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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF GILGIT-BALTISTAN
LOCAL GOVERNMENT AND RURAL
DEVELOPMENT DEPARTMENT

NOTIFICATION

Gilgit, the 15th May, 2022

S. R. O. 1203(I)/2022.—In exercise of the powers conferred upon under sub-section (1) of Section 138 of the Gilgit-Baltistan Local Government Act-2014 (Chapter-XVIII), the Government of Gilgit-Baltistan is pleased to approve the following rules:

PART –I

PRELIMINARY

1. **Short title and commencement.**—(1) These rules may be called the GilgitBaltistan Local Government and Rural Development Department (Works) Rules,2022.

(2) They shall come into force at once.

2755(1—27)

Price: Rs. 40.00

[8690(2022)/Ex. Gaz.]

2. **Definitions.**—(1) In these rules, unless the context otherwise requires,—

- (a) “Act” means the Gilgit-Baltistan Local Government Act, 2014 as amended from time to time.
- (b) “Administrative approval” means the approval of the competent Authority defined vide Section 11 of these rules
- (c) “Superintending Engineer LG&RD” means the officer appointed and notified by the Government of Gilgit-Baltistan and vested with the, technical sanction powers equivalent to the Officers in BPS-19 of Works Department GB revised from time to time.
- (d) “District Engineer LG&RD” means an Engineer posted and appointed in the district as Executive Engineer/Assistant Executive Engineer/.
- (e) “Government” means Government of Gilgit-Baltistan.
- (f) “Scheme” means a single scheme having a specific single project site, clearly defined objectives and goals, having single or multiple interrelated sub-components each fulfilling the main objectives of the scheme.
- (g) “Technical Sanction” means sanction of the Competent Authority as described in Chapter 6, section 6.08, sub-section C of the Pakistan Works Department Code, 1982 and as revised from time to time.

(2) The words and phrases used but not defined in these rules shall have respectively the same meanings as assigned to them under the Act or any relevant law for the time being in force.

PART-II

3. **Classification of works.**—(1) For the purpose of these rules, the works include:

- (a) The development scope of all local councils in Gilgit-Baltistan as mentioned in the Act under the functions and powers of every council.
- (b) Other works include works sponsored by any other government department, federal government, autonomous body, development partners, donor agencies, NGO, INGO, both under emergency or

regular programs, special development programs of the government to be executed by the Local Governments and Rural Development Department provided that the department shall strictly determine the scope of such schemes in the light of section 68 of the at ibid. failing which no such work shall be undertaken by the department.

PART-III

4. **Source of funds.**—(1) The Rural Development Sector shall be funded from the following sources:—

- (a) Block allocation shall be made for the LG&RD department by the Government from the Annual Development Program (ADP) of Gilgit-Baltistan. The government may determine a certain percentage (not less than 5%) of Annual Development Program of GB as block allocation for LG&RD Department.
- (b) Minimum 20% (cash or in-kind) contribution by local community for each project above the government share.
- (c) All other sources as enumerated in 3(b) of Part II under the classification of work.

5. **Distribution of funds.**—

(1) **Distribution at GB Level**

- (a) Up to 5% funds will be reserved at GB level for Special Initiatives and Reforms (SI&R) which shall preferably be initiatives other than the scope of district ARDP and may include financing of departmental initiatives proposed by the regional or district offices.
- (b) Up to 1% funds or as determined by the PAO from time to time shall be allocated for Central and each Regional Directorate to meet the operational/administrative charges.
- (c) The leftover funds under ARDP, after allocation for 1(a) and 1(b) of Section 5 above, shall be distributed among the districts on the basis of 50% equal and 50% population basis. On the basis of available allocation, the Deputy Director LG&RD shall notify distribution of the annual allocated funds as per following criteria at district level:-

(2) **At District Level**

- i. Up to 7% from over-all allocation will be deducted for administrative/project operational charges excluding or as decided by the department from time to time.
- ii. The remaining funds shall be distributed on the following criteria:
 - (a) Up to 20% for District level schemes in case the elected local governments hold office. The funds shall be diverted towards Union Councils in the absence of the elected local governments.
 - (b) Up to 08% for Urban Development.
 - (c) Allocation for vocational schools as per actual requirement, revised by Secretary/PAO from time to time.
 - (d) Pay of Development Contingent Paid Staff(CPS) on actual basis updated from time to time as per Government notifications.
 - (e) The remaining funds shall be distributed among Union Councils on the basis of 50% equality and 50% population.

6. **Identification and approval of schemes at district level**

District Level Schemes

The schemes against district share shall be identified by the respective elected members from their respective wards and submit to the Deputy Director LG&R.D for consolidation. The schemes consolidated shall be presented before the following committee for scrutiny and approval.

- | | |
|--|------------------|
| (a) Chairman District Council | Chairman |
| (b) Vice Chairman District Council | Member |
| (c) Concerned Member of District-. Council | Member |
| (d) Deputy Director LG&RD | Member/Secretary |
| (e) District Engineer LG&RD | Member |
| (f) Chief Officer District Council | Member |

However, in the absence of the elected members, the district level share shall be diverted towards the union councils and the schemes shall be picked up from public assemblies (to be held in the existing union council offices) after wide dissemination of schedule visit of LG&RD team headed by the Deputy Director LG&RDD, concerned Project Manager, Secretary Union Council and nominee of Administrator District Council. Also, the elected member of Gilgit-Baltistan. Assembly (GBA) of the concerned constituency shall be member of the committee (for schemes pertaining to his constituency constituency) while the administrator District Council shall be the chairman of the committee and rest of the members and procedure for collection of schemes shall remain the same. The committee shall review the identified schemes to approve them principally and ensure that:

- (a) the schemes have been identified in a befitting manner keeping maximum households in a locality
- (b) schemes benefitting the individuals in a locality have been dropped.
- (c) all standard with. respect to .minimum. cost of a scheme have been adhered to
- (d) all the requisite procedures (media campaign, public assembly, community resolution, minutes of public assembly etc.) have been followed while formulating Annual Rural Development Program (ARDP)

Rejection of any scheme by the committee shall be supported by technical, professional and logical reasons and minutes of every proceeding shall be recorded and issued by the secretary of the committee. No new or additional scheme shall be included./incorporated without convening/reconvening of public assembly as the case may be.

Urban Schemes

The schemes against urban share shall be identified by concerned members from their respective wards and submit to the Deputy Director LG&RD for consolidation. The schemes consolidated shall be presented before the following committee for scrutiny and approval.

- | | |
|--|----------|
| (a) Chairman/Mayor Municipal Committee/Corporation | Chairman |
| (b) Vice Chairman/Deputy Mayor in Committee/ Corporation | Member |
| (c) Concerned Elected Member of the Council | Member |

- | | |
|---|------------------|
| (d) Deputy Director LG&RD | Member/Secretary |
| (e) District Engineer (AEE) LG&RD | Member |
| (f) Chief Officer Municipal Committee/Corporation | Member |

In the absence of the elected local bodies, the Chairman of the committee shall be replaced by the administrator while the Project Manager concerned shall be the member/secretary of the committee. The schemes shall be picked up from public assemblies (to be held at agreed locations) after wide dissemination of schedule visit of I.,G&RD team by the DD LG&RD concerned. The team shall be headed by the concerned Project Manager, Chief Officer, Development Officer and sub-engineer. The committee shall review the identified schemes to approve them principlewhile ensuring that:

- (a) the schemes have been identified in a befitting manner keeping maximum households in a locality
- (b) schemes benefitting the individuals in a locality have been dropped.
- (c) all standard with respect to minimum cost of a scheme have been adhered to
- (d) all the requisite procedures (media campaign, public assembly, community resolution, minutes of public assembly etc.) have been followed while formulating Annual Rural Development Program (AR.DP)

Rejection of any scheme by the committee shall be supported by technical and justified reasons and minutes of every proceeding shall be recorded and issued by the secretary -f the committee. No new or additional scheme shall be included/incorporated without convening/re-convening of public assembly as the case may be.

ITC Level Schemes

The schemes against union council share shall be identified by concerned members from their respective wards and presented before the following committee for scrutiny and approval.

- | | |
|---|---------------|
| (a) Chairman Union Council | Chairman |
| (b) Vice Chairman, Union Council | <i>Member</i> |
| (c) Elected Member of the Union Council | <i>Member</i> |

- | | |
|-----------------------------|-------------------------|
| (d) Nominee of DD LG&RD | <i>Member</i> |
| (e) Secretary Union Council | <i>Member/Secretary</i> |

However, in the absence of the elected councils, the schemes against Union Council share shall be picked up from public assemblies after wide dissemination of schedule visit of L G&RD team by DD I,G&RD of the concerned district. The team shall be headed by the Deputy Director LG&RD, concerned Project Manager, nominee of Administrator District Council and Secretary Union Council. The schemes collected from public assemblies shall be consolidated by the concerned Project Manager, in consultation with the sub-engineer for technical input, and submitted to the Deputy Director LG&RD of the concerned district to be presented before the district committee for approval. The committee shall approve the schemes in principle ensuring that:

- (a) the schemes have been identified in a befitting manner keeping maximum households in a locality
- (b) schemes benefitting the individuals in a locality have been dropped.
- (c) all standard with respect to minimum cost of a scheme have been adhered to
- (d) all the requisite procedures (media campaign, public assembly, community resolution, minutes of public assembly etc.) have been followed while formulating Annual Rural Development Program (ARDP)

Rejection of any scheme by the committee shall be supported by technical, professional and logical reasons and minutes of every proceeding shall be recorded and issued by the secretary of the committee. No new or additional scheme shall be included/incorporated without convening/reconvening of public assembly as the case may be.

7. Identification and approval of schemes unde special initiatives and reforms (SI&R)

Proposal/concept note against 05% allocation for special initiatives shall be submitted to the Secretary LG&RD by the Deputy Director LG&RD of the concerned district through the regional and central directorates for consideration and issuance of admin. approval and concurrence sanction of the schemes approved by the committee. The proposals/concept notes submitted shall be scrutinized and approved by a committee comprising of the following:

(a) Secretary LG&RD/PAO	Chairman
(b) Senior Director LG&RD GB	<i>Member/Secretary</i>
(c) Regional Director Concerned	<i>Member</i>
(d) Superintending Engineer Concerned	<i>Member</i>
(e) District Deputy Directors	<i>Member</i>

Schemes of utmost public importance and novel interventions including sports, poverty reduction initiatives, rural income generating schemes, vocational trainings, skill development programs, women empowerment, micro--financing, financing proposals for welfare of Persons with Disabilities etc:having maximum benefit to the community shall be proposed under the special initiatives. The cost of each scheme shall not be more than PKR 3,000 Million excluding public share. Departmental schemes for improving departmental infrastructure shall also be proposed under the same head and be executed by departmental committees with the approval of the committee. However, GB level special initiatives and reforms shall be proposed jointly by the Central Directorate and the Special Initiative and Reforms Cell (SIRC) of the LG&RD Secretariat. The minutes of the proceedings shall be recorded and issued by the secretary of the committee with the approval of the chairman.

8. Submission of ARDP

The meeting of the respective development fora shall be held at the time of identification of schemes under the block allocation of the Rural Development Sector (RDS). The Secretary of the forum/committee shall issue minutes of the proceedings and put views of every member on record. The minutes shall be issued with the approval of the chairman of the committee. The schemes identified after following the due procedure and duly approved by the respective fora in the district shall be submitted to the Secretary LG&RD on the prescribed format, duly signed by the concerned DD LG&RD and District Engineer, through the regional and the central directorates for accord of administrative approval and issuance of incurrence sanction.

9. Size of schemes

- a. In case of Union Council, the minimum cost of each scheme shall be equal to or greater than PKR 0.3 Million while the maximum cost of the scheme, excluding community share, shall be PKR. 3.000 Million.
- b. In case of district level scheme, the minimum cost of each scheme shall be equal to or greater than PKR 0.7 Million while the

maximum cost of the scheme, excluding community share, shall be PKR. 3.000 Million.

- c. In case of urban schemes, the minimum cost of each scheme shall be equal to or greater than PKR. 0.5 Million while the maximum cost of the scheme, excluding community share, shall be PKR. 3.000 Million.

In any area (DC/MC/UC) if the allocated share as per the formula is less than the minimum cost of a single scheme, there shall be only one scheme for that area.

10. Preparation of estimates and technical sanction

Market rates and schedule rates as per Pak PWD code would be applicable for estimates and measurements of works under Rural Development Sector according to site situation. While preparing estimates for every scheme, the engineer shall ensure the provision for erection of signboard containing departmental and project related information for the general awareness and Monitoring of the schemes.

The powers of technical sanction shall be exercised by the concerned engineers of the LG&RDD as per policy of the Government of Gilgit-Baltistan from time to time.

11. Administrative approval and incurrence sanction

The administrative approval of the schemes shall be accorded by the following committee/forum and issued by the Central Directorate of LG&RDD Gilgit-Baltistan.

- | | |
|---|-------------------------|
| (a) Secretary LG&RD GB | Chairman |
| (b) Senior Director LG&RD GB | <i>Member/Secretary</i> |
| (c) Regional Director Concerned | <i>Member</i> |
| (d) Superintending Engineer Concerned | <i>Member</i> |
| (e) Deputy Director of the Concerned District | <i>Member</i> |

The schemes shall be deliberated upon by the above committee to ensure that schemes having greater benefits to the general public have been administratively approved. The secretary of the committee shall issue meeting notice and agenda of meeting after approval of the Secretary LG&RD/PAO. The meeting of the committee shall be convened on consolidation and submission - of

minimum number of 01 district ARDP to the central. Directorate through proper channel.

The Senior Director shall ensure that number of .ARDP schemes to be presented before the committee have been well scrutinized and thoroughly examined. The Secretary of the committee shall record minutes of the meeting in the same manner as practiced by the Planning and Development Department Gilgit-Baltistan ensuring that views of the members are accurately recorded while decisions of the fora is independently and expressly recorded at the end of each scheme with caption. After issuance of minutes of the meeting for the concerned fora, admin approval for all approved schemes shall be issued with the approval of the Secretary LG&RD/PAO no later than fifteen days.

12. Execution of the schemes

All the schemes under the ARDP shall be executed by the Village Development Committees (VDCs), constituted during public assemblies, with 20 percent mandatory share (cash or in-kind). However, the departmental initiatives under the Special Initiatives and Reforms shall be executed by a departmental committees formulated within the district concerned as proposed by the district Deputy Director, recommended by the regional and Senior Director and approved by the committee according administrative approval.

13. Change of nomenclature of schemes/alternate schemes

The change of nomenclature of any scheme(s)/alternate scheme(s), if inevitable, shall be approved by in the following manner.

1. Schemes of Union Council

Office of the Senior Director LG&RD GB on the recommendation of the concerned district and the regional office.

2. Urban Schemes

Office of the Secretary LG&RD GB on the recommendation of the concerned district office, regional directorate and the Central Directorate GB.

3. District Level Schemes

Office of the Secretary .LG&RD GB on the recommendation of the concerned district office, regional directorate and the Central Directorate GB.

Such schemes shall be forwarded by the concerned district office giving justified and valid reasons - supported by non-execution certificate clearly mentioning reason for non-execution signed by the concerned Village Development Committee (VDC).

14. Mode of drawal

Soon after the admin approval, the Deputy Director concerned in consultation with the VDC concerned shall submit a Work Plan as well as a Cash Plan to the higher offices.

The department shall submit demand. for 50% release against .ARDP Block Allocation in the first quarter of the financial year as mobilization advance. The respective Deputy Director/DDO shall draw 50% of the funds against ARDP schemes as mobilization advance during the first quarter. The same shall be paid to the Village Development Committees as mobilization advance against submission of surety bond, duly signed by Magistrate First Class or Oath Commissioner. The VDC shall submit mobilization advance request to the Deputy Director on the prescribed formatBefore' releasing mobilization advance, the Deputy Director shall ensure that the scheme is administratively approved and the estimates are technically sanctioned by the concerned engineer.

The remaining 50% of funds shall be drawn on the basis of the actual work done recorded on Measurement Book (MB) by the concerned district engineer. The concerned field staff shall ensure physical progress on the scheme before close of the financial year and submit completion documents (PD-V, M13 etc) by 10th of June every year in order to avoid laps of funds. Also progress on the schemes shall be ensured accordingly by the concerned field staff including Project Manager, Assistant Engineers, Secretary Union Council, Sub-Engineers etc.

The amount drawn by the DDO shall be paid through crossed cheque from the departmental account jointly maintained by the Deputy Director and the Project Manager on the basis of work done in the name of the account of the concerned Village Development Committee (VDC) jointly operated by the Chairman of the committee and any other member.

In case any scheme or schemes remain incomplete or work could not be initiated after release of mobilization advance, for whatsoever reason, the amount meant for such scheme or schemes shall be refunded into the joint account held by the deputy Director and the Project Manager. If in view of the concerned district officers, ample time is still left for conceiving/identification, execution

and completion of any new scheme, change of nomenclature shall be proposed as per policy. However, the same amount shall be deposited into government treasury directly from the joint account of the concerned VDC. if no such time/space is left.

15. **Audit of the ardp**

The accounts of the funds shall be audited by the Auditors of the Directorate General of Audit Gilgit – Baltistan or through any other agency as may be prescribed by the Government from time to time.

The Secretary Local Government Gilgit- Baltistan and the Senior Director LG&RD shall arrange annual internal audit of the accounts and physical verification of stores and stocks purchased under Rural Development Sector. The following project documents shall be maintained for audit purpose.

(i) PD-I	Annex A
(ii) Project Feasibility Report (PD-II)	Annex B
(iii) PD-III	Annex C
(iv) PD-IV	Annex D
(v) PD-V	Annex E
(vi) Work Start Order	Annex F
(vii) Funds Requisition Form	Annex G
(viii) Measurement Book (MB)	

16. **Removal of difficulty**

Major policy shift at any point of time during the implementation of these rules shall be referred to the Government for decision while issues rising during execution phase shall be decided by the Secretary LG&RD/PAO.

[LG&RD-3(1)/2021.]

SECRETARY,
*Local Government & Rural
Development and Census Department.*

Annex A.

(PD-1 FORM)

PROFORMA FOR SUBMISSION OF SCHEMES UNDER LG&RD FOR THE YEAR _____

		District _____
		LG&RD Markaz _____
		Sponsoring Agency _____
1)	Name & Location of the project.. _____	

2)	Executing Agency. _____	

3)	Cost of Project:-	a) Already incurred
Rs. _____		
		b) Government aid
		Rs. _____
		c) Public Share
		Rs. _____
		Total
		Rs. _____

4	Annual Recurring Expenditure:-	
		a) During the Execution of project Rs. _____
		b) After completion Rs. _____

5)	Agency, which will bear recurring expenditure _____	

6)	Proposed Date:-	
	a. Commencement _____	
	b. Completion _____	

7)	Estimates of annual Phasing expenditure	
	Rs.	1 st Year 2 nd year 3 rd year

8)	Estimates of annual phasing, of physical progress	1 st Year	2 nd year	3 rd year
9)	Estimates of annual income any, from operation of project.			
10)	Dimension of the project:-			
11)	Break down of cost of major items according to the way has actually been estimated.			
	S.No	Item	Cost	Expenditure if any.
	1.			
	2.			
	3.			
	4.			
	5.			
12)	Description of the propose and benefits of the project.			
13)	Environmental Impact			

SUC
ConcernedSub Engineer
ConcernedProject Manager
LG&RD MarkazDeputy Director
LG&RD

Annex B**PROJECT FEASIBILITY REPORT (PD-II)****Social part: (Social Mobilization/Organization)**

Village/Mohalla		Union Council	
Tehsil		District	
Date		Number of Participants	
1. Representation of all beneficiary household available in the meeting? (Yes/No)*		2. Participants agreed to get the schemes executed under the ARDP Funds?(Y/N)*	
3. Does VDC exist? (Y/N) If Yes, 4, 5 & 6 applicable.		4. Name existing VDC	
5. Date of formation of existing VDC (if any):		6. Beneficiaries willing to revitalize the existing VDC (Y/N)*	
7. Beneficiaries are willing to form a VDC (if there isn't any).(Y/N)*		8. Community is willing to carryout O&M of the project?(Y/N)*	
9. Is there any social conflict/dispute?(Y/N)		10. Main tribes in the village:	
11. Language:		12. Main sources of income/livelihoods:	
13. Total HH		14. Beneficiary HH:	
15. Male Beneficiaries		Female Beneficiaries:	

17. Total beneficiaries		18. Required Project Sector	
-------------------------	--	-----------------------------	--

- Negative response against any of the asterisk factor will result in project unfeasibility.

Economic & Financial Part:

Willingness to contribute 20% share? (Y/N)*	
Rough Cost of the Project Proposed (based on preliminary survey)	
Cost per Beneficiary of the Proposed Project=(Rough cost/ Total Beneficiaries)	
Rough cost is within the allocated VC budget? (Y/N)	
Project will contribute to economic benefits?(Y/N)	

*Negative response against any of the asterisk factor will result in project unfeasibility.

Justification expressing benefits of the proposed project:

Social Benefits _____

Economic Benefits _____

Inclusive Benefits: (Marginalized, Women and Special people)

Technical & Environment Part (to be filled by Sub-engineer)

1. Willingness to implement the project themselves?(Y/N)*	
2. Is there any experience of implementing community –based projects (Y/N)	

3. Is the skilled labor available locally or can be arranged?(Y/N)	
4. Is construction material for proposed project easily available/delivered at proposed site?(Y/N)	
5. The site seems feasible for construction of all proposed structures?(Y/N)*	
6. The proposed site fulfills the requirement of project design parameters ?(Y/N)*	
7. Prefeasibility tests required? (Y/N)	
8. Community willing to conduct prefeasibility tests ?(Y/N)*	
9. Test Result* ? (failed/passed)*	

- Negative response against any of the asterisk factor will result in project unfeasibility.

Environment screening questions	Yes	No	If yes Mitigation plan	On site management responsibility	Monitoring Responsibility
Activity may destruct/degrade natural habitat?					
Activity may degrade marginal land					
Activity may lead to erosion, vegetation loss and gully formation?					
Activity may cause siltation due to flooding and further meandering rivers and water ways?					
Activity may cause degradation of protected					

habitats due to destruction in and around protected areas?					
Activity may cause Bio-diversity loss due to a decrease in wild plants and animal species?					

⁸ to be filled after test result

Environment Screening Questions	Yes	No	If yes Mitigation plan	On site management responsibility	Monitoring Responsibility
Activity may cause deforestation due to encroachment and excessive/uncontrolled harvesting					
Activity poses may threat to water table?					
Is there any threat to human health mainly due to water-borne diseases?					
Have any adverse impact on potable water supplies?					
Adverse impact on scenic values or view-sheds?					
The site has historic, cultural, or social importance?					

Is the site prone to flooding?					
Area and /or site prone to land sliding?					
May increase untreated or insufficiently treated sewage that can contaminate drinking water?					

Proposed Project Description with components: (Sub-Engineer)

Name	Signature

Recommendations by Social Mobilizer/SUC:

Recommendations by Sub- engineer:

Name of Sub Engineer: _____

Signature: _____

Date: _____

Verification from Secretary UC/VC:

I Secretary UC— confirm/verify, that the information related to the subject scheme is correct in my knowledge. I am also verifying that no duplication appears to be involved in the implementation of the subject project.

Name of Secretary UC: _____

Stamp & Signature: _____

Date: _____

Countersignature of the Project Manager

I have checked and found the above entries and data correct.

Name of Project Manager: _____

Signature: _____

Annex C

PD-III

ARDP IN RESPECT OF LG&RD DISTRICT _____ FOR THE YEAR

S. N o	Name and Location of Scheme	Status	Estimat ed cost	Public Share	Govt. Share	Physical Target fixed		Beneficiaries	Remarks
						Dimension	Unit		

Executive Engineer
LG&RD

Deputy Director
LG&RD

Annex D

PD-IV

SUBMISSION OF PHYSICAL AND FINANCIAL PROGRESS REPORT OF ARDP IN
RESPECT OF LG&RD DISTRICT _____ FOR THE YEAR _____

S.No	Name and Location of Scheme	Estimated cost	Public Share	Govt. Share	Physical progress	Financial progress	Remarks

Executive Engineer
LG&RD District

Deputy Director
LG&RD

Annex E

(DISTRICT PLANNING PROFORMA NO.V)

**PROFORMA FOR SUBMISSION OF COMPLETION REPORT OF SCHEMES UNDER
ANNUAL RURAL DEVELOPMENT PROGRAMME (ARDP)**

1) Name of Project.

2) Approval status (Name & Date of sanctioning authority).

3) Sponsoring authority:-

4) Execution authority: -

5) Review of cost:-

Govt. Aid Public Share Total

- i) As originally approved.
- ii) Finally revised estimate, if any.
- iii) Difference in original & revised cost, if any

6) Date of completion of the project as envisaged in the scheme

7) Date of actual completion of the project.

8) Reason for delay if any project is not completed in time.

- i) Certified that all stock/store/each entries have been made in the respective site register.

Chairman Village Development Committee

- ii) Certified that the above statement has been found correct.

Secretary Union Council

- iii) It is certified that a joint visit of the project has been made and found the work has been completed as per specifications and TS estimates. The entries have been recorded on the Measurement Book.

Sub-Engineer
LG&RD

Assistant Executive Engineer
LG&RD

Executive Engineer

LG&RD

- iv) The site has been visited and certification vide para iii) has been found correct. Crossed cheque in the name of VDC----- against the scheme, as final payment, is placed below for approval and signature, please.

Project Manager
LG&RD

Deputy Director
LG&RD

Annexure F

OFFICE OF THE DEPUTY DIRECTOR

LG&RD DISTRICT _____

No. _____

Dated _____

To

(VDC's Name & Address)

Subject: Work Order, (Name of Approved Scheme)

Your scheme namely _____ has been approved by the competent forum under the ARD Program for the year _____, amounting PKR _____ of the administrative approval granted on serial # _____ of ARDP. The approved amount also contains 20% community share, PKR _____. Hence, under the covenants of the mutual grant contract agreement, you will be entitled to receive the balance amount of PKR _____.

You are hereby advised to start physical construction work on the site with immediate effect under the directions of engineer in-charge. The said scope of work must be completed within the stipulated time period of _____ month positively, effectively from this _____ day of _____ 20____.

The 33% mobilization advances, amounting to PKR _____ of the total GoGB share in the shape of crossed cheque bearing # _____ of _____ 20____ has been released to

the VDC joint bank account. However, it will be the VDC responsibility to fulfill their obligations as per the agreement signed between the two parties.

The approved scope of work is as under:

(BoQ of the respective scheme is to be pasted here)

s.#	Item of work	Quantity	Unit	Rate	Amount(Rs)
1					
2					
3					
4					
5					
Total					
GoGB Share (80%)					
VDC Share (20%)					

The Second and third installment will be paid on the basis of work done, where VDC will be required to submit the following support documents along with payment request:

- Bill / vouchers displaying the quantum of the work done.
- Copies of stock register.
- Copies of the cash book.
- Copies of VDC resolution with a request for 2nd or last installments.
- Quotations of procured materials.

DEPUTY DIRECTOR

LG&RD District _____

Annexure G

Funds Requisition Form

Name of the VDC: _____

Name of the Project: _____

Location of the Project: _____ Name of Village: _____

Union Council: _____ Village Council _____

Tehsil: _____ District: _____

VDC Bank Account Title: _____

VDC Bank Account Number: _____

Bank Name: _____

Bank Branch Address: _____

Project Total Cost: _____ GoGB Share: _____

Fund already received: _____ Balance GoGB Share: _____

Amount Requested: _____ Installment# : _____

Amount in Word: _____

Chairman of VDC	Secretary of VDC
Name: _____	Name: _____
Signature: _____	Signature: _____

SECTION OFFICER,
LG&RD Department
Gilgit-Baltistan.