

No.F4/e – 58569/TC/2018

Transport Commissionerate, Kerala,
2nd Floor, Trans Towers, Vazhuthacaud, Thycaud P.O Thiruvananthapuram - 14,
[☎ 0471-2333337/2333317 FAX 0471-2333314]
www.mvd.kerala.gov.in [e-mail - tcoffice@keralamvd.gov.in]

Circular No.10/2018 dated 31/08/2018

Sub:- Motor Vehicle Department – Execution of Projects/Works/Schemes and Procurement of Equipments/Machinery/Goods/services etc – General Instructions – Issued.

It has come to notice that execution of Projects/Works/Schemes and Procurement of Equipments/Machinery/Goods/services etc. have been delaying due to non compliance of procedure properly and in time, which resulted in poor utilization of funds allotted for the purpose. Therefore, the following guide lines should be followed in execution of Projects/Works/Schemes and Procurement of goods/ Equipment/ Machinery/services etc. in Motor Vehicle Department.

1. There should be an **Administrative Sanction** (either in the form of a Government Order/Proceedings at appropriate level) for execution of Projects/Works/Schemes and Procurement of Equipments/ Machinery/ Goods/services etc. in accordance with the delegation of powers issued by the Government and the Motor Vehicle Department from time to time.
 - a) Proposals received for execution Projects/Works/Schemes and Procurement of Equipments/Machinery/Goods/services etc. should be processed and put up files by the concerned section within five days so as to issue an Administrative Sanction Order in accordance with the delegation of powers in force.
 - b) Proposals involving substantial amount of expenditure (as per delegation of powers) should be placed before an appropriate committee, viz., **FAST/Working Group/Departmental Committees etc.** before issuing **Administrative Sanction** and should process files accordingly.
2. In the case of proposals placed before a committee, **Administrative Sanction** has to be issued with the recommendation of the committee and at appropriate level as per the delegation of powers in force (Government (G.O)/Transport Commissioner (proceedings) /Appropriate Departmental Officer (proceedings).

3. Administrative Sanction Order should clearly indicate the following:
 - a) The details regarding estimated cost, period etc.
 - b) The mode of execution of Projects/Works/Schemes and Procurement of goods/Equipment/Machinery etc., ie., directly inviting quotation/tender/Request for Proposal (RFP)/GeM etc. or through an agency/accredited agencies (adhering to guidelines issued by the Finance Department from time to time).
 - c) The source of fund for meeting expenditure – head of account/bank account/TSB etc.
 - d) A reference regarding Technical Sanction has also to be included in the case of projects requiring Technical Sanction separately.
4. After according Administrative Sanction, work order/supply order should be issued to the agency/contractor/vendor/bidder/lessor at the level of Transport Commissioner/Head of Office concerned in accordance with delegation of powers conveying the award of Projects/Works/Schemes for implementation/the supply of goods/equipment/machinery etc. **The work order/supply order should include a direction to execute an agreement with the Transport Commissioner/Head of Office concerned.**
5. The agreement should include the following:
 - a) General terms and conditions of an agreement.
 - b) The period of contract and the time schedule for completion of each stage.
 - c) Penalty clause to mitigate the loss consequent on the non execution/non completion etc. in time and in accordance with the terms and conditions.
 - d) The terms and conditions of payment as per the guide lines issued by Finance Department.
6. There should be a weekly review on execution of Projects/Works/Schemes and procurement of equipments/ Machinery/ Goods/Services etc. at the level of Section head concerned. The inordinate delay or any discrepancy on execution should be brought to the notice of the **Joint Transport Commissioner/Finance Officer.**
7. There should also be a fortnight review on execution of

Projects/Works/Schemes and procurement of equipments/ Machinery/ Goods/Services etc. at the level of the Joint Transport Commissioner/Head of Office concerned. The inordinate delay or any discrepancy on execution should be brought to the notice of the **Transport commissioner** in the review meeting.

(Sd/-)
Transport Commissioner

To,

CA to TC, JTC (STA), JTC (Enforcement), Sr.AO, Sr.FO, Sr.LO,
DTC (Taxation), All DTCs, All RTOs, All JRTOs, All Section
Superintendent and All Sections Concerned and Stock File.

✓ BSN section. for publishing in the web site.

Approved for issue

Shale P.

Senior Finance Officer

AK

MOTOR VEHICLES DEPARTMENT, KERALA