

1/20/473/2023

**GOVERNMENT OF ASSAM**  
**IRRIGATION DEPARTMENT::WORKS BRANCH**  
**BLOCK-B, 2nd FLOOR, JANATA BHAWAN**  
**DISPUR, GUWAHATI-6**  
**Memo No.305936/79**

**Standard Operating Procedure for Planning, implementation, operation and maintenance, Inspection and Quality Control, Monitoring and Data Management etc. of Irrigation Schemes.**

In pursuance of approval accorded by Hon'ble Cabinet in its meeting dated 31/03/2023 on the re-designation of the posts of Addl. Chief Engineers and Government Notification issued thereof, vide No .IGN-14014/1/2023-ESTT/13 dated 24/04/2023, an SOP is hereby framed with the following provisions to simplify the procedure of functioning of the Addl. Chief Engineers, in charge of the designated responsibilities :

1. Addl. Chief Engineer, Planning & Research, Irrigation will conduct feasibility studies, prepare the Preliminary and Detailed Project Reports of all new major & medium irrigation projects, minor & micro irrigation projects in the State of Assam by causing necessary survey, collection of data, design of irrigation structures for the respective major/ medium & Minor/Micro projects, . The DPR to be prepared as per generic format should be self sufficient by itself and essentially include a Linear Responsibility Chart (LRC) indicating the work breakdown structures of the Project and different level of responsibility assigned to Project Team including the Project Authority. He/She will co-ordinate with Central Water Commission (CWC)/ Central Ground Water Board (CGWB) etc. and his counterparts in the Directorate in addition to the subordinate officers in the Circle/Division/Sub Division level including all other stakeholders in other Govt Departments for collection of data as required for formulation of project and forward the proposal to appropriate authority for administrative sanction through the CE, Irrigation (Minor/Major). There shall be Hydrology, Design, Research & Training Branch/Cell to be headed by an In-charge not below the rank of Deputy Director (Executive Engineer Rank) who will report to Director, (SE Rank) and Addl CE, Planning & Research, Irrigation .For all Administrative and Technical Matters related to the works of Planning & Research etc, he will obtain the necessary approval/guidance from the Chief Engineer(Minor ) and Chief Engineer(Major) . Addl. Chief Engineer, Planning & Research, will be responsible for all Planning related works of Irrigation Department at State level. He will coordinate with all stakeholders for conceptualization, Project formulation, Research & Development (R&D) activities, capacity building of Departmental officers and staff of the Department. He will have to attend all meetings/seminars/workshop related to planning and implementation, operation and monitoring of the project along with his counterparts in the Directorate. At every committee in Office of CE (Minor) & CE (Major) ,Addl. CE , Planning & Research has to be a member and his views are to be recorded in files for Irrigation Schemes either for Implementation /Operation & Maintenance (O&M) and all related Data . He will be responsible for the preparation of Annual Report, Irrigation Plan Document (District Irrigation Plan (DIP)/State Irrigation Plan (SIP)), vision document, archiving the success stories of irrigation projects and Publication of reports ,Annual Priority list of Proposals under Capital & Revenue Head and any other issues / matters as referred by Chief Engineer(Minor/Major) Irrigation or Government.

He will suggest his inputs for successful implementation of the projects and share all authenticated data to his counterpart in CE Office and also with the Government in Works/Budget Branch of Irrigation Department and Finance, T&D Department etc. as the case may be. He will be responsible to prepare the annual budget for implementation of irrigation schemes which shall be forwarded to Government for approval through CE (Major). For all matters related to Minor & Micro Irrigation Schemes and Major- Medium Schemes, Addl CE concerned would move such files to Chief Engineer (Minor) and Addl. Chief Engineer (Major) respectively.



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2. As regards to Technical Sanction (TS) of any work/scheme , Floating and Acceptance of Tender thereof , the extant provision of DFP Rules, 2022 shall be strictly followed by all Procurement Entities which has to be essentially the Head of Office. The authority for TS and Procurement entity shall be CE (Major), Irrigation for Major/Medium Scheme and CE (Minor) for all Minor-Micro Irrigation Schemes , Superintending Engineer of the Irrigation Circles, Divisional Executive Engineers for the Directorate, Circle and Division Level respectively. Since Chief Engineer (Major) and Chief Engineer (Minor) are the Head of Office in the Directorate (State ) Level and all the Addl Chief Engineers except those in sixth schedule areas are in the Directorate, as per Rule 11 (C) of DFP Rules, 2022 there can not be multiple Sanctioning and Procurement entities in one office, the Power of TS and Tender Accepting Authority beyond the limit of Superintending Engineer in the Irrigation Circle will be vested with the Chief Engineer, Irrigation (Major) and Chief Engineer (Minor) for the Medium/Major & Micro-Minor schemes respectively. . As for the Addl. Chief Engineers in the Irrigation Zones at Six Schedule Area, the relevant provisions of DFP Rules 2022 shall be followed for Technical sanction and Acceptance of Tender for the sanctioned works. However, for any work with the sanction value exceeding the limit of sanction as per Delegation of Financial Power of the respective officer, the sub-ordinate officer will essentially obtain the approval of the next higher authority for floating tender if the case so arises. However, the authority for Technical Sanction and acceptance of tender for such work is vested with the appropriate authority delegated as per DFP Rules in force For better transparency in the Tender and Award of Work, it has been decided that for every level of tender accepting authority there shall be invariably a tender committee to be constituted as follows.

EE as Tender Accepting Authority (Division)	SE as Tender Accepting Authority (Circle)	CE as Tender Accepting Authority (State)
EE-Chairman	SE-Chairman	CE(Major)-Chairman(for Major/Medium Irrigation Scheme) CE (Minor) - Chairman (for Minor/Micro Irrigation Scheme)
AEE (TC)-Member Secretary	EE of concerned Division-Member Secretary	Addl. CE (Planning & Reserach )-Member Addl CE, (IT & Data Management)-Member
Sr. Most AEE-Member	Other EEs under the Circle-Member	Deputy Secretary/ Under Secretary (Works) .. Member
Accounts Officer-Member	Sr. Most Accounts Officer under the Circle-Member	EE of Office of CE & Incharge Tender Branch (to be nominated by CE (Major) & CE (Minor) separately for his/her office )-Member Secretary Financial Adviser, Irrigation ,CE Office-Member

The recommendation of the tender committee shall be placed for approval to the respective tender accepting authority and work order will be issued only after acceptance of the tender by the designated authority immediately within 3 (three) working days from the date of acceptance of the tender.

There shall be a separate procurement cell for all offices from Division to Directorate level with some designated officer as In-charge of the procurement cell. As for CE office, there will be a separate Procurement Cell/Tender Branch for Major/Medium Scheme & Minor/Micro Scheme to be headed by an officer not below the rank of Executive Engineer who will report to the CE (Major) and CE (Minor) . All e-procurement related ID's etc shall be maintained by him/her under direct control of the concerned Chief Engineer. As for the Division/Circle, the in-charge of Procurement cell shall be not below the rank of Junior Engineer. It shall be binding on all the Delegated Officer to strictly comply with Assam Procurement Rules, 2022 and further amendments, if any. All the respective procurement authority shall submit the annual procurement plan/procurement schedule in time and will resolve all procurement



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related grievances in strict compliance of the extant rules of relevant Assam Public Procurement Rules (APPR), Assam Finance Rules (AFR), AFRBM Act, 2005, further amendments, if any and direction/SOP issued by Finance Department time to time. Further, the Procurement Authorities at all level must ensure that following essentialities are fully complied.

(i) The Bid/Tender Committee mentioned above, shall be for Evaluation of Technical & Financial Bids which has to be strictly in line with the Bid Requirements mentioned in the Bidding Document. The committee will record the findings with necessary recommendation to the Bid accepting authority.

(ii) A Standard Bidding Document, if required is to be prepared by Chief Engineer, Irrigation (Major) / Chief Engineer (Minor) in line of Competitive Bidding Document followed by PWD, Assam with all conditions of Contract (General/Special) etc. and submitted to Govt for approval, if not done earlier. The approved bidding Document shall be followed by all Procurement entities without any exception.

(iii) All Procurement Entities are to comply with the State Finance Department issued latest Notification on Threshold limit of work value set for E - Tendering. All NITs should invariably be as per latest Assam Public Procurement Rules (APPR) and invariably uploaded on State Public Procurement Portal (SPPP). Size of the Packages for E - Tendering should be approved by competent authority and as per Assam Public Procurement Rules. Register shall be maintained as per Rule 9 of APPR 2020. All Procurement for other goods and services as available in Government e-Marketing (GeM) shall essentially be made from GeM Portal. For every procurement entity, there shall be minimum 2(two) authorized DSC for downloading the Bids from E- Tender Portal.

(iv) All Minutes related to Bid Evaluation, AOC etc. have to be uploaded in E- Tender Portal

(v) Unless otherwise notified, the First Appellate Authority for each of the procurement entity shall be the next superior authority in hierarchy. For example, SE is the Appellate authority for EE, Addl.CE (Planning & Research) is the Appellate authority for SE, Sr. Most Secretary is the Appellate Authority for CE (Major) & CE(Minor)

(vi) All the Procurement entities are to visit the Massive Open Online Course (MOOC) platform in State Procurement Portal of Assam for the online training regarding Procurement related matters via following link

<https://assamfinancelearning.assam.gov.in>

3. Addl. Chief Engineer, Operation & Maintenance, Major/Medium and Minor/ Micro will draw up plan & strategy for operation and maintenance of all completed as well as partially functioning irrigation scheme and ensure that irrigation water are supplied timely to the crop fields as per demands of farmers. He will be responsible to create a dynamic data based on the status of the irrigation schemes and also the Human Resources involved in O& M through digital platform or others as may be convenient and accordingly formulate proposal for periodical maintenance/up gradation ( Re - Engineering) of all major & medium irrigation projects, minor & micro irrigation project respectively in the State by causing necessary survey, collection and sharing of data, assessment of damage of irrigation structures, if any, for the major and medium projects, minor & micro, co-ordinate with all stakeholders for collection of data, operation and maintenance of projects, forward proposal for administrative sanction through the CE, Irrigation (Major). He will be responsible for successful implementation of the completed and ongoing/ idle irrigation projects through necessary technical intervention/innovation and share all authenticated data to his counterpart in CE Office and also with the Government in Irrigation Department and Finance, T&D Department etc. as the case may be. He will be responsible to prepare the annual budget for the maintenance and repair/Re-Engineering of irrigation schemes which shall be forwarded to his counterpart in Planning & Research Branch for onward submission to Government through CE (Major). In the case of all matters related to Major/ Medium & Minor/ Micro Irrigation Schemes, Addl CE concerned would route such files to Chief Engineer (Major) and Chief Engineer, Minor Irrigation respectively.

As regards to Technical Sanction and acceptance of M&R Works including special repairs, re-strengthening and re-construction of completed projects due to flood damage of others, the provision as mentioned at para 2 shall be strictly followed.

4. Addl. Chief Engineer, IT & Data Management, will formulate proposal for creation of Data Centre and will be responsible for all works related to establishment of IT & Data Center, and



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capturing Data on digital survey, hydrological survey, Application of Remote Sensing Technology, Portal Development and collection of schematic data thereof, maintain statistical data on all major & medium irrigation projects, minor & micro irrigation project etc in the State, co-ordinate with all stakeholders for collection of data, share data for implementation/ O&M of projects, forward proposal to Govt for IT & Data related works etc. through the CE, Irrigation (Major). He will be responsible for successful implementation of PM Gati Shakti scheme of Govt. of India, Development and updating of departmental website, portal development etc. of the projects and share all authenticated data to his counterpart in CE Office and also with the Government in Irrigation Department and Finance, T&D Department etc. as the case may be. He will be responsible to prepare the annual budget/AA proposal etc for implementation of IT & Digital infrastructures required for irrigation schemes in the state which shall be forwarded to Government for approval through CE (Major). As regards to Technical Sanction and acceptance of IT & Digital infrastructure Works including special repairs, re-strengthening and re-construction of existing IT projects due to technology up gradation or others, the provision as mentioned at para 2 shall be strictly followed.

5. Additional Chief Engineer, Implementation, Major & Medium, & Addl Chief Engineer, Implementation, Minor & Micro, will be responsible for taking up all necessary action for implementation of Major/Medium & Minor/Micro Irrigation Schemes respectively. He/She will immediately, after accord of Administrative Approval will process for estimates for Technical Sanction(TS), co-ordinate with the Tender Branch after TS and Award of Work by competent authority, finalization of Work plan for implementation, execute the work as per plan and specifications, apply control on SE/EEs etc concerned as per LRC, for timely progress report, generation of bills and placing of Demand, submission of Utilization Certificates(UCs), cause periodic supervision/monitoring of schemes and submit inspection reports to higher authorities to initiate action for project closures/completion etc. He will coordinate with all stakeholders for timely completion of schemes and arrange to build the capacities of Departmental officers and staff of the Department. He will have to attend all meetings/seminars/workshop related to planning and implementation, monitoring of the project along with his counterparts in the Directorate. At every Project Review committee or other Technical Meetings in CE office, Addl CE, Implementation has to be a member and his views are to be recorded in files for the ongoing works and Data related to such works. Additional Chief Engineer, Implementation, Major & Medium, & Addl Chief Engineer, Implementation, Minor & Micro will obtain the necessary approvals for all technical and financial matters as regards to implementation of the sanctioned projects from the CE (Major) and CE (Minor) respectively. As regards to Technical Sanction and acceptance of tender and award of new/original Works, the provision as mentioned at para 2 shall be strictly followed.
6. Addl. Chief Engineer, Karbi Anglong Autonomous Council/NC Hills Autonomous Council / BTR will continue to work as overall in-charge within their territorial jurisdiction for administration of the Irrigation establishment under their control as well as implementation and monitoring of their projects. The provisions as mentioned at Para 2 shall be strictly complied by all the Officers concerned in strict compliance of AFRBM Acts/ APPR/AFR/DFRP/SOP/OM of Finance Dept, Assam and a Tender Committee may be constituted with the approval of the respective Council.
7. Addl. Chief Engineer, I & QC will carry out the inspection and quality control of all irrigation schemes in the state as per the provision of relevant IS Codes of Practice. The report of Inspection and Quality Control shall be shared to Government under intimation to Chief Engineer, Irrigation, Major. He will be responsible to submit a monthly report on the quality control and inspection of ongoing/completed projects directly to the Government. Further, for maintenance of quality control standards at the Divisional level, a committee may be formed



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with SE as Chairman, EE as Members and AEE(TC) as Member Secretary of the committee. The report of the committee shall be implemented by all Divisional Engineers under supervision of Addl. Chief Engineer, I&QC and a quarterly report in this regard shall be submitted to Govt under intimation to the concerned Chief Engineer, Irrigation.

8. Addl Chief Engineer, Irrigation (Mechanical) & Addl Chief Engineer, Irrigation (Electrical ) will be responsible for design, cost appraisal, planning, Data Acquisition & Maintenance and Technical Sanction, supervision , compliance of Standards, Technical Vetting etc for the Mechanical & Electrical Components of the project respectively.
9. Chief Engineer, Irrigation, Major is the overall in charge of Administration, Establishment, Budge Control etc in Directorate level of Irrigation Department irrespective of Major-Medium or Minor- Micro Irrigation establishments. Thus, all decision related to establishment including Registration of Contractors etc shall be made by Chief Engineer,(Major), Irrigation. All Project/Programme related Bank A/C on PFMS will be maintained by Chief Engineer(Major), Irrigation. As per provision of DFP Rules , CE (Major) is the Budget Control Officer for Irrigation Department in the State and as per delegation by Finance Dept, Assam, He/She will issue necessary Financial Sanction/upload FOC proposal etc. for the projects/works under relevant programme for necessary drawl of fund from State Exchequer / SNA etc. He is responsible for allocation and utilization of budget through the DDOs, applying overall control of Project Management / Administration for all units/establishments etc up to field level. Since Chief Engineer(Major)/(Minor), has already been delegated Full Power for Technical Sanction and Acceptance of Tender thereof , he/she may exercise his/her discretionary power, if at all such a situation arises that demands his intervention. Chief Engineer, Irrigation (Major) as a Head of the Directorate will be answerable to Government for all Project related issues. and making correspondence thereof. However, all Minor Irrigation related works/issues shall have to be invariably routed to Government(State/Central) through the Chief Engineer (Major) Irrigation .
10. Any other issues/subjects not covered above shall be the responsibility of Chief Engineer, Irrigation (Major) .
11. This SOP shall be strictly complied with immediate effect untill further order.

**Signed by Pabitra Ram  
Khaund**

**Date: 27-06-2023 19:23:06**

**Reason: Approved**  
Irrigation Department  
Dispur, Guwahati-06

Memo No.305936/79-A

Dated Dispur, the 27<sup>th</sup> June 2023

Copy to:

1. The OSD to Hon'ble Minister, Irrigation Department, for kind appraisal of Hon'ble Minister.
2. The Chief Engineer, Irrigation, Assam Chandmari, Guwahati-03, for kind information and necessary action.
3. The Chief Engineer, Minor, Irrigation, Assam Chandmari, Guwahati-03, for kind information and necessary action.
4. All Addl. Chief Engineers, Irrigation, Assam, for information and necessary action.
5. The Web Information Officer, Irrigation, O/o Chief Engineer, Irrigation, Assam , Guwahati-3 for information and uploading of SOP in Department website.



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5. All Superintending Engineers under Irrigation Dept for information and necessary action.
6. All Executive Engineers under Irrigation Dept for information and necessary action.
7. P.S. to Addl. Chief Secretary to the Government of Assam, Irrigation Department, Dispur, for kind appraisal of Addl. Chief Secretary.
8. P.S. to Commissioner & Secretary to the Government of Assam, Irrigation Department, Dispur, for kind appraisal of Commissioner & Secretary.

**Signed by Bijoy Kr. Sarma**

**Date: 28-06-2023 10:56:25**

Deputy Secretary to the Government of Assam  
Irrigation Department  
Dispur, Guwahati-06