

GOVERNMENT OF SIND

EDUCATION DEPARTMENT

NOTIFICATION

THE 9TH JUNE, 1979.

No.S.O(P-1)1(10)/77(T.E.P). The Government of Sind is pleased to make the following rules, namely :-

The Sind Third Education Project Implementation Rules 1979.

1. (1) These rules may be called the Sind Third Education Project Implementation Rules 1979. **Short Title & Application.**
 - (2) They shall come into effect immediately.
 - (3) They shall apply to Implementation of Third Education Project and any other project hereafter taken in hand directly by Education Department for Implementation under assistance of I. D. A. or any other Foreign Aid/ Loan given Agency.
2. In these rules, unless the context to otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them that is to say :- **Definitions.**
 - (a) Government means Provincial Government of Sind in the appropriate Department.
 - (b) Education Department means Education Department Government of Sind.
 - (c) I. D. A. means International Development Association (Loan giving Agency).
 - (d) Schedule means schedule appended to these rules.
 - (e) Project Director means Project Director Implementation unit Third Education Project Government of Sind.
 - (f) P.L.A. means Personal Ledger Account titled "Implementation of Third Education Project" to be operated by Project Director and/ or by his authorised officer, to be maintained with Government Treasury.
 - (g) Project Consultants means Firm of Consulting Engineers and Architects or Consortium of such firms employed by Education Department to render services as specified in an agreement.
 - (h) Project Engineer means Divisional Officer/E.E. incharge of Third

Educational Project works Division.

- (i) Measurement Book means Printed and Numbered measurement Book with all pages numbered printed at Sind Government Printing Press and
- (j) Government of Pakistan means Government Islamic Republic of Pakistan in their appropriate Ministry.

3. The Implementation of the Third Education Project shall be accomplished in accordance with the general rules of conducting public business in Sind Government and the terms and conditions incorporated in the credit agreement signed between the I.D.A. and the Government of Pakistan and the Project agreement signed between I.D.A. and Province of Sind, and as per guidelines and frame work detailed in the world Bank/IDA Hand Book for implementation of Education Projects supplied by the I.D.A, who are partly financing the project through credit No. Pak-678. **General.**

4. The implementation Unit shall be financed by the Provincial Exchequer through the Annual Budget Grants under the relevant major heads of accounts. In order to comply with the requirements of the I.D.A, a Revolving Fund, in shape of P.L.A with Hyderabad Treasury limited to Rs. 15,00,000/- at a time will be maintained by the Project Director. **Financing.**

5. The Project Engineer will render the monthly account to Project Director in duplicate by 4th of the following month who will submit the same to Accountant General, Sind duly scrutinised by 8th of the month for detailed audit like other P.W.D to the extent the accounts are admitted, thereby arranging recoupment of Personal Ledger Account. The amount requiring clarification shall be kept under "Objection" and watched for settlement through the objection book as usual. On securing settlement, such amounts shall also be released for recoupment. In case of exhaustion of funds out of Personal Ledger Accounts, before close of the calendar month or for other urgent need, the release of the requisite amount shall be arranged by the Accountant General, Sind on receipt of fully justified demand from the Project Director. **Recouping of P.L.A.**

6. (1) Project Consultants will be employed by Education Department under a written agreement to be signed by both the parties. **Employment of the Consultants.**

(2) The Project Consultants shall be responsible for the planning, designing, estimating, analysing rates for Non-Schedule items subject to the approval by P.D., preparing Tender documents, supervising the execution of the work and finally for checking and certifying accuracy of the measurements of the work executed and forwarding bill of the contractors with their advice for payment to the Project Engineer (For accuracy and quality of work, also see sub rule (iii) of rule 11).

7. The consultants shall provide their services to the Project Director, who after satisfying himself fully will remunerate them for the same as provided in their agreement and approved by the Government of Sind. The payment will be made out of the funds already kept at the disposal of the Project Director and will be accounted for in the monthly account of the project to be submitted to the Accountant Government Sind.

Payment to the Consultants.

8. As per Schedule-1.

Organisational Structure of Implementation Unit.

9. The Project Director shall be responsible for :-

Responsibilities of Project Director.

- (i) Implementation of parts of the Project to be carried out by Sind Government with due diligence and efficiency and in conformity with funds, facilities and other resources provided by the Sind Government.
- (ii) Proper co-ordination among the staff and agencies appointed to assist in the Implementation of the project.
- (iii) Coordinating the activities of all agencies and departments involved in the execution of the project and liason with coordination unit.
- and (iv) Co-ordinating programming and preparing Project Implementation and disbursement schedules covering all aspects of the Project.

10. The Project Engineer shall enjoy all the powers vested in the Executive Engineer of the Building Department Government of Sind as far as applicable in the Project implementation and shall be responsible for the smooth and proper execution of works accordingly. He will be assisted by the Assistant Engineer and other Field Establishment in the discharge of his out-door duties and by the Divisional Accountant and one or more Assistants for office work as may be approved by the Project Director.

Project Engineer's Powers and duties.

11. (a) The execution of works and the maintenance of accounts thereof shall be in accordance with the Rules and procedure followed by the public Works Department with certain amendment as detailed in the following sub-para:-

Execution of works

- (i) The estimates and tender documents for the work concerned will be prepared by the Consultants and furnished to the Project Director. The project architect will scrutinize the documents and get them approved from the Project Director. The Project Engineer shall then take necessary steps to call for and to obtain competitive tenders from prequalified firms/ contractors and submit to the Project Director for further necessary action.

Preparation of Estimates and Tender documents.

- (ii) The offers (Tenders received back from the Contractors will be scrutinized and approved by the Project Director in consultation with the Project Consultants before submission to the I.D.A as required under their agreement through Federal Coordination Unit Ministry of Education Federal Government of Pakistan Islamabad. The work order will be issued by the Project Engineer on receipt of the approval of he I.D.A. The work will be got executed under joint supervision of consultants and the Project Engineer and his assistants with due vigilance and diligence.
- Approval of tender and issue of work order.**
- (iii) The measurement of the works executed by the contractors/firm shall be recorded by the representatives of the contractors/firm in the Measurement Books of the Project on the pattern and practice of the Buildings Department, but a cent per cent check will be exercised jointly by the Assistant Engineer and the Quantity Surveyor of the Project Consultants and 10% check will be exercised by the Project Engineer, However, fabrication of reinforcing steel will be checked by the Project Engineer and/or the Structural Engineer of the Project Consultants 100%. The bills of the contractors shall be certified by the consultants and forwarded to the Project Engineer with their recommendation and advice for payment.
- Recording the measurements and preferring bills for work done.**
- (iv) The contractors bill will be scrutinized by the Assistant Engineer under the guidance of the Project Engineer and if necessary guidance may be sought for from the Project Architect and the Project Director. After satisfying himself, the Assistant Engineer, shall recast the bill on the P.W.D. Bill forms and submit the same to the Project Engineer as usually done in the P.W.D. The bill shall be passed and payment made by the Project Engineer after getting the same preaudited by the Divisional Accountant.
- Checking of the bills and payment.**
- (v) The funds granted for the payment of pay and Allowances and contingencies will be drawn from the Treasury through bills preferred on the usual forms duly signed by the Accounts Officer. The subsidiary cash book will be maintained by the Office Superintendent and got checked and initiated by the Accounts Officer.
- Withdrawal of Funds from the Treasury**
- (vi) The duties and responsibilities of Divisional Accountant will be governed under the rules prescribed in the C.P.W.A code as far as applicable in the affairs of the project. He shall act primary auditor and financial Advisor to the Project Engineer and shall compile and submit the monthly account to the Accountant General Sind duly signed by the Project Engineer on the prescribed forms duly amended according to the requirement of the project.
- The responsibilities and duties of the Divisional Accountant.**

(vii) The Accountant will maintain the main Cash Book and related records and cash vouchers etc: Register of Works, the Contractor Ledger, and Register of Revenue realized and other necessary accounts and Registers. None of the suspense accounts will be Maintained nor deposit Head operated in the Project. The security deposit recovered from the Contractors will be kept in Works. The tender fee and other Miscellaneous receipts except recoveries on account of supply of material to the contractor (charged to work) will be collected by the Project Engineer and accounted for under the Head concerned and deposited in Government Treasury within the calendar month and will be incorporated in the monthly account. No stock of materials will be maintained in the Project. The Contractors will be responsible to procure the required building and other materials for the used in the Government works entrusted to them. However, if, cement is arranged by the Government, the same will be issued to the Contractor against cash payment. The cost of cement (recoverable from the Contractor) will be charged direct to work proportionately.

Maintenance of Accounts records Register.

(viii) Form80.

This form will be amended in accordance with the requirement under clause 14.10 of the “Hand Book for implementation of education projects”.

Special features of the monthly account.

The form will be supported with the Schedule of works expenditure form 63/64 and Schedule Docket Form 61 and classified Abstract of works expenditure Form 74. The release of funds will be shown in the Schedule of credit Debit to Remittance, Form 77. Extract from the Register of Receipts and Recoveries on capital Account will also be submitted with monthly Account. The list of Accounts submitted in suitable form will form the face sheet of the monthly account. The other accounts prescribed in the Account Code are not applicable.

(b) (i) Procurement of equipment and furniture will be done as per provisions of Sind purchase Manual, 1977 up dated from time to time.

(b) (ii) Reference will be made to other rules/codes inforce from time to time if no specific provision is available in these rules.

**(DR. R.A. SHAH)
EDUCATION SECRETARY.**