Development Programme recommended by Finance & Planning Committee shall be placed before the Syndicate for approval as part of the Budget.
32. The Chief Engineer shall submit to the Vice Chancellor, upto the seventh day of every month, progress report about the Annual Development Program for the preceding month of civil works with a copy to the offices of the Treasurer and Director P&D.
33. The progress reports about the implementation of Annual Development Programme shall be submitted to the Syndicate.
34. Re-appropriation of any amount, if necessitated at any time, from one project/ scheme to the other may be made within the approved Development Budget with the approval of the Vice Chancellor.
35. In the event of an emergency, to be certified by the Vice Chancellor, any project may be executed in anticipation of its inclusion in the Annual Development Programme. However it shall be placed for approval before the Finance & Planning Committee and Syndicate, subsequently, as part of revised budget.

**CHAPTER VII**  
**Agencies for the Execution of Works**

36. All projects will be executed by the University except the work/ part of a project to be undertaken by any other agency specified in the project by the approving/funding authority.
37. Where a project/work is to be executed by an agency, the University shall monitor the progress of the work at various stages through, Chief Engineer or any other officer authorized by the University, and such agency shall forward to the University monthly reports about the progress of the project/work.
38. Whenever a work is to be executed by the University in accordance with the Annual Development Programme, it may be executed either by the Works Department / Maintenance Wing itself or through the contractor under the prescribed procedure.

**CHAPTER VIII**  
**Contractors**

39. Any person possessing such qualification and experience, as specified by the Pakistan Engineering Council (PEC), may apply to the Director P&D for the enlistment of his name as contractor of a specific category.
40. The contractors in different categories would be enlisted by the Director P&D with the approval of Civil Works Committee. The categories of contractors with cost limit of work and their enlistment / renewal fee would be as under:

<b>Category</b>	<b>Cost Limit</b>	<b>Enlistment Fee</b>	<b>Annual Renewal Fee</b>
A	No Limit	Rs. 30,000	Rs. 25,000
B	Rs. 500 Million		
C-1	Rs. 250 Million		
C-2	Rs. 100 Million	Rs. 25,000	Rs. 20,000
C-3	Rs. 50 Million		
C-4	Rs. 20 Million	Rs. 20,000	Rs. 15,000
C-5	Rs. 10 Million		
C-6	Rs. 5 Million	Rs. 10,000	Rs. 8,000
D	Rs. 1 Million	Rs. 5,000	Rs. 3,000
E	Rs. 0.5 Million	Rs. 3,000	Rs. 2,000

41. The works under the projects will be allotted to the enlisted and approved contractors of the University.
42. For the projects costing more than Rs. 100.00 Million, advertisement will be published for pre-qualification of contractors, which would be carried out inter alia with due regard to guidelines given in PPRA Statutes. The contractors pre-qualified by the Civil

Works Committee would be required to be enlisted with the University prior to issuance of tender documents.

43. A person applying for enlistment as a University contractor shall state in his application his qualifications and experience as a contractor, his financial antecedents, his relations with any member or official of the University and such other particulars as may be necessary, or may be specified from time to time by the Civil Works Committee.
44. The enlistment shall be subject to renewal every year by 31st July, on payment of a renewal fee mentioned in Statute 40 against each category.
45. Based on the technical sanction, tender documents would be prepared by the Works Department. The Works Committee would call and receive tenders for Major Works after its publicity. The Civil Works Committee will approve lowest tenders based on the comparative/final statements of the received tenders. Acceptance letter will be issued by the Chief Engineer/ Senior Engineer after approval of the Civil Works Committee/Vice Chancellor. The agreement will be signed between the Contractor and the Chief Engineer on the standard tender/contract form of Govt. of the Punjab for execution of projects with necessary amendments in accordance with these Statutes.
46. Quotations shall be invited for Minor Works by the Senior Engineer.
47. The intending contractor must deposit with the tender, an amount equal to 2% of the Estimated Cost in the shape of deposit at call, in accordance with the PPR. This would be converted into security deposit which would be 10% of the work done upto Rs. 5.00 Million and 5% for work done above Rs. 5.00 Million. The security will be refunded to the contractors as specified in the Tender Documents.
48. No tender shall be issued to or quotation invited from a contractor who is not enlisted with the University.
49. The Works Directorate will issue the tenders to the intending enlisted contractors at least one day before the opening of the tenders on payment of the tender fee as per prevailing rates prescribed by the Provincial Govt. / C&W Deptt.
50. The Civil Works Committee may, for reasons to be recorded in writing, refuse to enlist or renew the enlistment of any person/ firm as contractor.
51. The record of a contractor accepted for enlistment with University shall be maintained by the Secretary Civil Works Committee.
52. If an enlisted contractor, in the opinion of the University management, is found guilty of any misconduct or a breach of the terms of his contract, the Civil Works Committee may after giving the contractor such opportunity of explanation as may be necessary, delete his name from the list of contractors, Vice Chancellor would be the appellate authority in such cases.
53. Any person aggrieved by rejection order of the Vice Chancellor under Statute 52 may file an appeal to the Syndicate whose decision will be final.
54. Subject to the provisions of these Statutes, a Work upto 0.50 Million may be carried out through deployment of daily labour by the Senior Engineer.
  - a. Before the start of the work after getting AA, the detailed estimate of the work shall be technically sanctioned by the Chief Engineer / Senior Engineer.



- b. The Maintenance Wing shall be responsible for arranging and the supply of skilled labour, material etc. at competitive rates by calling quotations of items costing more than Rs. 15,000/-, if the same are not available in the University Store.
- c. The Senior Engineer shall be responsible for the execution of work according to approved design and specifications.
- d. The Treasurer of the University shall release an appropriate amount as imprest through crossed cheque in favor of Senior Engineer for purchase of material and to hire labour. The imprest shall be recouped periodically on submission of vouched account by the imprest holder.
- e. For the maintenance of accounts the prescribed forms and registers shall be used. An accounts assistant for the purpose will be provided to the Maintenance Wing.
- f. The Maintenance Wing shall maintain the following record of each work:
  - i. Estimates duly approved administratively and sanctioned technically by the Competent Authority.
  - ii. The quotations and vouchers of all articles/material etc. purchased.
  - iii. Muster Roll for payment of labour charges.
  - iv. Stock register.
  - v. Completion report verified by the Civil Works Committee.
- g. The Chief Engineer and the Senior Engineer shall inspect all works and provide technical guidance.
- h. The accounts of the project shall be rendered to the Treasurer within one month of the date of completion of the work.

## **CHAPTER IX**

### **Work Orders and Contracts**

- 55. Subject to the provisions of these Statutes, works either minor or major may be carried out through enlisted contractor.
- 56. Where a work is to be carried out as a Minor Work, the Senior Engineer shall invite quotations and the work shall be given to the person offering the lowest quotation with the approval of Civil Works Committee.
- 57. Where a quotation of a contractor has been accepted under Statute 56 for a Minor Work, the Senior Engineer shall issue a Work Order for the execution of the work in the prescribed form.
- 58. The Work Order issued under Statute 57 shall contain only a description of the work to be done and the rate to be paid for it, without any reference to the total quantity to be executed or to the time within which it is to be executed.
- 59. In case of Major Work the Chief Engineer shall arrange contract documents either from the Works Department or through consultants approved by Civil Works Committee to include:
  - a. A complete set of drawings, the general dimensions of the proposed work and so far as necessary details of various parts of the work.

- b. Complete specification of the work to be done and of the materials to be used unless reference can be made of some standard specifications.
  - c. A schedule of the quantities of various descriptions of work.
  - d. A set of conditions of contract to be complied with by the contractor whose tender may be accepted.
60. When a work is to be carried out as a contract work, tenders shall be invited, accepted and the contract details entered in the Contract Register.

## **CHAPTER X**

### **Execution and Inspection of Projects**

61. The Chief Engineer and his subordinates shall be responsible for ensuring that:
- a. All projects are executed in the best interest of the University.
  - b. All projects are executed in accordance with the specifications mentioned in the sanctioned estimates and the provisions of the Statutes.
  - c. The terms of contract are strictly enforced and nothing is done tending to nullify or vitiate a contract.
62. If due to unavoidable circumstance a projects cannot be completed within the period specified in a contract, an extension in such period may be allowed:
- a. By the Chief Engineer if the period of extension does not exceed two months.
  - b. By the Civil Works Committee, if the period of extension exceeds two months.
  - c. The grant of extension shall be subject to the provisions of the PPR and regulatory framework for such extensions.
63. If there is:
- a. any interruption in the execution of project;
  - b. any unusual loss in material;
  - c. any damage to property; or
  - d. any accident during the execution of project/ work, the Chief Engineer or the person incharge of the project/work shall report the case to the Vice Chancellor, with copy to the Director P&D, who shall take such action as may be considered necessary.
64. All projects/works shall be subject to inspection by the Chief Engineer, his subordinates technical team and the Civil Works Committee.
65. An Inspection Book shall be maintained by the Works Directorate for every scheme in which notes shall be recorded from time to time.
- a. The orders and instructions given to the subordinates or to the contractor.
  - b. The remarks about the inspection of the project/work.
66. When during the course of the execution of an Original Work, it appears that the sanctioned estimate is likely to be exceeded by more than 10 percent either due to the rates found insufficient or for any other cause, a revised estimate shall be prepared and the necessary administrative approval and technical sanction obtained thereto in the manner provided under the Statutes/ government policy instructions. The Technical Sanction will, however, be revised whenever a cost and or item specification variation

occurs, due to any reason, in actual work compared to the cost and item wise specifications given in original TS; and its sanction will be accorded by Chief Engineer/ Senior Engineer as per their financial powers without issuance of revised Administrative approval. Any change in cost estimates if more than 10% shall be routed through Work Committee.

## **CHAPTER XI**

### **Completion of Projects**

67. As soon as work has been completed, it shall be inspected and measured by the Assistant Engineer/Sub-Engineer within fifteen days from the date of completion.
68. All measurements under Statute 67 for civil work projects shall be recorded in a measurement book in the prescribed form. Full particulars of the work measured shall be given in the measurement book to admit the work being readily identified and the measurement being checked.
69. A register of measurement books shall be maintained in the Works Directorate.
70. The Senior Engineer shall check minimum 10% measurements made by the Assistant Engineer / Sub Engineer of the work under Statute 67.
71. In case of the projects involving Civil Work, if, as a result of any inspection or measurement under these Statutes, it is found that there has been any breach of the terms of a contract, or the work is in any way not in accordance with the specifications in the sanctioned estimates, the Chief Engineer and the Senior Engineer shall take such action as may be necessary to make the work conform to the terms of the contract or the specifications in the sanctioned estimates, as the case may be. The Chief Engineer shall also report the details of such breach etc. and the action so taken to the Civil Works Committee and the Vice Chancellor.
72. Where, on inspection and measurement, a work under a project involving Civil Work is found complete in all respect, a completion certificate and a completion report shall be prepared in the prescribed format by the Assistant Engineer/Sub-Engineer, verified by the Senior Engineer and countersigned by the Chief Engineer. The completed projects statement shall be forwarded to the Civil Works Committee and the Vice Chancellor.
73. When a work has been completed, all documents connected therewith shall be duly checked and filled by the Assistant Engineer/Sub-Engineer.

## **CHAPTER XII**

### **Accounts of Projects**

74. Bills for payments for civil works shall be prepared in the prescribed form by the Works Directorate duly signed by Sub Engineer /Assistant Engineer, Senior Engineer and countersigned by the Chief Engineer.
75. When a work is executed by hiring daily labour, a muster roll accompanied with an abstract of work executed shall be the basis of the account. When the work is executed

as a minor/major work, through contractor the measurement book shall form the basis of the account.

76. Payment shall be made when the work has been completed but running payments may be made during the course of execution of work in accordance with these Statutes provided that the bill should not be less than Rs. 0.10 Million or 10% of the total cost, which ever is greater.
77. When any establishment is engaged for the purpose of a particular work and the cost of such establishment is to be charged against the work, the pay of such establishment shall be paid by means of a prescribed work charged establishment bill form.
78. All bills of payments under these Statutes shall be checked in the Accounts Branch of the University, which may raise observations and seek clarifications as considered necessary.
79. Payment to contractors shall be made through cheques after pre audit and as far as possible, be made within thirty days of the submission of bill. If for any reason the payment is not made or cannot be made within the specified period of thirty days, the reasons for such non payment shall be reported to the Civil Works Committee with copy to Chief Engineer.
80. The security deposited by the contractor, if any, shall be retained for the period as specified in the tender documents and shall be returned to the contractor on his request, unless in the meantime the work has been found to be defective or not upto the specifications and the contractor has not remedied such defects or failed to comply with the specifications, in which case such security in the form of sums deducted shall be retained until such defects have been remedied. In case of supply of material, security shall be retained for three months subject to the above conditions.
81. For the purpose of accounts of civil works under the University projects, Work Register, Contractor Ledger and Security Register shall be maintained by the Works Directorate. Enlistment Register and Call Deposit Register shall be maintained by the P&D Directorate.
82. Under no circumstances shall an advance be paid to a contractor for any project/work to be executed for the University except as provided in the tender documents / contract.