

To

- i. All District Municipal Commissioners in Haryana State.
- ii. All Commissioners of Municipal Corporations in Haryana State.
- iii. All Executive Officers of Municipal Councils in Haryana State.
- iv. All Secretaries of Municipal Committees in Haryana State.

Memo No. DULB/2022/3429

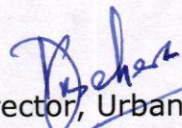
Dated: 20/06/2022

Subject: Regarding cases submitted by the municipalities of the State for seeking approval for enhancement/revision of development works.

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In reference to the subject cited above.

1. It has been observed that municipalities are enhancing the scope of different type of works to a very large extent without application of mind, proper justification and without exploring the possibility to carry out such scope through separate tender.
2. In some cases, requirement of enhancement of work arises merely due to non-preparation of estimates as per site/requirement or change in design parameters.
3. Therefore, following advisory are being issued to the municipalities of the State to be considered before initiating case for enhancement/revision of scope of development works:-
 - a. Enhancement of scope of work should in principal be discouraged by the ULBs.
 - b. Before obtaining the approval from the competent authority, original estimates should be prepared as per site requirement and design criteria so that necessity of enhancing the scope of work does not arise in the future.
 - c. Under unavoidable circumstances, if necessity of increase in scope/addition of new item in scope arises then possibility of carrying out of such scope/additional item through separate tender should be explored along with the valid justification and reasons for not including such scope/additional item in the original scope.
 - d. Under unavoidable circumstances, it is not possible to execute the additional scope (whose item(s) were included in the original estimates) through another independent tender then approval of competent authority may be obtained along with the valid justification against each item and reasons thereof for not including such scope in the original scope while fixing the responsibility of the concerned officer(s) in the matter. All officers right from the initiating the file till the competent authority shall be sole responsible in such matter.
 - e. Moreover, any such case is received in the Head Office where case of enhancement is recommended by the Head of ULB/District Municipal Commissioners and it is observed that the case has been forwarded to the head office without application of mind and found any irregularity or not in accordance to this advisory then such recommending officers shall be sole responsible and liable for initiation of disciplinary proceeding against them.
4. The above advisory may be strictly followed in true spirit.


Director, Urban Local Bodies,
Haryana, Panchkula