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E2Wks (MAP Cell) Sub Dte
Dte of Wks
E-in-C's Branch
Integrated HQ of MoD (Army)
Kashmir House, Rajaji Marg,
New Delhi-110011

A/37696/MAP Ph-II/POL/E2W (MAP Cell)

05 Jun 13*

List 'A' & 'B'

AMENDMENT
STANDING OPERATING PROCEDURE FOR HANDING/TAKING OVER
OF ASSETS CREATED BY MAP TO MES

1. Ref this HQ SOP circulated vide letter No A/37696/MAP Ph-II/POL/E2W (MAP Cell) dt 31 Jan 13. (Policy No 02/2013)
2. Amendments to the SOP for H/T over assets created by MAP to MES are hereby made as under:
 - (a) **Part H/T over of DUs**
Delete Para 9 in toto and substitute as under:-

Para 9. H/T over of DUs completed in part of the contract at one or more isolated pocket/complex, same procedure as given at Para 4 to 8 shall be followed. However, the documents mentioned as under only shall be handed over by PM to GE at the time of H/T over of DUs. Balance documents mentioned at Para 4(d) shall be handed over along with H/T over of last set of DUs.

- (i) Copy of CA
- (ii) Manual/Catalogue/Warranty Cards/Machine history sheet(less E/M No)/ Test Reports of E/M equipments along with recommended list of spare parts
- (iii) Plant record book.
- (iv) Building Inventory
- (v) Certified extract of Register of Fans, Geysers and Meters duly completed and numbered for the portion of the DUs being handed over (Final register of fans/geysers/meters shall be handed over at the time of H/T over of last set of DUs).


(b) **H/T over of Fire Fighting & Lifts**

Delete Para 5 & 6 in toto and substitute as under :-

Para 5: Fire Fighting system. On completion of fire fighting system, PM /TA MAP shall get the same tested by Fire Advisor/Inspector from the State Government if the same is mandatory as per the laws of the state, otherwise the system shall be got tested from Sr IEM of the Comd/CE Zone as per the MES practice. System should then be taken over on Plant Record Book and handed over to GE (Maint) by PM /TA MAP along with literature / catalogue.

Para 6: Lifts. PM/TA MAP will liaise with State Lift Inspector before and after installing the lift(s) and get the work inspected, if the same is mandatory as per the laws of the state, otherwise the system shall be got tested from Sr IEM of the Comd/CE Zone as per the MES practice. System should then be taken over on charge on Plant Record Book and handed over to GE (Maint) by PM /TA MAP along with literature / catalogue.

3. The above may be circulated down to the level of GE/AGE (I).


(V K Reddy)
SE
Dir (MAP Cell)
For E-in-C

Copy To:

QMG Branch, Sena Bhavan

Integrated HQ of MoD (Navy),
Directorate of Works

Integrated HQ of MoD (Air Force),
DG (Works & Ceremonials)

You are requested to disseminate the amendments to SOP to all formations and Stn Cdrs for smooth handing over of assets, created by DG MAP to MES.

Internal

DG MAP

E2W (PPC)

E2W (Army)

E2W (N&DP)

E2W (AF)

E-4 (Utility)

E-8 (Contract)