



जनस्वास्थ्य अभियंत्रिकी विभाग, हरियाणा
PUBLIC HEALTH ENGINEERING DEPARTMENT, HARYANA

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From

The Project Director,
Haryana Engineering Works Portal (HEWP),
O/o The Engineer-in-Chief, Haryana,
Public Health Engineering Department,
Panchkula.

To

1. The Additional Chief Secretary to Govt. Haryana, Home Department.
2. The Additional Chief Secretary to Govt. Haryana, School Education Department.
3. The Additional Chief Secretary to Govt. Haryana, Agriculture and Farmer Welfare Department.
4. The Additional Chief Secretary to Govt. Haryana, PW (B&R) Department.
5. The Additional Chief Secretary to Govt. Haryana, Industries and Commerce Department.
6. The Additional Chief Secretary to Govt. Haryana, Housing for all Department.
7. The Additional Chief Secretary to Govt. Haryana, Development & Panchayat Department.
8. The Additional Chief Secretary to Govt. Haryana, Public Health Engineering Department.
9. The Additional Chief Secretary to Govt. Haryana, Urban Local Bodies Department.
10. The Additional Chief Secretary to Govt. Haryana, Haryana Town and Country Planning & Urban Estates Department.
11. The Commissioner & Secretary Govt. Haryana, Irrigation & Water Resources Department.
12. The Secretary to Govt. Haryana, Power Department.

Memo No. 34411-22 /HEWP Dated : 07/04/2023

Subject : Creation of Project Management Unit (PMU) for the Development and Maintenance of Haryana Engineering Works Portal (HEWP).

The Haryana Engineering Works Portal (HEWP) has been developed as a complete end-to-end solution to cater Contractor Registration and their Work Assessment and all the Engineering needs from Estimate preparation to payment of bill of the Engineering Works being executed across various Departments/Boards/Corporations/ Universities in Haryana.

I have been directed to inform that Hon'ble Chief Minister Haryana has approved the creation of a Project Management Unit (PMU) for taking policy level decisions and strategic implementation of the portal with the involvement of various stakeholder Departments, Boards, Corporations and Universities. The Project Management Unit consists of an 'Apex Committee' with Hon'ble Chief Minister Haryana as its Chairperson, PSCM as Vice Chairperson and Additional Chief Secretary PHE Department as its Member Secretary, a

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'Steering Committee' with Additional Chief Secretary PHE Department as its Chairperson and Project Director HEWP as its Member Secretary and an 'Executive Committee' with Project Director HEWP as its Chairperson and Project Engineer HEWP as its Member Secretary.

The copy of document containing other details and functions to be performed by the Project Management Unit (PMU) is enclosed herewith for information and necessary action please.

DA/ As above

Akambaj
7/4/23
Project Engineer HEWP
for Project Director HEWP

Endst No. 34423

/HEWP

Dated : 07/04/2023

A copy of the above is forwarded to PS to PSCM, Haryana for the kind information of Worthy PSCM.

DA/As above

Akambaj
7/4/23
Project Engineer HEWP
for Project Director HEWP

Endst No. 34424-52

/HEWP

Dated : 07/04/2023

A copy of the above is forwarded to the following for information and necessary action.

1. The Engineer-In-Chief,
Haryana PW (B&R) Department.
2. The Engineer-In-Chief,
Haryana Public Health Engineering Department.
3. The Engineer-In-Chief,
Haryana Irrigation & Water Resources Department.
4. The Director General,
Development & Panchayat Department Haryana.
5. The Director General,
Urban Local Bodies Department Haryana.
6. The Managing Director,
Haryana State Industrial & Infrastructure Development Corporation.
7. The Chief Administrator,
Haryana State Agricultural Marketing Board.
8. The Chief Executive Officer,
Faridabad Metropolitan Development Authority.
9. The Chief Executive Officer,
Gurugram Metropolitan Development Authority.
10. The Managing Director,
Haryana Police Housing Corporation Limited.
11. The Director,
Haryana School Shiksha Pariyojna Parishad.
12. The Chief Administrator,
Housing Board Haryana.
13. The Chief Administrator,
Haryana Shehri Vikas Pradhikaran.
14. The Managing Director,
Haryana Vidyut Prasaran Nigam Limited.

15. The Managing Director,
Uttar Haryana Bijli Vitran Nigam Limited.
16. The Managing Director,
Dakshin Haryana Bijli Vitran Nigam Limited
17. The Managing Director,
Haryana Power Generation Corporation Limited.
18. The Administrator,
Micro Irrigation & Command Area Development Authority.
19. The Principal Director,
Haryana Irrigation Research & Management Institute.
20. The Managing Director,
Haryana State Roads and Bridges Development Corporation.
21. The Managing Director,
Haryana State Cooperative Supply and Marketing Federation Limited.
22. The Managing Director,
Haryana State Warehousing Corporation.
23. The Managing Director,
Haryana Tourism Corporation Limited.
24. The Director General,
Haryana Renewable Energy Development Agency.
25. The Vice Chancellor,
Choudhary Charan Singh Haryana Agricultural University Hisar.
26. The Vice Chancellor,
Deen Bandhu Chootu Ram University of Science & Technology, Murthal
27. The Vice Chancellor,
Kurukshetra University, Kurukshetra.
28. The Vice Chancellor,
Maharana Pratap Horticultural University, Karnal.
29. The Director,
Local Audit Department Haryana.

Azambor
7/4/23
Project Engineer HEWP
for Project Director HEWP



**Project Management Unit
for Development and Maintenance of
Haryana Engineering Works Portal**

<https://works.haryana.gov.in>

Bay No. 13-18, Sector 4, Panchkula, 134112, Haryana
Helpline (9041049834) Email: Info-hewp.pwd@hry.gov.in

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PROJECT MANAGEMENT UNIT FOR DEVELOPMENT AND MAINTENANCE OF HARYANA ENGINEERING WORKS PORTAL

1. Introduction:-

1.1. Haryana Engineering Works Portal (hereinafter referred to as HEWP):

With an aim to bring in transparency, speed of execution, ease of access and doing business for contractors, a new "Haryana Engineering Works Portal" (<https://works.haryana.gov.in>) has been launched by Hon'ble CM on 24.05.2021. It has been developed to serve as a single online platform for processing paperless, cashless & faceless interactions between contractors and all the Engineering Departments of Haryana. It has been integrated with Parivar Pehchan Patra (PPP), GSTIN, Haryana Treasury, HRMS, Haryana Udhyam Memorandum (HUM) ID & NIC e-Tendering for authentication, authorization and verification of captured users/information. "Haryana Engineering Works Portal" has been developed to address all Engineering Works being executed across all the Departments in the State. A complete end-to-end solution has been developed to cater Contractor Registration & their Work Assessment and all the Engineering needs of the executing Departments/Boards/Corporations starting from electronic Estimate preparation, Administrative approval, Technical Sanction, Detailed-Notice-Inviting-Tender (DNIT), electronic Common Bid Document, e-Tendering, Online Technical Evaluation of Bids, Objections resolution, Negotiation & Allotment of work, electronic Measurement Book, electronic Billing to Final Bill payment of the work.

1.2. Necessity for creation of HEWP:

The necessity for the creation of HEW Portal arose to address all the Engineering works being executed across various Departments in Haryana so as to have a complete end-to-end solution to cater Contractor Registration & their Work Assessment and all the Engineering needs from electronic Estimate preparation, Administrative approval, Technical Sanction, Detailed-Notice-Inviting-Tender (DNIT), electronic Common Bid Document, e-Tendering, Online Technical Evaluation of Bids, Objections resolution, Negotiation & Allotment of work, electronic Measurement Book, electronic Billing to Final Bill payment of the work.

A Common standardized information platform was required to achieve paperless, cashless & faceless execution of Engineering Works for all Departments, Boards, Corporations and contractors of Haryana. Furthermore, efficient & effective monitoring of Contractor's performance for all Engineering Works (based upon Time, Cost and Quality) was required.

To overcome above difficulties and to achieve speedy, transparent & accountable governance, Haryana Government decided to launch Haryana Engineering Works Portal, a common Standardized Information Platform, as a one stop solution for all Engineering Works to enable smooth functioning of all the associated processes.

1.3. Features of HEWP:

Haryana Engineering Works Portal has been developed for all Engineering Works with following features:-

- Online Registration of Contractors
- Tracking of Contractor's performance.
- Preparation of e-Estimate & DNIT.
- Online Integration with NIC e-tendering.
- Online IT-based Technical Evaluation
- Provision of submitting objections on Technical evaluation.
- Online receipt of Financial Bid from NIC e-Tendering
- Online Allotment of Work Contract.
- e-Measurement Book.
- Approval of Contractor Bill
- Integration with State Treasury/ Banks for online payments.
- Assessment of Contractor's Work.

1.4. Benefits of HEWP:

Accessibility: - Web Portal is easily accessible to all those who wish to use it. Anyone who has access to the internet can make use of such services at their convenience.

Convenience: - Online registration process is convenient. It can take away the hassle of scheduling and setting appointments more common in traditional process and improve Quality of works being carried out by Contractors. HEWP is integrated with Parivar Pehchan Patra (PPP), GSTIN, Haryana Treasury, HRMS, Haryana Udhyaam Memorandum (HUM) ID & NIC e-Tendering.

Affordability:- Online tendering has been shown to be more economical for both the bidder (less traveling and physical interaction) and the board (less manpower).

Transparency:- Online counseling helps in maintaining and creating transparency to applicant and board. It is a Standardized Information Platform for all Departments, Boards, Corporations and Contractors of Haryana aimed to improve Transparency & Ease of Doing Business (EoDB) for Contractors.

Fast:- All required information is easily available on few clicks or interaction with the portal. It is a paperless, cashless & faceless system for execution of

Engineering Works and completion of Works in a time-bound & cost-effective manner.

1.5. Functional details of HEWP:

Haryana Engineering Works Portal provides the following functionalities:

1.5.1. User & Role Management

- HRMS is being used as Single Sign-On (SSO) for Users of all Departments, Boards & Corporations.
- Provision for Contractual & Deputation Employees of Department, Boards & Corporations.
- Nodal Officer has been authorized to define the Role of each user by mapping the user to equivalent Engineering role designation to achieve Common Workflow across all Departments, Boards & Corporations.
- Role Based functionality.
- User Registration (Only for Contractors, Contractual Employees and Employees on Deputation)/ User Login.
- Approval by Higher Authority.
- Controller user can perform action based on their role.

1.5.2. Communication Management

- SMS Gateway Integration
- Email Configuration

1.5.3. Notifications & Alerts

- SMS Alert
- Email Alert
- Tender notice publishing and linking with unified NIC tendering portal (<https://etenders.hry.nic.in/nicgep/app>)

1.5.4. Help Desk / Call Center

- Ticket Creation – Provision for all users to raise a ticket of any issue from their login as well.
- Call Centre number provided for logging of tickets and resolution of queries. FAQs available for facilitation of Users.
- Training Material & Videos provided for Users.
- Email, SMS and Telephonic.

1.5.5. Administration & Report Generation

- Multiple Dashboards provided for efficient and effective monitoring of Contractors.
- Customised reports and dashboards provided for meeting the requirement of stakeholder Departments, Boards and Corporations, as and when required.

1.5.6. Additional Application Capabilities

1.5.6.1. Multiple Device Access Capabilities

- Web Portal will be accessible through mobile devices, Desktop devices using any browser.
- The Web Portal will follow the guidelines of GIGW 2.0.

2. Necessity for the Project Management Unit (hereinafter referred to as PMU):-

The Haryana Engineering Works Portal has been designed, developed and maintained by the core team of PHED, PWD (B&R) and IWRD. As it is being used, there is a necessity to keep the platform live in terms of regular development updates, operational issues and maintenance etc. Therefore, to keep the system sustainable, following is required:

- Improve project quality on continuous basis.
- Maintain effective co-ordination with all the stakeholders.
- Evaluate end-user needs.
- Understand the Gaps in the processes.
- Resolve user's queries and problems.

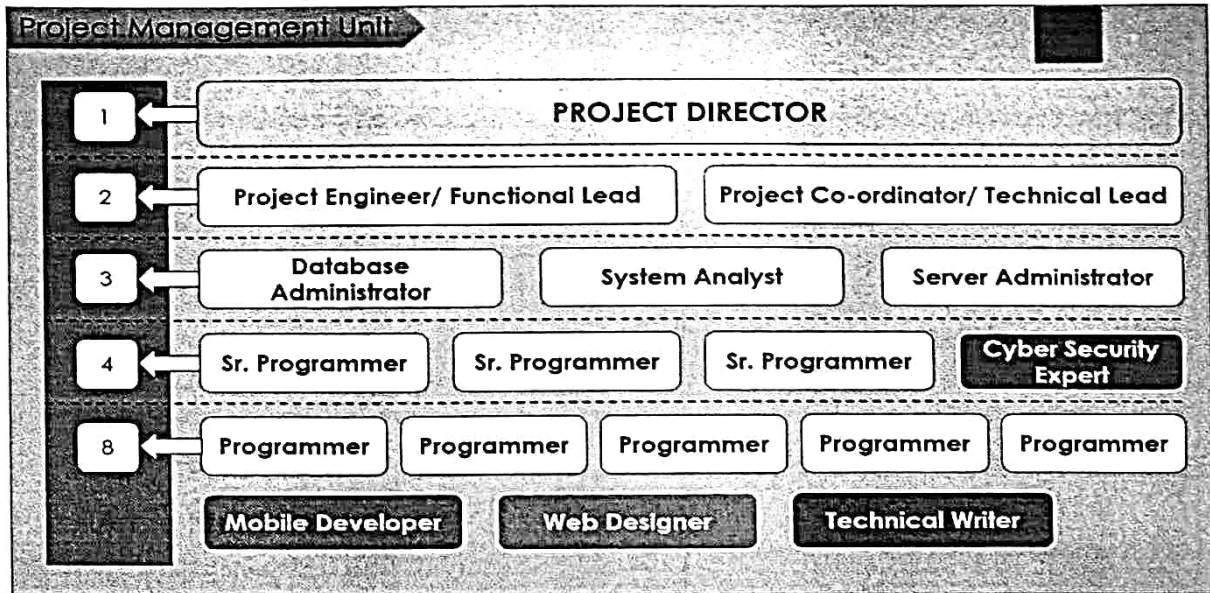
The Project Management Unit is thus required to handle all the works as detailed above.

3. Registered Office of PMU:-

| | | |
|----|--------------------------------|---|
| 1. | Registered Office | O/o Engineer-in-Chief, Haryana Public Health Engineering Department, Bay No.13-18, Sector-4, Panchkula. |
| 2. | Correspondence/ Postal Address | Project Management Unit (HEWP) O/o Engineer-in-Chief, Haryana Public Health Engineering Department, Bay No.13-18, Sector-4, Panchkula, 134112, Haryana. Email Id : info-hewp.pwd@hry.gov.in |

4. PMU Setup:-

4.1. Hierarchy



4.2. Human Resources

Structure for Project Management Unit

| Designation | No. of Resources |
|---------------------------------------|------------------|
| Project Director | 1 |
| Project Engineer/ Functional Lead | 1 |
| Project Co-ordinator / Technical Lead | 1 |
| Database Administrator | 1 |
| Server Administrator | 1 |
| System Analyst | 1 |
| Sr. Programmer | 3 |
| Cyber Security Expert | 1 |
| Programmer | 5 |
| Mobile Developer | 1 |
| Web Designer | 1 |
| Technical Writer | 1 |
| Grand Total | 18 |

Note:

- Additionally, One resource to handle General and IT related Legal compliances and at least 3 Master Trainers would be required.
- The qualification and experience of the Human Resource requirement under HEWP shall be decided by Steering Committee as defined in the clause 7 (iii) of this document.

5. Committees to manage the affairs of PMU:-

The following three Committees are to be constituted to manage the affairs of the Project Management Unit.

5.1. Apex Committee:

The Apex Committee of the PMU would comprise of the following in their ex-officio capacity.

| Sr. No. | Name | Designation |
|---------|---|-------------------|
| 1. | Hon'ble CM Haryana | Chairperson |
| 2. | PS to CM Haryana | Vice- Chairperson |
| 3. | Administrative Secretary, Public Works (B&R) Department | Member |
| 4. | Administrative Secretary, Irrigation & Water Resources Department | Member |
| 5. | Administrative Secretary, Development and Panchayat Department | Member |
| 6. | Administrative Secretary, Urban Local Bodies Department | Member |
| 7. | Administrative Secretary, Industries Department | Member |
| 8. | Administrative Secretary, School Education Department | Member |
| 9. | Administrative Secretary, Housing Department | Member |
| 10. | Administrative Secretary, Town and Country Planning Department | Member |
| 11. | Administrative Secretary, Power Department | Member |
| 12. | Administrative Secretary, Agriculture Department | Member |
| 13. | Administrative Secretary, Home Department | Member |
| 14. | Administrative Secretary, Public Health Engineering Department | Member Secretary |

5.2. Steering Committee:

The Steering Committee of the PMU would comprise of the following in their ex-officio capacity.

| Sr. No. | Name | Designation |
|---------|--|-------------|
| 1. | Administrative Secretary, Public Health Engineering Department | Chairperson |
| 2. | Engineer-in-Chief, Public Works (B&R) Department | Member |
| 3. | Engineer-in-Chief, Public Health Engineering Department | Member |
| 4. | Engineer-in-Chief, Irrigation & Water Resources Department | Member |
| 5. | Chief Engineer, Development and Panchayat Department | Member |
| 6. | Chief Engineer, Urban Local Bodies Department | Member |
| 7. | Engineering Officer of Highest level, Haryana State Industrial and Infrastructure Development Corporation. | Member |
| 8. | Engineer-in-Chief, Haryana State Agriculture Marketing Board Panchkula | Member |
| 9. | Engineering Officer of Highest level, Faridabad Metropolitan Development Authority | Member |
| 10. | Engineering Officer of Highest level, Gurugram Metropolitan Development Authority | Member |
| 11. | Chief Engineer, Haryana Police Housing Corporation Limited | Member |
| 12. | Chief Engineer, Haryana School Shiksha Pariyojna Parishad | Member |
| 13. | Chief Engineer, Housing Board Haryana | Member |
| 14. | Chief Engineer, Haryana Shehri Vikas Pradhikaran | Member |
| 15. | Engineering Officer of Highest level, Haryana Vidyut Prasaran Nigam Limited | Member |
| 16. | Engineering Officer of Highest level, Uttar Haryana Bijli Vitran Nigam Limited | Member |

| | | |
|-----|---|------------------|
| 17. | Engineering Officer of Highest level, Dakshin Haryana Bijli Vitran Nigam Limited | Member |
| 18. | Engineering Officer of Highest level, Haryana Power Generation Corporation Limited | Member |
| 19. | Chief Engineer, Micro Irrigation & Command Area Development Authority Haryana | Member |
| 20. | Principal Director, Haryana Irrigation Research and Management Institute | Member |
| 21. | Engineering Officer of Highest level, Haryana State Roads and Bridges Development Corporation | Member |
| 22. | Project Director, HEWP | Member Secretary |

5.3. Executive Committee:

The Executive Committee of the PMU would comprise of the following in their ex-officio capacity.

| Sr. No | Name | Designation |
|--------|---|-------------|
| 1. | Project Director, HEWP | Chairperson |
| 2. | Nodal Officer HEWP, Public Works (B&R) Department | Member |
| 3. | Nodal Officer HEWP, Irrigation and Water Resources Department | Member |
| 4. | Nodal Officer HEWP, Development and Panchayats Department | Member |
| 5. | Nodal Officer HEWP, Municipal Corporation/ Urban Local Bodies | Member |
| 6. | Nodal Officer HEWP, Haryana State Industrial and Infrastructure Development Corporation | Member |
| 7. | Nodal Officer HEWP, Haryana State Agriculture Marketing Board Panchkula | Member |
| 8. | Nodal Officer HEWP, Faridabad Metropolitan Development Authority | Member |

| | | |
|-----|---|------------------|
| 9. | Nodal Officer HEWP, Gurugram Metropolitan Development Authority | Member |
| 10. | Nodal Officer HEWP, Haryana Police Housing Corporation Limited | Member |
| 11. | Nodal Officer HEWP, Haryana School Shiksha Pariyojna Parishad | Member |
| 12. | Nodal Officer HEWP, Housing Board Haryana | Member |
| 13. | Nodal Officer HEWP, Haryana Shehri Vikas Pradhikaran | Member |
| 14. | Nodal Officer HEWP, Haryana Vidyut Prasaran Nigam Limited | Member |
| 15. | Nodal Officer HEWP, Uttar Haryana Bijli Vitran Nigam Limited | Member |
| 16. | Nodal Officer HEWP, Dakshin Haryana Bijli Vitran Nigam Limited | Member |
| 17. | Nodal Officer HEWP, Haryana Power Generation Corporation Limited | Member |
| 18. | Nodal Officer HEWP, Micro Irrigation & Command Area Development Authority Haryana | Member |
| 19. | Nodal Officer HEWP, Haryana Irrigation Research and Management Institute | Member |
| 20. | Nodal Officer HEWP, Haryana State Roads and Bridges Development Corporation | Member |
| 21. | Project Engineer, HEWP | Member Secretary |

6. Apex Committee:-

- (i) May hold its meetings as & when required subject to the conditions that it shall meet at least once every year.
- (ii) Will be responsible for achievement of the aims & objectives of the PMU and shall work in the best interest of the PMU, for which it shall be empowered to deploy the funds & assets of the PMU, for the stated objectives;
- (iii) Will be competent to approve the annual budget of the PMU and take its periodic review;

- (iv) Will be competent to invest the funds of the PMU in the manner it considers appropriate in the best interests of the PMU;
- (v) May constitute various Committees / sub committees for looking after such functions after such functions as may be assigned from time to time;

7. Steering Committee:-

- (i) Will provide overall guidance/policies to the PMU in determination and fulfilment of its aims and objects;
- (ii) Will approve of Annual Accounts and the Annual Report of the PMU;
- (iii) Will be competent to make provision for appointment/engagement of regular or part-time or contractual employees of the PMU, as and when required.
- (iv) Will be competent to outsource certain housekeeping functions e.g. cleaning, security and similar other maintenance activities of the premises of the PMU.
- (v) Will perform all such other duties as may be enjoined upon it by the Govt. of Haryana.
- (vi) A meeting of the Steering Committee of the PMU may be held as and when required. However, at least one meeting of the Steering Committee of the PMU, called as the Annual General Meeting (AGM) will be held in a year, within three months of the close of the financial year for consideration, approval and adoption of the annual accounts of the PMU duly audited in addition to transaction of any other business of the PMU as may be required.
- (vii) The Apex Committee of the PMU may convene an extraordinary meeting of the Steering Committee of the PMU at any time after giving due notice of such meeting;
- (viii) Every meeting of the Steering Committee shall be presided over by its Chairperson and in his absence the Vice-Chairperson. In case of non-availability of the Chairperson or the Vice Chairperson, the house may elect any of the members to act as the Chairperson of the meeting;
- (ix) For any meeting of the Steering Committee, a clear notice of at least 14 days along with a copy of the agenda of the business to be transacted, date, time & venue to the meeting will be given to the members of the Steering Committee.
- (x) The Proceedings of all meetings of the Steering Committee will be recorded in the minutes-book (bound or in loose leaves) maintained separately for the purpose by the Member Secretary and such minutes will be signed by the Chairperson of the meeting and the Member Secretary.

8. Executive Committee:-

- (i) May hold its meetings as and when required subject to the condition that it shall meet at least once in three months.
- (ii) Will provide feedback regarding operational difficulties being face by various organizations while implementing HEWP.
- (iii) Will suggest changes to be made in HEWP for its further improvement.
- (iv) The nodal officer HEWP of the department/ board/ corporation on-boarded on HEWP at a later stage will be inducted as Member of the Executive Committee with the approval of the Chairperson of the Committee.

9. Sources of the funds/ income of the PMU:-

The PMU shall raise its resources and earn income through any or all of the following:

- (i) Periodic grants-in-aid from the Central/ State Government, State PSUs and other entities toward the Corpus/ Fund of the PMU;
- (ii) Budgetary devolutions and fund flows from various sources.
- (iii) Income/ returns from investment of the Corpus Fund of the PMU and other deposits.
- (iv) Share towards Tender fees charged from contractors for uploading Tender on HEWP.
- (v) Any other sources of income as approved by the Apex Committee from time to time.

10. Investment of the funds of the PMU:-

- (i) The Steering Committee shall decide on the overall policy of investment of the funds of the PMU keeping in view the security and optimal returns on such investments. It shall invest the assets of the funds in any one or more of the mode of investments for the time being authorized by law for the investment of the trust money as the Steering Committee may think proper and appropriate.
- (ii) The Steering Committee may invest moneys of the funds not required immediately on short term basis in fixed deposits/ Certificates or such other schemes as may be decided by the Steering Committee.

11. Expenditure from out of the corpus/ income of the PMU:-

The PMU shall incur expenditure out of its Fund/ Corpus and other income for various purposes for achievements of the aims and objects of the PMU, with the approval of the Apex Committee of the PMU. It shall include, but not limited to, the expenditure incurred on procurement of services, hardware, software, staff salaries, contact remunerations, pay-outs to outsources service providers and other assets & consumables.

12. Appointment of Engineering and IT Professionals/Consulting resource and other staff of the PMU:-

- (i) Subject to approval from the Steering Committee and availability of budget, the PMU may employ/engage Engineering and IT Professionals on regular / part-time basis /consulting contracts for execution / implementations / operations of various projects as per requirement from time to time;
- (ii) In addition to the above mentioned professional resources, the PMU may also employ staff on regular / part time / contract basis for carrying out its Secretarial, Accounting and House-keeping functions as per requirement from time to time;
- (iii) That Service rules / regulations in respect of the staff in employment of the PMU, in whatever form (e.g. Nature & Designation of posts, Qualifications, mode of Recruitment, pay scale / remunerations levels, promotions and other service conditions etc.), shall be framed to regulate the conditions of service of such employees.

13. Honorarium for certain category of staff and other purposes:-

- (i) The PMU may draw support from the staff of the Secretariat for Public Health Engineering Department from their existing strength and assign additional duties for the administrative work of the PMU for which the Steering Committee may determine the amount of Honorarium to such staff for additional work from time to time. However, no such Honorarium shall be paid to the members of the staff in the whole-time/ part-time/ contract employment of the PMU.
- (ii) The Steering committee may also determine and allow payment of the Honorarium/ Out of Pocket expenses for the members of any adhoc/ sub committees, wherever constituted, keeping in view the nature of responsibilities, the size of operations and deliverables, and the time and effort required to complete the assigned tasks.

14. Vesting of the assets of the PMU:-

- (i) The fund and the assets, tangible or intangible, created by the PMU in any form shall vest in the PMU;
- (ii) The PMU shall function under the Administrative control of the Public Health Engineering Department, Haryana Civil Secretariat, Chandigarh. As such, all assets and liabilities in the ownership or custody of the PMU shall devolve upon the State in the event of the dissolution of the PMU.

15. Administration of the PMU:-

Subject to any general or special directions given by the Haryana Government the management and administration of the PMU shall vest in the Apex Committee headed by the Chairperson of the Apex Committee.

16. Delegation of Powers:-

The Apex Committee may delegate any of its administrative and or financial powers, excluding the powers to decide policy matters and the power to frame byelaws, to the office-bearers of the PMU for carrying out the day-to-day functions of the PMU. However, a formal order of delegation of administrative and financial powers shall be issued after approval of the same by the Apex Committee of the PMU. The Apex Committee shall be competent to revise or modify such Delegation Order from time to time.

17. Contracts or Legal undertakings:-

All contracts and legal undertakings shall be executed in the name of the PMU and signed by the Project Director, PMU or any officer duly authorized by the Apex Committee for the purpose.

18. Seal of the PMU:-

The PMU shall have its seal with its logo inscribed therein, as approved by the Steering Committee.

The seal shall remain in the safe custody of the Member Secretary of the Executive Committee and shall be affixed on all such documents/ instruments as may be decided by the Apex Committee of the PMU.

19. Audit of Accounts:-

- (i) The Apex Committee of the PMU shall cause the accounts of all moneys and properties and of Income and expenditure maintained in a proper manner, which shall be got audited annually from a duly appointed firm of Chartered Accountants. The CA would certify that the accounts have been maintained following the good industry practices and that all expenditure has been incurred in accordance with the rules and regulations/ delegations and in furtherance of the aims and objectives of the PMU.
- (ii) A statement of the annual accounts of the fund shall be first approved by the Steering Committee and after it has been audited and certified by the Chartered Accountants and approved/ adopted by the Steering Committee, the same shall be submitted by the Secretary of the Executive Committee to the Government of Haryana every year.

20. Annual Report:-

The Member Secretary of the Executive Committee shall cause a report on the working of the PMU prepared for every year by the end of the month of May of the following year and after approval of the Apex Committee the same shall be presented to the Government of Haryana.

21. Dissolution of the PMU:-

The Apex Committee of the PMU may recommend dissolution of the PMU for reasons to be recorded in writing. Any such proposal shall be placed before the Steering Committee of the PMU. The resolution of the Steering Committee shall be placed for approval of the Government and upon approval thereof, the Apex Committee of the PMU shall take the decision for dissolution of the PMU. In the event of dissolution of the PMU, the assets and liabilities of the PMU, if any, shall vest in the Government in Public Health Engineering Department.