



The Haryana Pond and Waste Water Management Authority

Plot no-9, DHL Square, 3rdFloor, IT Park, Sector -22 Panchkula – 134109

E-Mail: haryanapondauthority@gmail.com

www.hpwwma.org.in



Letter No. HPWWMA/ENGG-CIVIL/0193-C/2026/ 6633 - 6635 Date: 25 /03/2026

To

1. All The Executive Engineers of PRPW Haryana
2. All The Executive Engineers of IWRD (CU) Haryana
3. All The Executive Engineers of ULBD Haryana

Subject: - Guidelines for execution of Restoration works of Ponds in Haryana.

The Haryana Pond and Waste Water Management Authority have been mandated for construction, maintenance and rejuvenation of pond in the state with enactment of HPWWMA Act 2018. The work to this effect has been in progress wherein other department namely IWRD, ULBD, DP & PR, PWD-BR has been co-opted and has been an essential associate towards this aim. The following components are involved:-

- a. Digital Survey and Preparation of schematic drawings & Architectural Drawings.
- b. Preparation of Estimate.
- c. Issue of Administrative Approval.
- d. Release of Fund for work.
- e. Issue of Technical Sanction.
- f. Issue of NIT and conclusion of contract.
- g. Execution of work and monitoring.
- h. Quality Assurance.
- i. Inspection and Vigilance aspect.
- j. Corrective measures and Certification of quality compliance to specification.
- k. Clearance of final bill.
- l. Closure of contract.
- m. Release of security deposit and liability of defect liability period.

After careful deliberation and study of Act, Rules, prescribed procedures and provisions in vogue following shall be followed henceforth:-

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a. Digital Survey, Preparation of Schematic & Architectural Drawings: -

Authority will get the digital survey conducted through assigned agency. The Third Party for preparation of digital survey shall also be arranged by the Authority after following due procedures.

Authority shall also arrange to prepare schematic Drawings & Architectural Drawings by utilization of in-house expertise as well as through third party agency depending upon the volume of work and the priority thereof.

b. Preparation of Estimate: - After preparation of Schematic Drawings &

Architectural Drawings, it will be sent to the executing Department for ascertaining the ground feasibility and submitting the ground feasibility report to the Authority. The nil observation shall be assumed by the Authority, if ground feasibility report or observation, if any are not received within 21 days of receipt of drawings by the Chief Engineer of the executing Department. It shall be the responsibility of the concerned Chief Engineer of the executing Department, to communicate observation, if so, within said period of 21 days.

Authority shall prepare the Approximate Estimate (AE) based on the drawings & details, so prepared, as listed above.

c. Issue of Administrative Approval: -The Approximate Estimate (AE) shall be

prepared by the Authority based on BOQ and the applicable Schedule of Rates. This will be called 'Draft AE' which shall be sent to Chief Engineer with copy to Executive Engineer of executing Department for cross-checking and verification by them. The observation, if any, shall be communicated back to Authority within 15 days of receipt of 'Draft AE' by Chief Engineer. If no observation is received within said period of 15 days from the executing Department then the Draft AE



shall be converted to firm AE and Administrative Approval shall be issued by Authority.

- d. **Release of Fund for Work:-** The executing Department on receipt of 'Draft AE' shall also send the Draft Technical Sanction along with the observation on 'Draft AE' if any, within the period of 15 days of receipt of Draft AE. **In case, the draft Technical Sanction is not received in Authority within said period of 15 days then Authority will issue the Technical Sanction, as deemed fit.**

The 10 % fund shall be released by the Authority after issue of AA and Technical Sanction by the Authority.

- e. **Issue of NIT and Conclusion of Contract:-** The executing Department on receipt of AA & Technical Sanction shall prepare the NIT for taking tendering action. The draft NIT and Terms & Conditions of tender documents shall be formulated by the executing Department and shall be uploaded on the portal while inviting bids. Following shall be kept in mind while inviting bids:-

- i. There should be a clause for **Defect Liability Period**. The security deposit/performance guarantee shall be released after completion of DLP.
- ii. The retention money should be prescribed to be retained from every RAR (Bill) during execution of work.
- iii. The certain items of work which carries maximum financial outlay of contract, e.g. Earthwork, desilting, excavation **should have provision for 20-25 % of value of these work as per scope of tender to be retained till the 100% completion of contract and should be released alongwith final bills.**
- iv. The earthwork (Embankment, Excavation) should be entered in the Measurement Book with RL of levels duly plotting plan & cross-section of



earthwork. **The RL should be transferred from TBM (Temp Bench Mark) which should be preserved and be available for verification during inspection.**

- v. Every RAR shall be accompanied with a certificate from JE, SDO attesting the work done on ground and being processed for payment.
- vi. **There should be a provision for forfeiture of 20-25% amount of work done for earthwork in embankment, excavation, if the contractor fails to complete the work or abandon the work without completing. The security deposit in the form of performance guarantee also shall be forfeited in such case.**
- vii. The tender inviting authority while processing the bids should certify through an undertaking **that rates are competitive and no ring tendering has been involved or canted has not been framed by the bidders.**
- viii. The accepting Authority of tender/bids, shall certify before acceptance **that rates are competitive, genuine and reasonable.**

The executing Department shall forward the draft NIT and tender documents through their Chief Engineer/Engineer-in-Chief for examination/vetting by the Authority prior to initiating tendering action in F.Y. 2026-27, as a onetime measures.

- f. **Execution of work & Monitoring:-** It shall be the responsibility of the Chief Engineer of executing Department to institute a system of periodical & regular monitoring of work during execution stage. It shall be the accountability of concerned Executive Engineer of division to ensure the timely execution of work. **The time extension to contract for completion should not be issued as a**



matter of routine. The Superintending Engineer of circle shall carryout the random check in each division to this effect.

g. Quality Assurance & Vigilance Aspect:-The Executive Engineer of Division and the Sub Divisional Engineer/AE Shall be responsible to ensure the execution of work as per Technical specification, codal provisions of the contract document. **There should be an element of punitive and vigilance investigation whenever failure to ensure the quality is noticed. The Chief Engineer of executing Department shall get the cases investigated by detailing the officer form other circle or seeking aid of vigilance wing of the their Department.** The Authority shall also carryout quality check/inspection itself or through a designated third party to ensure quality aspect on ground and shall be sponsoring cases for vigilance inquiry in serious lapses.

h. Closure of Contract and Defect Liability Period: - The contract shall be in operative conditions till the Defect Liability Period (DLP) is not over. Whenever the defects are noticed, shall be pointed out to contractor for taking corrective, measures. Whenever the contractor fails to remedy the defect deposit notice, the balance money, if any, shall be used at risk & cost of contractor. The security deposit or performance guarantee shall be forfeited without fail.

These instructions shall be followed for works being executed or contract concluded in F.Y. 2026-27 and shall be operative w.e.f. 01 April 2026.

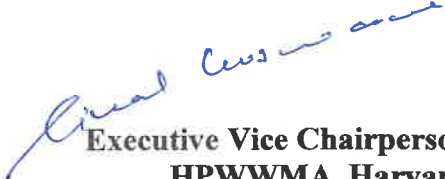
This has been issued after obtaining concurrence of the competent Authority


**Executive Vice Chairperson
HPWWMA, Haryana**

Letter No. HPWWMA/ENGG-CIVIL/0193-C/2026/ 6636-6640 Date: 25 /03/2026

A copy of the above is forwarded to the following:-

1. Commissioner and Secretary Development and Panchayat Department, Haryana, Sector 28 Madhya Marg. Chandigarh for information please.
2. Engineer In Chief IWRD (Const. Unit), Sector-5, Panchkula for information and necessary action please.
3. Chief Engineer, PR-PW, Sector 28 Madhya Marg. Chandigarh for information and necessary action please.
4. Chief Engineer (HQ), ULBD, Sector-4, Panchkula for information and necessary action please.
5. Chief Engineer, IWRD (Const. Unit), Sector-5, Panchkula for information and necessary action please.


**Executive Vice Chairperson
HPWWMA, Haryana**