

O/.. the Commissioner of  
Municipal Administration,  
Chennai-5.

169  
Roc.No:21038/97/P3

Dated: 25.9.97

48  
935  
C I R C U L A R

Sub: Scheme works - Municipalities - Tender  
Savings and other Savings - Taking up  
additional works - Instructions Issued.

...  
During the recent reviews of Progress Reports on Plan Schemes and other schemes, it was noticed in a number of cases, that the Municipalities have completed the works taken up, but the actual expenditure is short of allotment. Because of this, the utilisation certificate and completion certificate could not be submitted by the Municipal Commissioners.

2. The shortfall in expenditure may be due to "tender savings" and/or delay in settlement of final bills. The delay in settlement of final bills should be strictly avoided. In the case of "tender savings", the Municipal Engineers and Municipal Commissioners could have assessed the actual "tender savings" immediately after the tenders are finalised and could have taken up additional works so that all works could be completed within the time schedule prescribed by Government and the amount fully utilised. This has not been done in many Municipalities.

3. All the Municipal Commissioners are, therefore, instructed to:-

(i) settle final bills for all completed works within 15 days from the date of completion of work and also ensure that, in future, payments are not delayed;

(ii) work out the savings, take up additional works for savings and complete them immediately and utilise the assistance sanctioned fully;

(iii) ensure that no amount is surrendered, and

(iv) furnish Completion Certificate and Utilisation Certificate duly countersigned by the Regional Executive Engineer within 15 days of completion of work.

4. The Regional Director of Municipal Administrations are authorised to permit change of works beyond the administrative powers of the Municipal Council in respect of savings amount, as per guidelines for the concerned scheme. They are requested to see that the Municipalities utilise the entire amount sanctioned for schemes without any surrender proposals.

Sd/- Sanwet Nam,  
Commissioner of Municipal  
Administration.

10

All Municipal Commissioners -  
Thro' the Chairpersons.

All Municipal Commissioners.

All Regional Directors of Municipal  
Administration.

Copy to:-

All Officers in the Head Office.

Stock File (F, P1, +3)

Nai, Q, R, E Sections.

Spare-2.

/forwarded by order/

*Sd/-*  
Manager

26.9.97

26-9-97