

Policy Letter No 05/2013

Tele : 23019646

E2 Wks (PPC) Sub Dte
Dte of Wks, E-in-C's Branch
Integrated HQ of MoD (Army)
Kashmir House, Rajaji Marg,
New Delhi – 110011.

A/95533/DWP/Pol/E2W(PPC)

26 Jul 13

HQs

- CE, Southern Comd
- CE, Eastern Comd
- CE, Western Comd
- CE, Central Comd
- CE, Northern Comd
- CE, South Western Comd

LIST OF ITEMS TO BE PROCURED OUT OF PROJECT CONTINGENCIES

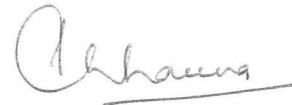
1. Further to this office policy letter of even number dated 23 Aug 10.
2. Para 66 of DWP 2007 permits MES formations to resort to direct purchase of stationery and office equipment for all engineer activities such as pre administrative approval planning and post administrative approval planning. The list of items to be procured out of contingency establishment is to be updated / revised periodically in consonance with the contemporary tools available to facilitate above activities. A need has been felt to update the list based on the feedback obtained from various Commands / Zones.
3. Any emergent contingent field requirement arising during the stage of Preadministrative planning / Post administrative planning / Execution may be booked to the project contingencies by the MES officers as per the financial powers laid down in Table B of RMES, within the sanctioned contingency amount of the project.
4. Generally the items which can be charged to project contingency are classified as follows :-
 - (a) **Pre Administrative Approval**. Items related to preparation of DPR, stationery, software, computer peripherals, survey instruments, soil investigation, expenditure on visit to work site, preliminary meetings, liaison with the civil authorities etc.

(b) **Post Administrative Planning**. At the Post Administrative Planning stage items related with preparation of architectural / structural drawings, consultancy pertaining to preparation of design, walk through presentations and its related software, models, stationery, press advertisements, official T&P, equipment etc.

(c) **Maintenance Services**. Expenditure on repair and maintenance of the equipment / items purchased out of project contingency will be chargeable to repairs to T&P Sub Head E, Minor Head 111-works.

5. Accordingly , a list of items is enclosed as guidelines at Appendix .

6. This supersedes Policy No 07/2010 issued vide this HQ letter of even number dated 23 Aug 10.



(SK Khanna)
Brig
DDGW (PPC & Est)
For E-in-C

Enclosure : As above.

Copy to: -

MoD / D (Works-II)

ADGTE/QMG's Branch

CGDA, Delhi Cantt

All Zonal CEs

Internal

Pers Dte

All Sub Dtes of Works Dte

Appendix

(Refers to Para 5 of E-in-C's Branch letter No. A/95533/DWP/Pol/E2W(PPC) dated 21 Jul 13)

**LIST OF PROBABLE ITEMS TO BE
PROCURED OUT OF PROJECT CONTINGENCY**

1. The following items of office equipment are included for procurement by MES formations under Para 66 of DWP 2007: -

Typewriters, intercom equipments, calculators, electronic stencil cutters, dictaphones, tape recorders, photocopiers, copying machines, franking machines, addressographs, filing and indexing systems and computers including peripherals / software.

2. In addition to above list, following items may also be included to be booked against contingency expenditure: -

(a) Telephone instruments including fax machines, answering machines, mobile communication equipment including walkie-talkie sets, office automation.

(b) Digital camera, video camera, web camera, photographs, film, albums and development charges, videography, media coverage and display equipment including monitors and banners / hoardings, and press advertisements.

(c) All types of T&P of B/R nature including measuring / leveling / surveying / detection equipment. All types of T&P of E/M nature including locating, working and measuring tools.

(d) Digital media storage devices, digital signatures.

(e) Training of staff on computer software and hardware.

(f) All type of office furniture.

(g) Storage accommodation, project offices, constructional staff quarters, site office construction, digging of well / drilling for drinking as well as for construction work.

(h) Hiring of CHT related to provision of work services duties.

(i) Books, periodical journals, technical magazines, expenditure on organization / participation in technical national / international seminars of any kind and institutional memberships.

- (j) Soil investigation, consultancy, expenditure on structural / architectural designs, drawing etc, cost on building models, expenditure on foundation stone laying ceremony and inauguration, experiments works include testing of samples.
 - (k) Firefighting equipment / appliances for offices.
 - (l) Legal fees.
 - (m) Digitization of existing records.
 - (n) Excess due to tendered percentage, difference in cost of stores and extra expenditure on foundations. If these excesses cannot be met by savings on other items of the project, the extra cost may be charged to contingencies.
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