



Circular

- Sub:** Check list for regular inspection and verification for carrying out works of Transportation of Water (TOW).
- Ref:** ACS PHED letter No. F-28/TOW/CE(R)/EE Mon-I /Summer-2023/2022-23/ Vide Raj Kaj Ref No.: 3311351 dt. 09.03.2023 & this office letter No. F-28/TOW/CE(R)/EE Mon-I /Summer-2023/2023-24/ Vide Raj Kaj Ref No.: 3735765 dt 27.04.2023.

Vide above referred letter, Additional Chief Secretary PHED has issued guidelines for works of water transportation through tankers. Necessary A&F sanction for carrying out TOW in Rural & Urban sector in the State during Summer-2023 has also been accorded vide this office **Raj Kaj Ref No.: 3735765 dt 27.04.2023** & CE (Urban &NRW) letter vide **Raj Kaj Ref No.: 3736298 dt 27.04.2023**. During intense summer, transportation of water increases many folds. It has therefore, become all the more important to have a strict watch on genuinity of works being carried out. Earlier Audit parties had found some irregularities in the works of TOW in terms of non-maintenance of 3 coupon system, non-verification of registration number (RC) of tankers etc.

In order to eliminate chances of mistakes, omission and confusion, following check points are being sent to you for systematic management of TOW, which are already embedded in the circular issued vide Additional Chief Secretary to Govt, PHED letter vide **RajKaj Ref: No. 3311351 dt 09.03.2023**, CE (Urban) letter No 36267-417 dated 03.10.2017, 43408-558 dated 08.11.2017 ; Relief department letter No 5321-46 dated 18.05.2017 & 13483-508 dated 02.12.2022, which you must have gone through carefully and complying with.

1. All point of water supply and quantum shall be finalized by SDM level committee in Rural & Urban areas on rates approved by District Collector level committee.
2. Issue of slip book (Coupons) in triplicate for water transportation through PHED under State Plan funds and SDM/ Tehsildar office under SDR funds for record & daily register at each Hydrant point.
3. Capacity measurement of the Tankers.
4. GPS/ OTP system for effective monitoring of TOW
5. Mandatory provision for private water suppliers to have valid RTO registration certificate and permit & verification through RTO in doubtful cases.
6. Log book of each tanker deployed, should strictly be maintained during entire work order period

Signature valid

Digitally signed by Ranjkan Meena
Designation: Chief Engineer
Date: 2023.04.28 17:43:14 IST
Reason: Approved

RajKaj Ref No. : 3738908



Check Points for TOW

PHED
28/04/23

7. Separate registers for 3- coupon allotment, duly verified bills, progress, complaints received, quality parameter reports, etc should be maintained & checked by all concerning officers.
8. Submission of bill in prescribed format by contractor in PHED Sub Div. office along-with duly signed slips, by 3 persons (at least one lady) & certified by Sarpanch/Gram Sachiv and Patwari in Rural sector and Member of Urban local bodies as well representative officer/ staff of concerned ward nominated by District Collector in Urban areas.
9. Random inspection at the time of transportation as per norms by all officers of PHED (JEn/ AEn/ EE/ SE) & District administration (Patwari/ Tehsildar/ SDM).
10. Forwarding the bill from Sub Division PHED to the SDM office concerned after verification through JEn PHED, AEn PHED, Tehsildar, SDM and EE PHED before making payment under State Plan PHED. Under SDRF, the duly verified bills as per above procedure shall be submitted by concerned EE PHED to District Collector for necessary payment after getting approval at the level of DDMA & online budget through Relief dept.
11. Cross verification of number of tankers with the entries made online in "Weekly Information Reporting System" on phed.raj.nic.in.
12. Timely payments of bills of transportation & imposition of penalties on late submission of bills by contractors as per norms.
13. Transportation through CWR only on recorded reasons & maintenance of Register / log book at the CWR for random checking.
14. Works should be carried out as per available budget provision. Agenda for increase in A&F sanction, if required, should be submitted at-least 30 days in advance to concerned Chief Engineers. Also, works should be carried out within tender limit only.

This Check list must be followed for compliance of directions/ norms of TOW in letter and spirit and be percolated to all concerned officers/ staff of PHED/ District Administration/ PRI.

This may be treated as Important.

Encl: As above

(R.K. Meena)
Chief Engineer (Rural)
PHED, Rajasthan, Jaipur

No. F-28/ TOW/CE (R)/ EE Mon-I/Summer-2023/2022-23/

Dated:

Copy to:

1. SA to Hon'ble Minister PHED, Rajasthan, Jaipur.
2. PS to Additional Chief Secretary, PHED, Rajasthan, Jaipur.
3. PS to Secretary DM & RD, Rajasthan, Jaipur.
4. Mission Director, JJM, PHED, Rajasthan, Jaipur.
5. JS-I/ JS, PHED, Rajasthan, Jaipur.
6. Divisional Commissioner(All)
7. District Collector(All)

Signature valid

Digitally signed by Ranikaran Meena
Designation: Chief Engineer
Date: 2023.04.28 17:43:14 IST
Reason: Approved

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