

## **Supervision and Accountability - Procedure thereof**

The buildings construction works are divided into various projects which are controlled by the Executive Engineers at the divisional level, by the AEs at the Sub-divisional level at the Circle by the concerned Superintending Engineer and at the State level by the Chief Engineer and Managing Director of the Corporation. The works are initiated by the Junior Engineers as per approved outlay and drawings etc. The execution of the works and their accountability lies with the level of officers from Junior Engineers to the level of Chief Engineer.

## **Norms for the discharge of its functions**

Before the work/project is undertaken by the Corporation as per approved outlay and drawings etc., tenders are floated by the Corporation through newspapers. Any contractor/agency who is interested in participating for an enlistment applies to the Chief Engineer. After giving due publicity to the whole process the allotment of works is made to the contractor/agency. Time for completion of works is decided on the basis of quantum of work.

## **Rules, Regulations, Instructions, Manuals, Records etc.**

To discharge the functions of this Corporation, the actions are being taken by the employees of the Corporation in accordance with the “Byelaws of the HPHC” which are placed on the web site of HPHC [www.hphc.org.in](http://www.hphc.org.in). In addition to this rules, regulations and instructions issued by the Haryana Government from time to time, are being followed meticulously by the Corporation.

### **Category of documents held/under control**

- a) Record in relation to works constructed i.e. estimates/DNITs, administrative approval, drawings, tenders and other relevant documents which is essential to be maintained.
- b) Payment record of bills/vouchers, balance sheet and salary record of the officers/officials etc.
- c) Personnel record of the officers/officials and other relevant documents which is essential to be maintained.

### **Formulation of policy or administration thereof in relation to the members of the Public**

Policy is formulated by the Board of Directors of the Corporation and approved by the Government/HBPE. Representation in regard to policy or administration made by the public is dealt with in accordance with the rules and regulations of the Corporation/Government.

### **Statement of the boards, councils, committees and other bodies for its advise and meetings thereof are accessible for public**

The Board of Directors consisting of seven members viz Chairman, MD, representative of Home Department, representative of Finance department, representative of Police department, Engineer-in-Chief, PWD B&R and Chief Architect, Haryana. The meetings of the Board are held once in a quarter to take decisions in financial as well as administrative matters etc.