



आयुध निर्माणी बोर्ड
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(अभियांत्रिकी विभाग)

ORDNANCE FACTORY BOARD
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KOLKATA 700 001
(ENGG DIVISION)

भारतीय आयुध निर्माणियां, रक्षा मंत्रालय
Indian Ordnance Factories, Ministry of Defence



CIRCULAR

No: 001/CW/Policy/E/B

Date: 07.01.2014

To

The Sr. General Manager/General Manager
All Ordnance & Ordnance Equipment Factories

The Principal Director/NADP
The Principal Director/All OFIOLs

Sub: Standard Operating Procedure for Civil works in Ordnance Factory
Organisation

Based on directive issued by DDP vide ID No 5(1)/2011/D(Proj-II) dated 09.03.2012 Ordnance Factory Board published Standard Operating Procedure for Civil Works on 06.11.2012 in the form of exceptions of Defence Works Procedure 2007.

2.0 During Meeting held on 30.12.2013, OF Board approved Standard Operating Procedure for Civil Works in the form of a book as done in the case of Stores and Plant & Machinery.

3.0 New Standard Operating Procedure for execution of Civil Works in OF Organisation as approved by Board is appended in annexure.

Encl: As above

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**STANDARD OPERATING
PROCEDURE**

for

CIVIL WORKS

in

ORDNANCE FACTORIES



OFB

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Standard Operating Procedure for Civil Works in OFB - 2014

1.0 Objective

- 1.1 The objective is to ensure that all Civil Works and Services in all units under Ordnance Factory Board are completed within planned time frame and in a cost-effective manner.
- 1.2 This Standard Operating Procedure (SOP) is applicable for the works to be got executed through MES/DRDO/any Public Works Organisation (PWO)/designated Central or State Government Agency (wherever it is mandatory)/O.F. Departmental Contract. After issuance of approval, the procedure prevalent with the above mentioned agencies, will be followed by them.
- 1.3 Present SOP also enumerates the mechanisms for execution of works and services, after issuance of Administrative Approval, undertaken through Departmental Contract.

2.0 Basic Principles

- 2.01 Works/services will be executed after issuance of Administrative Approval by competent authority as per delegated financial power.
- 2.02 New works should be sanctioned after due diligence taking into consideration existing assets/infrastructure and time & cost, required to complete new works.
- 2.03 New works and services would be undertaken after taking into consideration of the financial liability of ongoing works & services in tandem with the Annual Budgetary allocation.
- 2.04 If an approved work is not commenced within **one year** of the date of Administrative Approval, fresh Administrative Approval of the Competent Financial Authority (CFA) would be essential.
- 2.05 As a matter of rule works/services will be executed only after administrative approval, formal allocation of fund and technical sanction have been obtained from the Competent Authority in each case. However, to undertake emergency works/services, procedure laid down in subsequent para of this SOP would be followed.
- 2.06 During the course of financial year, all units will contain expenditure within the allotted fund under respective code head.
- 2.07 The final cost of any service will not exceed the amount of Administrative Approval by more than 10%. An officer will take no action which will commit



Government to spend beyond 10% of Administrative Approval amount without obtaining prior sanction of the Competent Financial Authority in the form of a Financial Concurrence (FC), a Corrigendum or a Revised Administrative Approval

- 2.08 The CFA, according Administrative Approval, should be kept informed of the progress of the works till their completion through regular periodical reports.
- 2.09 Project or work services will not be split up, to bring it within the powers of a CFA at a lower level.
- 2.10 Proposals would be processed in consultation with associated Finance as defined in Delegation of Financial Power.
3. Classification of Works: For purpose of budgeting and control the works in all units under Ordnance Factory Board are divided into two broad categories, namely:
- a. Capital Works
 - b. Revenue Works

3.1 Capital Works

- 3.1.1 Capital Works comprise works/services like construction of buildings, workshops, storage depots, etc. including their internal fittings and fixtures as well as roads, blast pens, Electrical and Mechanical services, water supply, drainage, other utility services, arboriculture etc. as well as additions. Reconstruction of buildings and roads, widening of roads, additions and alterations necessitated by administrative/technical reasons, works necessary to bring into use the buildings and services newly purchased/acquired or those previously abandoned or rendered unusable by extraordinary causes such as storm, fire or earthquake also fall in the category of Capital Works.
- 3.1.2 Furniture would not normally be procured under Civil Works. However, the same may be allowed in the cases, such as new auditorium etc., where fixed furniture is part of Project.
- 3.1.3 Capital Works are sub-divided as follows:
- 3.1.3.1 **Authorised Works**: Works/Services for which scales are authorised in regulations or by separate orders of a general or specific nature issued by the Government of India are referred to broadly as Authorised Works. 'Scale of Authorisation' in Production/Process Buildings would be as per technical/process requirement. For residential/amenity buildings, latest Scales of Accommodation (SOA) as used by MES would be followed.
- 3.1.3.2 **Special Works**: Items of works services not falling within the ambit of authorised works as defined above are referred to as 'Special Works'. These



may be approved only when exceptional local conditions justify the necessity, or required as an important experimental measure. No Special Works can be quoted as a precedence leading to introduction of New Practice or Change of Scale.

3.1.3.3 The estimate of a project may include special items of work only after Competent Financial Authority has accorded formal in principle approval of such items.

Note :

- i. Where no scales have so far been laid down and there are no orders prohibiting the undertaking of those works, the Competent Financial Authority for "Special Works" may sanction such works if it is customary or technically essential to provide the same.
- ii. If a building or service required is categorized as "Special", all connected items thereto will be termed as "Special".
- iii. Any specification which is superior to approved/sanctioned Plinth Area Rates will be termed as "Special". Their incorporation in works at any stage during planning or execution will require prior approval of the competent Financial Authority.

3.2 Revenue Works

3.2.1 Revenue Works comprise of all maintenance and periodical services (as per Table-G of MESR: Appendix 'A'), renewals and replacements as well as alterations and improvements necessitated by technical or engineering reasons.

3.2.2 All Revenue Works shall be executed only under delegated financial power of Competent Financial Authority at unit level of OFB in consultation with associated finance.

3.2.3 Stability testing of building/structure etc for purpose of issuance of Annual Certificate to the State Authorities will be categorized as Revenue Works.

3.2.4 Repair of Furniture would not be covered under Civil Works.

3.2.5 In case where repairs and additions and alterations to a building become necessary at the same time, the work will be sanctioned as one project and treated as a Capital Work for all purposes.

4.0 Specifications

4.1 Creation/maintenance of any infrastructure through Civil Works, intended to be gainfully utilised for more than five years would be processed as defined in para 3.1.3.1/3.1.3.2 & 3.2.1 above.



4.2 Prestigious/heritage building: These buildings may be identified by OFB as prestigious/ heritage at the stage of approval of Annual Development Plan. For such projects, a separate detailed justification will be submitted by the Factories/Units. After approval of the building as prestigious/heritage by OFB, it will be permissible to add in the AE a specific percentage not exceeding 10% of the total cost of the Buildings towards providing special architectural features and superior specifications.

5.0 Annual Development Plan and Budgeting

5.1 All units of OFB will prepare Annual Development Plan (ADP), in consultation with associated finance.

5.2 ADP, comprising of Capital Works, duly concurred by associated finance & approved by HOD of unit would be forwarded to OFBHQ, by 31st October of the preceding year.

5.3 While preparing ADP, OF Units shall review its committed liability in the form of Carry Over Works and the time and effort as well as funds required for planning and executing New Works. New proposals shall be projected in ADP with due consideration to keep the committed liability within manageable limits of carry over works & its progress.

5.4 Supplementary ADP can be forwarded, only in case of urgent requirement, duly concurred by LAO & approved by HOD of unit, justifying reason thereof.

5.5 At unit level, works should be sanctioned and/or commenced after complying the following:

5.5.1 **Capital Works:** Proposals, cleared in ADP, are approved by Competent Financial Authority.

5.5.2 **Revenue Works:** These are planned and approved by appropriate CFA, in consultation with associated finance. Factories will undertake these works against bulk fund allocation.

5.5.3 Works are to be prioritised against each category viz., Capital Works & Revenue Works subject to availability of fund and importance would be attached for (I) Projects approved by DDP/OFB based on DPR; (II) Works related to Production Activities; (III) Works related are Statutory requirement; (IV) Works related Safety /Security/ health hazard, (v) other works, etc.

5.6 While forwarding ADP to OFB, every proposal shall be accompanied by following documents:



- a. Basis of projection of work in the form of Statement of Case (SOC)
- b. Rough Indication of Cost (RIC).
- c. Views/demand of stake-holder
- d. Drawing, wherever applicable, with Drawing No, north direction/landmark, if any, dimension/scale etc. duly signed by competent officer.
- e. Concurrence of associated Finance.

6.0 Processing of Works: Following are main stages in the planning, sanctioning and execution of Capital Works:

- i. Statement of Case for New Works.
- ii. Approval of Annual Development Plan at OFB
- iii. Acceptance of Necessity
- iv. Preparation of Approximate Estimates
- v. Administrative Approval
- vi. Appropriation of Fund
- vii. Technical Sanction
- viii. Tender Action
- ix. Acceptance of Tender
- x. Execution of Works

In case, situation demands, following actions are also taken, within the provisions of extant instructions:

- xi. Issuance of Revised Administrative approval
- xii. Go-ahead sanction for emergency works
- xiii. Reduction of scope of work

The details of procedural requirements at each of these stages are explained below.

6.1 Statement of Case for New Works

Demands for new works/services in the form of a Statement of Case shall be approved by Competent Financial Authority. The Statement of Case will inter alia explain:-

- a. Need for and scope of the works proposed.
- b. Whether besides construction works, the proposed project includes procurement / manufacture / installation / storage of new / special equipments or armaments, or setting up new operation related facility including special repair and maintenance of capital assets with which the civil works have to be integrated.
- c. Type of construction required - authorized or special.



- d. The target date by which the completion of the proposed works is desired.
- e. The desired location and availability of land, if any.
- f. If land is not available, the time likely to be taken for obtaining the same and for site development, etc.
- g. Extent of enabling works and external services or utilities of preparatory nature required.
- h. Need for engaging an outside consultancy agency, if any, for the total project or any part thereof, viz., pre-and post-administrative approval planning, design, detailed engineering, project management, etc.
- i. A rough cost estimate in the format at Appendix 'B'. In case trees are to be cut, financial repercussion for the same is to be added.
- j. An Engineer appreciation as per format at Appendix 'C'.

6.2 Approval of Annual Development Plan at OFB

- 6.2.1 After due diligence, HOD of Unit would forward Annual Development Plan (ADP) for Capital Works, in consultation with Associated Finance.
- 6.2.2 ADP would be approved by Member/Operating Division, in consultation with OFB/Finance. Approval of ADP would cover Acceptance of Necessity (AON).
- 6.2.3 After approval of ADP, individual proposal would be processed as per procedure indicated at para 6.0.
- 6.2.4 Supplementary ADP would be approved at OFB, on file, in consultation with Finance Division.

6.3 Acceptance of Necessity

- 6.3.1 Based on approval in ADP, Competent Financial Authority (CFA) at OFB will authorise HOD of Unit to convene a Recree-cum-Siting-cum-Costing Board for proposals, with estimated cost beyond delegated financial power of OFB. For other cases CFA/OFB Unit will convene a Recree-cum-Siting-cum-Costing Board. Decision taken by the Board would be recorded as Board Proceeding (BP). Such BP would elaborate the following:
 - a. Genesis of requirement
 - b. Detail Scope of Work
 - c. 'Special item of Work', if any.



- d. Time frame for completion of Work
- e. Estimated cost for completion work

6.3.2 Complete BP, along with following documents shall be technically scrutinised:

- a. Copy of convening order [Format: Appendix 'D']
- b. BP signed by B.O.O.
- c. Accommodation Statement Part I signed by user [Format: Appendix 'E']
- d. Accommodation Statement Part II signed by user & Engineer [Format: Appendix 'F']
- e. Layout Plan Sketch - 'P' signed by B.O.O. [Layout: Appendix 'G']
- f. Line Plan Sketch - 'Q' signed by B.O.O. [Layout: Appendix 'H']
- g. R.I.C. signed by C.F.A. with supporting annexure
- h. Engineers' Appreciation signed by CEA [Format: Appendix 'C']
- i. Copy of letters mentioned in BP, if any.
- j. Certificate regarding availability of water
- k. Certificate regarding availability of electricity
- l. Detail Statement of case for 'Special' items of work
- m. Views of CFEEES for explosive building or related works

6.3.3 For execution of work through departmental contract RIC would be prepared as per latest Plinth Area (PA) Rate published by MES. In case work is entrusted to PWO or DRDO or other agency they would follow their procedure.

6.3.4 In case factories are asked to submit DPR for project comprising of CW and P&M, HOD of Unit will convene a Recee-cum-Siting-cum-Costing Board. Copy of Board Proceeding along with Approximate Estimate shall be enclosed with DPR for approval of Project. However, in case of urgent requirement, the proposal can be sent based on RIC.

6.3.5 If any proposal is approved by OFBoard or DDP, Scope of Work as projected in the BP must be drafted carefully & Approximate Estimates are to be prepared and once those are approved by HOD of unit no change would be allowed which would have financial repercussion of more than 10%. Before forwarding DPR to DDP/MOD, BP will be scrutinised at OFB.

6.3.6 Consultancy: If it is felt that consultant is necessary to be engaged for initial activities (viz., site surveys, soil investigations, enabling works, preparation of basic designs or estimates etc.) proposal is to be forwarded to OFB duly concurred by Associated Finance & approved by HOD of Unit. Go-Ahead sanction would be issued by OFB in consultation with OFB/Finance. Such proposals for which administrative approval would have to be accorded by DDP, requirement will have to be projected in DPR.

6.3.7 After scrutiny/recommendation of BP, along with requisite documents, by



designated authority, HOD of unit would approve the BP, as per Checklist Provided [Appendix: 'I'] for preparation of Approximate Estimates.

- 6.3.8 To examine technical adequacy of Board proceedings, General Manager, if considers essential, may take services of consultants as per procedure laid down for consultancy.
- 6.3.9 In case amendment of BP is required, the same would be issued by HOD of unit, in consultation of execution agency, indicating financial repercussion for the same. However, HOD of unit has to ensure that project objective is not compromised.

6.4 Approximate Estimates

- 6.4.1 For Works to be executed through departmental route, AEs will be prepared by the Civil Maintenance Section of the concerned unit, based on which Engineering Office (Civil) would initiate technical sanction. AEs will be prepared in the prescribed proforma (format Appendix J) as per lines indicated in the approved statement of case and/ or BP/ DPR. In respect of Works to be executed by MES/ DRDO/ any other PWO, for preparation of AEs, these organisations shall follow their own procedure.
- 6.4.2 Contingency charges would be added, if work is executed through MES/DRDO or other PWOs/agencies as per their procedure.
- 6.4.3 Consultancy charges, if any, will be included in the estimates. In case work is executed through MES or other PWO, rates applicable as per their procedure would be applicable. For execution of work through departmental route and if consultant is engaged for both pre-tender & post contract activity, consultancy charges, not exceeding 8%, would be added. SOP on consultancy is to be referred for this purpose.
- 6.4.4 Special items of works or Superior specifications can be included with proper justification and specific approval of the Competent Financial Authority.
- 6.4.5 Checks of Approximate Estimates will be made by Designated Authority as per latest directives issued. Approval of estimate by competent officer in factory would be considered as technical sanction.

6.5 Administrative Approval

- 6.5.1 Administrative Approval will be accorded by the CFA, in consultation with associated Finance, after scrutiny/recommendation of Approximate Estimates, by designated authority. It will state clearly whether the works being approved are authorized or special.



- 6.5.2 At the stage of according Administrative Approval, it will be ensured that Approximate Estimates include prevailing percentage of market variation/cost index.
- 6.5.3 Time for completion of the works will be clearly indicated in the Administrative Approval. Delay in commencement of the works beyond 12 months would necessitate a Revised Administrative Approval.
- 6.5.5 Administrative Approval will be considered as release of the works and conveyed by a letter specifying the budget head & the year of sanction. Copy of Administrative Approval would be sent to concerned Finance office, P C of A (Fys) Kolkata, Principle Director of Audit, Office of Chief Internal Audit, amongst others.
- 6.6 Appropriation of fund
- 6.6.1 As per procedure in vogue, factories would project requirement of fund.
- 6.6.2 Carry over works will have higher priority than fresh proposals works with regard to budgetary estimate for any financial year.
- 6.6.3 Fund would be allocated to OFB units, against each code head, from OFBHQ at the beginning of the year based on the projection made.
- 6.7 Technical Sanction
- 6.7.1 Before tendering, technical sanction would be issued by Competent Engineering Authority that proposals are structurally sound and estimates are accurately calculated based on adequate data.
- 6.7.2 Schedule of works will be prepared along with requisite design & drawings.
- 6.7.3 Generally OFB units would follow market trend as followed by MES. If OFB units envisage lower market trend, the same may be followed.
- 6.7.4 In case of works are carried out by specialist firms based on their own designs, technical sanction will be accorded on the basis of the accepted design on the basis of tender but before issuance of the contract.
- 6.7.5 Large project, may for convenience of planning/siting/execution be broken into sub-projects which would be distinct & self-contained.
- 6.7.6 In case of purchase of a building, valuation statement would be taken as technical sanction.
- 6.7.7 To avoid time & cost overrun, OFB Units, at the discretion of the HOD/Unit,



may record scope of work in the form of Board Proceeding and concurrently prepare Approximate Estimate, provide certificate from competent Engineering Authority for technical sanction & take up with associated finance for vetting and issuance of Admin Approval by Competent Financial Authority. Thereafter Competent Financial Authority may initiate tender action based on technical sanction.

6.8 Tender Action

6.8.1 After the schedule of work for a project or sub-project has been technically sanctioned by the competent authority tenders will be issued through e-procurement mode only, if executed through departmental contract. MES/DRDO, other PWOs/ agencies would follow their procedure.

6.8.2 In case only a resultant single quoted tender is received, the same can only be accepted after permission of next higher Civil Works Committee (CWC).

6.9 Acceptance of Tender:

Decision on acceptance of tender will be taken by CWC. MES/DRDO & other PWOs/agencies would follow their procedure.

6.10 Execution of Works:

6.10.1 **Supervision:** During execution of works, supervision will be carried out by site-in-charge as per directive of engineer-in-charge, who will be nominated by HOD of unit. MES/DRDO & other PWOs/agencies would follow their procedure.

6.10.2 **Measurement:** Measurements for the works would be jointly carried out by contractor & site-in-charge and recorded by site engineer and/or consultants, appointed, and authorised representative of Contractor. MES/DRDO & other PWOs/agencies would follow their procedure.

6.10.3 **Technical examination:** Technical examination of work at site would be carried out by officer nominated by HOD of unit. MES/DRDO & other PWOs/agencies would follow their procedure.

6.10.4 **Payment:** Payment would be made after audit of documents by associated finance, based on bill signed by authorised representative of HOD of unit. MES & other PWOs would follow their procedure.

6.11 Revised Administrative Approval

6.11.1 In case it becomes necessary to obtain a revised administrative approval, as per para 2.05 above, a revised estimate will be prepared; the original and revised figures being shown in parallel columns of a comparative statement [Format:



Appendix 'K']. The reasons for the excesses should be set out clearly and concisely in the remarks column of such a comparative statement.

- 6.11.2 There is no limit as to the number of times that an estimate may be revised. Immediate action in fact should be taken to revise estimate as and when the occasion demands, the procedure explained above being followed in each case.
- 6.11.3 Revised Administrative Approval will be accorded by the CFA in consultation with associated Finance.
- 6.11.4 Revised Administrative Approval will be essential before tender action if there is any change in scope of work due to any reason, irrespective of whether the cost is within the tolerance limit or not.
- 6.11.5 Once approved, change in site is not permissible. However in exceptional circumstances, approval of next higher level CFA will be obtained for change in site.
- 6.11.6 Revised Administrative Approval will not be essential if increase in cost beyond the tolerance limit is solely due to payment of statutory escalations scheduled as part of the contract agreement for the originally stipulated time of completion of the works. On completion of the works, the final completion cost will reflect all approved revisions of cost estimates and escalations granted under this para.

6.12 Go Ahead Sanction : Emergency Works:

Notwithstanding the procedure described above, for safety/security or other technical reasons, Competent Financial Authority may resort to selective tender through Limited Tender Enquiry for completion of work in a time bound manner. Such cases should be processed in terms of provisions relevant for 'go-ahead' sanctions, i.e. para 34-37 of MES DWP 2007 [Appendix 'L'].

- 6.13 Reduction of Scope of a Project: When the scope of a work service is reduced for administrative or other reasons prior to tendering, the Administrative Approval need not be revised; but the approved amounts for the abandoned or reduced items of the service and the total approval amount will be reduced accordingly.

7.0 Project Monitoring System

- 7.1 To enable effective monitoring and timely course-correction of works in progress, Quarterly Progress Reports indicating physical and financial progress of all major capital works will be prepared in consultation with associated finance and submitted to respective CFAs for review and direction.



- 7.2 Factory would forward report to OFB, for the proposals approved by DDP.
- 8.0 Completion Report
- 8.1 On completion of a work, completion reports [Format: Appendix 'M'] will be prepared with Project Completion cost.
- 8.2 OFB Units would forward completion report, duly concurred by associated Finance, for proposals which are beyond delegated financial power of HOD of Units.
- 8.3 Financial closure of any project will be rendered as soon as possible but not later than 12 months from the date of physical closure. Report as received from OFB Units would be put up to Board for closure of project.
- 9.0 Demolition of Buildings
- 9.1 Demolition of any building may be approved on a demolition statement (Format: Appendix 'N'), as per delegated financial power after Rule 24 of DFPR 2005 (Appendix: 'O')
- 9.2 In order to determine the level of competent to sanctioning authority, book value of each building (including ancillary buildings) will be taken separately and not the total book value of all the buildings in a demolition statement.
10. General
- 10.1 In land related issues for acquisition/surrender or interchange/transfer Defence Estate Officer is to be associated.
- 10.2 Recce-Cum-Siting-Cum-Costing Board can be assembled for finalization of scope of works vis-à-vis preparation of Board Proceedings, for new construction, only after clear confirmation regarding availability of land.
- 10.3 Rain Water Harvesting proposals should be part of Civil Works Proposals where construction of new building is planned.
- 10.4 To complete construction of New Buildings within short time, use of pre-fabricated structure may be allowed after study of Cost-Benefit analysis.
- 10.5 Concept of Green Building would be used as far possible.
- 10.6 Flow Chart is provided in Appendix 'P'



Table 'G' of MES Regulation¹

Normal Periodical Services

Internal and External Lime Washing (white or tinted)	
Half-yearly	Pantries, cookhouse and other buildings or rooms where food is dealt with, bakeries, grain stores, foul-linen stores, mortuaries, latrines and urinals.
Yearly	All other buildings except store houses in general but including Medical and QM stores of hospitals.
Every two years	Store house excluding Medical and QM store of hospitals.
Distempering (including whitening of ceilings)	
Yearly	One coat of oil bound distemper for hospital wards, operation theatres, Specialist consulting rooms, MI waiting, rooms, Admin officers rooms in hospitals, Labour rooms, Dental Surgery and X-Ray rooms.
Every two years	One coat of size distemper for Offices, Schools etc or two coats of distemper where one coat is authorised every year.
Every four years	Two coats of distemper where one coat authorised every two years.
Tarring and treating with wood preservative	
Yearly	Dadoes of stable (to be tarred)
Every four years	Huts, fencing and other external work, (to be tarred or treated with wood preservative as the case may be).
Yearly	One coat on all wood work, iron work , etc not otherwise treated for following in the hospitals: Wards, Operation theatres, Specialist consulting rooms, MI waiting rooms, Admin officers rooms, Labour rooms, Dental Surgery, X-Ray room, pantry, Sanitary, foul-linen stores, cook houses , and other bldgs/rooms where food is served.
Every two years	One coat on all wood work , iron work etc not otherwise treated for following in the hospitals: Admin Bldgs except Admn Officers rooms, bath rooms, dispensary, laboratory, mortuary, Medical and QM stores.
Every three years	Two coats on all wood work, iron work, etc not otherwise treated for all buildings/ portions except those mentioned above.
Internal painting and oiling	
Every two years	One coat on all wood work, iron work, wall surface, ceiling etc not otherwise treated for following in hospitals: Wards operation theatres, specialist consulting rooms, MI waiting rooms, Admn offrs rooms, labour rooms, Dental Surgery and X-Ray rooms.
Every two years	One coat on all wood work, iron work etc not otherwise treated for following in hospitals: Pantries, sanitary, foul-linen, stores, cook houses and other buildings/rooms where food is dealt with.
Every three years	One coat on all wood work, iron work etc not otherwise treated for following in hospitals:- Admn Buildings except Admn Officers rooms, bath rooms, dispensary, laboratory, Mortuary, Medical and QM stores.

¹ Amended vide E-in-C Letter No. 80168/POL/E2WPC dated 6 April 84.



Appendix 'A'

(Para 3.2.2)

Every four years	One coat on all wood work, iron work etc otherwise treated for all buildings/portions except those mentioned above.
Sweeping of chimneys	
Monthly	Unit cookhouse

VARIATIONS

Variations of the intervals laid down above may be made as follows:-

- a) Hospitals wards may be distempered half-yearly if requisitioned by CMO I/c of hospitals.
- b) Rooms in the hospitals in which infectious diseases have occurred may (after disinfection by the medical authorities) be redistempered, repainted etc. on the certificates of a medical officer that the work is necessary.
- c) Internal painting of schools may be executed every three years.
- d) Lime wash in mortuary may be done earlier on the certificate of a medical officer that the work is necessary.
- e) The external wood work and iron work of new buildings, except those to be treated yearly should be repainted within two years of the completion and thereafter at the normal intervals. The dadoes of stables should be treated twice in the first year after erection and thereafter at the normal yearly interval.
- f) Steel palisading etc in the exposed situations and steel shouters etc of works of defence may be treated to prevent rusting when considered necessary.
- g) The following may be carried out in Officers quarters at every change of occupancy provided not less than one year has passed since the service in question was last carried out:
 - i. Internal painting to the extent of one-fourth the normal periodical expenditure on internal painting.
 - ii. External painting to the extent of one-third the normal periodical expenditure on external painting.
 - iii. One coat of distemper.

2.0 The execution of periodical services in a building should, whenever possible, be synchronised so that all such services in the buildings may be carried out at the same time. It may, therefore, be expedient to advance or postpone or the time when certain portions of the work would normally fall due.



Appendix 'B'

(Para 6.1 i.)

Rough Indication of Cost (RIC)

Station:

Name of Project:

Sl. No	Item of Work	Basis of Calculation	Cost (Rs.)	Remarks
(a)	(b)	(c)	(d)	(e)
1.	(a) Cost of land (b) Surveys and Soil Investigation (c) Site clearance and development including demolition			Basis will be Plinth Area Rate ^(#) plus effect of inflation variation & restricted area allowance, if any
2.	(a) Building (including internal services like water and electric supply etc.) (b) Air-conditioning & Refrigeration			
3.	Special items including cost of installation of equipment, plants, if any.			
4.	Furniture	@ 5% of item 2(a)*		
5.	External Services (rough cost of roads, water and electrical supply, sewage disposal and area drainage)	@ 25% of item 2(a)		
6.	Arboriculture, if any			
7.	Consultancy, if any			
8.	Contingencies (3 % on items 1 to 6)**			
9.	Add for works involving other agencies***			
10.	Total			

(#) For departmental contract & MES works, Plinth Area Rate (PAR) issued by MES would be used. For other PWOs PAR followed by them would be used.

* As defined in 3.1.2 only

** For PWOs as per their procedure

*** Financial repercussion for cutting of tree, if any, and/or statutory charges to any designated agency, if any, may be added.

Estimate Approved

Estimate Checked

Estimate Prepared

Format for Engineer Appreciation

1. Board categories of works proposed-Married and / or OTM accommodation, workshop /storage facilities, roads, runways, utilities or any other construction facility.
2. Details of each category of works including size and nature of accommodation and scales and specifications proposed.
3. Type of constructions proposed-permanent / temporary, authorized special.
4. Brief details of preparatory works or services required-site surveys and development, roads and communications, external services etc. and the rough cost thereof.
5. Time required for preparatory works before commencement of the main works
6. In case of married accommodation
 - (i) total number to be provided for (rank-wise separately for single and married)
 - (ii) number to be accommodated by additions and alterations with purpose for which originally constructed -do-
 - (iii) number to be accommodated in new construction or in tent plinths or a combination of both (each indicated separately) with brief description i.e., permanent semi-permanent, prefabricated or temporary -do-
7.
 - (a) Type of construction for which A/As are to be done
 - (b) Brief description of original accommodation Permanent, semi -permanent or temporary
 - (c) Approximate area of buildings involved
 - (d) Brief description of A/A involved
8. Are any special items of works involved including those which depart from approved scales of accommodation? If so, reasons for deviation, approximate quantities such as square footage of floors and costs separately.
9. Any new or special technical facility works or accommodation beyond approved or known scales/specifications required for which detailed study and cost-estimation has to be made? If so, details thereof.
10. Approximate storage, garage, etc., area to be provided (with brief description).
11. Approximate workshop area to be provided (with brief description).



12. Are any repairs required? If so, brief description of buildings to be repaired and nature of repairs required.
13. What external and internal services are required? Does any service exist? If so, extent thereof.
14. What repairs and/or additions and alterations are required to existing services?
15. Does the site involve any unduly high expenditure on any service(s)?
16. Feasible target date of completion.
17. Time required for completion of various phases of the works in normal circumstances.
18. Is any consultancy, departmental or outside, required? If so, details thereof
19. Nature of Project management organization and staff required for planning and execution of the works.
20. Any other engineering / technical/management aspects of the project which require to be highlighted while planning, sanctioning or implementing the project



Appendix 'D'

(Para 6.3 2.a)



आयुध निर्माणी बोर्ड
10ए एस के बोस रोड
कोलकाता 700001
(अभियांत्रिकी विभाग)

ORDNANCE FACTORY BOARD
10 A, S. K. BOSE ROAD
KOLKATA 700 001
(ENGG DIVISION)

भारतीय आयुध निर्माणियां, रक्षा मंत्रालय
Indian Ordnance Factories, Ministry of Defence



No:
To

Date: _____.____.____

_____ [Header is to be changed for OEFHQ/Kanpur &AVHQ/Chennai]

Sub:
Ref:

Approval of _____, in consultation with ___/Finance, is hereby conveyed to convene Recee-cum-costing-cum-siting Board for finalizing scope of work “_____” at an estimated cost of Rs. _____ lakhs (Rupees _____ lakhs _____ thousand only).

2.0 The Board shall be comprised of as under:

Presiding officer: HOD OF UNIT

Members

Users' side*

Engineers' side**

1. Addl. GM/Stakeholder
2. Addl. GM/Engg
3. Jt. GM/DGM (Maint)
4. Jt. GM/DGM (Stakeholder1)
5. Jt. GM/DGM (Stakeholder2)
6. Safety Officer
7. Security Officer

1. Representative of Respective CE
2. Planning team of Respective CE
3. CWE, if exists
4. GE, if exists
5. AGE, if exists

Any other officer can be co-opted as considered necessary by Presiding officer

* For unit other than factory, officer of equivalent rank would be member.

** In case of PWO, other than MES, Members from Engineers may be changed.

3.0 Date & time of holding the Board will be fixed in consultation with Engineers.

Contd.2



-2-

4.0 On finalization Board Proceeding along with the following documents will be scrutinized for further processing the proposal.

- a. Copy of convening order
- b. BP signed by B.O.O.
- c. Accommodation Statement Part I signed by user
- d. Accommodation Statement Part II signed by user & Engineer
- e. Layout Plan Sketch – ‘P’ signed by B.O.O.
- f. Line Plan Sketch – ‘Q’ signed by B.O.O.
- g. R.I.C. signed by C.F.A. with supporting annexures
- h. Engineers’ Appreciation signed by CEA
- xi. Copy of letters mentioned in BP, if any.
- j. Certificate regarding availability of water
- k. Certificate regarding availability of electricity
- l. Detail Statement of case for ‘Special’ items of work
- m. Views of CFEES, for explosive buildings or related works

(_____)
_____/_____
For _____

Copy to:
All concerned



Appendix 'D'

(Para 6.3 2.a)



NAME & ADDRESS of OFB UNIT (Bilingual)

भारतीय आयुध निर्माणियां, रक्षा मंत्रालय
Indian Ordnance Factories, Ministry of Defence



No:
To

Date: _____.____.____

_____ [Applicable for OF Units]

Sub:
Ref:

Approval of _____, in consultation with ___/Finance, is hereby conveyed to convene Recee-cum-costing-cum-siting Board for finalizing scope of work “_____” at an estimated cost of Rs. _____ lakhs (Rupees _____ lakhs _____ thousand only).

2.0 The Board shall be comprised of as under:

Presiding officer: HOD OF UNIT

Members

Users' side*

Engineers' side**

1. Addl. GM/Stakeholder
2. Addl. GM/Engg
3. Jt. GM/DGM (Maint)
4. Jt. GM/DGM (Stakeholder1)
5. Jt. GM/DGM (Stakeholder2)
6. Safety Officer
7. Security Officer

1. Representative of Respective CE
2. Planning team of Respective CE
3. CWE, if exists
4. GE, if exists
5. AGE, if exists

Any other officer can be co-opted as considered necessary by Presiding officer

* For unit other than factory, officer of equivalent rank would be member.

** In case of PWO, other than MES, Members from Engineers may be changed.

3.0 Date & time of holding the Board will be fixed in consultation with Engineers.

Contd.2



-2-

4.0 On finalization Board Proceeding along with the following documents will be scrutinized for further processing the proposal.

- a. Copy of convening order
- b. BP signed by B.O.O.
- c. Accommodation Statement Part I signed by user
- d. Accommodation Statement Part II signed by user & Engineer
- e. Layout Plan Sketch – ‘P’ signed by B.O.O.
- f. Line Plan Sketch – ‘Q’ signed by B.O.O.
- g. R.I.C. signed by C.F.A. with supporting annexures
- h. Engineers’ Appreciation signed by CEA
- xi. Copy of letters mentioned in BP, if any.
- j. Certificate regarding availability of water
- k. Certificate regarding availability of electricity
- l. Detail Statement of case for ‘Special’ items of work
- m. Views of CFEES, for explosive buildings or related works

(_____)

/_____
For _____

Copy to:
All concerned



Appendix 'E'

(Para 6.3 2.c)

Accommodation Statement Part I

Station: _____
Name of Project: _____

Sl. No	Name of OFB/Unit	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	Group 'A' Officers	Group 'B' & Equivalent	(12)	Group 'C' & Equivalent	(13)	Others	(14)	Remarks	(15)
1.	Authorised as per WE/PE																				
2.	Percentage of authorization of md accommodation																				
3.	Authorised married additional accommodation (in units) of Quarters																				
4.	Married Accommodation (if restricted to 80% to 75%)																				

Signature of User _____
Name & Designation _____



Accommodation Statement Part II

Station: _____
 Name of Work: Name of Project: _____

Sl N o	(a)	(b)	(c)	(d)	(e)	Present Status					(k)	Balance			(o)
						(f)	(g)	(h)	(i)	(j)		Total	(m)	(n)	
		Description of accommodation	Authority	Strength for which accommodation is required	Accommodation required	Government	Hired	Under Demolition	Under Construction	Total	Deficient/Surplus	By addition/alteration of buildings (present use to be indicated)	By new construction	Total	Remarks
1.															
2.															
3.															
4.															
5.															
6.															
7.															

Signature of Engineer _____
 Name & Designation _____

Signature of User _____
 Name & Designation _____



Layout Plan Sketch 'P': Location w.r.t. surrounding area

<p style="text-align: center;">Sketch: P (Layout Plan)</p> <p style="text-align: center;">Name of Presiding Officer _____</p> <p style="text-align: center;">Designation of Presiding Officer _____</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">Users</td> <td style="width: 20%; text-align: center;">Engineers</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: center;">Member 1</td> <td style="text-align: center;">Member 1</td> <td style="text-align: center;">Member 1</td> <td style="text-align: center;">Member 1</td> <td style="text-align: center;">Member 1</td> </tr> <tr> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> </tr> <tr> <td style="text-align: center;">Member 2</td> <td style="text-align: center;">Member 2</td> <td style="text-align: center;">Member 2</td> <td style="text-align: center;">Member 2</td> <td style="text-align: center;">Member 2</td> </tr> <tr> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> </tr> <tr> <td style="text-align: center;">Member 3</td> <td style="text-align: center;">Member 3</td> <td style="text-align: center;">Member 3</td> <td style="text-align: center;">Member 3</td> <td style="text-align: center;">Member 3</td> </tr> <tr> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> </tr> <tr> <td style="text-align: center;">Member 4</td> <td style="text-align: center;">Member 4</td> <td style="text-align: center;">Member 4</td> <td style="text-align: center;">Member 4</td> <td style="text-align: center;">Member 4</td> </tr> <tr> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> </tr> <tr> <td style="text-align: center;">Member 5</td> <td style="text-align: center;">Member 5</td> <td style="text-align: center;">Member 5</td> <td style="text-align: center;">Member 5</td> <td style="text-align: center;">Member 5</td> </tr> <tr> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> </tr> </table>	Users	Engineers				Member 1	Member 1	Member 1	Member 1	Member 1	Designation	Designation	Designation	Designation	Designation	Member 2	Member 2	Member 2	Member 2	Member 2	Designation	Designation	Designation	Designation	Designation	Member 3	Member 3	Member 3	Member 3	Member 3	Designation	Designation	Designation	Designation	Designation	Member 4	Member 4	Member 4	Member 4	Member 4	Designation	Designation	Designation	Designation	Designation	Member 5	Member 5	Member 5	Member 5	Member 5	Designation	Designation	Designation	Designation	Designation	<p>Name of Project _____</p> <p>Location _____</p> <p>Detail of Drawing _____</p> <p>Scale _____</p> <p>Drawing No _____ Sheet No: _____</p> <p>Drawn By _____ Checked by _____ Approved by _____</p>
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<p style="text-align: center;">LOCATION OF EXECUTION OF WORK IS TO BE INDICATED</p> <p style="text-align: center;">Prominent building/roads/Landmark may, preferably, be indicated</p> <p style="text-align: center;">North direction is to be indicated</p>																																																								



Lane Plan Sketch 'Q': Plan/Elevation

<p style="text-align: center;">Sketch: Q(Plan/Elevation)</p> <p style="text-align: center;">Name of Presiding Officer _____</p> <p style="text-align: center;">Designation of Presiding Officer _____</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">Users</td> <td style="width: 15%; text-align: center;">Engineers</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td style="text-align: center;">Member 1</td> <td style="text-align: center;">Member 1</td> <td style="text-align: center;">Member 1</td> <td style="text-align: center;">Member 1</td> <td style="text-align: center;">Member 1</td> <td style="text-align: center;">Member 1</td> </tr> <tr> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> </tr> <tr> <td style="text-align: center;">Member 2</td> <td style="text-align: center;">Member 2</td> <td style="text-align: center;">Member 2</td> <td style="text-align: center;">Member 2</td> <td style="text-align: center;">Member 2</td> <td style="text-align: center;">Member 2</td> </tr> <tr> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> </tr> <tr> <td style="text-align: center;">Member 3</td> <td style="text-align: center;">Member 3</td> <td style="text-align: center;">Member 3</td> <td style="text-align: center;">Member 3</td> <td style="text-align: center;">Member 3</td> <td style="text-align: center;">Member 3</td> </tr> <tr> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> </tr> <tr> <td style="text-align: center;">Member 4</td> <td style="text-align: center;">Member 4</td> <td style="text-align: center;">Member 4</td> <td style="text-align: center;">Member 4</td> <td style="text-align: center;">Member 4</td> <td style="text-align: center;">Member 4</td> </tr> <tr> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> </tr> <tr> <td style="text-align: center;">Member 5</td> <td style="text-align: center;">Member 5</td> <td style="text-align: center;">Member 5</td> <td style="text-align: center;">Member 5</td> <td style="text-align: center;">Member 5</td> <td style="text-align: center;">Member 5</td> </tr> <tr> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> <td style="text-align: center;">Designation</td> </tr> </table>	Users	Engineers					Member 1	Member 1	Member 1	Member 1	Member 1	Member 1	Designation	Designation	Designation	Designation	Designation	Designation	Member 2	Member 2	Member 2	Member 2	Member 2	Member 2	Designation	Designation	Designation	Designation	Designation	Designation	Member 3	Member 3	Member 3	Member 3	Member 3	Member 3	Designation	Designation	Designation	Designation	Designation	Designation	Member 4	Member 4	Member 4	Member 4	Member 4	Member 4	Designation	Designation	Designation	Designation	Designation	Designation	Member 5	Member 5	Member 5	Member 5	Member 5	Member 5	Designation	Designation	Designation	Designation	Designation	Designation	<p>Name of Project _____</p> <p>Location _____</p> <p>Detail of Drawing _____</p> <p>Scale _____</p> <p>Drawing No _____ Sheet No: _____</p> <p>Drawn By _____ Checked by _____ Approved by _____</p>
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<p>PLAN & ELEVATION IS TO BE PROVIDED</p> <p>This is required for building construction, overhead tank/underground sump</p> <p>Section drawing required for new road construction</p>																																																																			



Appendix 'I'

(Para 6.3.7)

Checklist for approval of BP

A.	Work is authorised [Ref: Para 3.1.3.1]	Yes/No
B.	Specification of Flooring mentioned in BP authorised	Yes/No
C.	Specification of Doors/windows mentioned in BP authorised	Yes/No
D.	Specification of wall surfaces mentioned in BP authorised	Yes/No
E.	Air Conditioning, if any, mentioned in BP authorised	Yes/No
F.	Drawing has been provided: Yes/No	
G.	Scrutiny of Drawings:	
	i. Name & location of project	Yes/No
	ii. Drawing No/Sheet No	Yes/No
	iii. North direction	Yes/No
	iv. Scale	Yes/No
	v. Dimensions mentioned in BP matches in drawing Yes/No	
	vi. Signature of Presiding officer/Member of Siting Board	Yes/No
H.	Items mentioned in BP are shown in drawing	Yes/No
I.	Estimate is based on latest Plinth Area Rate & Effect of inflation (Market variation/cost index) added	Yes/No
J.	Views of CFEES has been taken for explosive/related works	Yes/No
K.	Financial repercussion for cutting of tree, if any, included in RIC	Yes/No
L.	Any special item has been added in Road Repair/Relaying work	Yes/No
M.	Requirement of additional substation for electricity deliberated	Yes/No
N.	Requirement of sump/reservoir for water deliberated	Yes/No
O.	Conductive flooring in Explosive Process building considered	Yes/No
P.	Road berm/Drainage considered in Road related works	Yes/No



Appendix 'J'

(Para 6.4.1)

APPROXIMATE ESTIMATE

Part I – Abstract of Cost

Station: _____

Name of Project: _____

Brief particulars of work to be done: _____

<u>Sl. No.</u>	<u>Items of Work</u>	<u>Cost</u>	<u>Remarks</u>
1.	Cost of Land		
2.	(a) Surveys and Soil Investigation (b) Site Clearance and development		
3.	(a) Buildings (including internal water supply and electrical work) (b) Internal Sanitation (c) Air-conditioning & Refrigeration		
4.	Furniture		
5.	Special items of work (to be detailed in Part II)		
6.	External Services (a) Roads (i) Internal (ii) Access (b) Water Supply (c) Electric Supply (d) Sewage disposal (e) Area Drainage		
7.	Arboriculture, if any		
8.	Consultancy if any		
9.	Contingencies (When executed through PWO)		
10.	Other Works		
	Grand Total	_____	

Time required for physical completion of Works

N.B. The items of work in this format are appropriate for a building project. The items may be varied as necessary for other projects.



Appendix 'J'

(Para 6.4.1)

APPROXIMATE ESTIMATE

Part II – Abstract of Cost

Sl. No	Item	Description of work	Unit	Quantity	Rate	Amount	SSR No*	Remarks	
	(as indicated in Part I)								
							∑Amount		
			Add effect of inflation (MV% for MES)**						
		Add Restricted Area Allowance***							
		Sub Total							

- * SSR: Latest Standard Schedule of Rate (SSR) as published by MES would be used for execution of works through MES or departmental contract. DRDO/ other PWOs/agencies may use their estimation system.
- ** This would vary depending on location & Item (viz., building work, carpentry, plumbing, road, electric works etc.) & basic rate used i.e. SSR or DSR.
- *** To be added, if applicable.

Estimate Approved

Estimate Checked

Estimate Prepared



Appendix 'K'

(Para 6.6.1)

REVISED ESTIMATE

Part I – Abstract of Cost

Station: _____

Name of Project: _____

Brief particulars of work to be done: _____

<u>Sl. No.</u>	<u>Items of Work</u>	<u>Original Cost</u>	<u>Revised Cost</u>	<u>Remarks</u>
1.	Cost of Land			
2.	(a) Surveys and Soil Investigation (b) Site Clearance and development			
3.	(a) Buildings (including internal water supply and electrical work) (b) Internal Sanitation (c) Air-conditioning & Refrigeration			
4.	Furniture			
5.	Special items of work (to be detailed in Part II)			
6.	External Services (a) Roads (i) Internal (ii) Access (b) Water Supply (c) Electric Supply (d) Sewage disposal (e) Area Drainage			
7.	Arboriculture, if any			
8.	Consultancy, if any			
9.	Contingencies (When executed through PWO)			
10.	Other Works			

Grand Total _____

Time required for physical completion of Works

N.B.The items of work in this format are appropriate for a building project. The items may be varied as necessary for other projects.

Para 34 to 37 of DWP 2007 (amended)

34. Urgent reasons must be made very explicit and CFAs must be held responsible for their decision. If for urgent reasons delay involved in the issue of administrative approval based on approximate estimates cannot be accepted, the Competent Financial Authority is empowered to order commencement of work on essential items of required work prior to the issue of administrative approval. In doing so, however, the CFA should ensure that no accommodation or facility is constructed in excess of requirements. The "Go-Ahead" sanctions accorded under this para by CFAs will be subject to the following conditions:

- (a) The "Go-Ahead" sanction will be ordinarily restricted to items like collection of stores, site clearance, external services. Work related to piling and reclamation may be also covered by the "Go-Ahead" sanction, provided it is duly supported by an approximate estimate for such piling and reclamation.
- (b) The "Go-Ahead" sanction will not exceed 20% of the rough cost estimate for the entire project made by the Engineer authorities. The percentage will not include the cost of acquisition of land required for the project.

35. (a) Further, notwithstanding the procedures laid down, unexpected circumstances may arise which make it imperative to short-circuit normal procedure. Such circumstances may arise from unforeseen operational necessity or urgent medical grounds or out of natural disasters when reference to the appropriate CFA would entail dangerous delay. In such circumstances, HOD of unit may order the commencement of required work by furnishing an order in writing to the engineer officer concerned. The following principles will guide the HOD of Unit in taking such an action:-

- (i) Can the appropriate CFA be referred to and his approval received without causing dangerous delay in commencement of work?
 - (ii) The facts of the case satisfy the Commander that, if the appropriate CFA could be referred to in time, the latter would have given the same order for commencement of works under the prevalent circumstances.
 - (iii) The HOD of Unit is satisfied that he will be held responsible for any failure or disaster that may ensure, if he neglects to order commencement of necessary works.
- (b) Should the concerned HOD of unit decide that it is necessary to order commencement of necessary works in departure from the procedures laid down, he will report the fact in writing to the appropriate CFA, if applicable, at the earliest possible moment within a week with copies to the associated Finance concerned and also inform Member/OFB at the same time.



36. (a) In the case of imminent danger to buildings, roads etc., or of a breakdown of supply from an E/M or water supply installation, when delay would be seriously detrimental to the public service, HOD of Unit will take steps to protect Government property or the inhabitants etc. But he/she must at once report the facts of the case and the reasons for his/her action to Member/OFB and to associated Finance indicating the financial liability he/she is incurring.

(b) Skilled / semi-skilled / unskilled manpower may be employed on daily rates of pay (as per Para 35 (c) above) by the HOD of Unit not exceeding **15 days overall in terms of time and 1000 man days in effort.**

37. The procedures outlined in Paras 34 to 36 above do not dispense with the necessity for the issue of Administrative Approval by the CFA based on subsequently prepared Approximate Estimate at the earliest opportunity not **exceeding six months** after commencement of works. Further such works can be started without waiting for specific allotment of funds for the project subject to the condition that necessary allotment of funds for the purpose would be obtained at the earliest opportunity.



FORMAT FOR COMPLETION REPORT

- 1 Name of the Work
(Demand No)
- 2 Reference to Sanction
- 3 Admin Approval / Sanctioned Amount
- 4 Authority according Sanction
- 5 Head of Accounts (for booking purposes)
- 6 Date of Physical Completion
- 7 Completion Cost (Actual Cost)
- 8 Supporting Documents submitted by PWO
- 9 Records of Completion (both hard & soft copy, Drawings should be in Autocad format)
 - (i) Completion Drawing including layout drawing for water,
electrical, sewage connections etc
 - (ii) List of Inventory.
 - (iii) Lay-out Drawings
 - (iv) Structural Drawings.
 - (v) Periodical Services Measurement Book.

Station:

Signature/-

Signature/-

Accounts Officer

Head of Engineering Office/Civil (EO/Civil)
section and Building Maintenance section

Countersigned by HOD of Unit

FORMAT FOR DEMOLITION STATEMENT

Building proposed to be demolished					Condemnation Report giving reasons for demolition and whether the Bldg cannot be utilized for any other purpose	Estimated Cost of Demolition (Rs. Lakhs)	Estimated cost of Salvage material (Rs. Lakhs)	Any other remarks
'Building No' of the Structure	Page No of the Block Register	Name of the Building/ Structure	Year of taking over of building/structure	Depreciated Book Value / Assessed value (Rs. Lakhs)				
1	2	3	4	5	6	7	8	9

Signature/-

Associated Finance

Signature/-

HOD of Unit



Rule 24 of DFPR 2005

24. Sale, etc., of public buildings

2 [Subject to the conditions set out below, the Departments of the Central Government and Administrators shall have full powers to sanction sale or dismantlement of public buildings (other than a purely temporary structure), provided these powers are exercised with the concurrence of their Financial Advisers.]

(1) No public building shall be sold or dismantled unless it has been previously ascertained that it is not required by any Department of the Central Government.

(2) No public building shall be demolished unless it is structurally in a dangerous condition or is beyond economic repairs and has been certified as such by appropriate technical authority or it is necessary to vacate the site for constructing a more important Government building or structure.

(3) A public building, the sale or dismantlement of which is sanctioned in exercise of the power conferred by this rule, shall be disposed of by public auction through the Central Public Works Department or the local Public Works Department in areas where the Central Public Works Department does not operate.

Note 1 The power conferred by this rule shall be exercised only if the administrative control of the building vests in the authority sanctioning its sale or dismantlement.

Note 2 The Departments of the Central Government and Administrators shall have full powers to sanction sale or dismantlement of purely temporary structures.

EXPLANATION- A purely temporary structure means a structure, the life of which is not more than two years.

Note3 The Chief Engineer and the Additional Chief Engineers and other officers of the Central Public Works Department shall have the powers specified in Paragraphs 126 and 127 of the Central Public Works Department Code in regard to sale or dismantlement of public buildings under the administrative control of that Department.

Note 4 Ministry of External Affairs shall have the powers to sanction sale and dismantlement of public buildings abroad, the book value of which does not exceed rupees one crore. The certificate envisaged in Condition No.2 above is not necessary in such cases.

2. Substituted vide G.I., M.F., Notification No F. 1 (11)-E. II (A)/85, dated the 12th December, 1985, published as S.O. Mo 5461 in the Gazette of India, dated 21st December, 1985



Flowchart

Step	Function
I	Review of Carry over works & approval of new works by HOD of unit in consultation with associated finance.
II	<ul style="list-style-type: none">Revenue Works would be processed at unit level in consultation with associated finance, based on priority vis-a-vis availability of fundList of carry over capital works & new capital works with documents (Ref: para 5.6) would be forwarded to OFB, in the form of Annual Development Plan (ADP) for approval. Supplementary ADP may also be forwarded in case of urgency
III	All capital works would be reviewed at OFB by Member of Operating Division in consultation with associated finance & approval of ADP/supplementary ADP would be communicated to OFB Unit.
IV	<ul style="list-style-type: none">Convening Order would be issued by HOD of Unit for works within delegated financial power of OFB.Convening Order would be issued by HOD of Unit in case OFB ask the Unit to prepare Detail Project Report (DPR) for 'Project' comprising of supply & installation of P&M as well as Civil Works.Convening Order would be issued at OFBHQ with the approval DGOF & Chairman/OFB for proposal beyond delegated financial power OFB.Convening Order would be issued by OFBHQ/OEFHQ/AVHQ for other works
V	Irrespective of estimated cost, Scope of work as recorded in Board Proceeding (BP)/Rough Indication of Cost/ Drawing & related documents would be approved by HOD of Unit. Certificate from competent authority regarding verification of BP & recommendation is to be placed in file. Special items of work and cost thereof, as approved, would be specifically indicated.
VI	Approximate Estimate will be prepared based on works approved in BP
VII	<ul style="list-style-type: none">Administrative Approval would be issued by HOD of Unit within delegated financial power in consultation with associated finance.Administrative Approval would be issued at OFB with the approval CFA/OFB for proposal beyond delegated financial power of HOD of unit in consultation with associated finance based on approved BP/Approximate Estimate (duly scrutinised) received from OFB Unit.For Projects beyond delegated financial power OFB, recommendation & draft Admin Approval would be forwarded to MOD/DDP with the approval of DGOF & Chairman/OFB in consultation with OFB/Finance
VIII	Appropriation of fund & Technical Sanction
IX	Tendering/award of contract/Execution of work
X	Completion of work /Taking over of work/Updation of documents
XI	<ul style="list-style-type: none">Closure of Project by HOD of Unit as per delegated financial powerClosure of project at OFB for proposals beyond delegated financial power of HOD of Unit