

**GOVERNMENT OF TRIPURA  
PUBLIC WORKS DEPARTMENT (R & B)  
NEW SECRETARIAT, AGARTALA, TRIPURA**

No.F. 15(6)/MC-PWD/2012/969-1014

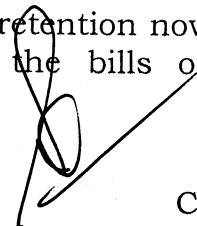
Dated, the August 29, 2017.

**OFFICE MEMO**

**Subject :-** Deduction of Security Deposit from agencies/ Retention regarding.

1. The Government adopted the Works Manual of Central Public Works Department (CPWD) to State PWD of Tripura subject to some modifications/alterations in the original Manual of CPWD, vide Notification No. F. 15(2)/MC-PWD Dt. 30.05.2007 of Government of Tripura, Public Works Department as published in Tripura Gazette by Extraordinary Issue, June 07, 2007.
2. A Standard Bid Document (SBD) was also prepared by Department and circulated to all concerned to follow by all Wings of PWD. The rate of Security Deposit was mentioned in the Section 20 of the Manual which was also modified subsequently by the Chief Engineer, PWD (R&B) and accordingly brought into effect. Under a Clause meant for Retention, a separate Para was given in the SBD and in its Sub-Clauses the specific guideline was given regarding retention of the Security Deposit and subsequent release.
3. Subsequently few Divisions of PWD have referred the issue to the Office of the Chief Engineer seeking clarification against some Audit observations wherein it was stated that this retention @ 10% or 7.5% of bill amount should be in addition to the Security Deposit. The Office of the Chief Engineer has disposed the files with observation on case to case basis but it appears that the clause of the retention as given in SBD was not properly interpreted.
4. The Clause of retention never meant for any additional deduction of any amount from the Contractor's bill but the same Clause was inserted in the SBD as an instrument to regulate the release of the Security Deposit and as such, under Sub Clause(s), it was clearly written that on completion of the whole of the works, half the total amount retained is repaid to the Contractor and half when the Defects Liability Period has passed and the Engineer-in-Charge has certified that all the Defects notified by the Engineer-in-Charge to the Contractor before the end of this period have been corrected. The same Clause of retention was inserted in the SBD to give a relief to the Contractors so as to facilitate to take 50% of the Security Deposit back to his account immediately on completion of the whole work and rest 50% be kept so as to cover the risk period of the works according to provisions in the contract but the same Clause under retention nowhere meant for any additional deduction of money from the bills of the Contractor.

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Contd.

5. So all Executive Engineers are further advised to follow the same guideline and not to deduct any additional amount as retention other than Security Deposit as per Clause in the Contract following the SBD of the department. If there be any Case(s) that in the name of retention, separate amount other than security deposit has been kept withheld from the Contractor's bill, this should be released by the concerned Executive Engineers to comply the conditions in the Contract.

(Susanta Dutta)

EE, Monitoring Cell, PWD(R&B)

For and on behalf of Chief Engineer, PWD (R&B), Tripura

**To:**

Executive Engineer, PWD(R&B),  
Kanchanpur Division, Kanchanpur/ Dharmanagar Division, Dharmanagar/ Kailasahar Division, Kailasahar/ Kumarghat Division, Kumarghat/ PMGSY Division, Kumarghat/ NH Division, Kumarghat/ LTV Division, Manu/ Ambassa Division, Ambassa/ IE Division Ambassa/ Kamalpur Division, Kamalpur/Khowai Division, Khowai/Agartala Division No.1, Agartala/Mohanpur Division, Mohanpur/ Division No.III, Agartala/ Division No.V, Agartala/Capital Complex Division, Agartala/ IE Division, Agartala/Mechanical Division, Agartala/Teliamura Division, Teliamura/Medical College Division, Agartala/ Jirania Division, Jirania/NH Division, Netaji Chowmuhani/ Store Division, Agartala/ Sonamura Division, Sonamura/ Udaipur Division, Udaipur/ Amarpur Division, Amarpur/ Santirbazar Division, Santirbazar/ Belonia Division, Belonia/ NH Division, Santirbazar/Sabroom Division, Sabroom/Bishramganj Division, Bishramganj/Bishalgarh Division, Bishalgarh.

**Copy to:**

1. Chief Engineer, PWD (WR/ DWS), Tripura
2. Chief Engineer (Buildings/ PMGSY/ NH), PWD(R&B), Tripura
3. Addl. Chief Engineer, PWD (R&B), Planning & Design Unit, Agartala
4. The Superintending Engineer, PWD(R&B), Circle-I, Kumarghat/Circle-II, Agartala/Circle-III, Udaipur/Circle-IV, Agartala/Circle-V, Ambassa
5. Sr. Architect, PWD, Agartala.
6. Estate Officer, PWD, Agartala.
7. Electrical Inspector, Agartala.