

**GOVERNMENT OF RAJASTHAN  
PUBLIC HEALTH ENGINEERING DEPARTMENT**

**No. F.1(1)Board/RWSSMB/2016/1430-1509      Jaipur, dated: 4<sup>th</sup> July, 2016**

**CIRCULAR**

1. This circular consolidates the executive guidance contained in various orders regarding constitution and functions of Rajasthan Water Supply & Sewerage Management Board (RWSSMB) and its Committees issued from time to time and in particular, order nos. F.4(12)AS/PHE/80 dated 28.04.1980, even no. dated 18.01.1983, 17.06.1985, F.11(40)MISC/RWSSMB/85/229-238 dated 23.01.1986, F.4(12)AS/PHE/80 dated 11.02.1988, even no. dated 02.04.1992, 29.05.1992, 17.01.1994, 01.03.1994, 06.08.1994, 25.08.1994 F.7(15) PPC/RWSSMB/91/6112-275 dated 07.10.1994, F1(1)Board/RWSSMB/2004/301-21 dated 27.04.2004, F1(1)Board/RWSSMB/2004/3153-68 dated 13.09.2004, F1(1)Board/RWSSMB/2004/3169-84 dated 13.09.2004, F1(1)Board/RWSSMB/2004/5461-86 dated 04.01.2005, F1(1)Board/RWSSMB/2004/1417-34 dated 07.07.2008, F1(1)Board/RWSSMB/2004/1435-48 dated 07.07.2008, F1(1)Board/RWSSMB/2004/1449-59 dated 07.07.2008 and certain amendments issued in Schedule of Powers (SOP) from time to time.
2. The constitution and functions of RWSSMB and its various committees are reproduced as under:-

**2.1. Rajasthan Water Supply & Sewerage Management Board (RWSSMB)**

**2.1.1. Constitution:**

1.	Minister, PHED	Chairman
2.	Pr. Secretary, PHED	Member
3.	Secretary, Finance	Member
4.	Secretary, LSGD	Member
5.	Secretary, Planning	Member
6.	Director, Rural Development & Panchayati Raj Deptt.	Member
7.	Technical Member	Member
8.	Finance Advisor & Chief Accounts Officer, RWSSMB	Member
9.	Chief Engineer(HQ), PHED	Member
10.	Chief Engineer(Rural), PHED	Member
11.	Chief Engineer(IGNWSP), Jodhpur	Member
12.	Special Secretary, PHED & Member Secretary, RWSSMB	Member Secretary



### **2.1.2. Functions**

The Rajasthan Water Supply & Sewerage Management Board shall on behalf of the Government, control supervise and guide the Public Health Engineering Department. It shall be incumbent on it to implement:

- (i) The policy laid down by the Committee of directions from time to time or the directions issued on any specific issue.
- (ii) Water Supply and Sewerage Schemes forming part of World Bank Schemes, and
- (iii) Other water supply and sewerage schemes approved by the State Government.

In particular and without prejudice to the generality of the provisions above, the Rajasthan Water Supply and Sewerage Management Board, under the general guidance of the Committee of Direction shall carry out the duties and functions as under:-

- a) To prepare, execute, promote and finance schemes for supply of water and for sewerage and sewage disposal.
- b) To render necessary services in regard to water supply and sewerage to the State Government and local bodies and on request to private institutions or individuals also.
- c) To prepare draft state plans for water supply, sewerage and drainage on the direction of the State Government.
- d) To review and advise on tariff, tax, fees and charges of water supply and sewerage systems in the areas of the Department, and local bodies which have entered into an agreement, with the Department.
- e) To assess the requirements of materials and arrange for their procurement and utilization.
- f) To establish state standards for water supply and sewerage services.
- g) To review annually technical, financial, economical and other aspects of water supply and sewerage system of every schemes of the department for the local Bodies which have entered into an agreement with the Department.
- h) To establish and maintain a facility to review and appraise technical, financial, economic and other pertinent aspects of every water supply and sewerage scheme in the state.
- i) To operate, run and maintain any water works and sewerage system as in the department.
- j) To assess the requirements of man-power and training in relation to water supply and sewerage schemes in the State.
- k) To carry out applied research for efficient discharge of duties and functions of the Board.
- l) To perform such other environmental engineering functions as may be specified by the State Government by a notification in the official gazette.

The Board shall be assisted by the following Committees to go into the matters in detail and make recommendations to the Rajasthan Water Supply and Sewerage Management Board. The Board may delegate powers to these Committees in some matters as may be decided from time to time.

## **2.2 Policy Planning Committee (PPC)**

### **2.2.1 Constitution**

1.	Hon'ble Minister, PHED and Chairman, RWSSMB	Chairman
2.	Principal Secretary, PHED & GWD	Member
3.	Secretary, PHED & GWD	Member
4.	Pr. Secretary/Secretary, Finance Deptt. (or his representative not below the rank of Dy. Secretary)	Member
5.	Pr. Secretary/ Secretary Planning Deptt.	Member
6.	Technical Member, RWSSMB, Jaipur	Member
7.	FA&CAO, RWSSMB, Jaipur	Member
8.	Chief Engineer(HQ), PHED, Jaipur	Member
9.	Chief Engineer(SP), PHED, Jaipur	Member
10.	Chief Engineer(Rural), PHED, Jaipur	Member
11.	Chief Engineer (Project), PHED, Jodhpur	Member
12.	Chief Engineer, WRD, Jaipur	Member
13.	Secretary, (TA to TM), RWSSMB	Secretary
14.	Joint Secretary, Rural Development Deptt., Government of India, New Delhi.	Special Invitee

As now there is no Minister of State in PHED, the EBC of RWSSMB shall not be in existence till further orders and all the works and powers vested with EBC shall be carried out by PPC.

### **2.2.2 Functions**

To deal with matters pertaining to the administrative approval of the works to be taken up, project monitoring and reporting and matters pertaining to the preparation of annual and five year plan and other issues as per powers delegated under SOP from time to time (Appendix-1).

## **2.3 Empowered Board Committee**

### **2.3.1 Constitution**

1.	Hon'ble Minister of State, PHED	Chairman
2.	Secretary, PHED, Rajasthan, Jaipur	Member
3.	Secretary, Planning	Member
4.	Addl. Chief Secretary/Pr. Secretary/Secretary, Finance or his representative (Not below the rank of	Member



	Dy. Secretary)	
5.	Technical Member, RWSSMB	Member
6.	FA&CAO, RWSSMB	Member
7.	Concerned Chief Engineer(related to agenda note)	Member
8.	Secretary, RWSSMB	Secretary

### 2.3.2 Functions

To deal with matters as per powers delegated under SOP from time to time (Appendix-2).

## 2.4 Finance Committee (FC)

### 2.4.1 Constitution

1.	Principal Secretary, PHED & GWD	Chairman
2.	Secretary, PHED & GWD	Vice-Chairman
3.	Secretary, Finance or his nominee (not below the rank of Dy. Secretary, Finance)	Member
4.	Technical Member, RWSSMB, Jaipur	Member
5.	FA&CAO, RWSSMB, Jaipur	Member
6.	Chief Engineer(HQ), PHED, Jaipur	Member
7.	Chief Engineer(Rural), PHED, Jaipur	Member
8.	Chief Engineer(Special Project), PHED, Jaipur	Member
9.	Joint Director, Industries Department	Member
10.	Secretary, RWSSMB (TA to TM)	Secretary

In absence of Chairman for any reason, the Committee shall be chaired by Vice Chairman and meeting shall not be postponed.

### 2.4.2 Functions

Processing matters regarding sanctioning of tenders for works, review of financial position, examination of tariff proposals etc. and other issues as per powers delegated under SOP from time to time (Appendix-3).

## 2.5 Technical Committee (TC)

### 2.5.1 Constitution

1.	Technical Member, RWSSMB, Jaipur	Chairman
2.	FA&CAO, RWSSMB, Jaipur	Member
3.	Chief Engineer(HQ), PHED, Jaipur	Member
4.	Chief Engineer(Rural), PHED, Jaipur	Member
5.	Chief Engineer(Special Project), PHED, Jaipur	Member
6.	Secretary, RWSSMB (TA to TM)	Member Secretary



### 2.5.2 Functions

To process technical matters such as sanctioning of estimates / schemes etc. in accordance with the powers delegated under SOP from time to time (Appendix-4).

## 2.6 Staff Committee (SC)

### 2.6.1 Constitution

1.	Secretary, Finance	Chairman
2.	Pr. Secretary, PHED	Member
3.	Financial Advisor & Chief Accounts Officer, RWSSMB	Member
4.	Technical Member, RWSSMB	Member
5.	Chief Engineer(HQ), PHED	Member
6.	Secretary, RWSSMB (TA to Technical Member)	Secretary

### 2.6.2 Functions:

To deal with the proposals for the creation of posts, review of strength from time to time.

**Note:** As intimated by Finance Department vide UO note no. F.10(1)FD/Exp-III/2010 dated 27.04.2015 and even no. dated 31.05.2016, the aforesaid powers (including powers under SOP in Appendix 1-4 ) shall be subject to the following:-

- (i) The authority to sanction new projects by PPC and FC will remain suspended only in the cases of new major projects.
- (ii) The tender sanctioning powers of projects already sanctioned would be exercised by the authority concerned.
- (iii) The projects which have been announced in the budget speech 2016-17 and the projects or activities for which budget provision already exists in the budget 2016-17 can be taken up by the department in accordance with relevant rules/laid down procedure, as per Schedule of Powers.  
Prior concurrence of Finance Department would not be required in such matters.

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4/7/16


Deputy Secretary to Govt.-II

No. F.1(1)Board/RWSSMB/2016/ 1490-1509

Dated: 21/07.2016

Copy to the following for information and necessary action:-

1. PS to Secretary to Hon'ble Chief Minister, Rajasthan, Jaipur.
2. PS to Hon'ble Minister, PHED, Jaipur.
3. PS to Chief Secretary, Rajasthan, Jaipur.
4. PS to ACS (Infrastructure) & ACS (Co-ordination), PHED
5. PS to Principal Secretary, PHED & GWD, Rajasthan, Jaipur.
6. PS to Principal Secretary, Finance Deptt., Rajasthan, Jaipur.
7. PS to Secretary, PHED & GWD, Rajasthan, Jaipur.
8. Technical Member, RWSSMB, Rajasthan, Jaipur
9. FA&CAO, RWSSMB, Jaipur.
10. Chief Engineer(HQ), PHED, Jaipur/Chief Engineer(SP), PHED, Jaipur/Chief Engineer (Rural), PHED, Jaipur/Chief Engineer (P), PHED, Jodhpur/Chief Engineer(PMC), RRWS&FMP, Nagaur.
11. Chief Engineer (WRD), Jaipur.
12. Director Industries, Udyog Bhawan, Tilak Marg, Jaipur
13. Secretary, RWSSMB, Jaipur.

  
Deputy Secretary to Govt.-II



**Appendix-1****POWERS DELEGATED TO POLICY PLANNING COMMITTEE (PPC)**

Item no.	NATURE OF POWER	POWERS
1(M)	For conducting detailed investigation including topographic or other type of survey and preparation of designs and drawings. Use of consultancy agencies may be availed, where ever necessary and to pay the consultancy fee	Full powers. Notes:- 1. Certificate is recorded by Head of Department that the departmental organization existing for the work is either fully occupied or is not well equipped for the job. 2. In case of work of preparation of designs and drawing, architectural consultancy and interior decoration, land scaping of buildings etc., the comments and N.O.C. from Chief Architect, PWD shall be required. 3. Tenders are invited as per procedure laid down under Rule 306 A of PWF&AR. 4. Retired persons wil not be eligible for such assignments for two years after retirement, except with specific Government sanction.
2(M)	To accord administrative approval to Projects/Schemes for original works including financial approval subject to general budget availability.	Full powers.
32	To remit or reduce or revise for recorded reasons, the amount of compensation provided in the agreement.	Full powers Note 23(A) & 23(B) of PWF&AR shall be applicable.
38(a)	To rescind contract for recorded reasons.	Full powers.

**Note:** As intimated by Finance Department vide UO note no. F.10(1)FD/Exp-III/2010 dated 27.04.2015 and even no. dated 31.05.2016, the aforesaid powers shall be subject to the following:-

- (i) The authority to sanction new projects by PPC and FC will remain suspended only in the cases of new major projects.
- (ii) The tender sanctioning powers of projects already sanctioned would be exercised by the authority concerned.
- (iii) The projects which have been announced in the budget speech 2016-17 and the projects or activities for which budget provision already exists in the budget 2016-17 can be taken up by the department in accordance with relevant rules/laid down procedure, as per Schedule of Powers. Prior concurrence of Finance Department would not be required in such matters.

**Appendix-2****POWERS DELEGATED TO EMPOWERED BOARD COMMITTEE (EC)**

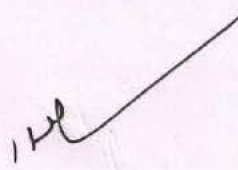
Item no.	NATURE OF POWER	POWERS
1(M)	For conducting detailed investigation including topographic or other type of survey and preparation of designs and drawings. Use of consultancy agencies may be availed, where ever necessary and to pay the consultancy fee	Above Rs. 20 lacs to Rs. 50 lacs.  Notes:- 1. Certificate is recorded by Head of Department that the departmental organization existing for the work is either fully occupied or is not well equipped for the job. 2. In case of work of preparation of designs and drawing, architectural consultancy and interior decoration, land scaping of buildings etc., the comments and N.O.C. from Chief Architect, PWD shall be required. 3. Tenders are invited as per procedure laid down under Rule 306 A of PWF&AR. 4. Retired persons will not be eligible for such assignments for two years after retirement, except with specific Government sanction.
2(M)	To accord administrative approval to Projects/Schemes for original works including financial approval subject to general budget availability.	Above Rs. 500 lacs to Rs. 2500 lacs.
27	To sanction execution of works departmentally.	Above Rs. 200 lacs to Rs. 250 lacs.  Notes:- 1. EC will exercise powers in consultation with FA&CAO of the Department. 2. It will be ensured that this will not result into increase in Work Charged strength of the department. The work shall be got done only through existing Work Charged labour. 3. Specific Government sanction will be obtained before employing extra labour on daily basis/task basis/work order basis/on contract/hand receipt etc.
32	To remit or reduce or revise for recorded reasons, the amount of compensation provided in the agreement.	Full powers to the authority next higher to the authority to grant extension in time of contract under item no. 23 (of SOP PWF&AR, item no. 31 of PHED SOP) provided exercising this power does not result in payment of escalation to contractor. In case it results in payment of escalation only PPC shall have full powers. Note 23(A) & 23(B) of PWF&AR shall be applicable.



38(a)	To rescind contract for recorded reasons.	Full powers for contracts accepted by next lower authority.
71(M)	To sanction expenditure on rewards including incentive schemes in connection with departmental activities including maintenance of water supply schemes and revenue realization there from.	Full powers.
93	To write off in fructuous expenditure on construction.	Full powers.

**Note:** As intimated by Finance Department vide UO note no. F.10(1)FD/Exp-III/2010 dated 27.04.2015 and even no. dated 31.05.2016, the aforesaid powers shall be subject to the following:-

- (i) The authority to sanction new projects by PPC and FC will remain suspended only in the cases of new major projects.
- (ii) The tender sanctioning powers of projects already sanctioned would be exercised by the authority concerned.
- (iii) The projects which have been announced in the budget speech 2016-17 and the projects or activities for which budget provision already exists in the budget 2016-17 can be taken up by the department in accordance with relevant rules/laid down procedure, as per Schedule of Powers. Prior concurrence of Finance Department would not be required in such matters.



**Appendix-3****POWERS DELEGATED TO FINANCE COMMITTEE (FC)**

Item no.	NATURE OF POWER	POWERS
1(M)	For conducting detailed investigation including topographic or other type of survey and preparation of designs and drawings. Use of consultancy agencies may be availed, where ever necessary and to pay the consultancy fee	Upto Rs. 20 lacs.  Notes:- <ol style="list-style-type: none"><li>1. Certificate is recorded by Head of Department that the departmental organization existing for the work is either fully occupied or is not well equipped for the job.</li><li>2. In case of work of preparation of designs and drawing, architectural consultancy and interior decoration, land scaping of buildings etc., the comments and N.O.C. from Chief Architect, PWD shall be required.</li><li>3. Tenders are invited as per procedure laid down under Rule 306 A of PWF&amp;AR.</li><li>4. Retired persons will not be eligible for such assignments for two years after retirement, except with specific Government sanction.</li></ol>
2(M)	To accord administrative approval to Projects/Schemes for original works including financial approval subject to general budget availability.	Up to Rs. 500 lacs
17 (New)	To sanction execution and payment of additional quantities of items existing in schedule-G bill of quantity (BOQ) of a particular work.	Up to 50% of the original quantity of each item subject to 50% of the tendered amount of works sanctioned. This would also have applicability of other conditions of PWF&AR.
27	To sanction execution of works departmentally.	Up to Rs. 200 lacs.  Notes:- <ol style="list-style-type: none"><li>1. FC will exercise powers in consultation with FA&amp;CAO of the Department.</li><li>2. It will be ensured that this will not result into increase in work charged strength of the department. The work shall be got done only through existing work charged labour.</li><li>3. Specific Government sanction will be obtained before employing extra labour on daily basis/task basis/work order basis/on contract/hand receipt etc.</li></ol>
28	To accept tenders for the execution of sanctioned work or part of sanctioned work and for	Full powers



	rate contracts (area wise, for repairs, maintenance and petty works including supply of material for these works).	
31	To grant for recorded reasons, an extension of the time for the execution of works or supply of materials or other performances of the contract.	Full powers
32	To remit or reduce or revise for recorded reasons, the amount of compensation provided in the agreement.	Full powers to the authority next higher to the authority to grant extension in time of contract under item no. 23 (of SOP PWF&AR, item no. 31 of PHED SOP) provided exercising this power does not result in payment of escalation to contractor. In case it results in payment of escalation only PPC shall have full powers. Note 23(A) & 23(B) of PWF&AR shall be applicable.
38(a)	To rescind contract for recorded reasons.	Full powers for contracts accepted by next lower authority.
51	To sanction subject to budget provision the purchase of stores including tools and plants and spare parts of machinery from firms after calling for competitive tenders including the sanction of necessary estimates.	Full powers
51A	To undertake negotiations and sanction negotiated rates.	Full powers  Notes: The negotiation shall be conducted with all the tenderers except in case(s) where negotiations have to be resorted to lowering of the rate only, when these may be conducted with the lowest tenderer only. However, when the lowest tenderer refuses to lower down the rate or if such reduced rates is also considered higher, the negotiation may be undertaken with all the tenderers or including the lowest tenderer.
51B	To sanction subject to budget provision the purchase of steel and coal after calling for competitive tenders including sanction of necessary estimates.	Full powers
51C	To sanction, subject to budget provision the purchase of stores on the rates offered by GOI/GOR undertakings like SAIL, BHEL etc. without calling tenders.	Full powers

52A(c)	To sanction advance for procurement of spare part from reputed firms.	Full powers with respect to original manufacturers.
53B	To sanction purchase of spare parts of a particular make for departmental machines from manufacturer's or original equipments suppliers or from the sole distributors.	Full powers
77(a) (M)	To sanction according to rules the sale disposal or demolition of a permanent public building / structure declared unsafe.	Full powers
77(b) (M)	To sanction according to rules the sale disposal demolition of a permanent public building/ structure declared surplus after obtaining clearance from the Collector.	Full powers
93	To write off in fructuous expenditure on construction.	Up to Rs. 5 lacs, subject to 1% of contract value.
95(M)	To sanction compensation for the lands and crops standing there on taken over by the govt. for public works by negotiations provided amount is certified by the Collector / Land Acquisition officer as reasonable and not excessive.	Full powers

**Note:** As intimated by Finance Department vide UO note no. F.10(1)FD/Exp-III/2010 dated 27.04.2015 and even no. dated 31.05.2016, the aforesaid powers shall be subject to the following:-

- (i) The authority to sanction new projects by PPC and FC will remain suspended only in the cases of new major projects.
- (ii) The tender sanctioning powers of projects already sanctioned would be exercised by the authority concerned.
- (iii) The projects which have been announced in the budget speech 2016-17 and the projects or activities for which budget provision already exists in the budget 2016-17 can be taken up by the department in accordance with relevant rules/laid down procedure, as per Schedule of Powers. Prior concurrence of Finance Department would not be required in such matters.



**Appendix-4****POWERS DELEGATED TO TECHNICAL COMMITTEE**

Item no.	NATURE OF POWER	POWERS
1	To accord technical sanction to detailed, revised or supplementary estimates for original, deposit and contribution works subject to the condition that fresh administrative sanction is sought if the detailed, revised or supplementary estimates exceed the original by 20% or more.	Full powers  Note 1: The limits are exclusive of charges for contingencies and establishment and tools and plants. Note 2: The limits will not be applicable to items for which specific delegation has been made separately in the schedule. Note 3: In case the cost of the project is more than Rs. 2.00 crores, the Technical Committee may decide about the suitable packages, after which the individual package will be sanctioned by various officers in accordance with the powers as above.