

Sub: Construction Management System - Circular No. - 13.
Ref: Utilization Certificate and Details of Work Done from Line Agencies for deposit works under Provisional Sum of Contract.

During execution, some specialized works are to be carried out by the different line agencies under RUSDIP Contracts. The amount for such works is deposited from Provisional Sum of the Contract by the Contractor or by the PIUs to these line agencies on their demand after the approval of Competent Authority. The amount so paid by the Contractor is reimbursed to him under the Contract against the provisional sum.

This amount is deposited to the line agencies on the basis of their estimates and demands for particular work to be executed by them. It is necessary to ensure that the proposed work for which the amount has been deposited is completed by the line agency and utilization certificate and details of work done are received by XEn PIUs. The following procedure shall be adopted:

1. **Deposit works Register** should be maintained by Accountant / Junior Accountant PIU. This register should contain package wise record of such amount deposited to line agencies. This register should contain following details:
 - Name of package
 - Name of Contractor
 - Name of line agency
 - Demand note no. / dated / Amount
 - Amount deposited by the Contractor from Provisional sum with date
 - Receipt number of line agency
 - Amount deposited directly by PIU if any
 - Purpose of deposit (brief of work to be carried out against the deposited amount)
 - Utilization Certificate (No. & Amount)
 - Balance amount remaining if any
2. After completion of the deposit work, concerned package incharge (JEn / AEn) will prepare a report of brief of physical work carried out by the line agency against the deposited amount.
3. XEn PIUs should contact concerned line agency and inform in writing to send Utilization Certificate for the work done and the details of work done including expenditure to be adjusted against the deposited amount.



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4. XEn / Accountant PIU should regularly follow up for receiving the above details from line agencies for the work executed by them, till it is received and accounts are closed for this purpose.
 5. Line agency wise details of deposit works should also be maintained in this register.
 6. XEn PIU should monitor the status of these deposited works and receipt of utilization certificates and expenditures monthly.
 7. A quarterly report starting from quarter ending Dec - 2008 shall be sent to PMU by all IPIUs.

This circular should be abided by all the members of IPMU, IPIU, IPMC and DSC.


(Karni Singh Rathore)
Project Director

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Copy to following for information and necessary action:

1. Addl. PD -I & II/ FA/ Dy. PD (T)/ Dy. PD (Adm.)/ SE (WW)/ WS / PO (all)/ Sr. AO / All APOs / AAO/ PA to PD PMU, RUIDP, Jaipur.
2. Chief Engineer, PIU, Bisalpur, RUIDP, Jaipur.
3. SE Jodhpur.
4. Executive Engineer/APO's, IPIU, RUSDIP (Concerned), Alwar, Baran-Chhabra, Barmer, Bharatpur, Bundi, Chittorgarh, Churu, Dhaulpur, Jaisalmer, Jhalawar-Jhalarapatan, Karauli, Nagaur, Rajsamand, Sawai Madhopur and Sikar.
5. Team Leader IPMC, DSC-I, Bharatpur, DSC-II, Nagaur, DSC-III, Jhalawar, RUSDIP.
6. DSC-I, Alwar/ Dholpur/ Karauli/ Sawai Madhopur, DSC-II, Churu/ Jaisalmer/ Barmer/ Sikar and DSC-III, Chittorgarh/ / Rajsamand/ Bundi/ Baran, RUSDIP.
- ✓ 7. ACP, RUIDP, Jaipur to send by e-mail and put up the Guidelines on the website.


Dy. Project Director (T)