Government of Rajasthan
Administrative Reforms (Gr.-1) Department

F.16 (1)/ AR/Gr-I/14/ Udaipur Div./ follow up
Jaipur, Dated: September, 2014

1. All Divisional Commissioners
2. All District Collectors
3. All Heads of Departments

--Circular--

Subject:- Survey of incomplete/abandoned/dilapidated Government buildings and procedure for taking up construction of new buildings.

During the visits of ‘Sarkar Aapke Dwaar’ to Bikaner and Udaipur Divisions, it has been observed that several Government buildings are lying incomplete, abandoned or dilapidated and even then some Departments without ensuring availability of Government building propose construction of a new building. Briefly, with regard to Government buildings, following points have been observed:

1. Construction of new building is taken up without ensuring non availability of Government building in the area;
2. Several Government buildings are not being used;
3. Even after spending a huge amount, Government buildings are incomplete, hence the expenditure being infructuous;
4. Some Government buildings are in a dilapidated/dangerous condition;
5. Government buildings are not being properly maintained and cleaned regularly;

With reference to the above points following instructions are being issued:

1. Before taking up the case for approval and commencement of construction work of a Government building, following procedure shall be adopted:
   a. Buildings costing more than Rs. 50 crore - it shall necessarily be approved by the following committee:
1. Chief Secretary
2. Additional Chief Secretary, Infrastructure
3. Principal Secretary, PWD
4. Principal Secretary, Finance
5. Principal Secretary of the concerned Department
6. Principal Secretary, GAD

b. Buildings costing less than Rs. 50 crore -
1. Principal Secretary, GAD
2. Principal Secretary, PWD
3. Principal Secretary, Finance or his nominee not below the rank of Special Secretary
4. Principal Secretary of the concerned Department
5. Concerned Head of the Department

2. Before taking up the proposals of construction of new Government buildings in above categories, non availability certificate from the concerned District Collector shall necessarily be obtained and submitted before the above committees along with the detailed proposals and justification.

3. All the District Collectors shall carry out a detailed survey with photographs of all incomplete/abandoned/dangerous/dilapidated Government buildings and submit proposals to the General Administration Department with reasons of their being incomplete/abandoned/dilapidated. In these proposals, plan of action for completing/putting to use, these buildings by using funds of different schemes like MGNREGA, Guru Golwalkar (Gramin Janbhagidari Vikas Yojna), etc.

4. In case where buildings are incomplete, note on their current status should be submitted along with the reasons for their being incomplete and Officer responsible for delay/abandonment of the building should be specified and responsibility shall be fixed.

5. In case of building being complete but not being used, reasons thereof shall be clearly submitted by the responsible officers of the department.
6. All attempts shall be made to ensure that facilities created do not go waste, but are productively used.

7. In case, where Anganwadis/schools etc are dilapidated and even dangerous, they shall be rebuilt- using schemes like MGNREGA, Guru Golvalkar (Gramin Janbhagidari Vikas Yojna). For this purpose, proposals with full justification shall be prepared and put up to the competent authority.

8. Any Government department or office, before taking any private building on hire basis, shall necessarily seek non availability certificate from the concerned District Collector and District Collector before issue of non availability certificate shall explore the possibilities of providing Government buildings out of the list of out of use and vacant buildings available in the district to the department/office.

   District Collectors shall send point wise compliance/status report through D.O. letter to Principal Secretary, GAD by 31.10.2014. For carrying out the above exercise, all concerned Additional Chief Secretary/Secretaries shall monthly review the position and submit progress report demi officially to the Chief Secretary by 10th of every month.

   Non compliance or violation of the above directions shall be viewed seriously by the Government and stern action shall be taken.

(Rajiv Mehrishi)
Chief Secretary

Copy forwarded to the following for information and necessary action:-

1. Secretary/Special Secretary to Hon’ble Chief Minister
2. All Addl. Chief Secretaries/ Pr. Secretaries/ Secretaries to Government
3. D.S. to Chief Secretary
4. All Chief Executive Officers of Zila Parishads/PSU/Boards/ Corporations /Government Companies

(Rakesh Verma) 18/9/14
Addl. Chief Secretary