

Part IV Compendium of Reference Documents

The compendium is a listing and summary of the principal laws, regulations and technical documents which project personnel must comply with, or refer to for technical guidance, in planning and implementing projects. The documents are classified into the following types:

1. HMG/N Acts (NA)

Laws passed by Parliament. Any public works project must comply with the provisions in all acts.

2. HMG/N Regulations (NR)

Regulations, rules and by-laws which have been established by HMG/N ministries, departments or state corporations to clarify, regulate and control the powers and duties established under various acts. Most acts have an accompanying regulation that assigns responsibilities and authorities to government officers and describes procedures which must be complied with in implementing projects. A regulation may be amended as necessary to be consistent with changes in other HMG/N regulations, to respond to changing technological and economic conditions, or to improve the quality of project implementation. Any public works project must comply with the provisions in the relevant regulations.

3. HMG/N National Policies (NP)

Important national policy documents which affect more than one sector. Any public works project should be consistent with the objectives, plans and procedures contained in the relevant national policies.

4. HMG/N Procurement Documents (ND)

Standard bidding and contract documents which have been approved by the Financial Comptroller General's Office for use in HMG/N projects. With approval of the PWD, there are now 16 standard procurement documents contained in Part III. It is expected that the procurement of works, goods and consultant or technical services in any public works project will use these procurement documents.

5. HMG/N Sector Guidelines (NS)

Sector policies, standards, guidelines and other technical documents which have been adopted by HMG/N ministries and departments for guiding the planning, design, construction, operations and maintenance of public works. These documents include:

- Sector or line agency policies describing objectives, plans and procedures (e.g. Department of Roads Policy Document: Environmental Assessment in the Road Sector of Nepal).
- Codes of practice for use in the design, construction or manufacture of public works in order to achieve a consistent level of safety, constructability, durability, maintainability and economy (e.g. National Building Code).
- Standards established by a national or international body describing (1) methods for the construction, installation or testing of works and goods or (2) the properties required for materials, completed construction works and manufactured goods (e.g. Department of Roads Design Standards for Roads).
- Specifications for use in contracts describing methods of construction and standards to be achieved in construction, installation and testing of public works (e.g. DOLIDAR Technical Specifications for Labour-Based Construction Works of Agricultural and Rural Roads).

- Guidelines for planning, design, procurement, construction, maintenance and other activities associated with the implementation of a public works projects (e.g. Department of Water Supply and Sanitation Design Guidelines for Rural Water Supply Schemes).

These documents are grouped by sector as follows, although some apply across all sectors.

- Irrigation (NSI)
- Rural roads (NSL)
- Miscellaneous (NSM)
- Strategic roads (NSR)
- Water supply (NSW)

6. Donor Guidelines (DG)

Guidelines, handbooks, manuals and directives prepared by the major donor agencies which define the procedures to be followed in implementing projects funded by them. The chief donor agencies are the Asian Development Bank, World Bank and United Nations Development Programme and bilateral donor agencies from Japan, European Union, Switzerland, Germany, Denmark and the United Kingdom. As a rule, donor-funded public works projects must comply with the concerned donor guidelines.

7. Other Documents (OD)

Contract documents and procurement procedures prepared by FIDIC and other international organisations which are valuable as references and which implementing agencies may choose to use.

Documents Listing and Summaries

The summaries of documents are organised as shown in the following table.