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Headquarters office,
Works Branch,
Chennai-600003.
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DRM/W/MAS PGT TWC SR. MYS TPJ & MDU.

Sub: Deposit works.

It has been observed that divisions are undertaking deposit works without any reference to the Headquarters. The Schedule of Power for work matters (item No.2b) authorises the divisional authority only to give technical sanction to the estimate upto Rs.2.00 crores. The administrative approval is invariably to be obtained from Headquarters, which is not being done. Henceforth, the following procedure should be adopted for all deposit works:-

i) When a proposal is received from a party by the railways for undertaking the work on deposit terms, the feasibility of the proposal must be verified. If the proposal is found feasible, the cost of the work and the scope of the facility should be worked out and with the approval of DRM sent to H.qrs. for administrative approval for undertaking the work on deposit terms. If the proposal is not feasible, then also the report must be sent to Headquarters for replying the party. No correspondence/commitment must be made to the party until administrative approval is obtained from Headquarters.

ii) On receipt of administrative approval, the party must be advised to pay the centage charges as per para 732 of the Engineering Code. Terms and conditions on which the work is to be undertaken along with terms of maintenance must also be advised to the party. Only on confirmation of the party to accept the terms and conditions of deposit works and maintenance, centage charges should be accepted.

iii) After the receipt of centage charges, detailed plan must be prepared and sent to Headquarters for approval. On getting the approval of the plan, detailed estimate should be prepared as per the approved plan.

iv) The plan and estimate must be sent to the party for acceptance. On the acceptance of the plan and estimate, the estimate must be processed for the approval of the competent authority.

v) The party must be asked to deposit the sanctioned estimate cost of the work. On receipt of the cost from the party, the work must be entered in the Register of Works maintained for deposit works in the divisions and execution commenced. DEN in-charge of the work must review the Register of Works on deposit terms every month and must ensure that no expenditure in excess of the amount deposited by the party is incurred. When an excess expenditure is anticipated, acceptance of the party to bear the additional cost and deposit of the