

Government of West Bengal
Urban Development & Municipal Affairs Department
“Nagarayan”, DF-8, Sector – 1, Bidhannagar,
Kolkata- 700064

ORDER

No. 2606 - UD/O/M/B/MISC-05/2016

Dated: 31st August 2018

The Government had been considering to bring in a more transparent, standardized and quicker system for approval of projects and release of funds infavour of Urban Local Bodies and Development Authorities for sometime. After examining the various aspects, Government in the Urban Development & Municipal Affairs Department has decided to introduce a system named Rapid Scrutiny Protocol (RSP) for all projects funded out of state funds.

The Rapid Scrutiny Protocol lays down a standardized format for Detailed Project Reports and is backed by a software to enable quick scrutiny of DPRs submitted, generation of acknowledgement memo and release of funds in favour of the project recommending entities. RSP facilitates a systematic manner of submission of DPRs as well as their scrutiny and approval. Chairpersons and Executive Officers of all Municipalities, Mayors and Commissioners of all Corporations, Chief Executive Officers and Executive Officers of all Development Authorities, Estate Manager and other functionaries of all Parastatals are hereby advised to adopt the Rapid Scrutiny Protocol with immediate effect and prepare all DPRs as per the format suggested in the enclosed Check List. The essential components of the RSP are described below.

- 1) All DPRs must have the Check List as the top sheet. The documents and information in the DPRs must be provided in the same sequence as they appear in the Check List and pages numbered and noted in the Check List. The Check List must be filled up with adequate care and signed by the official indicated therein.
- 2) To facilitate quick and interactive scrutiny, all DPRs must be delivered in person. It would be beneficial for the Project recommending authority, i.e. Urban Local Body or Development Authority concerned to send the DPR through the official who has prepared it or who is aware of its contents. All DPRs must be handed at the DPR Scrutiny Cell at 5th floor, Nagarayan, UD&MA Department. Due to the requirements of scrutiny in consultation with the officials of the ULB or DA, DPRs would not be received by post, fax or courier.
- 3) The DPR Scrutiny Cell would scrutinize the DPR and enter the contents of the Check List into the software and immediately generate the Acknowledgement Memo with the Project Identification Number and

date of registration of the DPR and hand it over to the authorized official who submits it. In the event the proposal lacks any essential information/document, a check list highlighting the deficiencies will be generated and handed over to the authorized person on the date of submission itself. The ULB/DA concerned are requested in that eventuality to rectify the deficiencies and resubmit through authorized official at the earliest. This step has been devised to avert the possibility of back and forth correspondence for clarifications and rectification of DPRs which consume substantial time and consequent delays. Delays involved in such correspondences are avoidable.

- 4) ULBs/DAs are advised to prepare DPRs as per latest Schedule of Rates and standards available and provide all the data and information provided in the Check List. If any such information is not relevant for a project, "Not Applicable" must be noted against the relevant entry in the Check List.
- 5) Project recommending authority, must also include a short Rationale for the project, including a Cost-Benefit Analysis as a part of the DPR. This is an important document which would help the department to prioritize approvals and release of fund. This document would also be useful during audit and in publications by the project recommending authority or the Department.
- 6) The project recommending authority must also provide a phasing of the expenditure for the project over the project execution period broken up into financial years in the Check List, if a project execution spans more than one financial year. This phasing must not be done mechanically and the exercise to do this must keep in view time required for tendering a project, time required for grounding it, capacity of the contractor, the resources available with the project recommending authority to monitor and support the project execution and other relevant factors.
- 7) The project recommending authority will have the freedom to club similar type of projects in one DPR to reduce paper work and speed up approvals. *E.g.* an ULB may club five street lighting projects in one DPR. In such cases, the Table of Sub Projects in the Check List has to be filled up. This would allow for separate tenders for individual sub projects. However, projects of different types cannot be included in one DPR. *E.g.* Three projects on road construction cannot be clubbed together with two projects of storm water drain construction. This is further illustrated in the Check List.
- 8) The same exercise will have to be followed for request for release of fund (1st, 2nd and successive installments). For release of 1st installment, documents required are e-tender notice, copy of work-order, system generated comparative statement. For release of 2nd and subsequent installments, only Utilization Certificate in original for the last allotment is required to be submitted. Any request for fund should be supported by upto date work order issued.

It is recommended that the ULBs/DAs prepare a plan for the current financial year and subsequent 3-4 years clearly indicating their priority. Administrative Approval and Financial Sanction(AA & FS) will be issued by this Department strictly on the basis of priority and Government objectives.

ULBs/DAs will have to bear in mind that the Operation & Maintenance (O&M) cost for the assets created out of state budget will have to be borne by them out of their own resources. Therefore, projects proposed by them should be based on their own assessment of their financial capacity to run or maintain them.

This order will take immediate effect.

Encl. As stated.


(Subrata Gupta)
Principal Secretary
UD&MA Department


No. 2606 /1(155)-UD/O/M/B/MISC-05/2016

Dated: 31st August 2018

Copy forwarded for information and necessary action to:

- 1-118. The Chairman _____ Municipality
- 119-125. The Commissioner, _____ Municipal Corporation
126. The CEO, KMDA
127. The CEO, ADDA
128. The CEO, SJDA
129. The CEO, HDA
130. The CEO, HIT & E.O., Special Secretary to the Govt. of West Bengal
131. The CEO, NKDA
132. The Project Director, NGRBA
133. The ADM & EO, JDA
134. The ADM(G) Birbhum & EO, TRDA
135. The EO, DSDA
136. The EO & Member Secretary GBDA
137. The EO, BDA
138. The SDO Sreerampur & EO, FSDA
139. The SDO Khatra & EO, MDA
140. The SDO Chandannagar & EO, TDA

141. The SDO Mekhliganj & EO, CDA
142. The Joint Managing Director, HIDCO
143. The ADM (ZP) Birbhum & EO, BKDA
144. The ADM(Dev) Birbhum & EO, PDA
145. The ADM(Dev) Paschim Medinipur & EO, MKDA
146. The Estate Manager, Kalyani
147. The Special Engineer, SLR & DC
148. The Executive Engineer & EO, SSDA
149. Private Secretary to Hon'ble MIC, UD&MA Department
150. The Special Secretary(Sujata Ghosh), UD & MA Department
151. The Joint Secretary (Papia Ghosh Roy Chowdhury), UD & MA Department
152. The Joint Secretary (Suman Bhattacharya), UD & MA Department
153. The Joint Secretary (Sumita Bagchi), UD & MA Department
154. DPR Scrutiny Cell, UD & MA Department.
155. Guard folder


31/11/2018
(Subrata Gupta)
Principal Secretary
UD & MA Department

Comprehensive Checklist for DPR Submission

Name of the Municipal Body/ Development Authority _____

Name of the work _____

Implementing Agency _____
(e.g. KMDA/MED/PWD etc.)

Estimated cost Rs. _____

Phasing of Expenditure

Financial Year	Financial Year	Proposed Expenditure (Rs.)
Year of AA & FS (Y)		
Y + 1		
Y + 2		
Y + 3		
Total Project Cost (Rs.)		

Part – I

Sl. No.	Particular	Yes/ No/ NA	Page No.	Remarks
1	Has the DPR been prepared on the basis of detailed survey, investigation and engineering design?			
2	Has a Rationale for the project (along with brief cost benefit analysis) been prepared and included?			
3	Have the estimates been prepared based on detailed drawings and using latest PWD and other Schedule of Rates (SOR)?			
4	Are the site plans, structural drawings, architectural drawings included in the DPR?			
5	Has the detailed measurement sheet incorporating L, B, H/D for each item been annexed immediately following the abstract cost of the particular item in the DPR?			
6	Have the detailed drawings of the works to			

	verify the quantity mentioned in the detailed measurements included in the DPR?			
7	Are separate drawings, plan & estimates for electrical works provided in the DPR?			
8	Are separate drawings, plan & estimates for sanitary & plumbing provided in the DPR?			
9	Are rate analyses provided in case of Non-schedule items and copy of budgetary quotation included in the DPR?			
10	Have the scope and necessity for ancillary works like land filling, approach road, internal roads, boundary wall, fencing, tube wells, water storage, drainage, electric connection thoroughly examined and all such necessary components included in the DPR?			
11	Are the issues of utility shifting (shifting of electric poles, shifting of water pipe lines), road cutting, tree cutting <i>etc.</i> that may arise during the execution of work have been thoroughly investigated and incorporated?			
12	If such utility shifting is involved (please mention in remarks column), has the cost of such shifting work as quoted by concerned department included in the DPR?			
13	Have the details of fire safety and estimate for firefighting equipment (wherever necessary) been provided in the DPR?			
14	If soil testing is required, are the provisions for excavation of soil and cost estimates included in the DPR?			
15	Are the statutory clearances (Ground water permission, Fire NOC, Tree cutting) that are essential before or during the execution of the work included in the DPR?			
16	Have the scope and necessity for Operation and Maintenance been examined and such details included in the DPR as a separate item (wherever applicable)?			
17	Is the land proposed by Implementing Agency sufficient and suitable for the proposed work/project? Is a sketch map of the land with land ownership details included?			
18	Is the proposed work / Project technically feasible?			
19	In case of works such as tube wells, CCTVs, electric poles, is the list of specific locations included in the DPR?			
20	Are the photographs of proposed site attached with DPR?			
21	Total period for execution of the project from date of Administrative approval?			
22	Has a phasing of expenditure financial year wise (based on technical feasibility / ULB's / DA's capacity) been included?			

NOTE

1. Several schemes may not require some of the above mentioned documents. In such cases, reasons for non-inclusion should be noted in the Remarks column.
2. Sometimes it may not be possible to obtain statutory clearances/ NOCs from different departments before the sanction of project. In such case at least details of such clearances required, status of application process, dimensions/ volume of work, tentative cost involved etc. should be mentioned in DPR. Appropriate remarks should be made in the check list also.

Signature with Date & Seal	
Name of the Engineer	
Designation	
Contact number	
Email Address	

Part – II

Sl. No.	Particulars	Yes/No	Page No.	If no, reasons thereof/ Remarks
1	Has the DPR been prepared by authorized engineer following the current PWD Schedule of Rates?			
2	Has the DPR been properly vetted by competent engineer*?			
3	Has the Executive summary of DPR been duly countersigned by Chairperson, Municipality?			
4	Is the copy of resolution by Board of Councillors (BOC) approving the proposed work enclosed with DPR?			
5	Is the declaration by Chairperson of Municipal Body/ Development Authority regarding compliance with e-tender procedure and submission of work completion certificate, utilization certificate duly countersigned by EO / FO in time (Annexure-A) enclosed?			
6	Is the statement showing tentative period of execution, expected time of completion of the work/ project included in the DPR?			

NOTE

*Competent engineer could be from MED/KMDA/ULB/Development Authority/SLRDC or any other department like PWD, PHE etc.

Complete details of land on which project is proposed may be incorporated in the DPR. The details would include the mouza name with JL No., plot numbers, khatian numbers and in case of purchased or gifted land, copy of registered deed.

If several schemes of similar types are there, ULB may club them together. E.g. several projects of road construction or LED lights on several streets may be clubbed together, if considered convenient. However, once clubbed together, they may not be split for inviting tenders.

Vetting power: Assistant Engineer – Below Rs. 3 lakh; Executive Engineer – up to Rs. 45 lakh; Superintending Engineer – up to 2 Crore; Chief Engineer – more than Rs. 2 crore vide G.O. No 158/HA/N/Estt(MED)/2E-10/2017 Dt. 7.6.2018.

Mayor/Commissioner _____ Corporation
Chairperson/Executive Officer _____ Municipality

Chief Executive Officer / Executive Officer
Development Authority

Part – III

Table of Sub Projects

Estimated cost of Project Rs. _____

Sub Project Serial No.	Name of Sub Project	Estimated Cost (Rs.)
Total (Rs.)		

Note:

A DPR may consist of a group of similar sub projects within a municipal area or the jurisdiction of a Development Authority. A DPR shall not incorporate sub projects of different types. In case of a project containing different components, the sub projects may be of different nature but all part of the larger project.

Illustration:

- 1) A ULB may submit a project for LED lighting in its jurisdiction. To facilitate its execution, it may have sub projects such as "Installation of LED Lights in Street 1", "Installation of LED Lights in Street 2" etc. The Administrative Approval and Financial Sanction may be issued for the project as a whole but each sub project can be tendered separately. However, the sub projects cannot be split further. In the same project, the ULB is not permitted to include a sub project of drain construction or road repair, however.
- 2) A Development Authority may propose a project for water supply. The sub projects for this project could be "Construction of Water Intake", "Construction of Clear Water Reservoir", "Construction of Elevated Reservoir", "Laying of house to house pipeline", etc. However, this may not include a sub project of drain construction not connected to the project of water supply.

DECLARATION

Name of the work/project _____

Estimated cost _____

This is to declare that,

- 1) We undertake to mandatorily follow the e-tender procedure as prescribed in relevant orders issued by Finance Department of Government of West Bengal for selection of agency for execution of works and for selection of supplier for procurements, as the case may be.
- 2) We undertake to produce copies of system generated e-tender papers, comparative statement, work order, progress report in prescribed format and utilization certificate at the time of claiming second and subsequent installment.
- 3) This work has not been proposed/ submitted or taken up under any other fund of UD & MA department or any other department.
- 4) On completion of the scheme, I undertake to submit Completion Certificate along with utilization certificate for remaining installment.
- 5) We undertake to abide by the directions of FD from time to time regarding utilization of fund.

Mayor/Commissioner _____ Corporation
Chairperson/Executive Officer _____ Municipality

Chief Executive Officer / Executive Officer
_____ Development Authority

Dated _____

ACKNOWLEDGEMENT

To:

Mayor _____ Corporation

Chairperson _____ Municipality

Chief Executive Officer/Executive Officer _____ Development Authority

This is to acknowledge the receipt of your proposal for the work/ project
_____ along with DPR through your Memo
number _____ dated _____. Your project proposal
has been given a Scheme ID No. _____

The DPR prima facie incorporates all documents and information to enable detailed scrutiny.

Kindly note that Administrative Approval (AA) & Financial Sanction (FS) shall be issued only after
detailed scrutiny and government approval at appropriate levels.

Authorized Officer,
DPR Checking Cell
UD & MA Department
