

## Annex 7: Operational Manual for Labour Contracting Society (LCS)

### 1. Introduction

Haor Infrastructure & Livelihood Improvement Project (HILIP) is a Haor based project built on lesson learned from the IFAD-financed Community-Based Resource Management Project (CBRMP) and Market Infrastructure Development Project in Char Region (MIDPCR), which have been operating in mostly deprived Haor and Char districts respectively where LCS activities were given more priority. Labour Contracting Society (LCS) is considered as a landmark in targeting poverty reduction by direct involvement of the poor in infrastructural activities. Since mid 1980s LCS has been engaged by LGED in different rural infrastructural works. Haor Infrastructure and Livelihood Improvement Project (HILIP) under its different components has been using LCS for many infrastructural activities. It is highly benefiting the poor as well as the development works with achieving quality results. This guideline has mainly been prepared for community infrastructural activities under HILIP following the Manual of 2004 produced by LGED, which agrees with the PPR of 2008 for poverty alleviation under Direct Procurement Method ( 3 of rule 76 ) to contract local communities.

### 2. Aims and Objectives of LCS:

The ultimate aim of the LCS is to assist the poor to overcome the poverty through increased income. The objectives of introducing LCS in different infrastructural activities are:

- Creating scope of employment for the poor and thereby generating the income
- Ensuring direct involvement of local people in development activities and developing their sense of ownership
- Developing the skill and capacity of local poor through training for effective involvement in small scale infrastructural component of HILIP
- Eliminating intermediaries and increasing income of the poor laborers
- Widening the scope of employment for the poor indigent women
- Ensuring fair wages for the laborers
- Encouraging local community to work with gender equity
- Ensuring income for the poor during the slack period of employment
- Empowering the poor men and women and put them in a process to get involved in broader sector of work.

### 3. Scope of work by the LCS:

- Rural Community Infrastructure - Community road (Including Submersible), Development of Village markets, Market Collection centers, Village Protection works, Market Protection works, Irrigation infrastructure, minor earth works/road alignment work.
- Rural Concrete Block Road
- Small dam for irrigation
- Earth Work (Beel and canal excavation and re-excavation)
- Swamp tree sapling production and plantation
- Road maintenance

#### **4. Information Campaign:**

Before works start in the area of a new Upazila, workshops should be held including the UP Chairperson together with female members of the Union Parishads. In these workshops information shall be given on Women in Development issues in general and in relation with the LCS work as well as the implementation system of the component including procedures and functions of LCS. The concerned Upazila Engineer in case of communication infrastructure, or LCS Organizer, with assistance of the Sub-Assistant Engineer in case of community infrastructure, will facilitate the workshop. Based on the number of groups required, a number of villages in the vicinity of the work site are defined as the primary target for recruitment of LCS workers.

The concerned UE / Sub-Assistant Engineer and LCS Organizer, UPC shall pay joint visit to local Union Parishad offices for dissemination of information of the schemes and for requesting the cooperation of UP Chairman/members in recruiting members to the LCS.

The concerned UE / Sub-Assistant Engineer and LCS Organizer, UPC together with a UP member (preferable female) shall visit the selected villages and inform the villagers about the objectives and activities of HILIP, the LCS system and criteria for selection of LCS members. In those informal gatherings they will also announce the date for next visits to the villages when potential groups have to come forward.

On the scheduled date the concerned UE / Sub-Assistant Engineer and LCS Organizer, UPC shall visit the villages together with a UP member to prepare a preliminary list of labourers. The UE or Sub-Assistant Engineer and LCS Organizer, UPC has to secure that all the selected labourers are physically capable of carrying out the proposed work. Door to door visits might be necessary to verify the group members' socio-economic status. The information shall be registered and filed with the District offices for later use.

#### **5. Type of LCS and Financial limit:**

There are two types of LCSs. One for construction work and another for maintenance work. Both construction and maintenance type of work will be implemented by LCS following LGED current practice. The maximum financial limit for earthwork is Tk. 10.00 lac and that of for other construction work is Tk.35.00 lac and Tk. 10 lac for maintenance work. But the amount may be increased depending on the size and volume of work.

#### **6. Preparation of estimate and approval:**

Based on the requirement, scheme estimate will be prepared jointly by concerned project staff and UE office, LGED following LGED current procedure and be forwarded to the Project Director, HILIP through respective XEN for approval.

#### **7. Selection Criteria**

The aim is to form LCSs with at least 50% women. LCS members shall fulfill the following minimum criteria:

- Be unemployed, poor and living in the vicinity of the work site

- Source of income is mainly from their physical labor
- Do not possess more than 0.5 acre of land including their homesteads
- Be adult and fit for works.

Within the group of people meeting above criteria, preference will be given to:

- Have-nots and distressed women (widow, divorcee or destitute, or living with paralyzed /unemployed husband); and
- Unemployed, have-nots or distressed women-men living within 2km of the scheme areas

## 8. Formation of LCS:

A Labour Contracting Society ( LCS ) is a group of adult persons having homogeneity in respect of gender, physical strength, skill and socio-economic status, who come from a household of landless labourers or share croppers and who depend on manual labour as their main source of income. The number of members in an LCS will depend on nature of works to be carried out within a given time frame.

For selection of LCS, following steps may be followed:

(a) Wide publicity in the work areas shall have to be made for the selection of LCS. The field level officer of the LGED and project including the Chairman and or the members of the Union Council will be involved for this publicity to form LCS.

(b) The field level officer of the LGED / project shall select the requisite number of LCS labours on the basis of selection criteria. The villages adjacent to the scheme areas are to be identified for selection of labours with the purpose of including them as the LCS members. For this purpose, list of helpless/distressed persons living in the scheme areas shall have to be collected from the Union Parishad. The inventory or lists of the helpless/distressed persons of the scheme areas including the existing LCS members shall be prepared in accordance with **Annex-1** with the help of the field level officer of the project/Community Organizer of LGED.

(c) Field level officer of the LGED / project shall prepare one list on the basis of the inventory and the interviews taken and in accordance with the selection criteria will send the said list to the concerned selection Committee for finalization. But in any case, if LCS members are not found due to unknown reason/s within any project areas, labor can be recruited from any areas following selection criteria. A person convicted by any court or by any social arbitration will not be allowed to be a member of LCS.

(d) To finalize LCS group, a committee will be formed with the following members:

Upazila Engineer	: Conveyor
One representative of the Union Parishad (Male)	: Member
One representative of the Union Parishad (Female)	: Member
Sub-Assistant Engineer, LGED (concerned Upazila )	: Member
Field level officer of the project	: Member
LCS Organizer ( Project )	: Member Secretary

(e) On finalizing the selection of LCS group, the Upazila Engineer will send a copy of the list along with the resolution of the meeting to the Executive Engineer, LGED for approval and will endorse a copy of it to the Chairman of the Union Parishad.

(f) After getting approval of the scheme including the fund from the Project Director, HILIP the LCS will start work immediately. The Executive Engineer, LGED will forward that to the concerned Upazila Engineer (UE), LGED, Community Infrastructure Coordinator and SAE of the project for onward action.

(g) Female LCS Group can be formed well ahead of work start, while formation of male group may be take place closer to the starting date. Each group shall select one Chairperson and one Secretary.

(h) Each and every LCS group shall have one Chairperson and one Secretary who will be elected/ selected by the LCS members. The Chairperson and the Secretary shall have the ability to read and write and able to maintain the books of records of the LCS.

(i) An extensive Orientation on the Scheme will be initiated by Upazila Engineer (UE), LGED in co-ordination with UPC and concerned Sub-Assistant Engineer (SAE) of the project for LCS group on the scheme plan, its time period, budget and the rate of labor wages and other facilities along with the responsibilities of the LCS.

#### **9. Size of LCS group:**

The number of LCS members forming one LCS group will be between 10 to 30 depending on the volume and type of works, the experience of the labourers, and supervision capacity of the UE's office/ UPU and timeframe for the works. Depending on works category, the group size may be as follows:

Hat/bazaar shed & Basic structure	: 20-30
Women shop's unit	: 10-20
Concrete block road	: 20-30
RCC road	: 20-30
Road maintenance	: 20-30
Earth work	: 20-30
Pipe culvert and small box culvert	: 10-15

#### **10. Training to LCS:**

All LCS members will be trained on specific work following respective training module. The training will be for one or two day for each LCS. Project rules shall be followed for arranging training, maintaining norms and to provide facilities.

#### **11. LCS Contract Award:**

The XEN will award a contract to the LCS without any tender but the estimated amount should be approved by the Project Director/concerned authority. No security money will be taken from LCS group. A contract agreement to undertake the work shall be signed by concerned XEN, LGED on behalf of the project and the Chairman and the Secretary of the LCS on behalf of the LCS group using the contract agreement on a non judicial stamp of Tk. 300.00 for the works as mentioned in

the Scope of work above. After signing of the contract agreement (Annex – 3 ), XEN shall issue a letter to the LCS Group for work to proceed.

#### **12. Maintenance of registers and records by LCS:**

The following registers and records shall be maintained by LCS group:

- Site Order Book
- Daily Attendance Register (Annex-9)
- LCS Accounts Book for recording bank transaction, payment distribution among LCS members and other expenditure

The Upazila Engineer / LCS Organizer will provide all books and registers to LCS

#### **13. Procurement of materials by a LCS Group:**

LCS group will be responsible for procurement and payment of materials (Annex-16) and they will be assisted by the UE/CIC/SAE. The UE / CIC (DMU) being satisfied with laboratory test will approve the materials. Test fees shall be deducted from LCS bill during payment.

The group will be responsible for keeping records of materials and guarding at site. Accounts will be checked on a regular basis by LGED or project field level staff.

#### **14. Disbursement of fund, maintain books of account and reporting:**

For all schemes to be implemented through LCS, the Project Director shall disburse funds to a joint account of concerned district XEN and DPC after having fund request (Annex – 17) from them. The XEN/DPC shall jointly disburse funds to the LCS against each scheme as per approved allocation.

After the schemes have been formally approved and signed with LCS, the initial advances are to be made as per agreement. The XEN/DPC shall pay the LCS by account payee check with account number and name of the bank and never be paid in cash.

XEN/DPC should maintain books of accounts according to the project accounting system. Copy of the monthly cash /bank book sheets along with bank statement should be sent to the Project Director by the 7<sup>th</sup> of the following month. Necessary training will be arranged for the accountants on project book keeping. For audit purpose authenticate transactions, all bills, vouchers, files, estimates, agreements, measurement books (MBs) and all relevant documents, the DPC/CIC shall preserve. The UEs shall also preserve the photocopies of account and related documents available for any audits.

#### **15. Roles and Responsibilities of the LCS :**

##### **(a) Roles of LCS Members**

- Maintaining the rules of the LCS group
- Accomplishing the assigned work in time and with quality
- Participating in training organized by HILIP on the scheme

(b) Roles of the Chairperson

- Signing the contract agreement with the concerned XEN, jointly with the Secretary
- Giving physical labor with other laborers at similar wage
- Distributing the work to LCS members
- Resolving the problem, if any, arisen in work. Inform the scheme supervisor.

(c) Roles of the Secretary

- Signing the contract with the concerned XEN, jointly with Chairperson
- Accomplishing the responsibilities according to the contract
- Supplying labor (Men and Women) with similar wages
- Leading the LCS team to accomplish the scheme within the timeframe
- Coordinating the work among LCS members
- Keeping regular contact with UE, LGED and Project SAE, Upazila Project Coordinator and informing him/her about any problems
- Preparing documents for bill, making payment to LCS members and keeping all records/accounts of LCS.

**16. Supply of tools and construction equipment:**

The XEN/DMU will provide the LCS with necessary construction equipment. LCS will pay hire charges accordingly. Hand tools except durmus shall be provided by the LCS or if that is not possible, be provided by the XEN/DMU. Costs related to the purchase of hand tools will be deducted from the running bills of the LCS. Project will provide Durmus to LCS without any hire charge. After completion of work LCS shall return all durmus to UE.

**17. Payment procedures for LCS:**

**i) Earthwork**

Payment shall be made in four installments. The first installment is 25% of the contract amount shall be paid as an advance (Annex-4). The 2<sup>nd</sup> installment is 25% of the work amount and shall be paid after 40% physical work done ( Annex-5). The 3<sup>rd</sup> installment is 25% of the work amount and shall be paid after 80% physical work done ( Annex-5). The 4<sup>th</sup> installment is 25% of the work amount and shall be paid through a final bill after 100% completion of the work with satisfactory test results ( Annex-5). It shall be checked and certified by the UE / CIC before having approval from the concerned XEN.

**ii) Concrete Block Work, Pipe Casting and Culvert Installation**

In case of concrete block work, pipe casting and culvert installation and other material procuring work payment shall be made in 3 (three) installments. The payment of 50% advance for 1<sup>st</sup> installment shall be made in such a way that fund is available for mobilization of groups, purchase and carrying materials to the site. The 2<sup>nd</sup> installment, which shall be 30% of the balance, shall be paid after 60% of the work is done with satisfactory test results. The remaining balance shall be paid through a final bill after 100% completion of work. It shall be checked and certified by the SAE-UMU, CIC-DMU & UE-LGED and will be paid after having approval from the concerned XEN.

Only VAT, IT, Test fees, hire charge of equipment and cost of salvage materials (if any) shall be deducted from the running and final bills as per Govt. prevailing rule.

The UE/CIC shall ensure the supply of adequate fund requisition forms to the LCS. All advance payments shall be made available within seven days after presentation of the fund requisition form (Annex-4).

The XEN/CIC shall acknowledge the receipt of the fund requisition form, one copy to be kept by the LCS group as a proof of submission. For that purpose the LCS shall prepare the documents in triplicate.

### **iii) Hat Bazar Basic Infrastructure, Sheds, and Women's Shop Unit**

Payment of hat bazar basic infrastructure, shed and women market unit construction may be as that of pavement construction.

### **iv) Final Payments**

The LCS group shall apply for the final bill to the XEN, LGED after completion of the work with satisfactory test results.

Final measurement will be taken after having concurrence from Project Director. The SAEs (LGED & Project jointly) with the assistance of Work Assistant of HILIP in presence of UE/CIC including Chairperson and Secretary of the concerned LCS shall take measurements, prepare and sign the final bill within 15 days from the date of receiving the application and sent the final bill along with measurement book, site order book, laboratory test report and the scheme completion certificate to the XEN for onward submission to the Project Director for final disbursement of fund for payment to the LCS.

After deducting VAT, IT, Test fees and hire charge of equipment and cost of salvaged materials (if any) from the final bills, the balance shall have to be paid to the LCS.

### **v) Bank Account for LCS, Withdrawal of Money and Distribution**

The LCS must have a bank account in the name of respective LCS group. The Chairman and the Secretary should jointly operate the LCS account. Name, location of the bank and the account number etc.( Annex – 14) must be submitted to XEN, LGED/ DMU with a copy to concerned UE before any advance is released. All payments should be through account payee check by mentioning account number.

The Community/LCS Organizer will guide the LCS group to open a bank account in the bank. At the time of opening a bank account the group will make a resolution in such a way that the Chairman and the Secretary of the group can not draw money from the bank without request letter from the UE along with UPC accompanied with the cheque. The group will inform the bank Manager about it and submit a copy of resolution to the bank at the time of account opening.

The LCS group must inform the UE, LGED/ LCS Organizer and draw money in her /his presence from the bank for purchasing materials as well as for distributing money among themselves.

LGED or project staff will assist the Chairman and the Secretary of the LCS to distribute the money according to their attendance of work.

## **18. Supervision:**

A regular supervision will be carried out by the concerned UE, LGED, UPC, SAE, HILIP. UE, LGED will take lead to employ officials at different sites. The XEN of the district should be well informed. The XEN and DPC should visit the sites before each bill payment.

UE, LGED and Project SAE will visit the site regularly and check the quality of work, and if found any deviation from the approved specifications of work, the UE, LGED and project SAE should mitigate and that will be brought to the notice of concerned XEN, LGED for decision. UE, LGED and project SAE including Work Assistant will regularly verify the attendance book of LCS and assess the progress of work. An overall proactive roles shall be played by the concerned supervisory staff towards the LCS and encourage them to complete the work in time with quality and quantity.

### **A) Supervision – Communication Infrastructure Component:**

#### **i. The Upazila Engineer (UE)**

The UE is responsible for the supervision of LCS work done on the communication infrastructure component of HILIP, quality control and measurement of all works etc. executed by the LCS ( if any) and will keep written instructions in the Site Order Book. The UE will also be responsible for setting out/layout of all LCS works. The work will also be monitored by IMC as mentioned in the IMC guide line.

The UE shall supply a site order book to each LCS group, which shall be available at the work sites during construction. All site visits shall be recorded in the site order book. The UE, with the assistance of SAEs (LGED & Project ), will be responsible for motivation, mobilization, and for resolving social problems with the assistance of UP Chairman & Member during execution of LCS schemes. They will encourage the groups for timely completion and ensure the timely payment and will monitor the attendance records through the Attendance Register.

#### **ii. Technical Assistance given by the District LGED**

The District LGED staff will cooperate closely with Upazila LGED staff with Assistant Engineer assistance, in supervision, quality control, measurement of works etc. to ensure implementation in line with LGED standards and guidelines for infrastructure works good governance and accountability.

The Assistant Engineer shall, at its own initiative or upon a request from the XEN or UE, visit and inspect at any time any works which is funded by IFAD under the component. Visits by the Assistant Engineer should be done jointly with the XEN/UE if possible.

Based on the nature and importance of findings during a site visit, the Assistant Engineer shall either verbally or in writing request the XEN/UE on the finding, possible consequences and possible solutions.

A visit by the Assistant Engineer does in no way remove the responsibility of the XEN/UE.



**ii) Site Order Book, Attendance Register, Concrete Pour Form and Reinforcement Check Slip**

LGED will issue the Site Order Book to the LCS groups, in which shall be written the name of the scheme, contract number, and contract value, date of issue of work order, schedule time for completion and planned date of completion. The book shall have numbered pages.

The LCS groups (if any) shall also be issued an Attendance Register by LGED with numbered pages and including the information as listed above.

Supervisory staff shall write their findings and necessary instructions to the LCS in the site order book.

For LCS contract bill (if any) submission, the Attendance Register and Site order book together with the Job Completion Certificate, laboratory test reports shall be enclosed.

Major casting needs prior approval from the XEN.

**B) Supervision – Community Infrastructure Component:**

**i. The Sub-Assistant Engineer (SAE)**

The SAE, UMU is responsible for the quality control and measurement of all works etc. executed by the LCS under the community infrastructure component of HILIP, and will keep written instructions in the Site Order Book. The SAE will also be responsible for setting out/layout of all LCS works. The work will also be monitored by IMC as mentioned in the IMC guide-line.

**ii. The LCS Organizer (LO)**

The LO is responsible for supervision of the LCSs under the community infrastructure component. In addition the LO shall supply a site order book to each LCS group, which shall be available at the work sites during construction. All site visits shall be recorded in the site order book. The LO, with the assistance of the SAE, will be responsible for motivation, mobilization, and for resolving social problems with the assistance of UP Chairman & Member during execution of LCS schemes. They will encourage the groups for timely completion and ensure the timely payment and will monitor the attendance records through the Attendance Register.

**iii. Technical Assistance given by the District Management Unit (DMU):**

The District HILIP staff will cooperate closely with Upazila HILIP staff with Assistant Engineer (DMU), in supervision, quality control, measurement of works etc. to ensure implementation in line with LGED standards and guidelines for infrastructure works good governance and accountability.

The Assistant Engineer (DMU) shall, at its own initiative or upon a request from the SAE or LO, visit and inspect at any time any works which is funded by IFAD under the component. Visits by the Assistant Engineer (DMU) should be done jointly with the SAE/LO. Based on the nature and importance of findings during a site visit, the Assistant Engineer (DMU) shall either verbally or in writing request the SAE/LO on the finding, possible consequences and possible solutions.

A visit by the Assistant Engineer (DMU) does in no way remove the responsibility of the SAE/LO.

**iv) Site Order Book, Attendance Register, Concrete Pour Form and Reinforcement Check Slip:**

UE will issue the Site Order Book to the LCS groups, in which shall be written the name of the scheme, contract number, and contract value, date of issue of work order, schedule time for completion and planned date of completion. The book shall have numbered pages.

The LCS groups shall also be issued an Attendance Register by UMU with numbered pages and including the information as listed above.

If any member of LCS falls sick, the LCS can recruit new member from the listed labor informing the concerned UE, LGED and project SAE. However it is expected that if any member from the sick household found fit and interested to work in LCS, he/she should be given priority to join LCS, no matter if his/her name was not listed in inventory. But as soon as he/she joins the LCS her/his name shall be included in the labor inventory.

Supervisory staff shall write their findings and necessary instructions to the LCS in the site order book.

For LCS contract bill submission, the Attendance Register and Site order book together with the Job Completion Certificate, laboratory test reports shall be enclosed.

**19. Sample specimen of Signboard:**

Prior to starting the work a signboard of a specific size (1100mm x 700mm) shall be fixed near to the working area with some specific information. A sample of a signboard is given below:

Name ..... of ..... the project:..... Name ..... of ..... the Scheme:..... Location ..... of ..... the scheme:..... LCS contract Number: ..... Contract value (including Vat and IT): ..... Name ..... of ..... the ..... LCS Chairman:.....Secretary..... Starting date of the scheme: .....Completion date of the scheme:.....				
Description of the scheme	Unit	Volume	Rate ( Tk)	Total ( Tk)

## **20. Deviation events for contract termination:**

- a) Stopping of works by the LCS and/or without the approval of the Employer;
- b) Instructions given by the Employer to the LCS for temporary suspension of works due to non-implementation of works in accordance with the Agreement and failure to comply with the issued instructions within 14 days;
- c) Issuance of notice by the Employer on contract defaulting arising from the inability of the LCS to rectify any defects of the work and failure on the part of the LCS to correct the defects with the specified time limit at the cost of LCS account.
- d) Delay in completion of works by the LCS without any valid ground
- e) Non-payment of bills to the LCS without any valid ground within one month from the date of recommendation made by the concerned Upazila Engineer;
- f) Payment of wages by the Chairperson and Secretary of the LCS to the female and male labours at different rates for the same work;
- g) Formation of LCS group by violating the guidelines on LCS formation.

## **21. Time Extension & Liquidation Damage:**

If the contract work is not completed in time, left incomplete or the quality of the work is not satisfactory, LCS shall be obliged to refund the total payment made against the work. However, for valid reasons the working period can be extended (Annex-18) but not more than 40% of scheduled time or 3 months. Violation of due completion of work will be compensated by Liquidation Damage (Annex-19) as per PPR 2008.

## **22. List of Works to be carried out by LCS:**

- i. Community Roads, Small Rural Markets
- ii. Village & Market Protection works and Land Raising
- iii. Market Collection Points
- iv. Road Maintenance

## **23. Quality Control:**

The Upazila level staffs are responsible for the quality control testing. They will be assisted by the district level project engineers in carrying out their duties. Testing shall be done according to the test frequency followed by LGED. The LCS shall inform the UE / SAE when the samples for tests are to be taken, and the UE / SAE shall immediately send the request to the XEN, LGED with a copy to QCE.

Additional tests can be requested at the discretion of the UE / SAE. Such tests shall not be paid by the LCS, unless unspecified materials or works are found.

Samples of materials shall be clearly marked with the name of the LCS, the date and place for collection.

Samples of materials collected by the LCS will not be accepted for testing.

Sampling and Laboratory testing will be done jointly by the LGED and Sub-Assistant Engineer (UPU). A joint test report with comments shall be prepared and distributed to the QCE, XEN/CIC, UE/SAE, LCS.

Certain tests that can be done in the field by the supervisor and which are outside the scheduled tests as per the Contract documents are not to be paid for by the Contractor or LCS.

Field testing equipment required for these tests and necessary training of the supervisor will be provided by the District laboratory.

The UE/SAE will be required to visit the constructions sites at least once per week, and a representative, either an engineer or work assistant, from the LGED/project will have to be present at all crucial construction stages. These stages include:

- Checking of compaction of sub grade before installation of pavement of road
- Testing of quality of concrete blocks before installation of blocks
- Casting of reinforced cement concrete.

The SAE will be required to report to the CIC at 7 / 15 days interval on the progress and quality ( Annex -7 ) of all construction work under his supervision. Similarly CIC has to report to the DPC/QCE at 15 / 30 days interval on the progress and quality ( Annex -8 ) of all construction work in his District.

Laboratory Test Chart (Annex – 13) to be included with the payment certificate.

The Quality Control Engineer at the PMU is the ultimate responsible person for the quality of all work done by LCSs.

# LCS Labour Selection Form

**Annex: 1of  
ANNEX - 7**

Name of the scheme :.....Location:.....Union:.....

Uapzila: ..... District: .....Date : .....

Sl#	Name of the labour	Gender		Father/Husband name	Mother name	Age ( Year )	Village	Occupation			Own land (acre)			Physical fitness		Marital status		HH head		Family member (Nos)	Earning member (Nos)	Remarks
		Male	Female					Household (✓)	Labour (✓)	Skilled Labour(✓)	Cultivable	Other	Total	Weak (✓)	Sound (✓)	Married (Y)	Unmarried (No)	Yes	No			
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						

.....  
Signature :  
Name:  
LCS Organizer, HILIP  
UMU.....Upazila

.....  
Signature :  
Name:  
SAE, HILIP  
UMU.....Upazila

.....  
Signature :  
Name:  
SAE, LGED  
.....Upazila

**Local Government Engineering Department  
Haor Infrastructure and Livelihood Improvement Project**

**Formation of LCS**

Scheme Code No. :

Name of the Scheme :

Union: .....

Upazila: .....District: .....

Name of the Chairperson of LCS :

Particular of the Bank Account:

a) Account Name :

Account Number :

b) Branch :

Name of the Bank:

c) Account Operator : i)

ii)

Sl. No	Name of LCS member	Father/Husb and name	Village name	Occupation	Title	Signature	CO/BUG member ( Yes/No)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
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28.							
29.							
30.							

Signature:

SAE, HILIP

UMU.....Upazila

Signature:

UPC, HILIP

.....Upazila

Signature:

Upazila Engineer, LGED

.....Upazila

### Contract Agreement between Project and LCS

This agreement, made the [ day.....] of [month.....] [year.....] between the following parties to accomplish scheme .....having contract value Tk.....under the HILIP. The work will have to be completed within ..... days. The date of commencement is ..... and the completion date is .....

On behalf of the HILIP, Executive Engineer, LGED, ..... District, hereinafter referred as “the Employer” (1<sup>st</sup> Party)

And

On behalf of the LCS, Chairperson....., Father/Husband....., Mother....., village....., Union....., and the Secretary of the LCS....., Father/Husband....., Mother....., village....., Union....., hereinafter referred as “LCS” ( 2<sup>nd</sup> party).

Whereas, the Employer and the LCS agree to implement the above mentioned scheme by the sum of Tk....., hereinafter called “the total Contract Price” to accomplish the scheme by the 2<sup>nd</sup> party within -----days from the date of this agreement.

NOW THIS AGREEMENT WITNESSETH as follows:

1. The word and the expression used in this agreement are applicable to those only who are concerned.
  2. The following documents shall be constituted and interpreted as integral part of the agreement:
    - a) Approved Bill of Quantities;
    - b) Approved Technical specifications and construction procedures;
    - c) Approved Design/Drawings where applicable; and
    - d) Approved LCS.
  3. The above documents are complementary to each other and mutually interpreted. However in the event of any confusion or inconsistency the agreement shall be interpreted following order of priority.
  4. The aforementioned work shall have to be commenced on the basis of date mentioned above and LCS shall have to start work within 7 (seven) days from the signing of this agreement.
  5. In case of time extension / liquidity damage procedure mentioned in the PPR 2008 will be followed.
  6. As per Agreement, only the enlisted and trained Labours shall be qualified for doing the work. No Labours outside the list shall be engaged in the work. However on the ground of illness, family problems or Social/Religious/Humanitarian ground any LCS member can be substituted by a new member of same gender (male in place of a male and female in place of a female) with the permission of LO and UE intimating to XEN, LGED. However, under no circumstance this shall remain effective for more than 7 (seven) days.
- If excess labors are required beyond the LCS members, in that case, only for those, a separate list shall be prepared following Annex I & II and must have approval from concerned XEN, LGED.
7. In the event of any social conflicts or a problem arises among the LCS members, the LGED/Project official shall take necessary initiative to resolve that. If necessary assistance may be taken from IMC in resolving the issues.
  8. a) The XEN will approve the LCS and Project Director will release the required fund for LCS through the concerned district XEN and DPC, DMU.

- b) Scheme Fund shall be released to the account of the respective LCS by DPC, DMU and XEN, LGED. To make the due payment, money shall be withdrawn from bank following LCS guide-lines.
- c) LCS will submit the resolution and Advance Fund Request Form to concerned XEN with joint recommendation of SAE & UE ( Annex – 4 ). Project Director upon recommendation of concerned XEN will release the fund in favor of the concerned DPC, DMU and XEN, LGED who will release the fund to respective LCS account. After reporting of completion of the work the final installment of the fund shall be released as mentioned in the LCS guide-line.
- d) The total payment to LCS including advance can be paid in four installments for earthwork but that of for other works in three installments. However considering the situation and environment and in the necessity of quicker implementation of the scheme the project authority may make the payment in two/three installments. TAX & VAT will be deducted for all cases. **For all types of LCS works no security deposit will be required.**
- e) LCS cannot withdraw money from bank without joint recommendation/endorsement by UE, LGED and UPC. The total payment for LCS shall be made following the ratio mentioned in the table below:

(i) ***For Earthwork***

Installment	Payment ratio	Payment cumulative	Quantity of work done Cumulative
Ist (Advance)	25%	25%	-
2nd	25%	50%	40%
3rd	25%	75%	80%
4 <sup>th</sup> & Final (After completion of 100% work)	25%	100%	100%

(ii) ***For other work***

Installment	Payment ratio	Payment cumulative	Quantity of work done Cumulative
Ist (Advance)	50%	50%	-
2nd	30%	80%	60%
3rd & Final (After completion of 100% work)	20%	100%	100%

- f) The LCS group shall apply for the final bill to the XEN, LGED after completion of the work.

Final measurement will be taken after having concurrence from Project Director. The SAE with the assistance of Work Assistant of HILIP in presence of UE/CIC including Chairperson and Secretary of the concerned LCS shall take measurements, prepare and sign the final bill within 15 days from the date of receiving the application and sent the final bill along with measurement book, site order book, laboratory test report and the scheme completion certificate to the XEN for onward submission to the Project Director for final disbursement of fund for payment to the LCS.

8. For withdrawal of first installment 'Advance Payment Requisition Form' (**Annex: 4**) shall be submitted. For withdrawal of final payment and other 'Bill Requisition Form' (**Annex: 5**) shall be submitted. The 1<sup>st</sup> party will take initiative to make the payment within 10 days after receiving the requisitions.
9. Every LCS member including the Chairperson and the Secretary shall participate in the assigned scheme and all members will receive money as their remuneration at equal rate irrespective of gender. Under no circumstance, the Chairperson or the Secretary or any other members shall not receive the daily wages without performing any works. In order to ensure application of this principle, the LCS Secretary shall fill up one daily attendance register in the specified from. The remuneration will be distributed in accordance with the attendance register. The LCS Chairperson and the Secretary will distribute the money on a daily basis / once in a week / twice in a week according to their attendance of work. LCS Chairperson and Secretary shall have to record the payment in payment register/form during the distribution of all installments money. During the payment of final installment the attendance should be updated and the payment shall be adjusted.
10. The LCS Chairperson and the Secretary shall record the account of all materials purchase ( Annex – 16) and payments made to the LCS members ( Annex – 6) in the work, which will be produced for auditing.



11. The accounts of all transactions ( Annex – 15) done by the LCS Chairperson and the Secretary against the works shall be audited by the UE/UMU/ DMU/PMU and XEN office.
12. If any work is not totally done or partly done or not followed the specifications, the LCS shall refund the sum to concerned XEN by cheque a part or the whole made to them including the advance.
13. The LCS at its own responsibilities shall install one signboard, which will display the name of the scheme, estimated cost including VAT & IT, quantities of works and the name of the Chairperson and the Secretary of the LCS as mentioned in the LCS guidelines.
14. In the event of deviation by any party of any of the following, the Employer or the LCS shall have the right to terminate the contract made under this document:

**The Employer:**

- a) Stopping of works by the LCS and/or without the approval of the Employer;
- b) Instructions given by the Employer to the LCS for temporary suspension of works due to non-implementation of works in accordance with the Agreement and failure to comply with the issued instructions within 14 days;
- c) Issuance of notice by the Employer on contract defaulting arising from the inability of the LCS to rectify any defects of the work and failure on the part of the LCS to correct the defects with the specified time limit at the cost of LCS account.
- d) Delay in completion of works by the LCS without any valid ground
- e) Payment of wages by the Chairperson and Secretary of the LCS to the female and male labours at different rates for the same work;
- f) Formation of LCS group by violating the guidelines on LCS formation.

**The LCS:**

- g) Non-payment of bills to the LCS without any valid ground within one month from the date of recommendation made by the concerned Upazila Engineer;
16. If the awarded work is not completed in time, left incomplete or the quality of the work is unsatisfactory, LCS shall be obliged to refund the total payment made against the work. However, for valid reasons the working period can be extended (Annex-18) but not more than 40% of scheduled time or 3 months. Violation of due completion of work will be compensated by Liquidity Damage (Annex-19) as per PPR 2008.

In deviation of any clauses of this agreement, Employer can take lawful action as prevailing in the country.

By Reading and understanding fully or by fully understanding through reading by others consciously and with sound encephalon, we are signing this contact agreement in presence of the under mentioned witnesses

**On behalf of LCS**

1. Signature:.....  
Name:.....  
Chairperson  
LCS No.

**On behalf of employer**

1. Signature:.....  
Name:.....  
XEN, LGED,.....District

**Witness:**

2. Signature:.....  
Name:.....  
Secretary  
LCS No.

1. Signature:.....  
Name:.....  
UE .....  
District .....

**Witness:**

1. Signature:.....  
Name:.....  
Address:.....

2. Signature:.....  
Name:.....  
CIC, DMU, Dist: .....& UPC, Upazila:.....

**Local Government Engineering Department  
Haor Infrastructure and Livelihood Improvement Project**

**Advance Payment Requisition Form**

Name of the scheme: ..... Contract No.....

Upazila: ..... District:..... Contract Amount Tk. (in figure).....

Tk ( in word) .....

Date: ....., Account name: .....Account No.: .....

Bank name:....., Branch name:.....

-----  
**Signature of the LCS Secretary**

-----  
**Signature of the LCS Chairperson**

It is hereby affirmed that the above LCS has been formed following the guidelines prepared by the Project, and a training for .....day (s) on .....has been arranged . Thereby, we are recommending to release an advance to the above LCS (Contract No.....) Tk. (in figure).....Tk.(in word).....

.....  
Signature  
Name:  
UPC, HILIP  
UMU.....Upazila

.....  
Signature  
Name:  
Upazila Engineer, LGED  
.....Upazila

.....  
Signature  
Name:  
CIC, HILIP  
DMU.....District

According to Contract Tk. ( in figure).....Tk. ( in word).....has made in advance.

.....  
Signature  
Name:  
Finance Assistant, HILIP, LGED  
DMU .....District

.....  
Signature  
Name:  
DPC, HILIP, LGED  
DMU .....District

.....  
Signature  
Name:  
XEN, LGED  
Dist. ....

**Local Government Engineering Department  
Haor Infrastructure and Livelihood Improvement Project**

**Current/Final Bill Requisition Form**

Name of the scheme: .....Contract No.....  
Upazila: .....District:..... Contract amount Tk. (in figure).....  
Payment received till to date:.....Adjusted amount Tk.....  
Account name:.....Account No.: .....  
Bank name:..... Branch name:.....

Amount claimed in this requisition form : Tk..... Date:.....

Present Installment (Put Tick) :                      Second ☐                      Third ☐                      Fourth/Final ☐

-----  
Signature of the LCS Secretary

-----  
Signature of the LCS Chairperson

It is affirmed that the above LCS has till now completed the work as per design/drawing and the technical specification. The work has been recorded in the Measurement Book no.....(page no.....) of Mr..... Thereby, according to the article No..... we are recommending to pay to the above LCS (Contract No.....) Tk. (in word).....Tk.(in figure).....

.....  
Signature  
Name:  
UPC, HILIP  
UMU.....Upazila

.....  
Signature  
Name:  
Upazila Engineer, LGED  
.....Upazila

.....  
Signature  
Name:  
CIC, HILIP  
DMU.....District

The proposal placed by the Upazila has been verified, and against that LCS Second/Third/Final installment being Tk..... (in word ..... ) **has been approved for payment.**

The value of the work till to date completed,	Tk:.....
Advance payment so far made till to date,	Tk:.....
Advance payment made,	Tk:.....
<b><i>Net amount of the present installment,</i></b>	<b><i>Tk.: .....</i></b>

.....  
Signature  
Name:  
Finance Assistant, HILIP, LGED  
DMU ..... District

.....  
Signature  
Name:  
DPC, HILIP, LGED  
DMU ..... District

.....  
Signature  
Name:  
XEN, LGED  
Dist. ....

**Local Government Engineering Department**  
**Haor Infrastructure and Livelihood Improvement Project**

**Wage Payment Form**

Name of the scheme:..... Contract No:.....

Location:..... Union:..... Upazila:.....

District:..... Installment No.:..... Amount requested for Tk:.....

Total amount received against all installments Tk:.....

Sl #	Name of the LCS member	Total working days (attended)	Present payment received (Tk)	Previous payment received (Tk.)	Total Received (Tk)	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
20						
22						
23						
24						
25						
26						
27						
28						
29						
30						
<b>Total:</b>						

.....  
LCS Secretary

Signature  
Name:  
LCS Organizer, HILIP  
UMU .....Upazila .

Signature:  
Name:  
UPC, HILIP  
.....Upazila

.....  
LCS Chairperson

Signature:  
Name:  
Upazila Engineer, LGED  
.....Upazila

**Note:** LCS Chairman and Secretary will pay the LCS members the wages according to the daily attendance. After completing the total work, all transactions should be finalized adjusting the advance and the dues.

**Local Government Engineering Department  
Haor Infrastructure and Livelihood Improvement Project**

**Annex: 7 of ANNEX - 7**

**Progress Report For The Month Of ..... (Upazila Level)**

Union: ..... Upazila: ..... District: ..... Reporting Date: .....

\S l. N o	Name of the scheme	LCS Contract #	Basic information						Information as progressed				Quality of work			LCS Group integrity			Remarks
			Name of LCS	LCS formation			Section (chainage) /Location	Contract amount (Tk)	New Physical progress (%)	Total Physical progress (%)	Payment Made (Tk)	Total working days	Good	Average	Below average	V. Good	Good	Weak	
				Male	Female	Total													
1																			
2																			
3																			
4																			
5																			
6																			
7																			

.....  
Signature  
Name:  
SAE, HILIP  
UMU.....Upazila

.....  
Signature  
Name:  
UPC, HILIP  
UMU.....Upazila

.....  
Signature  
Name:  
Upazila Engineer, LGED  
.....Upazila

**Local Government Engineering Department  
Haor Infrastructure and Livelihood Improvement Project**

**Annex: 8 of ANNEX - 7**

**Progress Report For The Month Of ..... (District Level)**

DMU, LGED, District: .....

Reporting Date: .....

\S l. N o	Name of Upazila	Name of the scheme	LCS Contract #	Basic information					Information as progressed				Quality of work			LCS Group integrity			Remarks
				Name of LCS	LCS formation			Contract amount (Tk)	New Physical progress (%)	Total Physical progress (%)	Payment Made (Tk)	Total working days	Good	Average	Below average	V. Good	Good	Weak	
					Male	Female	Total												
1																			
2																			
3																			
4																			
5																			
6																			
7																			

.....  
Signature  
Name:  
SAE, HILIP  
DMU.....District

.....  
Signature  
Name:  
CIC, HILIP  
DMU.....District

.....  
Signature  
Name:  
DPC, HILIP  
DMU.....District

**Local Government Engineering Department  
Haor Infrastructure and Livelihood Improvement Project**

**Attendance sheet of LCS labourers – Month ..... 2013**

Name of the scheme:.....Location:.....

Union:..... Upazila:.....LCS Contract No:.....

Sl. No.	Name	Date																													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1																															
2																															
3																															
4																															
5																															
6																															
7																															
8																															
9																															
10																															
11																															
12																															
13																															
14																															
15																															
16																															
17																															
18																															

.....  
LCS Chairperson

.....  
LCS Secretary

Signature:.....  
Name:  
LCS Organizer, HILIP  
UMU.....Upazila

Signature:.....  
Name:  
UPC, HILIP  
.....Upazila

Signature:.....  
Name:  
Upazila Engineer, LGED  
.....Upazila

**Local Government Engineering Department  
Haor Infrastructure and Livelihood Improvement Project**

**Completion Certificate**

Name of Scheme:

Scheme ID:

Upazila :

District :

Contract No :

Type of scheme :

Date of Contract Signed:

Date of Commencement:

Extension of Contract Period allowed up to (If any) :

Planned Date of Completion of Contract (As per contract) :

Actual Date of Completion :

The LCS has on this (date ..... ) day of (month.....) ,(year.....) executed the whole of the work as per design and specification and fulfilled its obligations in respect of the Contract.

Signature

Name:

UPC, HILIP

.....Upazila

Signature

Name:

CIC, HILIP

DMU.....District

Signature

Name:

Upazila Engineer, LGED

.....Upazila

Signature

Name:

Assistant Engineer, HILIP, LGED

District .....

Signature

Name:

District Project Coordinator, HILIP, LGED

DMU ..... District

Signature

Name:

Executive Engineer, LGED

.....District



**Local Government Engineering Department  
Haor Infrastructure and Livelihood Improvement Project**

**CONCRETE POUR FORM**

( Must be filled up by the LGED supervisor before each casting only for bridge construction)

1	<b>Name of the scheme</b> : .....		
2	<b>Upazila</b> : .....	<b>District</b> : .....	
3	<b>Name of Contractor</b> : .....	<b>Casting member</b> : .....	
4	<b>Vol. of concrete to be cast</b> : .....m <sup>3</sup>	<b>Casting Date:</b> .....	<b>Mix Proportion</b> : .....
5	<b>Ingredients Specification</b> : Cement : .....Mn/m <sup>2</sup> Coarse Sand (FM) : Sand blinding proportion : Water : ok / not ok Gradation of coarse agg. : ok / not ok AIV :	6 <b>Shuttering / Formwork ( Pl. tick ) :</b> Formwork type : Wooded/Steel/Steel Sheet protected Physical dimension : ok / not ok Rigidity : ok / not ok Leakage : ok / not ok Level Checking : ok / not ok Cleaning : ok / not ok	
7	<b>Reinforcement( Pl. tick)</b> : Bar Size : ok / not ok Lap length : ok / not ok Bar Spacing : ok / not ok Level : ok / not ok Clear Cover : ok / not ok Physical Dimension : ok / not ok	8 <b>Nos of Labour present :</b> Skilled ( masson ) : ..... nos Unskilled : ..... nos	
		9 <b>Equipments :</b> Rig Machine : ok / not ok / not applicable Mixture Machine : ok / not ok Vibrator : ok / not ok / not applicable	
10	<b>Weather</b> : Good / Fair / Bad		
15	<b>Ultimate compressive strength = ..... Mn/m<sup>2</sup></b>	16	<b>Nos. of cylinder taken</b> : ..... nos

Signature  
Name :  
Contractor/Representative

Signature  
Name:  
SAE, HILIP  
UMU.....Upazila

Signature  
Name:  
SAE, LGED  
.....Upazila

Note: Concrete pour form to be included with payment certificate

( Must be filled up by the LGED supervisor before each casting only for bridge construction)

- | Bar Mark | Dia<br>(mm) | Length<br>(m) | Nos. of rod | Total Length<br>(m) | Weight<br>(Kg/m) | Total weight<br>(Kg) |
|----------|-------------|---------------|-------------|---------------------|------------------|----------------------|
|          |             |               |             |                     |                  |                      |

Signature:  
Name:  
Upazila Engineer, LGED  
.....Upazila

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1 **Name of the scheme** : .....

2 **Upazila** : ..... **District** : ..... **Date** : .....

3 **Name of Contractor/LCS** : ..... **Contract No.** : .....

Structure Components	Name of tests	Required Tests (nos)	Performed Tests (nos)	Test Results		Remarks
				Ok	Not Ok	

Note: Laboratory Test Chart to be included with payment certificate

**Local Government Engineering Department  
Haor Infrastructure and Livelihood Improvement Project**

**LCS Accounts Book**

Upazila : ..... District : .....

Name of Scheme	:	
Name of LCS	:	
LCS No	:	
Contract No	:	
LCS Chairman	:	
LCS Secretary	:	
Bank Name	:	
A/C No.	:	

.....  
LCS Secretary

.....  
LCS Chairperson

.....  
UPC, UMU, .....Upazila

.....  
UE,.....Upazila

[illegible]

.....  
LCS Chairperson

[illegible]

.....

UE, LGED

**Local Government Engineering Department**  
**Haor Infrastructure and Livelihood Improvement Project**

**Fund Request Form**

( To be used by XEN and DPC for LCS Fund Requirement)

Office of the Executive Engineer, LGED, District .....Date :.....

**Account No:**....., **Name of Bank:**.....**Branch:**.....

**Details of Fund Request:**

Sl No	Contract No	Scheme Name	Contract Amount (Tk)	Fund Required (Tk)	Remarks
<b>Total Taka =</b>					

A. Total Fund Received	Taka =	
B. Total Fund Spent	Taka =	
C. Unspent Balance (A-B)	Taka =	
D. Total Fund Requested	Taka =	
E. Net Fund Required (D-C)	Taka =	

Prepared By	Checked By	Requested By
Accountant, LGED, Dist.....	A E, HILIP, LGED, Dist.....	DPC, HILIP                      XEN,LGED, Dist.....

Accounts Officer

Approved By

.....  
 PMU, HILIP,LGED, HQ, Dhaka

.....  
 PD-PMU, HILIP, LGED, HQ, Dhaka

**Local Government Engineering Department  
Haor Infrastructure and Livelihood Improvement Project**

**Time Extension Form**

District	:	
Upazila	:	
Contract No.	:	
Name of the Scheme	:	
Name of the Contractor/LCS	:	
Original Contract Amount	:	
Final Contract Amount	:	
Date of Work Order	:	
Scheduled date of Completion	:	
Proposed date of Completion	:	
Reasons for Time Extension	:	(Separate sheet may be attached)
Proposed date of Completion	:	
% of proposed time extension	:	
Signature of Contractor/LCS	:	..... Date:.....
Recommended By	:	<div style="display: flex; justify-content: space-between;"> <div>             .....              UPC, UMU,              .....Upazila           </div> <div>             .....              UE              .....Upazila           </div> </div>
Approved By	:	<div style="display: flex; justify-content: space-between;"> <div>             .....              XEN, LGED              .....District           </div> <div>             Date:.....           </div> </div>

Note: Time Extension Up to 40 % or 3 months- XEN will approve and that of above 40% HOPE will do.



**Local Government Engineering Department  
Haor Infrastructure and Livelihood Improvement Project**

**Liquidation Damage Form**

District	:	
Upazila	:	
Contract No.	:	
Name of the Scheme	:	
Name of the Contractor/LCS	:	
Original Contract Amount	:	
Final Contract Amount	:	
Date of Work Order	:	
Scheduled date of Completion	:	
Date of Hand Over	:	
Delay in Days	:	
Reasons for Delay	:	(Separate sheet may be attached)
Recommendation & Calculation	:	
Liquidation Damage	:	
Visiting Date	:	
Comments	:	
Recommended By	:	<div style="display: flex; justify-content: space-between;"> <div>             .....              UPC, UMU              .....Upazila           </div> <div>             .....              UE,              .....Upazila           </div> </div>
Approved By	:	<div style="display: flex; justify-content: space-between;"> <div>             .....              XEN, LGED              .....District           </div> <div>             Date:.....           </div> </div>

Note: For any disagreement, PPR 2008 will govern.