

IMPORTANT CIRCULAR


No. IFA/180/Misc/2015-2016
IFA Cell, CDA Guwahati,
Udayan Vihar, Narangi,
Guwahati – 781171
Date : 17/09/2015

To

The GOC
HQ 51 Sub Area
C/O 99 APO

Subject : Processing of Civil Works proposals.

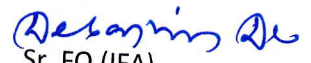
It has been observed that the proposals on the above subject are being received without the relevant documents, resulting to delay in processing and finalizing the cases. To overcome the problem, a check list, which is to be fulfilled while processing the case has been uploaded in CDA Guwahati website and Army Net. Units under your jurisdiction may please be advised to go through the same and process the cases to avoid delay in finalizing the cases.


Sr. FO (IFA)

Copy to:

The Officer-in-Charge
EDP Cell
(Local)

: He is requested to upload the Check List to CDA Guwahati Website and Army Website.


Sr. FO (IFA)

Check list (IFA concurrence)

Documents required to process the work cases

All relevant documents is required to be placed on the file

Sl No	List of documents	
1.	Convening Order for BOO	1. Convening order is required to be issued by the CFA
2.	Board proceedings (BPs)	<ol style="list-style-type: none">1. Board Proceedings outline the detailed justification in terms of necessity of the proposed work and consider all points as outlined in Instruction Order no. 6 of 2008.2. Based on recommendation of the Board, necessity shall required to be accepted by the CFA or recommendation of the Board/SOC should be approved by the CFA.
3.	Statement of Case	<p>It should cater following information-</p> <ol style="list-style-type: none">1. Detailed justification for necessity of the work.2. Availability of fund/Ceiling.3. Code head under which expdr on the proposed job is required to be booked.4. CFA of the proposed work5. For Capital Works- the job is required to be approved under AMWP or LBWP and approved list of work alongwith specified ceiling thereon is required to be enclosed.6. For Special repair of Bldgs, proposal shall include the following information:-<ol style="list-style-type: none">(i) Blg No., CA NO & year through which the Building was constructed.(ii) Initial cost of Building.(iii) Added repair cost (spl repair) as on date except the present proposal.(iv) CA no. and year through which last spl repair was carried out.(v) Present Book value of the Building as per RTMB/RPMB register.(vi) Purpose for which Building was constructed and are being utilized.(vii) Whether vacant or occupied. If vacant, how long ?.(viii) Purpose for utilisation of the Building other than constructed shall be supported with proper re-appropriation memo. <p>The information at sl no. 6 above shall required to be furnished by the GE and got verified by the AO GE concerned and enclosed with the proposal.</p>
4	Accommodation Statement Part-I & II	<ol style="list-style-type: none">1. It should be prepared on standard format duly filled in all the columns correctly.2. Scales applied for in accommodation statement is authorised as per SOA 20093. Plinth area norms are correctly applied as per instruction of MOD ID No. dated 14/05/1991 and further amended, if any, and correct conversion factor for the same has been taken/applied.

		<ol style="list-style-type: none"> AS Part-I is to be prepared by the user unit with the authority of PE and signed by OC/CO of unit and Stn Cdr/Adm Comdt AS Part-II is to be signed by GE concerned and accommodation authorized shall be clearly indicated in it.
5	Engineering Appreciation	<ol style="list-style-type: none"> It shall be prepared in terms of Para 22 & Appex C of DWP 2007. It is required to be signed by GE concerned.
6	Approximate Estimate Part I & II	<ol style="list-style-type: none"> It shall be prepared as per Instruction Order No. 06 of 2008 and various provisions made in DWP 2007 and MES regulation. Items and quantities catered for in AEs are strictly as per recommendations of the BPs and are based on correct SSR/ED rates. Details of <u>special items</u> and basis of their cost estimate have been given adequately and copies thereof shall be placed on file for verification in a separate statement. Authority for scales of accommodation shall correctly taken and indicated in AE Part-II and copies thereof placed on file. Elements of MVs/DCS % and allowance for Restricted Areas/Hilly Areas/Disturbed Areas should be correctly Technical areas/applied for as per current/latest return and copies thereof should be placed on file. It should not be applied for on Assed/Market/Contract/Furniture rates.
7	Quarterly return for Market Variation (MV) and Difference in Cost of Stores (DCS) and allowance for RA/HA/DA	<ol style="list-style-type: none"> It shall be correctly applied for as per current quarterly return and copies thereof shall be placed on file for verification.
8	Market analysis in respect of items based on assessed rates/market rates	<ol style="list-style-type: none"> Where SSR rates are not available, the basis and details of Assessed/Market rates are fully given and copies thereof shall be placed on file for verification (Rate analysis).
9	Policy letter, if any, involved in the proposal.	<ol style="list-style-type: none"> Letter shall be kept on file for verification
10	Adm Approval alongwith AE Part I & II in r/o of rates taken from previous released works	<ol style="list-style-type: none"> The case wherein certain rates are taken/adopted from a job already approved, the same shall be in agreement with CA and copies of A/A alongwith AE Part-I & II of the previous released work shall be placed on file for verification.
11	Land availability certificate	<ol style="list-style-type: none"> The accommodation is required to be planned on A-1 Defence land only and a certificate to this effect is signed by both DEO and Stn Cdr duly certifying the availability and shall be placed on/enclosed with the proposal file.
12	Area furniture rate list	<ol style="list-style-type: none"> Latest area rate list of furnitures published by the concerned CWE shall be enclosed with the proposal. In case of spl repairs of furnitures (renewal/replacement), copies of all condemnation Board proceedings with its list of furnitures, surveyed off Board proceedings with its list of furnitures shall be supported with the proposal alongwith all expense vouchers.

		3. Provisioning of furnitures shall be budgeted from Capital head.
13	Water & Electricity availability certificate	1. A certificate to this effect duly signed by the GE should be placed on file.
14	Details of previous special repairs carried out	1. A certificate to this effect is required to be signed by both the GE and the CFA and shall be placed on file.