



Government of Rajasthan
Project Director RUIDP

Rajasthan Urban Infrastructure Development Project

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2147

Dated: 17. 2010

Construction Management System: Circular – 51

Earlier CMS circular no- 22 and 44 for availing Excise/ custom duty exemptions under different packages of RUSDIP.

It has been observed that the Guidelines issued vide **CMS circular no - 22** and **44** are not being followed for proposing Essentiality Certificates under GOI Notification No. 108/95 & 84/97 for availing Excise/ custom duty exemptions under different packages of RUIDP and at times EC's are returned back by the FD due to the mistakes in their submission. It ultimately delays the complete process and is required to be submitted again. Therefore, in addition to above circulars following points should always be checked while proposing ECs in future:-

The name and address of the Contractor Firm, name of package, Package number, NTP number and Contract amount should be correctly mentioned in the EC as per Contract Agreement.

EE, IPIU must ensure the branch address of the vendor firm from which the material shall be actually dispatched and should be accordingly mentioned in the EC.

- 3 The EC should be proof checked for any typographical error by XEn PIU & APO OIC PMU.
- 4 EE, IPIU has to ensure that no new EC for same Vendor for same material should be submitted without consuming at least 50% material for which old one was issued. However, new EC for same material in the name of other Vendor can be submitted irrespective of consuming this material.
- 5 EE, IPIU should ensure that the description of material as per BOQ, address of the supplier/vendor is complete and correct in the EC submitted.
- 6 If there is any variation or provisional time extension has been approved in any Contract; the duly signed and approved copies of these documents should be enclosed with the EC.
- 7 While proposing an EC for indirect items such as Cement, steel, bitumen etc. calculation sheets mentioning BOQ item no. with signatures of EE, IPIU on the sheet should be enclosed.
- 8 If part /Nil quantity of the material in EC is consumed and revalidation of the EC is required for balance quantity/ whole quantity for the same vendor due to expiry of validity date; then EC in original should be submitted only for the extension of the validity period of the EC as per enclosed Annexure-2.

9. If part quantity of the material in EC is consumed and revalidation of the EC is required for balance quantity for the different vendor (due to expiry of validity period or due to want in change of the vendor); then it is mandatory to enclose a certificate from the excise department for the quantities for which excise/ custom benefit has been taken.
10. Some times validity period of EC expires due to reasons like non availability of site, dispute between supplier & contractor firm, non supply of material by vendor, delay in order placement by the contractor, delay due to failure in III party inspection or any other reason. In the forwarding letter, while submitting an EC for re-validation; suitable reasons in detail of non utilization of the EC in the validity period should be given & copies in support should be enclosed.
11. Now again, the ECs will be countersigned by **Secretary Finance (Revenue), Government of Rajasthan** in place of earlier by Secretary Finance (Expenditure), Government of Rajasthan. It should be followed in the submission of ECs in future.
12. A check-list duly signed by concerned EE, IPIU and APO (OIC), PMU along with C/S of SE, PMU should be enclosed in the proposed ECs in future as per enclosed Annexure-1.

Encl. A/a

sd/ —
(Vaibhav Galriya)
Project Director

Date: 18.11.2010

F3 (100)/RUIDP/PMU/CMS/2002/ 2411-501

Copy to the following for information and necessary action:

1. Addl. Project Director/ FA/ ACE/ SE (WW)/ (WS)/ (R&B)/ Dy. PD (Adm.) & Sr. AO /All POs / All APOs/ AO/ AAO/ PA to PD, PMU, RUIDP, Jaipur
2. Executive Engineer, IPIU, RUSDIP.....
3. Team Leader, IPMC, Jaipur/ DSC - I, Bharatpur/ DSC - II, Nagaur/ DSC III, Jhalawar
4. Dy. Team Leader/ ACM, DSC-I, Alwar, Bharatpur, Karauli, SawaiMadhopur, Dholpur/ DSC-II, Jaisalmer, Nagaur, Sikar, Churu, Barmer/ DSC-III, Chittorgarh, Jhalawar, Rajsamand, Bundi, Baran.
5. ACP to send through e-mail.


Add. Chief Engineer (T)

CHECK- LIST

S. No.	Check list for ECs	Yes / Not applicable
1	EC is in the prescribed Format as per Contract Agreement	.
2	The name and address of the Contractor Firm as per Contract Agreement	
3	Name of Contract Package as per Contract Agreement	
4	Contract Package number as per Contract Agreement	
	Notice To Proceed (NTP) number and Date	
	Contract amount as per Contract Agreement	
7	Description of material as per BOQ and its unit	
8	Quantity of material limited to BOQ/ approved variation considering previously issued EC	
9	Name and address of Vendor/Supplier.	
10	Date of validity, limited to 6-8 months or completion date whichever is earlier.	
11	Statement of material utilization of old EC.	
12	Quantity analysis statement of Cement/Steel/Bitumen mentioning BOQ item numbers / variation item no.	
13	Affidavit for EC on Rs. 100/- Non- Judicial Stamp Paper (format as per Annexure "B" of circular no. 22) attested by Notary Public- required once when EC applied for new package.	
14	Affidavit for EC on Rs. 100/- Non- Judicial Stamp Paper (format as per Annexure "D" of circular no. 22) attested by Notary Public- required when EC is applied for revalidation from other vendor.	
15	Certificate from Excise Department regarding part utilization/balance quantity of material in case of change of vendor for the issued EC.	
16	Rubber seal under signatures of EE, IPIU, RUSDIP on each paper	
	Supporting documents/ reasons in the cases of not availing/ partly availing the benefit of old issued ECs for revalidation of proposed EC.	

It is certified that I have checked the proposed EC in accordance to check list and found it correct. No typographical error or spelling mistake of any kind is found in the proposed EC.

EE, IPIU, RUSDIP

The above EC has been proof checked by me and is found in order.

APO, Sector in-charge, PMU

**C/s
SE, PMU, RUIDP**

Annexure-2

No. RUIDP/RUSDIP. /PMU/ESS-CERT/

Dated

The contract completion period of Contract Package no is months (stipulated date of completion shall be). Therefore, this original Essentiality Certificate no. Dated issued under notification no. 108/95, which was valid up to, is hereby revalidated up to

(*Name of EE*)
Executive Engineer,
IPIU, RUSDIP.....

(**Vaibhav Galriya, IAS**)
Project Director,
RUIDP, Jaipur

Counter signed

(**Abhay Kumar, IAS**)
Secretary, Finance (Revenue
Government of Rajasthan