

ഭരണഭാഷ - മാതൃഭാഷ

ചീഫ് എഞ്ചിനീയറുടെ കാര്യാലയം
തദ്ദേശ സ്വയംഭരണ വകുപ്പ്
റവന്യൂ കോംപ്ലക്സ്, മൂന്നാം നില
പബ്ലിക് ആഫീസ് ബിൽഡിംഗ്
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തീയതി : 03.08.2018

സർക്കുലർ

വിഷയം : തസ്വഭവ -എം.എൽ.എ-മാരുടെ ആസ്തിവികസന പദ്ധതി - ബിൽ തുക
അനുവദിക്കുന്നതിനായി രേഖകൾ സമർപ്പിക്കുന്നത് - സംബന്ധിച്ച്

കേരളത്തിലെ വിവിധ നിയോജക മണ്ഡലങ്ങളിൽ എം.എൽ.എ ആസ്തി വികസന പദ്ധതി മുഖേന നടപ്പിലാക്കുന്ന പ്രവൃത്തികളുടെ ബിൽ സമർപ്പിക്കുമ്പോൾ ബില്ലിനോടൊപ്പം മതിയായ രേഖകൾ കൂടി ഉൾപ്പെടുത്തിയിട്ടുണ്ടെന്ന് ഉറപ്പുവരുത്തേണ്ടതാണ്. ആയതിനായി ഈ സർക്കുലറിൽ ഉള്ളടക്കം ചെയ്തിട്ടുള്ള "ചെക്ക് ലിസ്റ്റും ഡാറ്റാ ഷീറ്റും" എല്ലാ പദ്ധതി നിർവഹണ ഉദ്യോഗസ്ഥരും പരിശോധിച്ച് ഒപ്പ് വയ്ക്കുകയും, ബന്ധപ്പെട്ട രേഖകൾ പൂർണ്ണമായി പൂരിപ്പിച്ച് നിശ്ചിത മാതൃകയിൽ ബില്ലിനോടൊപ്പം സമർപ്പിക്കേണ്ടതാണ്.


ചീഫ് എഞ്ചിനീയർ

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Alternatively, the proforma can also be downloaded from "Proforma" page of www.celsgd.kerala.gov.in

CHECKLIST FOR FUND ALLOTMENT FOR LAC ADS PROJECTS

Check (v) the following parameters in the Bill submitted for fund allocation for part bills and final bills of LAC ADS projects.

Sl. No.	Item	Verification at Check Measuring officer (AEE)	Verification at Implementing office	Remarks
1	Copy of Administrative Sanction Order (Proceedings of District Collector / Government order)	<input type="checkbox"/>	<input type="checkbox"/>	
2	Requisition in Annexure III (C) completely filled and corrections if any certified by full signature. Also stating the amount of advance/ part bill paid if any)	<input type="checkbox"/>	<input type="checkbox"/>	
3	Proceedings of the Implementing officer with, Agreement Number, Recoveries(if any), Agency name(if deposit work), whether Part Bill/ Final Bill	<input type="checkbox"/>	<input type="checkbox"/>	
4	Bill Copy in Original duly filled with agreement date and scheduled completion date, actual date of completion,etc and all other details.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Completion Certificate with date of completion in KFC Form No. 24	<input type="checkbox"/>	<input type="checkbox"/>	
6	Committee Resolution of the LSGI if deposit work Stating :	<input type="checkbox"/>	<input type="checkbox"/>	
	(a) Willingness to hand over the Asset to agency / department	<input type="checkbox"/>	<input type="checkbox"/>	
	(b) For future maintenance of the Asset and Electricity Charges, if any	<input type="checkbox"/>	<input type="checkbox"/>	
7	Working condition certificate in the case of installation of Mini / High mast lights by the LSGI	<input type="checkbox"/>	<input type="checkbox"/>	
7	Non Payment Certificate signed by Implementing Officer / LSGI	<input type="checkbox"/>	<input type="checkbox"/>	
8	T.S Slip from PRICE	<input type="checkbox"/>	<input type="checkbox"/>	
9	Comparative Statement with supporting Documents if Estimate is Revised in the prescribed Form DB4.	<input type="checkbox"/>	<input type="checkbox"/>	
10	Photo of Site with Name Board showing progress / completion of work and certified by concerned AE / AEE.	<input type="checkbox"/>	<input type="checkbox"/>	
11	Measurement dates and M-book page numbers with signature of Assisstant Engineer and Check measurement dates with signature of Assisstant Executive Engineerto be specified in Bill preparation section of Bill Copy.	<input type="checkbox"/>	<input type="checkbox"/>	
12	Verification and corrections (if any) with Counter signature of Executive Engineer (Implementing Officer).	<input type="checkbox"/>	<input type="checkbox"/>	
13	Whether work has been completed in original TOC, if not whether extension of TOC is sanctioned and supplemental agreemeent has been executed. Copy of dully filled up supplemental agreement with time of extension to be attached.	<input type="checkbox"/>	<input type="checkbox"/>	
14	Deductions for cost of empty barrels, including taxes. (if any to be deducted from the final bill amount)	<input type="checkbox"/>	<input type="checkbox"/>	
15	Requisition for further installments shall be accompanied by Utilisation Certificate and copy of bill, if advance or part bill payment is allotted as the case may be.	<input type="checkbox"/>	<input type="checkbox"/>	
	Signature with Date & Designation of the Check Measuring officer (AEE)			
	Signature with Date & Designation of Verified officer at Implementing Office			
	Name, Designation, Date & Signature of Implementing Officer			

20	Name(s) & office of Overseer(s) who supervised the work	
21	Name(s) & office of Asst.Engineer(s) who executed the work	
22	Name(s) & office of Asst.Executive Engineer (s) who Check Measured the work	

Place:

Date:

Name, Designation, Date & Signature of Implementing Officer

ANNEXURE C - FORM III
(See para 7.1 of the G.O(p) No.177/06/Fin .Dated 12-4-2006)
REQUISITION FOR RELEASE OF FUNDS TO IMPLEMENTING OFFICER

Requisition No :-	Date :-
Name of LSGI :-	
Code of LSGI :-	
Name of implementing Officer :-	
Designation of Officer :-	
Amount requested :-	Rs.
Project Name and Number :-	
Project cost :-	
Category of fund A / B / C (PLAN/NON-PLAN) :-	
Sector (General / SCP /TSP) :-	
DPC approved number and date :-	
Purpose in brief :-	
Amount allotted before this request for the same project :-	

Place :-

Date :-

Signature of Implementing Officer

Annexure : 4

Proforma to be submitted by the Measuring and Check measuring officers along with Final Bill of Road work under LAC -ADS (Ref Circular no.E20/6699/2018/CE/LSGD Dated 21/06/2018)							
1	Name of District	:					
2	Name of LAC	:					
3	Name of LSGI where the road belongs	:					
4	Name of the Road	:					
5	Start Chainage (0/000)	:					
6	End Chainage (0/000)	:					
7	Avg Width of road (Metre)	:					
			(i)	(ii)	(iii)	(iv)	(v)
8	Chainage of Inspection Pit (0/000)	:					
9	Thickness of GSB layer (if any) required (in millimetre)	:					
	Thickness of GSB layer (if any) measured actual at site (in millimetre) with photographs	:					
10	Thickness of WMM layer required (in millimetre)	:					
	Thickness of WMM layer measured actual at site (in millimetre) with photographs	:					
11	Thickness of Chipping Carpet layer required (in millimetre)	:					
	Thickness of Chipping Carpe layer Measured actual at site (in millimetre) with photographs	:					

Signature, Name, Reg No of Contractor:

Signature, Name, Designation & office of Overseer:

Signature, Name, Designation & office of Assistant Engineer:

Signature, Name, Designation & office of Assistant Executive Engineer:

Place:

Date:

K. F. C. FORM 24
(See Chapter VII, Article 194)
Completion Report

Name of work :
 Number and date of sanction :
 Amount of estimate Rs. :
 Expenditure Rs. :
 Excess Rs. :
 Percentage of excess :
 Explanation of excess :
 Date of commencement of work :
 Date of completion :
 Major head :
 Minor head :
 Sub head :
 Detailed head :

Particulars of work	As estimated			As executed			Difference*			Reference to paragraphs explaining excess
	Quantity	Rate	Amount	Quantity	Rate	Amount	Quantity	Rate	Amount	
1	2	3	4	5	6	7	8	9	10	11
		Rs.	Rs.		Rs.	Rs.		Rs.	Rs.	

I certify that the above work was commenced onthat I have inspected it personally and that the work has been carried out satisfactorily, in accordance with the estimate.

Date

Head of Office

Date

Countersigned

Controlling Officer

Appendix 2100F

Proforma to Accompany Recommendation for Extension of Time of Completion (As per para 2212)

1 Name of work with estimate amount :	
2 Agreement number and date :	
3 Name of contractor :	
4 Date of commencement as per agreement :	
5 Date of completion as per agreement :	
6 (a) 1st extension :	
(b) 2nd extension :	
7 Date upto which extension is now applied for :	
8 Whether ground for extension applied is default by the contractor. If not, specify the grounds on which extension is applied :	
9 Present stage of work with percentage of progress so far achieved :	
10 Whether fine has been realised for previous extension. If so furnish details :	
11 Period of extension now recommended :	
12 Fine proposed :	
13 Recommendations :	

Assistant Engineer

Assistant Executive Engineer

Executive Engineer