

CIRCULAR

Sub :- Town Panchayats Administration – Preparation of estimates – Guidelines communicated for strict adherence – Regarding.

Complaints are received from certain chairmen/chairpersons of certain Town Panchayats that preparation of estimates are delayed for General Fund works. During the field visits of the Commissioner, often this has been brought to notice of the Commissioner. Instructions are very clearly issued from this office, that the estimates are to be prepared within 2 to 3 weeks, once the council resolution is passed for the selection of work. Administrative Sanction has to be obtained from the competent authority within a week's time. Similarly, without delay technical sanction has to be accorded by the competent authority. In overall, once a subject regarding work is passed by the council, the estimate preparation, according of Administrative Sanction and Technical Sanction should be completed within a month's time. The fund availability should be ascertained before sanction of the estimate. All the estimates should be prepared based on the guidelines given below:

- The report accompanying the estimate shall explain the proposal in detail and the necessity of the proposal
- The detailed drawings are to be enclosed along with the estimates.
- The detailed estimate has to be prepared as per the detailed drawings.
- The estimates are to be prepared covering all the required items
- The specification of works should be as per the T.N. Detailed standard specifications and MORTH specifications wherever applicable.
- The availability and suitability of the land for the proposed work shall be taken into consideration while preparing the estimates.
- The Data should be prepared for each and every item based on the current schedule of rates with certified lead statement.
- Using of lease land generally be avoided for creating assets.
- Selection of work has to be verified with the Asset/History Register to ascertain the age of the asset before placing the subject to the Council.
- Priority list of the Town Panchayats shall be taken into consideration.
- No estimate shall be splitted for the purpose of obtaining Administrative Sanction and Technical Sanction at the lower level.
- No work should have linkages unnecessarily with other schemes.
- The estimates shall be prepared as a whole, not in a piece-meal manner.
- Norms should be followed while preparing the estimates.

- Administrative sanction by competent authority is must for according Technical sanction.
- Technical Sanction authority shall verify/find out whether any Administrative Sanction related deviations and to bring it to the notice of Assistant Director of Town Panchayats / District Collector.

The circular should be acknowledged.

Sd/- K. GOPAL
Commissioner

To

The Assistant Executive Engineers/Assistant Directors of Town Panchayats

Copy to: All Assistant Engineers/Junior Engineers of Town Panchayats.