E-IN-C’s BRANCH

POLICY COMPENDIUM -2000

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CHAPTER – 1

SECTION – 1 : PERSONNEL – MES MILITARY CADRE PERSONNEL

1. Tenure of Posting – MES Mil Cadre Pers

Turn over of MES Mil Cadre personnel from peace area to hard area and vice versa.

2. Service Limits for Promotion

Wef 1 May 72, following service limits have been imposed for the purpose of promotion to the next higher rank/grade in respect of B/R and E/M categories of the MES Mil Cadre :

(a) Nb Sub to Subedar i.e Gde II to Gde I - 6 years service as Supdt B&R/ E&M Gde II.
(b) Sub to Sub Maj i.e Gde I to charge holder - 6 years service Supdt B&R/ E&M Gde I.


3. Map Reading Standard – Direct Entry JCOs

Direct Entry JCOs of the Mil Cadre are required to qualify themselves to the requisite standard of Map Reading as laid down in SAO 10/S/71 within 3 years of their enrolment. Nb Subedars and Subedars with more than 3 years service will also qualify in the Map Reading Standard before they are considered for next promotion.


4. Postings/Transfers – MES Mil Cadre Personnel

Wef 01 May 73, all postings/transfers of the MES Mil Cadre personnel within or out of the Command will be ordered by the Commandant, Bengal Engineer Group & Centre, ROORKEE.


5. Designation and Responsibility of Addl Chief Engineers in Zonal Chief Engineers Office

A. Consequent to the cadre review of service and civilian officers, additional posts of ACEs have been created in the office of Chief Engr Zones. With the creation of those posts most Zonal CEs have now been authorised two ACEs viz ACE Zone and ACE (Plg). It has been decided to redesignate these ACEs as ACE (Works) and ACE (Plg). Their suggested charter of duties is as follows :-

(a) ACE (Wks). To be responsible for E1, E1 (Wks), E3, E5 and internal administration of CE’s office.
(b) ACE (Plg). To be responsible for E 2 (Plg) (Design) and E4.

B. E6 and E8 should continue to function directly under the CE Zone.


6. Procedure for disposal of complaints/Petitions

(a) A large number of petitions/complaints addressed to the COAS are received daily in the COAS’s Sectt. With a view to create a sense of confidence among the petitions and to enhance the credibility of the system, the COAS has directed that the petitions should be disposed off within 30 days of their receipt in the COAS’s Sectt on a computer, within seven days of receipt of computer print out, we have to send the progress against each entry indicating its status. It will continue till the petition/complaint is finally disposed off.
Similarly, number of complaints are received in E-in-C's Br from the Prime Minister's Sectt through the Min of Def. These are required to be progressed on priority and monitored till final disposal.

Most of the complaints/petitions are required to be sent to lower formations/Record officers for their examination submission of comments/routing out/expediting and hence cannot be disposed off directly by this HQ. Since the time schedule is extremely tight, a strict and effective monitoring system compiled by personal perusal by the Head of office is required at various HQs. It is suggested that separate registers be opened and maintained for the complaints received from PM's Office and from COAS's Sectt so that these can be regularly monitored by CE/Addl CE/CWE.

In order to attract the attention of all concerned it has been decided that forwarding letters of such complaints will be suitably marked (in the top right hand corner in block capitals underlined) indicating that the complaints/petitions have been received from the PM's Office or the COAS's Sectt as the case may be. Thereafter such cases are to be progressed at highest priority. Should there be a case where delay in wholly unavoidable an interim reply may be sent indicating specific reasons for delay.

Commendations by E-in-C to civilians for individual acts of gallantry, distinguished service or devotion to duty

Procedure for processing statutory complaints
DRAFT AMENDMENTS

SECTION -2: ADMINISTRATION OF MES CIVILIAN PERS

1. **Temporary duty move: MES Civilian Officer**
   
   (a) Request for temporary duty move should be made to various sections of this Hqrs as the case may be, well in advance (E-in-C's Branch letter No 27772/EIB dated 14 Nov 72).
   
   (b) Request for temporary duty move sanction should be made only by the Comd CEs and not by lower formations. (E-in-C's Branch letter No 27772/EIB dated 26 Apr 73).
   
   (c) Temporary duty moves should be reduced to the barest minimum.
   
   (d) To simplify the procedure, in the following cases sanction for temporary duty shall be accorded based on original copy of movement order after confirmation of date of completion of temporary duty from unit to which the person has proceeded on temporary duty:-

   (i) Arbitration/Court Cases  
   (ii) Disciplinary Cases/C of I/BOO  
   (iii) Seminars/organized Training when detailed by DGW/ADG (Pers)  
   (iv) Moves ordered by E-in-C's Branch.
2. **Officiating: Arrangement**

**A.** Officiating: Arrangement

(i) **Short Term (Not exceeding 89 days) due to leave etc and long term (more than 89 days) caused due to death, leave, accident etc:**

(a) The grant of charge allowance is admissible only from the date the proposal is received by the Min of Def, provided the offg period exceeds 30 days from that date, for following types of cases:-

(i) When an officer proceeds on deputation to another department.

(ii) When a regular incumbent is placed under suspension.

(iii) When a regular incumbent proceeds on a course or leave. (E-in-C’s Branch letter No 41600/Policy/EIB dated 14 Feb 72)

(b) In no case the offg arrangement should exceed 89 days without prior approval of the competent authority i.e. Min of Fin (Def). (E-in-C’s Branch letter No 41600/Policy/EIB dated 26 Oct 72)

(c) Check list should accompany proposal and indicate date of annual increment, pay scale of present and higher appointment. (E-in-C’s Branch letter No 41600/P/EIB dated 12 Jul 77)

**B.** Officiating: Arrangement in Absence of AGE

Power to be delegated to the senior most JE of that Sub- Divn as clarified hereunder:

(a) On amalgamation of erstwhile Supdt Gdes I and Gdes II into JEs, the existing seniority as Supdt Gdes I and Gdes II within their respective lists will be maintained. Gdes I will be placed above Gdes II in the amalgamated seniority list of the JEs, which has been done while issuing seniority list of JEs. The inter-se-seniority between erstwhile Supdt Gdes I and Supdt Gdes II will continue to be maintained.

(b) In case of induction of direct entry JEs, whether civilians or military, their seniority will reckon from the date of their recruitment panel. Their names will be added at the end of existing seniority list of JEs as per the dates of their recruitment panel.

(c) Since the seniority lists of civilian JEs (including re-employed army personnel) and serving military JEs are maintained separately, their inter-se-seniority will reckon from the date of their respective recruitment panel as JE.

(d) Senior amongst JEs (civilian) and JE (mil cadre) will officiate as AGE in the absence of AGE in a GE Division. (E-in-C’s Branch letter No 41600/F/174/EIB (P&A) dt 12 Oct 2004).

**c. Officiating2: Arrangement in Absence of GE:** - Following will officiate:-

(a) Senior most AEE/Capt/Lt holding AGEs appointment

(b) The basis of seniority between AEEs and Capt/Lt will be the date of regular promotion to the rank of AEE/Capt/Lt. (E-in-C’s Branch letter 41600/Gen/EIB dated 25 Feb 86)

**D. Officiating2: Arrangement in Absence of CWE :-**

Officiating incumbent should be senior most offr in a CWEs area, should be technically competent/qualified to hold officiating charge of CWE and belong to appropriate cadre/be in direct line of comd.

Thus the arrangements for officiating would be as follows:-

(a) DCWE, if senior most in CWE area, or,

(b) SBSO/SW (when held by a mil offr) if he is the senior most and possesses an engineering degree.

(c) Any of the GEs if he is senior most in the CWE’s area. (E-in-C’s Branch letter 91177/E 1 A dt 12 May 86)


(a) **Training:** New inducted officers through UPSC will be detailed on YOB(l course at CME Pune during initial year. AEEs will be posted to Zonal CEs for a period of six months for initial training. During this period they will also be attached with CWE office and GE Office for training with respect to working with staff authorities and training on ground as executive as under :-

(i) ADG (D&C) - 01 month

(ii) CE Zone - 02 months

(iii) CWE office - 01 month

(iv) GE office - 02 months

(c) **Postin2: Policy** Comprehensive guidelines on posting policy has been issued by Directorate General Personnel at E-in-C’s Branch. Important letters are as under :-

(i) Main Document - E-in-C’s Branch letter No
B/20000/Policy/EIB dt 01 Jul2003

(ii) Amendment - E-in-C's Branch letter No B/20000/Policy/EIB dt 18 Mar 2006

(iii) Amendments are on policy matters of SW and BS cadre as under:-

(aa) Sensitive and non sensitive posts tenable by both the cadres i.e. SW and BS cadres.

(ab) Posting pattern of officers from SW and BS cadres.

(d) **Region Based Posts** MES have an All India Service Liability. MES establishments have been clubbed in nine regions consisting of contiguous locations as mentioned in the main document.

(e) **Type of Appointments** MES organization consists of basically two types of appointments:-

(i) Executive Appointments
(ii) Staff Appointments

(f) **Tenure /Hard Stations** All officers should serve in one tenure station at each grade. However officers beyond 56 years of age are not liable for tenure postings.

(g) **Types of Posts**

(i) Normal Posting
(ii) Compassionate/Last Leg Posting

(iii) **Administrative Posts** Posts which are ordered due to change in establishment on promotion on grounds of performance and other administrative exigencies.

(h) **Guide Lines for Executive Appointments** Following parameters are considered for selection of officers for executive appointments:-

(i) Performance in Executive/Staff Appointments
(ii) Tech qualifications, awards, commendations etc.
(iii) Service in Tenure/Hard Station, residual service
(iv) Professional background and specialization

(v) Disciplinary background
Executive tenures will not be given at hometown or near home town.

(vii) All executive tenures in all cadres will be of two to three years, except for CWE tenure which will be one and half to two years.

(viii) Persons on med compassionate grounds will not be posted on executive appointments.

(ix) Residual service for posting to executive tenures will be as under:-

   (aa) Chief Engineer - Generally 2 yrs from issue of DPC
   (ab) CWE - 4 years
   (ac) GE - 5 years

(j) **Guide Lines for Non Executive Appointments** Officers on non executive appointments shall be posted near to their regions. Posts will however conform to following pattern:-

(i) Organizational and functional requirements will have over riding consideration.

(ii) Staff tenure shall be of three to four years for all cadres except architecture cadre where tenure can
be four to five years.

(k) **First Tenure of GE** Generally first tenure in the grade of EE will be of GE for two to three years duration subject to availability of posts at the time of promotion and other exigencies. Holding of specific appointment of GE for specified period of time shall not be a matter of right. These tenures can be curtailed/extended on specific service exigencies. Diploma holders with at least five years remaining service and having consistently very good/outstanding records shall be considered for posting as GE.

(i) **Second Tenure GE** Officers doing well as GEs in their first tenure may be considered for second tenure of GE. Criteria for appointment of GE has been brought out vide this HQ letter No.41245/ST/GE/EIB dt 07 Oct 04 and B/20000/ST/GE/EIB dt 08 Mar 06. A considerable amount of weight age has been given to M Tech while selecting officers for second tenure of GE.

(m) **CWE/STE** These executive posts are held by SE grade officers which is a key middle level appointment. All posts Cs WE, STEs and Cs WE of DGNP are considered at par with a tenure of one and half to two years. Out of total posts sanctioned at this level only above 20 to 25% of posts are available for CsWE/STE level appointments.

(n) **Post Graduate Qualifications** PG course plays an important role in the service profile of an MES officer. This helps while selecting officers for important executive as well as staff appointments. At present to increase the intake on PG courses, age restriction/or undertaking such PG courses has been enhanced from 35 years to 45 years. This also enables officers of the grade of AE (and equivalent grade in other grades) and SE (and equivalent grade in other cadres) to volunteers on these courses. Refer E-in-C's Branch letter No B/2000/Trg/EIB dated 29 Dec 2005 and even No 18 Jan 2006

(o) **Postings on Promotion from Group 'c' to 'B'** All Group 'B' officers have an all India Service liability. Offrs above 57 years age may be posted to the comds/nearer sntns subject to availability of suitable posts.

(p) **Representations** Consolidated proposals to be submitted by CEs Comd to DG Pers/EIB, E-in-C's Branch as per schedule given under:-

<table>
<thead>
<tr>
<th>(i) Compassionate postings</th>
<th>By 30 Jun /31 Dec each year</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii) Extension/ retention</td>
<td>By 30 Jun/31 Dec</td>
</tr>
<tr>
<td>(iii) Curtailment of tenures and move on administrative grounds</td>
<td>On occurrence</td>
</tr>
<tr>
<td>(iv) Representations against postings orders</td>
<td>Through proper channel Should reach E-in-C Br within 45 days of issue of postings.</td>
</tr>
</tbody>
</table>

(j) **Implementation of Postings**

(i) Posting orders indicate whether the move is by a specific date or on relief. Generally 45 to 60 days are given to implement the posting. Only CWE, GE, AGE (I) and SW in the office of CWE as a rule move on relief or as specified.

(ii) A quarterly progress report on implementation of po stings shall be forwarded by CEs Command to E-in-C's Branch.

(k) **Policy Regarding Employment of Civ Offrs Outside the Department.** Outside the department we have deputation, which also includes foreign assignments. Though there is no fixed quota for assignments outside, it will be the endeavor to sponsor as large a number as possible by ensuring cadre stability through improved intake.

(l) **Influence of VIPs/outside agencies on matters pertaining to postings of MES officers.** The subject of influence on po stings by V1Ps/MPs/outside agency has been dealt comprehensively in the cadre management policy referred earlier. This has been further reiterated vid~E-in-C's Branch letter No. BI20000/Policy/EIB dt 28 Feb 2005.

4. **Processing of Premature / Voluntary Retirement and Resignation Cases - MES Civilian Officers:** - Premature Retirement under provision of Art 459 (I) CSR.

Any Govt servant may give notice of not less than three to the appropriate authority under the following conditions:-

(i) After attaining the age of 50 years if he is in Gp A & B post and entered Govt service before attaining the age of 35 years.
In all other cases attaining the age of 55 years.

(b) **Premature Retirement under Rule 48 (1) CCS** At any time after a Govt servant has completed 30 yrs qualifying service giving a notice in writing to the appointing authority at least three months before the date on which he wishes to retire.

(c) **Voluntary Retirement on Completion of 20 years of Service under the provision of Rules 48 of CCS (Pension) Rule 1972.** A Govt servant who has completed 20 years qualifying service may at any time by giving notice of not less than three months in writing to the Appointing Authority, retire from service. The notice of retirement given under this Rule shall require acceptance by the Appointing Authority.

(d) **Resignation.** According to Rule 5 (1) A of CCS Temporary service Rules 1965, the service is liable for termination at any time by a notice of one month in writing given either by the Govt servant to the Appointing authority or by the appointing Authority to the Government servant (E-in-C's Branch letter No 48889/R/EIB dt 11 Sep 86)

5. **Record Office Functions**  
   (a) **Pay Fixation of Officers** Guidelines have been issued vide E-in-C's Branch letter No B1l002/AII01/EIB(P&A) dated 30 Jan 2003.
      
      (i) Pay fixation has to be got initiated and settled through CRO (O).
      
      (ii) This is done on promotion, placement in NFSG grade, on pay protection and on stepping up/antedating of increment.
      
      (iii) Documents required by audit authority are PTO, E-in-C's Order, Option certificate as per FR and comparative statement of service/pay details.


      (i) Service events to be notified in Part II Orders.
      
      (ii) Only PTOs of officers to be sent to CRO for entry in service book.
      
      (iii) Special PTOs to be published on events such as death, suspension/dismissal/removal, VR/compulsory retirement, time bound implementation through CAT/court case and on penalty imposition after disciplinary act.

(c) **Centralization of Service Books** Guidelines issued vide E-in-C's Branch letter No B1l002/AII01/EIB(P&A) dated 30 Jan 2003.

      (i) SBs are to be centralized in CRO (O) for maintenance and updation as per check list.
      
      (ii) SBs of officers due for retirement within one year are not to be sent to CRO (O) for centralization.

(d) **Pension/Terminal Benefits on Superannuation** Guidelines issued vide E-in-C's Branch letter No B1l002/AII01/EIB(P&A) dated 30 Jan 2003. Following type of terminal benefits are admissible:-

<table>
<thead>
<tr>
<th>Type</th>
<th>By</th>
</tr>
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<tbody>
<tr>
<td>(i)</td>
<td>Pension/Family Pension Initiated/settled by CRO (O)</td>
</tr>
<tr>
<td>(ii)</td>
<td>Commuted value of pension -do-</td>
</tr>
<tr>
<td>(iii)</td>
<td>Gratuity -do-</td>
</tr>
<tr>
<td>(iv)</td>
<td>LEC (Max 300 days) Issued by CRO (O). Claim and payment to be made by last unit</td>
</tr>
<tr>
<td>(v)</td>
<td>Final Settlement of GPF To be settled by last unit</td>
</tr>
<tr>
<td>(vi)</td>
<td>Saving fund accumulation of CGEIS -do-</td>
</tr>
<tr>
<td>(vii)</td>
<td>TA to place of settlement on retirement -do-</td>
</tr>
<tr>
<td>(viii)</td>
<td>Identity Card to retired officers Initiated / settled by CRO (O)</td>
</tr>
</tbody>
</table>

(e) **Superannuation Pension** The pension papers should reach CRO (O) 10 months before the date of retirement to ensure timely issue of PPO before retirement. On receipt of PPO, units are responsible to transit the PPO after checks to the Bankers of the Pensioner. Pension is calculated on the basis of average emoluments (Basic) of last 10 Months. Pension is admissible @ 50% of such average emoluments for qualifying service of 33 years or above. The minimum amount of pension in respect of those Govt servants who retire/die wef Apr 2004 is Rs 1913/- and maximum pension is Rs 15000/- pm.
(f) **Family Pension** When a Govt servant is survived by a widow she will be entitled to family pension @ 50% of last basic pay up to seven years and then 30% of last basic pay for life time.

(g) **Gratuity** Gratuity is admissible @ Half months emoluments for each completed year of service.

(h) **Commutation:** Commutation of superannuation is admissible up to a maximum of 40% basic pension.

(i) **Leave Encashment** Earned Leave is excusable on retirement up to a maximum of 300 days.

(j) **Identity Card** Identity Cards are issued to all retiring officers of MES on self financing basis.

6. **MES Liaison Cells (Pay/Allowances)**

(a) **MES Pension Liaison Cell, Allahabad**

(E-in-C's Branch letter No B/I0603/LC/53/EiB(P&A) dated 04 Aug 2003.)

(i) **Role**

(aa) Peruse delayed and critical cases with PCDA (P) Allahabad

(ab) Act as local contact point with PCDA (P) Allahabad on behalf of Dte Gen Pers of E-in-C Branch

(ac) Provide feedback to CEs Comd/Zone and unit to expedite pension cases.

(ii) **Command/Control**

(aa) **Adm Control** It will be part of Dte Gen Pers, E-in-C's Branch and will function under Dir Pers (M) and DDG Pers (M).

(ab) **Tech Control** Under CRO (O) Delhi Cantt.

(ac) **Location** In the office of CWE Allahabad.

(iii) **Reports and Returns by OIC PLC Allahabad**

<table>
<thead>
<tr>
<th>(aa) Monthly Activity Report</th>
<th>To be sent to Dte Gen Pers/E 1B</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ab) Monthly Progress Report on superannuation cases</td>
<td>To be sent to Gen Pers/E1B and CRO (O) Delhi Cantt</td>
</tr>
<tr>
<td>(ac) Monthly Progress Report on Family Pension/ Disability Pension /VR cases.</td>
<td>To be sent to Dte Gen Pers/E1B and CRO (O) Delhi Cantt</td>
</tr>
</tbody>
</table>

(iv) **Report and Returns by CEs Comd/ ADsG (OF & DRDO) & (D&C)**

<table>
<thead>
<tr>
<th>(aa) Monthly Progress Report on superannuation cases</th>
<th>-to be sent to PLC Allahabad</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ab) Monthly Progress Report on Family Pension/Disability Pension /VR/Compulsory Retirement cases</td>
<td>-to be sent to PLC Allahabad</td>
</tr>
<tr>
<td>(ac) Quarterly Progress Report Legal/Interest payment cases</td>
<td>-to be sent to PLC Allahabad</td>
</tr>
</tbody>
</table>

(b) **MES GPF Liaison Cell, Meerut**

(E-in-C’s Branch letter No B/I0603/LC/53/EiB(P&A) dated 04 Aug 2003.)

(iii) **Role**

(aa) Peruse cases of GPF discrepancies with CDA (Funds) Meerut

(ab) Liaise with CDA (Funds) Meerut for timely release of GPF assets.

(ac) Expedite legal cases and death related cases on priority

(iv) **Command/Control**

(aa) **Adm Control** It will be part of Dte Gen Pers, E-in-C's Branch and will function under Dir Pers (M) and DDG Pers (M).
(ab) **Tech Control** Under Director Pers (M)

(ac) **Location** In the office of CWE Meerut/premises of CDA (Funds) Meerut.

(iii) **Reports and Returns by GPF Liaison Cell Meerut**

| (aa) Monthly Activity Report on GPF assets | -to be sent to Dte Gen Pers/E 1 B |
| (ab) Quarterly Progress Report on rectification of outstanding critical discrepancies in GPF accounts | -to be sent to Dte Gen Pers/EIB |

(iv) **Report and Returns by CEs Comd/AdG (OF&DRDO) & (D&C)**

| (aa) Monthly Progress Report on FSP initiated in respect of superannuation cases to be rendered by 10\textsuperscript{th} of each month | -to be sent to GPF LC Meerut |
| (ab) Monthly Progress Report on FSP initiated in respect of cases other than superannuation cases to be rendered by 10\textsuperscript{th} of each month | -to be sent to GPF LC Meerut |
| (ac) List of outstanding critical discrepancies of GPF accounts to be rendered quarterly by 10\textsuperscript{th} Apr, 10\textsuperscript{th} Jun, 10\textsuperscript{th} Sep and 10\textsuperscript{th} Dec | -to be sent to GPF LC Meerut |

SECTION 3: ALL SERVICE MATTERS MES CIVILIAN SUBORDINATES

1. Posting Policy – Civilian Subordinates

   This branch has issued broad principles and guidelines in respect of transfer of civilian subordinate personnel of Gp ‘C’ & ‘D’ posts of MES in April 2003


2. Annual Direct Recruitment Plan

   Optimization of Direct recruitment to Civilian posts in order to reduce manpower by 10% in 5 years. Direction issued for clearance of vacancies in Gp B, C & D in ADRP by the Screening Committee.


3. Direct Recruitment Policies

   Direct recruitments to be done strictly as per latest instructions and SOP issued by this HQ.


4. Reservation

   For applying the reservation for various categories Swamy’s compilation on reservation & concessions may be referred along with other Govt. Orders.

5. Rosters

   (a) Reservation Rosters posts based (Effective from 02.07.1997) to be followed for Gp ‘A’ ‘B’, ‘C’ & Gp ‘D’. separate rosters for direct recruitment & for promotion where reservation in promotion applies to be maintained.

   (b) 100 points roster for disabled persons will be followed.


6. Compassionate appointment of Son/Daughter/Near relative of Deceased Govt. servant

   (a) Scheme for compassionate Appointment – DOP&T has issued revised consolidated instructions on compassionate appointment scheme.


   (b) Time limit for making compassionate appointment – DOP&T issued directions regarding time-limit for making compassionate appointments. Compassionate appointments are to be made within one year of occurrence. This can be extended by one year in deserving cases. It can be extended further by one year in exceptional cases. If compassionate appointment is not possible to be offered within this time frame, the case will be finally closed and will not be considered again.
7. Grant of Pension and Terminal Benefits to Defence Civilian Employees introduction of Single Window Clearance system

Numerous complaints have been received that retiring/civilian employees are not paid their terminal benefits for a long period after their retirement. In order to alleviate their grievances payment of all dues ‘Single window clearance system’ has been introduced. The primary objective of this system is that retired civilian Defence employees will not have to contact multiple agencies involved in settlement of their dues, instead the payment will be effected to them at a pre determined date between 7 and 10 of the following month in which the employee retire. A pension liaison cell in PCDA (P) Allahabad and MES GPF liaison cell at Meerut have been set up. The necessity of a above said both organizations is felt for expediting timely release of Pension and other retirement dues to retiring officer/subordinates. The other objectives are to achieve substantial progress on critical discrepancies in Pension/Family Pension and to avoid the communication gaps between audit requirement and departmental administrative offices.

8. Grant of Terminal Benefits

The following Publication may be referred

(a) Swamy’s – Known your retirement benefits.
(b) Swamy’s – Pension compilation
(c) Swamy’s  Compilation of Central Civil Services communication of Pension Rules.

9. New Pension Scheme

The Government of India have introduced a new pension scheme in respect of Government employees joining on or after 01 Jan 2004. the new pension scheme came into operation with effect from 01 .01.2004 and the scheme is mandatory for all central Govt. Servant (civilian staff) including Defence civilian entering the service in various units/formation under three services and also under various department

SECTION – 6

1. Revision of ACR Formats – Civilian Officers

The old format has been revised. With effect from 01 June 87, the new format are to be used. Those are different for EEs/equivalents and below and for SEs/equivalent and above.

The full period of reporting would now be 01 Jun to 31 may next year.

ACRs : Group ‘D’ Staff

Requirement of re-edition of ACRs on Group ‘D’ Staff has been dispensed with. Crossing of EB/confirmation/promotion and retention beyond 30 years service or 50/55 years of age would be based on special assessment report if any, and disciplinary profile as reflected in the service book.

2. ADPS in the Corps : General Policy
A Co-ordination committee has been formed, which will plan, organise, co-ordinate and control the ADPs in the Corps both for combat and MES use. Suggested fields of automation have been identified. No separate authorisation of manpower has been provided within WE/PE, for this purpose.


3. **Standardisation of Computers**

There should be standardisation of the computers to be used in the Corps MES. Two standard configurations will be adopted in the Corps, of Engrs. Configuration ‘A’ will be adopted at CE Command HQ, CE Zone and regimental centre levels and configuration at CE Corps HQ, Engrs Bde HQ, ESD, Engr Regt, CWE and GE level.


4. **Allocation of Responsibility for Development of Computerised Management Information Systems**

The respective responsibility for development of computerised information systems has been allocated to E-in-C’s Branch, CE Commands and regimental centres. The systems to be developed will be documented. Development of the systems through consultancy may be entered. Development of any system, other than those given in the letter, will require prior approval of E-in-C’s Branch.


**CHAPTER II**

**WORKS PROCEDURE, PLANNING AND EXECUTION**

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62. Hospital Engineering Services

63. Amendment to Deals of Accn – Hospital

64. Procedure for Inspection, Testing and Defect Report Initiation-DGS&D supplied pipes and tubes

65. Authorisation of Additional items in single living room for
66. Guidelines for specification and acceptance of cement supplied by contractors
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73. Planning and Construction of Swimming Pool
74. Guidelines for specifications and acceptance of steel supplied by the contractors
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8. Disposal of grass and usufructs
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12. Accn for staff engaged on Factory Projects
13. MD Accn for Civilian officers of MES
14. Allotment of accn Policy – MES Key personnel
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16. Periodical and News Papers
17. Draft Audit Paras – Verification reports
18. Security measures for Secret Projects
19. Security Instructions for holding Plain paper copiers
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21. Malis for MES Offices
22. Recovery of rent for furniture issued to officers of the Army, Navy and Air Force
23. Recovery/Re-imbursement of furniture hire charges from Service Officers
24. Reporting of damages to property due to storm
25. losses of assets borne on MES charge
26. Losses - Regularisation of
27. Storm Damages
28. Storm Damages : Precautionary/Preventive measures
29. Intimation regarding loss due to fire, theft & natural calamities etc
30. Resumption of properties which the holder wishes to sell or transfer
31. Resumption of Bungalows held on old grant-term-constitution of Committees for assessment of compensation
32. Procedure for requisitioning and hiring of immovable
33. Payment of Services Charges to Cantt Boards
34. Erection of boundary pillars on military land
35. MES formations and staffing norms
36. Staffing Norms
37. MES Ibs
38. Brief for Inspecting/Visiting officers
39. Revised procedure for issue of bills for licence fee
40. Revised procedure for issue of bills for licence fee and allied charges in respect of service officers on all India basis
41. Revised procedure for issue of bills for license fee and allied charges in respect of Service Officers on all India basis
42. Rate and recovery of electricity and water charges by MES
43. Rent and allied charges : recovery from private parties
44. Duties of MES executives and staff
45. Duties of Junior Engineer
46. Survey of defence land
47. Survey Programme – Submission of demands
48. Guideline for sanctioning of MES Standing Industrial Staff
49. Revised parameters for Zonal Trophy
50. Amendment to RMES – 1968
51. Amendment to RMES – 1968 (Reprint 1982) - Items 1 to 9 of Table 'B'
52. Introduction of Computers in MES
53. Restructuring of Works Dte
54. Permissible period of retention of Govt accn in case of death of the allottees
55. MES Organisation – Technical Coord
56. Performance Evaluation - Zonal CEs
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5. Trend of expenditure
6. Rush of expenditure
7. Expenditure on capital works
8. Establishment charges to project : funds for telephones
9. Sanction and release of low budgeted works
10. Monthly Expenditure Returns (MERs) : Capital works, Revenue works and Maintenance services
11. Monthly Expenditure Returns (MERs)
12. Accounting Procedure : CP Vouchers
13. CP Vouchers
14. Charged Expdr
15. Control of expenditure and maintenance of construction account : MES Works
16. Committee of Defence Expenditure Report on "the management of equipment, logistics and support"
17. MES Establishment Charges
18. Revised Accounting Procedure for settlement of Inter-
Departmental Transactions - Dte of Advertising and Visual Publicity

19. Special allocation of funds for md accn projects (Project "Quick Shelter")

20. Cost consciousness

21. Allotment of funds for maintenance of RCPO, Assets before handing over to Air Force

22. Delegation of power to officers of MES for execution of electricity, water supply agreement and for disposal of sewage

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5. Execution of RCPO Works
6. Military Farm Works
7. Fast Track Procedure for sanctioning and execution of selected md accn projects of the Army
8. Fast Track Project - Tolerance Limit
9. Planning and execution of CCPA Projects
10. Monitoring of CCPA projects
11. Indication of cost and AEs for DAD Works
12. Execution of works relating to the Defence Accounts Department
13. Execution of works of DAD
14. Procedure for Railway works
15. Payment of Railway bills
16. Execution of Railways works by MES
17. Procedure for construction of Central School Buildings by the MES
18. Management of Defence Works entrusted to other agencies
19. Works Manual for KVS Works by MES
20. Construction of Central School & Staff Quarters for KVS
21. Accn of NCC officers
22. Maint of accn for service officers and personnel posted to NCC Units
23. Construction of Residential Accn for Service officers/Personnel posted to NCC
24. Execution of Deposit Works of CSD (I)
25. Policy for provisioning of Accn for CSD (I)
26. Execution of CSD Civil works through MES
27. Technical Control - Factory and R&D Works
28. Execution of construction works thorough MES - Certifications regarding
29. Changes in the scope of works for R&D and DGQA
30. Submission of Estimates for R&D works
31. Minor works for Technical Requirement
32. Preparation of Line Plans for R&D Civil Works
33. Departmental charges leviable by CPWD
34. Review and modification of procedure for recovery of departmental charges from Navy and Air Force for MES works and services
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SECTION-1: INTRODUCTION

1. MES Works Services

Military Engineer Services provides the Works Services to Defence Forces. It carries out Engineer Services under separate budget head for the following:

(a) Three Services i.e. Army, Navy and Air force under instructions from their respective Chief's of Staff and competent authorities subordinate to them.

(b) Military Farms under instructions from Chief of Army Staff conveyed through QMG, DRVF and DMF.

(c) Ordnance factories under instructions from Ministry of Defence (Production) and OFB.

(d) R&D under instructions from Scientific Adviser to Ministry of Defence and Chief Controller Research and Development.

(e) DGQA under instructions from Ministry of Defence and Director General of Quality Assurance.

(f) Other agencies of Central/State Government under orders of Ministry of Defence.

The rules under which MES functions are contained in Regulations for MES (1968) Reprint 1982. Standing Orders containing administrative and technical instructions relating to detailed procedure for internal administration and function of the MES is given in the MES Standing Orders 1995 print.

SECTION-2: POWERS OF CFA

1. Powers of issue of Admin Approval and Demolition of Buildings– Army, Navy and Airforce Works

(A) MES is an executing agency and cannot sanction or provide funds for themselves for carrying out Defence Works. Sanctioning of works and placement of funds at the disposal of engineers (MES) is a staff matter. Powers for sanctioning of works by respective competent financial authorities (CFAs) in terms of para 15 of DWP-86 are as under:

<table>
<thead>
<tr>
<th>Competent Financial Authority</th>
<th>Auth Wks Rs. Lakh</th>
<th>Spl Wks Rs. Lakh</th>
<th>Auth Wks Rs. Lakh</th>
<th>Spl Wks Rs. Lakh</th>
</tr>
</thead>
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<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>(a) COAS/CNS/CAS</td>
<td>120.00</td>
<td>20.00</td>
<td>300.00</td>
<td>50.00</td>
</tr>
<tr>
<td>(b) GOC-in-C/AOC-in-C/FOC-in-C/FOC South</td>
<td>75.00</td>
<td>7.00</td>
<td>175.00</td>
<td>20.00</td>
</tr>
<tr>
<td>(c) Corps Commander</td>
<td>37.00</td>
<td>3.75</td>
<td>100.00</td>
<td>10.00</td>
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</table>
(d) Cdr of an Area/ Indep Sub Area/ GOC of a Div/ Indep Bde Gp/ Flag Offr Comd Area/ Fortress Cdr Andaman & Nicobar Island

(e) Cdr of Sub Area/ Bde/ Gp/ AOC of an Air Force Station/ Comdt of Trg Inst/ Estts/ Colleges of the rank of Air Cmde and above/ Naval Stn Cdr/ Naval Offrs-in-Charge of the rank of Cmde

(f) Stn Cdr of the rank of Col & above/ NOICs/ Naval Stn Cdr of the Rank of Captain/ OsC Stn of the rank of Gp Captain/ Comdts of Air Force Academies/ Colleges/ Insts headed by Offrs below the rank of Air Cmde

(g) Stn Cdr below the rank of Col/ NOICs/ Naval Stn Cdr below the rank of Capt/ Chief hydrographer below the rank of Capt/ OsC Eds BRDs & Indep S Us below the rank of Gp Capt

(Auth : Appx ‘A’ to MOD letter No 3(7)/93/D(Works)/dated 26 Aug 98.)

(B) Authorities responsible for according financial concurrence, for vetting of approximate estimates, for release of funds and monitoring the expenditure are as follows :-

<table>
<thead>
<tr>
<th>Competent Financial Authority to accept the necessity and accord Administrative Approval</th>
<th>Authority responsible to accord Financial Concurrence</th>
<th>Authority responsible for vetting of AEs</th>
<th>Authority responsible to release Funds</th>
<th>Authority responsible to monitoring Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) COAS/ CNS/ CAS</td>
<td>Respective IFAs</td>
<td>IFA (Army)</td>
<td>* Regional Command Controller,</td>
<td>IFA (Army), IFA (N) and IFA (AF) as</td>
</tr>
</tbody>
</table>
(b) GOC-in-C/ AOC-in-C/ FOC-in-C/ FOC South CsDA (Army), CsDA (Navy), CsDA (AF) and their IFAs as the case may be.

(C) Corps Commander

(d) Cdr of an Area/ Indep Sub Area/ GOC of a Div/ Indep Bde Gp/ Flag Offr Comd Area/ Fortress Cdr Andaman & Nicobar Island

(e) Cdr of a Sub Area/ Bde/ Gp/ AOC of an AF Station/ Comdt of Trg Inst/ Estts/ Colleges of the Rank of Air Comd & above/ Naval Station Cdr/ Naval Offrs-in-Charge of the rank of Cmde Jt CsDA (Army) as IFAs and Jt CsDA (Army) as IFAs under CDA (N) and CsDA (AF)

* Only the Regional Command Controller will release the Funds where there are more than one CsDA (Army) in Command.

(Auth : Appx 'B' to MOD letter No 3(7)/93/D(Works) dated 26/08/98, as amended vide MOD even letter No dt 26 Oct 98.)

Note : The STANDARD OPERATING PROCEDURE (SOP) for exercising Enhanced Financial Powers laid down by Govt of India, Min of Def vide their letter No 3(7)/93/D(Works) dt 26.10.98, circulated under E-in-C’s Br letter No 95353/POL/E2W (PPC) dt 05 Nov 98.

(C) Powers of demolition of buildings in terms of para 15-A of DWP-86 of various CFAs are as follows :-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>CFA</th>
<th>Amount (Rs in Lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>COAS/CNS/CAS</td>
<td>10.00</td>
</tr>
<tr>
<td>(ii)</td>
<td>GOsC-in-C/FOC-in-C/FOC South (Indep)/ AosC-in-C</td>
<td>05.00</td>
</tr>
<tr>
<td>(iii)</td>
<td>Corps Comdr</td>
<td>05.00</td>
</tr>
<tr>
<td>(iv)</td>
<td>Comdr of an Area/Indep Sub Area/ Indep Bde Gp/ Equivalent Navy/Air Force Comdr</td>
<td>01.50</td>
</tr>
<tr>
<td>(v)</td>
<td>Comdr of a Sub Area/Bde Gp/Air Force Stn Comdrs of the rank of Air Commodore</td>
<td>0.30</td>
</tr>
<tr>
<td>(vi)</td>
<td>Station Commanders of and above the rank of Lt Col/NOICs of &amp; above the rank of Commander/Sr. most among Commanding Offrs of Shore Establishments in Stations other than BOMBAY, VISHAKHAPATNAM &amp; COCHIN</td>
<td>0.10</td>
</tr>
</tbody>
</table>
holding the rank of Commander & above Chief Hydrographer
while holding the rank of Commander & above/OsC Station
of the rank of Gp Captain/Commandants of Air Force
Academies/Colleges, OsC E.Ds and BRDs and Independent
S.Us of the rank of Group Captain

(vii) Station Commanders below the rank of Lt.Col./NOICs below
the rank of Commander/Senior most among Commanding
Offers of shore Establishments in Station other than
BOMBAY, VISHAKAHAPATNAM and COCHIN below the
rank of Group Captain, Commandants of Air Force
Academies/Colleges, OsCEDs and BADs and independent
SUs below the rank of Gp Captain

IN THE MINISTRY OF DEFENCE
Demolition of building is sanctioned as a part of work project
No Change
by Competent Financial Authorities to sanction the work.

2. Powers of issue of Admin approval of Commandants of Cat 'A' Establishments
(a) Commandants holding the rank of Major General and above and their
equivalents in the Navy & Airforce of under mentioned category 'A' establishments can sanction
minor work project costing up to Rs 50,000/- each in respect of authorised requirements of their
own establishment (other than those required for their own residences) :-

(i) DSSC Wellington
(ii) NDA Khadakwasla
(iii) IMA Dehradun
(iv) OTA Madras
(v) College of Military Engineering, Kirkee, Pune
(vi) College of Combat Mhow
(vii) AFMC Pune

(Auth : MOD letter No 67442/Q3W(Pol)/425/DO-I/D(Works) dt 04 May 84 circulated vide E-in-

(b) Commandants of following category 'A' establishments have been also
authorised to sanction minor works costing up to Rs 50000/- each in respect of authorised
requirement of their own establishment (other than those required for their own residence).

(i) Army School of Physical Training, Pune
(ii) Army School of Mechanical Transport, Bangalore
(iii) Army Clerks Training School, Aurangabad
(iv) Remount Veterinary Corps Centre & School, Meerut Cantt
(v) AEC Training College & Centre, Pachmarhi
(vi) High Altitude Warfare School, Gulmarg
(vii) CMP Centre & School, Bangalore

(Auth : MOD letter No 67442/Q3W (Policy)/400 /DO II/D(W-2) dt 11 June 90 circulated vide E-
in-C’s Br letter No 66047/Pol/E2 (WPC) dt 10 Apr 91.)

3. Powers of issue of Admin Approvals – Coast Guard Works
(a) The under mentioned officers of Coast Guard are authorised to issue Admn
Approval of Major and Minor Works upto the financial limits as shown below :-

<table>
<thead>
<tr>
<th>Auth to exercise power</th>
<th>Under para 27 (I)</th>
<th>Under para 27 (ii)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maj Wks</td>
<td>Spl Wks</td>
</tr>
<tr>
<td>(I) DG</td>
<td>Rs 75 lakh</td>
<td>Rs 7 lakh</td>
</tr>
<tr>
<td>(ii) Regional Cdr</td>
<td>Rs 2.50 lakh</td>
<td>Rs 0.10 lakh</td>
</tr>
<tr>
<td>(iii) District Cdr</td>
<td>Rs 1 lakh</td>
<td>Rs 0.05 lakh</td>
</tr>
<tr>
<td>(iv) OC Station</td>
<td>Rs 0.10 lakh</td>
<td>Rs 0.02 lakh</td>
</tr>
</tbody>
</table>

Note :-
(a) Unless otherwise provided under, DFP Rules or any specific order of the Govt, these
financial powers will be exercised by Coast Guard authorities in consultation with the
MOD (Fin) acting as IFA and lower authorities will exercise the financial powers in
consultation with CDA (Navy) Mumbai, whenever such consultation is specifically provided for in the annexure.

(b) The financial powers delegated herein shall remain in force for a period of five years and will be reviewed thereafter in the light of experience gained.

(c) In determining the CFA in a base where the project includes both the authorised and special items of work, the criteria shall not be normal items of work alone. In such cases, therefore if the estimated cost of the special items of the work exceeds the financial powers of the CFA for these items, the Admin Approval shall be issued by the CFA under whose power the special item falls.

(Auth : MOD letter No PF/0104/CGHQ/1525/DO (CG)/D (N-II) dt 01 Jul 91.)

4. **Powers of issue of Admin Approval & demolition of bldgs – DGQA Works**

(a) DGQA authorities are authorised to sanction residential accommodation for the staff serving in DGQA establishment except those located at DELHI, BOMBAY & CALCUTTA, within their powers subject to the general limitations that may be imposed by the Govt from time to time. Execution of Minor Works when major works are in progress to meet purely technical requirements is also authorised.


(b) Financial powers for sanction of works and demolition of buildings by various CFAs in DGI organisation are as under :-

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Nature of Power</th>
<th>DGQA Head of Estt</th>
<th>Head of Estt of the rank of Col/ equivalent &amp; below</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Acceptance of Necessity of New or original works and to accord A/A.</td>
<td>Rs 15 lakh</td>
<td>Rs 0.50 lakh</td>
<td>Rs 0.25 lakh</td>
</tr>
<tr>
<td>2</td>
<td>Demolition of Buildings</td>
<td>Rs 1 lakh</td>
<td>Rs 0.05 lakh</td>
<td>Rs 0.01 lakh</td>
</tr>
<tr>
<td>3</td>
<td>Re-appropriation of buildings entailing cost</td>
<td>Rs 1 lakh</td>
<td>Rs 0.05 lakh</td>
<td>Rs 0.01 lakh</td>
</tr>
</tbody>
</table>
4. Special Design furniture for laboratories and Technical use

<table>
<thead>
<tr>
<th>Description</th>
<th>Extent of Delegation</th>
<th>Whether Financial Concurrence needed</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expdr on civil wks and services of the sanctioned project incl issue of Adm Approval for civil works, expdr on water, power, A/C, steam and fuel oil distribution, chilled water plants and other services under sanctioned projects.</td>
<td>Full</td>
<td>Yes</td>
<td>Within the financial limits in sanction.</td>
</tr>
<tr>
<td>Sanction of Capital investment for production of items intended for by the services or for diversification or augmentation of available capacity for production.</td>
<td>Rs 1.00 crore for each item</td>
<td>Yes</td>
<td>Scheme on projects costing above Rs 20.00 lakhs are subject to Rule 18 of DFPR and orders of Govt there under and subject to second provisions to Rule 26 (1).</td>
</tr>
<tr>
<td>Sanction for new works and issuance of Admin Approval of civil wks under the sanction</td>
<td>Rs 1.00 crore in each case</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
(ii) Sanction for new works for residential/hostel accommodation and special repairs and issuance of Admin Approval for civil wks under sanction.

0 Sanction of expdr in extent of sanctioned amount in project sanctioned by Govt or OFB. 15% or Rs 1.00 crore whichever is less in case of projects sanctioned by Govt and 15% in the case of projects sanctioned by the OFB.

Yes

0 Re-appropriation within a "project sanction" of amount debitable to the "same demand for grant" between plant and equipment and civil works and vice versa. Full powers within the sanctiond cost of the project enhanced within the limit in Sl No 4 above.

Yes

0 Demolition of buildgs direct contracts for civil works on contractor. Rs 1.00 lakh Yes Subject to provision of rule 24 of 1978.
(c) GM

0. Acceptance of necessity and issue of Admin Approval for new works, special repair incl incidental work like survey, estimating etc by Rlys, other agencies except construction of residential accn and amenity bldgs.

- Rs 25.00 lakh in Cdr case.

Note 1: The power is subject to the formal clearance of annual plan by concerned operating member of OFB as per guide like circulated under OFB No 002/Budget/E/B dt 14.05.93.

Note 2: The power of Rs 25.00 lakh is for sanctioning/issue of AA for works done through MES only.

Note 3: The power of acceptance of FC proposal and issue of financial concurrence to MES for accepting a tender limited up to financial commitment of Rs 10.00 lakh.

0. Sanction for new works and execution of direct contract for civil works special repairs incl incidental works like survey, estimating etc by Rlys or agencies other than MES.

- Rs 5.00 lakh in each case.

Through competitive tenders.

0. Acceptance of necessity and issue of A/A for wks connected with residential accn excluding Hostel accn and amenity bldgs.

- Rs 5.00 lakh in each case.

The power is subject to the approval of annual plan by concerned operating member/OFB as sanction will be issued for scope of works as per Authorisation and scale of accn.

6. Powers of issue of Admin Approval and demolition of buildings – DRDO Works
Financial powers of issue of Admin Approval of works and demolition of bldgs by various CFAs in R&D are as under :-

(A) **Scientific Advisor to Ministry of Defence & DG R&D**

(a) Authorised works  -  Rs 120 lakh

(b) Special works  
(i) Work to support technical activities  
of assigned project programme  -  Rs 120 lakh  
(ii) Works to provide amenities and  
transit facilities  -  Rs 50 lakh

(c) Special Furniture & Furnishing  -  Rs 12 lakh

(d) Air-conditioning  -  Rs 30 lakh

(e) Generating Sets and Stand by  
Generating sets  -  Rs 15 lakh

(f) Payments to local municipal Authorities  
for Services rendered by them  -  Rs 2 lakh

(g) Sanction for demolition of buildings  -  Rs 8 lakh

(Auth : MOD letter No  Admin (RD-28)/87116/114/D (R&D) dt 07 Jan 85  
as amended vide Admin (RD-28)/87116/2967/D (R&D) dt 16 Aug 90.)

(B) **Head of Research and Development Establishment/Laboratories**

Acceptance of necessity of new or original works and to accord A/A

(i) Head of R&D Estt headed by officer  
Scientist ‘E’/Equivalent and above  -  Rs 50,000/-

(ii) Head of R&D Establishment  
Headed by officer lower than  
Scientist ‘E’/Equivalent  -  Rs 20,000/-

(Auth : MOD letter No  (RD-28)/87116/114/D (R&D) dt 07 Jan 85.)

7. **Powers of CFAs for sanctioning addition and alterations to hired buildings :-**

<table>
<thead>
<tr>
<th>SI No</th>
<th>Competent authority</th>
<th>Financial limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>GOC-in-C/FOC-in-C/</td>
<td>Twice the amount of annual rental in respect of the property but not exceeding Rs 20,000.00 (Rupees twenty thousand) per property during the entire period of hiring.</td>
</tr>
<tr>
<td></td>
<td>AOC-in-C</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>Corps, Division, Area Commanders/equivalent Naval/Air Force Commander</td>
<td>Twice the amount of annual rental in respect of property but not exceeding Rs 10,000.00 (Rupees ten thousand) per property during the entire period of hiring.</td>
</tr>
<tr>
<td>(iii)</td>
<td>(Indep) Sub Area, (Indep) Brigade Group Commanders/equivalent</td>
<td>Annual rental but not exceeding Rs 5,000.00 (Rs five thousand) per property during the entire period of hiring.</td>
</tr>
</tbody>
</table>
Naval/Air Force Commander hiring.

(iv) Brigade/Sub Area Commander or equivalent Naval/Air Force Officer. Annual rental but not exceeding Rs 2,000.00 (Rs two thousand) per property during the entire period of hiring.

Note:

(i) The provision is valid up to Sep 88.
(ii) Addition & alterations to requisitioned buildings are not to be sanctioned.
(iii) Normal annual maintenance and minor repairs will continue to be executed in accordance with the specific term of hiring/requisitioning.


8. **Powers of CFA to write off losses of MES Stores/Property**

   (a) Financial powers of sanction to write off the losses of MES Stores/Property of various CFAs are as under :-

<table>
<thead>
<tr>
<th>CFA</th>
<th>Financial limits</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not due to theft fraud or gross neglect</td>
<td>Due to theft, fraud or gross neglect</td>
</tr>
<tr>
<td>1</td>
<td>Rs 5,000/-</td>
<td>1,000/-</td>
</tr>
<tr>
<td>2</td>
<td>Rs 10,000/-</td>
<td>2,000/-</td>
</tr>
<tr>
<td>3</td>
<td>Rs 10,000/-</td>
<td>5,000/-</td>
</tr>
<tr>
<td>4</td>
<td>Rs 15,000/-</td>
<td>5,000/-</td>
</tr>
<tr>
<td>5</td>
<td>Rs 20,000/-</td>
<td>10,000/-</td>
</tr>
</tbody>
</table>


9. **Financial Powers of CFA to sanction/write off the losses of Assets of Army/Navy/Air Force Born on the Books of the MES**

   Financial Powers of the various CFAs to write off the losses of assets of units/formations borne on the books of MES are as under:-

<table>
<thead>
<tr>
<th>Competent Financial Authority</th>
<th>Financial limits (in Rs)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not due to theft, fraud or gross neglect</td>
<td>Due to theft fraud or gross neglect</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

   Assets of units/formations
borne on the books of MES

(a) Sub Area Cdr/Equivalent Cdr in Navy/Air Force.
30,000 6,000

(b) Area Cdr/Equivalent Cdr in Navy/Air Force
90,000 15,000

(c) GOC-in-C/FOC-in-C/AOC-in-C
3 lakhs 90,000


10. **Powers of CFA for sanctioning of Minor Works when Major Works are in progress**

Minor works, if necessary may be sanctioned by competent financial authority for buildings which were not taken into account in the project in progress.

Where a major work project is sanctioned separately in phase, minor works, if necessary, may be sanctioned by CFA to buildings included in the completed phases for which CR part ‘A’ has been rendered. Such minor works will not be executed till the period of maintenance to be carried out by contractor is over.

Minor works relating to Additions / Alterations to those buildings taken over by the user may be sanctioned by CFAs upto the following limits :-

(a) COAS/CNS/CAS
----- Rs 1.00 lakh

(b) GOCs-in-C/Eqvt Navy/Airforce
----- Rs 1.00 lakh

(c) Commander of an Area/Corps/Independent Sub Area/Eqvt Navy and Airforce Commanders
----- Rs 50,000/-

(d) Commander of Sub Area/Brigade/Cap Eqvt Navy/Airforce Commanders.
----- Rs 25,000/-

(e) Station Commander/RNOs/OCs of Naval Shores establishment of the Rank of Commander and above.
----- Rs 10,000/-

(f) Commanding Officers of Shores Establishment below the rank of Commander.
----- Rs 5,000/-

Sanctioning of Minor works mentioned above are subject to the following :-

(a) Nature of Works sanctioned should be minor additions/alterations.
(b) Major works should have been completed and maintenance period provided in the contract should have lapsed.
(c) Proposed Minor works should not conflict with the basic planning of Major project and should not cover items specifically excluded from sanctioned major works.
(d) Only items authorised under rules and regulations as well as approved scales will be sanctioned.


SECTION-3 : TIME SCHEDULE FOR COMPLETION OF WORKS

1. **Pre-admin Approval**
Total time period prescribed from initiation of Major Works Programme by Command HQ to be implemented two years later and forwarding them to QMG’s Br to receipt of Admin Approval/release of work is 78 weeks. For repetitive works lesser timings may be achieved.
2. **Post Admin Approval**

   Total time prescribed from issue of works operational order to period of physical execution is as under:

<table>
<thead>
<tr>
<th>(a)</th>
<th>Md Accn</th>
<th>OTM Accn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Engineer Contracts</td>
<td>-</td>
<td>95 Weeks</td>
</tr>
<tr>
<td>CWE Contracts</td>
<td>-</td>
<td>102 Weeks</td>
</tr>
<tr>
<td>GEs Contract</td>
<td>-</td>
<td>78 Weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>88 Weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>49 Weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>56 Weeks</td>
</tr>
</tbody>
</table>

**Notes:**

(i) Works of site development including soil investigation and approval of line plans by the users to be dovetailed into pre-admin Approval stage.

(ii) Time period for design of Multistoreyed Md Accn to be dovetailed with pre-admin approval time schedule, after acceptance of necessity and sanction of work.

(iii) For complex structure of OTM Accn add 33% more time.

(iv) External Services design and planning in developed areas/zones, the time is concurrent with the bldg works.

(v) 6 to 8 more weeks for financial concurrence cases.

(vi) For multistoreyed construction add 25% extra time.


3. **Time schedule for R&D and DGQA Works**

   Time Schedule for R&D and DGQA Works right from initiation of Siting Boards to completion is indicated as under. Where it is found that the time schedule is not considered adequate, revised timing will be reflected in the Siting Boards:

   (a) Detailed requirement, of the project to be issued by R&D/Organisations assembles ----- 6 weeks before the Board

   (b) Terms of reference to be issued before the assembly of the Board ----- 4 weeks

   (c) Siting Board The entire project will be discussed in all its details ----- 10 weeks

   (d) Approval to Siting Board by SA ----- 4 weeks

   (e) Preparation of AE after approval of Board Proceedings ----- 12 weeks

   (f) Issue of A/As after receipt of AE from HQ ------ 12 weeks

   (g) Initial steel demands to DESP for SPC Admin Approval sanction 12 Weeks after Go-ahead/allocation as laid down in E-in-C Schedule for execution(letter No 39349/E2A dated 15 Mar 77 as amended from time to time).

   (h) Floating of tenders, period of completion, Married and OTM works As laid down in E-in-C


**SECTION-4 : RECCE, SITING & COSTING BOARD**

1. **Time Schedule for Completion**

   (a) Defence Works Procedure lays down two stages in the planning of any project as follows:

   (i) Recce-cum-costing Board

   (ii) Siting Board

   (b) These board are required to be held/completed as per time schedule laid for pre-admin approval planning.
2. Responsibility for ordering Recce-cum-Costing Boards, Siting Boards, issue of terms of reference and composition of Boards are as follows:

### TABLE SHOWING RESPONSIBILITY FOR CONVENING BOARDS LEADING TO ACCEPTANCE OF NECESSITY AND ADM APPROVAL

#### RECCE-CUM-COSTING BOARD
*(FOR ACCEPTANCE OF NECESSITY)*

<table>
<thead>
<tr>
<th>SI No</th>
<th>Value of project Without IFA</th>
<th>Convening Authority</th>
<th>Composition</th>
<th>Acceptance of necessity</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>b</td>
<td>c</td>
<td>D</td>
<td>e</td>
</tr>
<tr>
<td>1.</td>
<td>Over 120 lakhs</td>
<td>Over 300 lakhs</td>
<td>HQ Comd</td>
<td>Comd HQ</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Zonal CE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>User Rep</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DGDE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rep QMG</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rep DGW</td>
</tr>
<tr>
<td>2.</td>
<td>Over 75 lakhs and upto 120</td>
<td>Over 175 lakhs and</td>
<td>- do -</td>
<td>Comd HQ</td>
</tr>
<tr>
<td></td>
<td>lakhs</td>
<td>upto 300 lakhs</td>
<td></td>
<td>Zonal CE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>User</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rep QMG</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rep DGW</td>
</tr>
<tr>
<td>3.</td>
<td>Over 22 lakhs and upto 75</td>
<td>Over 100 lakhs and</td>
<td>- do -</td>
<td>Comd HQ</td>
</tr>
<tr>
<td></td>
<td>lakhs</td>
<td>upto 175 lakhs</td>
<td></td>
<td>Zonal CE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>User</td>
</tr>
<tr>
<td>4.</td>
<td>Upto 37 lakhs (in case where</td>
<td>Over 50 lakhs and</td>
<td>Corps HQ</td>
<td>Corps HQ</td>
</tr>
<tr>
<td></td>
<td>intervening Corps HQ exists)</td>
<td>upto 100 lakhs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Corps HQ</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CWE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>User</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Zonal CE **</td>
</tr>
<tr>
<td>5.</td>
<td>Over 15 lakhs and upto 22</td>
<td>Over 35 lakhs and</td>
<td>Area HQ</td>
<td>Area HQ</td>
</tr>
<tr>
<td></td>
<td>lakhs</td>
<td>upto 50 lakhs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Area HQ</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CWE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>User</td>
</tr>
<tr>
<td>6.</td>
<td>Over 5 lakhs and less than</td>
<td>Sub Area HQ</td>
<td>Sub Area HQ</td>
<td>Sub Area HQ</td>
</tr>
<tr>
<td></td>
<td>15 lakhs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sub Area HQ</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>User</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CWE ***</td>
</tr>
<tr>
<td>7.</td>
<td>Upto 5 lakhs</td>
<td>-</td>
<td>Stn HQ</td>
<td>Stn HQ</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Age</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>User</td>
</tr>
</tbody>
</table>

### SITING BOARDS
*(FOR ADM APPROVAL)*

<table>
<thead>
<tr>
<th>SI No</th>
<th>Value of project Without IFA</th>
<th>Terms of Reference</th>
<th>Convening Authority</th>
<th>Composition</th>
<th>Adm Approv al</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>b</td>
<td>c</td>
<td>G</td>
<td>h</td>
<td>j</td>
</tr>
<tr>
<td>1.</td>
<td>Over 120 lakhs</td>
<td>Over 300 lakhs</td>
<td>Army HQ</td>
<td>Comd HQ</td>
<td>Comd HQ</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Zonal CE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>User</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rep DGD</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rep DGW</td>
<td></td>
</tr>
<tr>
<td>Range</td>
<td>Responsible Authority</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over 75 lakhs and up to 120 lakhs</td>
<td>Army HQ - do - Rep QMG* Army HQ</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over 175 lakhs and up to 300 lakhs</td>
<td>for Projects initiated by Army HQ</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over 175 lakhs and up to 300 lakhs</td>
<td>otherwise Comd HQ</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Range</th>
<th>Responsible Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 22 lakhs and up to 75 lakhs</td>
<td>Comd HQ Comd HQ</td>
</tr>
<tr>
<td>Over 100 lakhs and up to 175 lakhs</td>
<td>Zonal CE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Range</th>
<th>Responsible Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upto 37 lakhs (in case where intervening Corps HQ exists)</td>
<td>Corps HQ Corps HQ</td>
</tr>
<tr>
<td>Over 50 lakhs and up to 100 lakhs</td>
<td>Corps HQ CWE ** User Zonal CE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Range</th>
<th>Responsible Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 15 lakhs and up to 22 lakhs</td>
<td>Area HQ Area HQ</td>
</tr>
<tr>
<td>Over 35 lakhs and up to 50 lakhs</td>
<td>Area HQ CWE</td>
</tr>
<tr>
<td>Over 5 lakhs and less than 15 lakhs</td>
<td>Sub Area HQ Sub Area HQ</td>
</tr>
<tr>
<td>Over 35 lakhs and up to 50 lakhs</td>
<td>Sub Area HQ GE, User *** CWE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Range</th>
<th>Responsible Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upto 5 lakhs</td>
<td>Stn HQ Stn HQ</td>
</tr>
<tr>
<td>-</td>
<td>Stn HQ AGE</td>
</tr>
</tbody>
</table>

Remarks:

@ Where acquisition of land is involved.
* For projects initiated by Army HQ only
** For all Works costing above Rs 50 lakhs, rep of Zonal CE shall be taken
*** For all Works costing Rs 15 lakhs and above, rep of CWE shall be taken

Notes:

I In case of proposal for minor works upto Rs 1.00 lakh where the location and requirements are firm with particular reference to approved Zonal/ master plan and in accordance with existing policy, the requirement of recce-cum-costing and siting Boards may be waived and sanction may be accorded on the basis of giving the exact scope and lay out of the works, accommodation statements and approximate estimate.

II The powers of Area HQ and Sub Area HQ for convening the siting cum costing boards will also be exercised by equivalent CFAs i.e GOC Div, Indep Sub Area/Indep Bde Gp/Bde HQ and Commandants of Trg Institutions/Establishment/Colleges of the Army.

III E/M representative of authorities responsible for prior technical scrutiny of E/M estimate as laid down in para 56 to 66 Section 10 of MES Standing Orders (as amended) will be member of the board depending on the E/M contents of service falling within the limits laid down in the said para..

IV When-ever acquisition/requisition/hiring of lands is involved, representative of DGDE will be associated with the board. If land belonging to Mil Farms is involved representative of DMF will attend.
V The power for convening the siting cum costing board will also be exercised by respective CFAs for those works where there is a gap in the financial powers to be exercised without the concurrence of IFA and with the concurrence of IFA. Respective CFAs are competent to convene boards with their financial powers including with the concurrence of IFA.


3. Accommodation Statement:
Accommodation Statements shall be prepared by ‘Q’ Staff in conjunction with Engineers at all levels.

4. Line Plans:
As per instructions issued with E-in-C’s Br letter No A/00392/Pol/E2 WPC dt 17 Aug 97, line plans for all OTM accn should be firmed up for each building before the finalisation of BPs. These instructions have been issued with a view to ensure all functional and other requirements of the users are fully incorporated and the user approval obtained at the detailed planning stage. This would also ensure correct preparation of correct estimates. Inspite of above instructions a case has come to notice in which an essential requirement like provision of entrance hall in a large storage accn was omitted. This resulted in delay of 5 years for obtaining corrigendum before contract action. Audit objected to time delay and consequent escalation of cost.
(Auth : E-in-C’s Br letter No A/00392/Pol/E2 WPC dt 04 Aug 93.)

5. Preparatory works for the board:
(a) Preparatory work for the board. Before the board physically assembles, works on all accommodation statements, collection of data regarding availability of water supply other services and preparation of tentative line plans are to be completed.

(b) Only experienced officers to be detailed in siting/Zonal boards.

(c) All documents such as Scales of Accommodation and various Govt letters to be updated and maintained.

(d) PA Rates for OTM as circulated by E-in-C’s Br will be followed. In the opinion of Zonal CE, if PA rates for certain OTM items are not laid down, Zonal CE may frame PA rates in order to introduce uniformity and make scrutiny of estimates easier and quicker.

6. Site Plans:
Engr rep on siting boards should ensure that site plan is prepared accurately after pegging the buildings on ground and external services have been marked thereon and also the Line Plans of OTM buildings, for which standard/typical plans are not available, are attached with the proceedings.

7. Provision of Shopping Centre at New Military Stations
Consequent upon the issue of QMG’s Branch letter No A/29280/Q3W (Policy) dated 31 October, 1973 forwarded vide out letter No 85050/XIII/E2 Army/Coord dated 22 Nov 73, a part modified layout plan of a shopping centre at new Military stations, alternative “B” drawing No SD-4440 sheet 2/2 dated 26 Jun 74 has been issued to CEs under E-in-C’s Branch letter No 96948/E2 Plg dated 06 Jul 74 for adoption.

8. Married Accommodation (Two-in-one concept)
Two-in-One type accommodation be built to permanent specification for officers as a short term measure to meet the acute shortage of md accn for officers. This type envisages bifurcation of a single standard unit with a plinth area of 1500 square feet as authorised to major and above to accommodate two officers temporarily as an interim measure. (Auth : QMG’s Br letter No 69463/Q3W/Poly/902/US/DFW-1 dt 28 Oct 85, circulated vide E-in-C’s Br letter No A/00036/E2 Army/Tech Coord dt 12 Feb 86).

9. **Accommodation Fire Station**

No standard design for the Fire Station exists in the Defence Services, whereas the proper layout is very essential. The existing scales do not meet the full requirement. The entire question has, therefore, been reviewed and the following scales and design will be applicable for all future construction of the Fire Stations which are classified as Main Fire Station and Sub Fire Station. The Fire Station located centrally, manned continuously and exercising control over other stations is known as the Main Fire Station. Requirements of accommodation have, therefore, been prescribed separately for the above two categories of Fire Stations and are detailed as follows :-

(a) **Main Fire Station**

(i) One bay for each fire engine manned continuously. The term fire engine stands either for a domestic tender or a trailer Fire pump alongwith a 3 Tonner as a towing vehicle. The size of the bay will be as under :-

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire domestic tender</td>
<td>1100 cms x 440 cms</td>
</tr>
<tr>
<td>For TFP x 3 Tonner</td>
<td>1430 cms x 440 cms</td>
</tr>
</tbody>
</table>

Height of the bay will be 370 cms in both the above cases

(ii) One bay for each TFP kept in the station as standby. Size of the bay will be 440 cms x 330 cms and the height will be 265 cms.

(iii) One office-cum-control room having a measurement of 440 cms x 330 cms.

(iv) Two Nos of store rooms. One main store of the size 440 cms x 330 cms for permanent stocks and other sub store of the size 330 cms x 330 cms for stores and equipment required for daily use.

(v) A repair bay of 880 cms x 440 cms size with an inspection pit covered with wooden planks.

(vi) One crew rest room for use by the Fire Staff when not detailed on any specific duty. Size of the room depending on the number of persons in each crew will be :-

<table>
<thead>
<tr>
<th>Number of Persons</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>660 cms x 550</td>
</tr>
<tr>
<td>12</td>
<td>1320 cms x 550</td>
</tr>
</tbody>
</table>

At least one door from this room will be provided for entrance and will be provided next to the crew's rest room.
(vii) One sanitary annexe with bath, WC and urinal facilities will be provided next to the crew's rest room.

(viii) One Hose hoist and drying tower as per E-in-C's Drg No SD-3629 sheet 1/1. At stations where such high structures can not be built, will be provided as per E-in-C's Drg No TD-188 sheet 1/1.

(b) **Sub Fire Station**

This will have all the requirements as laid down shown for the main Fire Stations with the following deviations :-

(i) No separate room for officer-cum-control room will be provided.
(ii) Only one store room having a floor area of 330 cms x 330 cms will be provided.
(iii) If the Sub Fire Station does not hold more than two manned Fire engines, only hose drying racks will be provided.
(iv) Extra requirement of Hose hoist and drying towers hose drying racks - will be determined by the Siting Board.

**NOTE :**

1. All future constructions of the Fire Stations will confirm possibly to the design and layout plan given vide drg No SD-4222 A sheet 1/1. If any major modifications are considered, the Fire Adviser will invariably be consulted before plans are finalised.

2. **Location of Fire Stations** Static water tanks should be located near the Fire Stations.

3. **Static Water Tanks** Capacities of static water tanks and their feeding arrangements for various types of units should be as under :-

   - (a) Ammunition Depots - 225 KL
   - (b) Explosive Magazines, Ammunition and Explosive Storage Areas - 225 KL
   - (c) POL Depots holding more than 2250 KL of POL - 225 KL
   - (d) Installations holding more than 2750 Cubic Metres of Timber - 225 KL
   - (e) Bomb Dumps - 110 KL
   - (f) Explosive Process Area - 110 KL
   - (g) POL Depot holding upto 2250 KL of POL - 110 KL
   - (h) Installation holding upto 2750 KL Cubic Metres of Timber - 110 KL
   - (j) Other Store holding Depots - 70 KL
   - (k) Other non-explosive areas or units holding comparatively small storage, other depots & detachments - 50 KL
There should be suitable arrangements for replenishing the static water tanks expeditiously. Irrespective of its location and distance from source of water supply, it should not take more than 18 hrs to completely refill the tank. Distance from the area under protection should be as under:

(a) 100 M to 200 M  
(b) 100 M to 200 M  
(c) 100 M to 200 M  
(d) 100 M to 150 M  
(e) 100 M to 200 M  
(f) 100 M to 200 M  
(g) 100 M to 200 M  
(h) 100 M to 150 M  
(j) 60 M to 150 M  
(k) 60 M to 150 M

4. **Fire Hydrants**  
Hydrants for Fire fighting purpose may be recommended where adequate pressure and output is assured. The minimum requirement of pressure and output is 20 metres head and 1150 l.p.m. respectively with two Nos hydrants working simultaneously. The requirements of pressure in the case of ammunition depots shall not be less than 30 metres head.

This order supersedes QMG's Branch letter No 96597/Q1 (D) dated the 18 November, 1958, Scale of Accommodation (War) India 1944 (Reprinted) 1963 and any other orders issued on this subject. The issues with the concurrence of Ministry of Finance (Defence) vide their U.O. No 771/Proj-III dated 03 March, 1970. (Auth: MOD letter No 0763/Fire Adviser/70/2276/D(R&D) 70 dt 05 Mar 70 forwarded to CEs under E-in-C's Br letter No 27043/FS/Engr 2 Air dt 07 May 1970).

**SECTION-5 : ROUGH COST, APPROXIMATE ESTIMATE AND ENGINEER APPRECIATION**  
Responsibility for preparation and scrutiny of Engineer documents has been laid down as follows:

<table>
<thead>
<tr>
<th>S/N</th>
<th>Competent Financial Authority</th>
<th>Without IFAs Concurr.</th>
<th>With IFAs Concurr.</th>
<th>Rough Cost</th>
<th>Approx Estimate</th>
<th>Engineer Appreciation</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Govt of India</td>
<td>FP</td>
<td>FP</td>
<td>FP</td>
<td>Zona ICE</td>
<td>DGW Zona ICE</td>
<td>DGW Zonal CE</td>
</tr>
<tr>
<td>2</td>
<td>COAS/CNS/</td>
<td>120.0 00</td>
<td>20.0 00</td>
<td>300.0 00</td>
<td>50.0 00</td>
<td>Zona DGW</td>
<td>Zona DGW</td>
</tr>
<tr>
<td>Rank and Command</td>
<td>Equivalent in Navy &amp; Air Force</td>
<td>Corps Commander</td>
<td>Corps Commander</td>
<td>Corps Commander</td>
<td>Corps Commander</td>
<td>Corps Commander</td>
<td>Corps Commander</td>
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<td>----------------</td>
</tr>
<tr>
<td>3 GOC-IN-C/CE</td>
<td>75.0 7.0 175. 20.0 Zona Comd CE</td>
<td>0 0 00 0 ICE CE</td>
<td>0 0 00 0 ICE CE</td>
<td>0 0 00 0 ICE CE</td>
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<td>0 0 00 0 ICE CE</td>
<td>0 0 00 0 ICE CE</td>
</tr>
<tr>
<td>4 Corps Commander</td>
<td>37.0 3.7 100. 10.0 CWE Zonal CE</td>
<td>0 5 00 0 CWE CE</td>
<td>0 5 00 0 CWE CE</td>
<td>0 5 00 0 CWE CE</td>
<td>0 5 00 0 CWE CE</td>
<td>0 5 00 0 CWE CE</td>
<td>0 5 00 0 CWE CE</td>
</tr>
<tr>
<td>5 Corps Commander</td>
<td>22.0 0.7 50.0 5.00 GE/A CWE GE</td>
<td>0 5 00 0 GE GE(I)</td>
<td>0 5 00 0 GE GE(I)</td>
<td>0 5 00 0 GE GE(I)</td>
<td>0 5 00 0 GE GE(I)</td>
<td>0 5 00 0 GE GE(I)</td>
<td>0 5 00 0 GE GE(I)</td>
</tr>
</tbody>
</table>

**NOTES:**
1. Technical Scrutiny of E/M Projects will be carried out as per Section 10 of MES STANDING ORDERS-1995.
2. **Approximate Estimates**

   (a) **Period of Submission**: Approximate Estimate should be submitted as per the time schedule envisaged under pre-admin planning. The time period stipulated from orders for convening sitting boards transmission of BPs along with AEs is 18 weeks. For Fast Track Procedure Works, refer MOD letter No 3(6)/96/DO-II(D(Works)) dt 03 Apr 97 circulated under E-in-C’s Br letter No 95533/Pol/E2W (PPC) dt 07 May 97.


   (b) **Points to be watched**: All estimate should be prepared realistically and correct contractor’s percentage and difference in cost of store should be applied so that need to obtain financial concurrence in the case of tenders exceeding the amount of Admin Approval is reduced to minimum.


   (c) **Plinth Area Rates**: Govt has approved basic plinth area rates for Md and OTM Accn except for swimming pool and hospital bldg. These should be applied in the estimates. Break down details in support of rates for which plinth area rates are not approved by the Govt should be given in the estimates. It will also be ensured that element of cost and account of framed construction, multi-storey foundation, service measures, extra cost of foundations etc are catered in PA rates with full justification. Where extra cost on account of extra expdr is anticipated, the allocation of extra cost should be reflected in the plinth area rates with reasons. If richer specifications are adopted, basis for adding cost for the same to plinth area rates should be indicated including clearance from the associated finance.


   (d) **Provisional Items**: Provisional items of works included in an estimate delay the execution of projects as it involves prior approval of CFA. Such provision should be avoided as far as possible. To cover up variation in quantities the following note should be added in the remarks column of the AE :-

   "Any variation in quantities/sizes is permissible at the detailed planning stage provided the Administrative Approval amount is not exceeded ".


   (e) **Submission of Documents**: Two copies of Board Proceedings and four copies of Approximate Estimates are required. Heat load, voltage drop calculations, layout plan showing external services and details of buildings proposed for demolition should also be furnished.


   (f) **Railway Works**: QMG’s Branch letter No 48261/Q3W (policy) dated 12 Aug 71 lays down information to be furnished to Army Headquarters in estimates involving Railway works. These are :-

   (i) Existing railway facilities
   (ii) Why the existing facilities are considered inadequate.
   (iii) Scope of proposed works and layout plans.
   (iv) Details of proposal given to railway to prepare layout plan and estimates.
   (v) Whether acceptance of necessity has been accorded by staff.


   (g) **Market variations on the estimates**: Percentages for market variations should be worked out on the basis of contracts actually concluded for projects of comparable nature at the same station or nearby station.
These percentages of market variation should be approved and circulated by Zonal CEs. This percentage will be up-dated by the appropriate Engineer Authority at the time of issue of Administrative Approval and as envisaged in DWP-86.


(h) Inclusion of estimates for supply of water and electricity from local bodies
MES may have to obtain supply of electricity and water from other agencies such as state boards, corporations and municipalities etc. In such cases detailed estimates of the services should be obtained from the agencies and incorporated in the project estimates prepared by the MES.


(i) Temporary/Permanent Specification:
Criteria for adoption of Temporary specifications have been laid down in E-in-C’s Br letter No 98916/E2 (WPC) dt 17 Nov 95 and those for permanent specifications in E-in-C’s Br letter of even No 05 May 76.

(k) Check list of AEs:
Check list for preparation and checking of Approximate Estimates has been issued vide E-in-C’s Br letter No 38778/E2 (WPC) dt 27 Dec 79.

(l) Approximate Estimates for Works orders under para 10, 11 and 12 of DWP:
Approximate estimate for works ordered under para 10, 11 and 12 should reach concerned CFA within 6 months from the date of ordering the work.


(m) Financing of works ordered under para 10, 11 and 12
All works ordered under para 10, 11 and 12 should be financed out of bulk allotment placed at the disposal of command. When such works are ordered by MES officers under para 12, the rough cost will immediately be prepared and sent to the CFA for releasing the work out of their bulk allotment of ceilings and funds as per para 9 of QMG’s Br letter dt 04 Dec 72.


(n) Prestigious Projects and Special Items:
As per provisions contained in para 16 (A)(d) and para 14 (b) of DWP-86, only Govt can declare buildings or projects as prestigious and authorise incorporation of special architectural features/superior specification with 10% additional amount for these buildings. Special item can be sanctioned by lower CFAs upto the financial powers laid down only when local conditions justify the necessity or as an important experimental measures or it is customary or technically essential.


(o) Mobilisation Charges:
For specialised Marine works of high cost.

(a) Mobilisation charge as a separate item may be catered for in the AEs so that Administrative Approval as and when issued shall cater of the item and no further sanction is required.

(b) If Administrative Approval is already accorded without catering for this item separately and tenders for the work are under issue, no item for mobilisation charges should be included in Schedule ‘A’ of tenders. Prior sanction of Govt shall be required for inclusion of this item under Schedule A.


(p) Execution of work by Single Agency:
Draft Audit Para was raised on account of issue of Admin Approval for execution of MES portion of work where in major portion of work to be executed by Indian Oil Corporation was not included in the Admin Approval resulting in non utilisation of assets. To avoid recurrence of such delays, the works will invariably be executed by a single agency and works of special nature will be included in the same admin approval without splitting.
(q) **Certificate for availability of land before submission of AEs:**

In order to avoid delay in completion of Md accn resulting in avoidable additional expenditure, following guidelines should be adopted during pre-contract stage.

(i) No work should be got sanctioned unless land is available for construction immediately after issue of Admin Approval. AEs should be submitted only when land is available free of all encroachments. CEA will place on record a certificate to the effect that land is available before sending the AEs to CFA for sanction.

(ii) Comprehensive planning should be done to avoid initiation of supplementary works after issue of Admin Approval.


(r) **Management of Project**

QMG’s Br has emphasised the need for expeditious preparation/submission of documents like BPs and AEs and timely completion of projects with good quality of construction.


**SECTION-6 : ADMINISTRATIVE APPROVALS**

1. After issue of ‘Go ahead’ sanction, an Administrative Approval should be issued soon after and in no case later than six months. To match issue of Administrative, a schedule of Go-ahead sanction to be maintained, in the proforma as below. Prior approval of CFA must be obtained for short extension, in un-avoidable circumstances.

   **Proforma of Register of Go-ahead Sanction**

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Work Project</th>
<th>Cost of Project</th>
<th>Go-ahead sanction Auth/ Date</th>
<th>Date by which A/A to be issued</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

Procedure to be followed for issue of covering Admin Approval in case of ‘Go Ahead Sanction’ accorded under para 10 of DWP-86 is laid down in QMG’s Br letter No 35328/WP 92-93/Q3W (Policy) dt 05 Feb 93.

(Auth : E-in-C’s Br letter No 95573/Pol/E2 (WPC) dt 05 Feb 93).

2. **Arboriculture Works**

   Arboriculture Works should be sanctioned as separate project and not as an integral part of Capital Works. It could be sanctioned on a selective basis and the discretion left to the Army Commanders keeping in view the economy. The mode of execution of Arboriculture Works to be left to the discretion of the Army Commanders keeping in view of the local conditions.


3. **Revised Admin Approval/Corrigendum/Financial Concurrence**

   The final cost of any Service may exceed the amount of Administrative Approval by not more than 10 %. An Officer will take no action which will commit Govt to expenditure beyond 10 % of Administrative Approval without obtaining prior sanction of CFA in the from of Financial Concurrence (FC)/Corrigendum or revised administrative approval. By exceeding the estimates by the above tolerance limits, the CFA’s powers themselves will not be exceeded.

   (Auth : DWP-86 para 9(d)).

4. **Revision of Admin Approval consequent on Retendering at Contractor’s Risk**

   Admin Approval need not be revised when the amount of the contract let out at the risk and cost of defaulting contractor is found to be in excess of amount of the Admin Approval. The extra expenditure would initially be charged to Sub Head G – MES advances and subsequently adjusted as stipulated in E-in-C’s Br letter No 63220/E2A dt 10 Oct 60. If the entire expenditure is found to be irrecoverable from the defaulting contractor, it shall be regularised under para 211 of RMES and debited back to the work. If this results in excess over Admin Approval, revised Admin Approval should be obtained.

5. **Revision of Admin Approval**:
   
   (i) In case it becomes necessary to obtain revised Admin Approval vide para 9(d) of DWP-86, the revised estimate shall be prepared in the form of Appendix ‘C’ attached to DWP-86, the original and revised figures shown in parallel columns. The causes of excess should be set out clearly and concisely in the remark column of the form. There is no limit as to how many numbers of times an estimate may be revised. Immediate action should be taken to revise estimates as occasion demands, the procedure described above being followed in each case. (Auth : Para 22 (a) and (b) of DWP-86).

   (ii) When expenditure on a project is likely to exceed the Admin Approval beyond permissible tolerance, immediate action should be taken to obtain revised Admin Approval. If the work is likely to come to stand still due to time required for obtaining revised Admin Approval, instructions must be obtained from the appropriate authority as to whether the work should be suspended or progressed in anticipation of receipt of the revised Admin Approval. (Auth : E-in-C’s Br letter No 80223/E2A dt 10 Sep 64 and para 9(d) of DWP-86).

   (iii) If the amount of Technical sanction works out to be in excess of the amount of Admin Approval together with permissible tolerance limit, the case should be referred to CFA before issue of technical sanction and tenders invited indicating anticipated excess and the detailed reasons for the excess. However action as advised by CFA should be taken. (Auth : E-in-C’s Br letter No 80476/E2A dt 19 Aug 71).

6. **Supplementary Work**:
   
   Admin Approval for supplementary works has to be accorded irrespective of their cost only by the CFA competent to accord Admin Approval to the entire project comprising both the original and supplementary works. (Auth : QMG’s Br letter No 67444/Q3W (Policy) dt 26 Aug 77 circulated vide E-in-C’s Br letter No 95533/E2 (WPC) dt 09 Sep 77).

7. **Corrigendum, Financial concurrence and revised admin approval**
   
   As per DWP-86, no officer will commit the Govt to expenditure beyond tolerance limit laid down over and above admin approval, without obtaining prior sanction of the CFA in the form of a financial concurrence (FC), corrigendum or revised admin approval. It has not been clarified either in DWP-86 or RMES under what circumstances a corrigendum, FC or revised admin approval is to be initiated. The letter ibid lays down guidelines for initiation of each of these actions to obtain the prior approval of the CFA before committing the Govt to expenditure beyond tolerance limit. (Auth : E-in-C’s Br letter No 95533/Pol/E2 (WPC) dt 08 Jul 94).

**SECTION-7 : TECHNICAL SANCTION**

1. **Powers for issue of Technical Sanction and acceptance of Contracts**:
   
   Powers for acceding Technical Sanction and acceptance of contract by Competent Engineer Authorities (CEA) are given in Table ‘B’ of RMES (amended). These powers may be exercised in conjunction with provisions contained in paras 28 to 33 of DWP-86. (Auth : MOD letter No 95533/Pol/E2W (PPC)/1347/D(Wks-II) dt 26 March 99 circulated vide E-in-C’s Br letter No 95533/Poli/E2W (PPC) dt 31 March 99).

2. **Issue of Technical Sanction**:
   
   For works executed by troops/DEL against sanctioned project, issue of Technical sanction is mandatory. (Auth : E-in-C’s Br letter No 95533/Pol/E2 (WPC) dt 24 April 82).

3. **Delegation of Powers to accord Technical Sanction**:
   
   (a) Powers for according Technical sanction for sub-projects can be delegated to lower Engineer Authorities either:-

   (i) to a financial limit to which the lower Engineer officer has inherent powers to accord technical sanction under Table ‘B’ of RMES or

   (ii) beyond the powers given in Table ‘B’

       In case of (i) above, such powers can be delegated by the Engineer Officer competent to accord Technical Sanction for the project as a whole to the lower Engineer officer by appointment (and not by name).
In case of (ii) above, the delegation of powers should be given by name and for specific period and amount. In case of change of incumbent, fresh delegation would be necessary.

(Auth : E-in-C’s Branch letter No 95533/E2(WPC) dated 30 April 76/3 May 76).

(b) In addition to the powers as laid down in the MES Regulations for according technical sanctions, Chief Engineers are also authorised in exceptional circumstances to increase the powers of any engineer officer subordinate to them by name to the extent they consider necessary within their own limits for technical sanction and acceptance of contracts. CEs may delegate their powers to Addl Chief Engineers working under them. Such powers cannot, however, be delegated to any other staff officer.

(Auth : Para 28 of Defence Works Procedure –1986 and Notes 1 and 4 of Table ‘B’ RMES 1968 (reprint 1982)).

4. **Technical Control and Delegation of works**

The responsibility for technical control of projects of various magnitude is laid down in para 28 of DWP-86. The authority vested in para 28(b) of DWP-86 for delegation should be used with great care and not indiscriminately. Where the delegation becomes inescapable such delegated items cannot be further delegated to lower formations except by the CEA.


**SECTION-8 : PLANNING AND DESIGN**

1. **Planning and Progressing of Works**

During planning of works following will be ensured :-

(i) Constant liaison to be made with users throughout execution.

(ii) Models of technical buildings and prestigious buildings should be made for better appreciation by users and minimising deviation orders.

(iii) Planning networks to be drawn for overall projects involving more than one tender.

(iv) Skeleton network for completion of projects should accompany with tender and contractor to be given option to draw their own network, if they so desire.

(v) At least one contract based on bills of quantities to be concluded every quarter.

(vi) Detailed network to be drawn after conclusion of contract and should be reviewed periodically.


2. **Soil Investigation**

All soil investigations should be completed during detailed planning before issue of tender as instructed in E-in-C’s Branch letter No A/00029/E2 Army/Tech Coord dated 06 Nov 85.


3. **Deviation from scales, specifications and design**

Para 26 of the Works Procedure lays down the responsibility of the authorities to ensure that the scales and specifications conform to the provisions of the Administrative Approval. Any deviation that may become necessary due to engineer reasons or other unforeseen circumstances should be reported for prior approval of the competent financial authority before any changes are effected unless the excess due to changes is covered within the permissible excess. A copy of the letter asking for prior approval of the CFA should be simultaneously endorsed to the CDA concerned.


4. **Precautions to be taken while planning the works**

Instructions have been issued that all executives and planning staff should not deviate from the provisions of Admin Approval without prior approval of CFA. To avoid recurrence, the following will be ensured :-

(i) Works not covered in the Admin Approval will not be undertaken.

(ii) No un-authorised superior specifications will be adopted.

(iii) No expenditure beyond sanctioned amount plus tolerance will be incurred.

(iv) Allowable tolerance over Admin Approval amount will not be utilised for any additional requirement of the users.

(Auth : E-in-C’s Br letter No 95533/Pol/E2 (WPC) dt 15 Dec 92.)

5. **Planning & Utilisation of E/M Services**
Detailed instructions have already been issued on various factors which need to be considered in depth while planning and execution of water supply scheme. Important among them are assured availability of water, an undertaking from the water supply agency that water to the extent agreed upon will be supplied and full utilisation of the scheme on completion/commissioning. (Auth : E-in-C’s Br letter No 95533/Pol/E2 (WPC) dt 16 June 94.)

6. **Provision of washdown water Closet and Squatting Pans**

Wash down water closets (Pedestal type WC) and squatting pans will be provided as under :-

(a) Wash down water closets Pedestal type

(i) Officer’s quarters (Married/Single/ Separated families).
(ii) Officer’s mess.
(iii) Public utility buildings eg. Hospitals, offices, Cinemas, Institutes, workshops etc. in particular lavatories which are earmarked for use by officers and their families.

(b) Squatting (ie Indian pattern WC)

(i) JCOs/OR/Other md accn
(ii) Single JCOs quarters/SM Barracks
(iii) JCOs Messes/Clubs
(iv) OR Institutes
(v) In lavatories of public utility buildings i.e. Hospitals, offices, Cinemas, Canteens, Workshops etc which are meant for use by persons other than officers.
(vi) Servant quarters/NCsE quarters


7. **Admin and Technical Accommodation Approval of Plans by Users**

It is imperative that before the preparation of the working drawings for contract purpose, the line plans showing functional and users requirement for Technical and Admin Buildings are prepared in consultation with users and their signatures obtained on the line plans as a token of their acceptance. One copy of the line plans signed by both engineers and users will be given to the users.

The above line plan (s) will indicate the following :-

(a) Height of rooms, location and size of doors/windows, openings, light points, switches, light and fan plugs, power plugs, ceilings fans, exhaust fans and any other internal fittings or fixtures including built-in furniture.

(b) Location, size and capacity of special requirements like gantries, lifts, machines (foundations in case of machines/equipments installed by users), air-conditioning, ducts for various services e.g., Air conditioning/cables etc.

(c) Internal service Lines e.g., water supply, electricity, power gas etc.

However no such approval is necessary in the case of standard drawings issued by this HQ. (Auth : E-in-C’s Branch letter No 89405/E2Plg dated 22/25 Mar 68).

8. **Revision of Scales and Remodeling of Furniture**

The followings changes have been made in the scales :-

(a) **Married officers quarters (Major to Brig).** Dinner wagon, lamp standard, receptacle large, screen ,moveable and ventilator pole have been deleted and bath mats and teapoys reduced by one each. A ladder has been added.

(b) **Married officers quarters (Capt and below).** Lamp standard, receptacle large, screen moveable and ventilator pole have been deleted ; and sofa chairs without arms and teapoys each reduced from 3 to 2/A. Ladder has been added.

(c) **Single officers quarters (Major to Brig).** One chair easy has been reduced and in its place two chairs verandah have been provided.

(d) **Signal officers quarters (Capt and below).** No change.
(e) **Nomenclature.** Nomenclature of certain items has been changed and simplified.

**Note 1:** The built in items of furniture will be provided as follows, the cost of which is included in the PA rates:

- (a) Draining Board
- (b) Ward robe
- (c) Hot case (small)
- (d) Peg set of six
- (e) Towel rail
- (f) Meat Safe
- (g) Table cook
- (h) Table pantry
- (i) Shelving
- (j) Book case
- (k) Plate rack

**Note 2:** The cost of furniture (Loose items) will be indicated in the AE's in terms of standard sets, as under:

- (a) Married officers quarters (Major to Brig) ----- Set ‘A’
- (b) Married officers quarters (Capt and below) ----- Set ‘B’
- (c) Single officers quarters (Maj to Brig) ----- Set ‘C’
- (d) Single officers quarters (Capt and below) ----- Set ‘D’


9. **Revision of Scales and Remodeling of Furniture JCOs and Equivalent Quarters**

   Scale of furniture for the JCOs and equivalent quarters has been revised vide Govt of India, Min of Defence letter No A/52372/Q3W(Policy)/2113/SO-III/D(W-I) dated 15 Nov 68 and the following changes have been made in the scales:

- (a) Married JCOs quarters
  - (i) Chairs CB without arms (Chair dining) have been increased by one.
  - (ii) Dressing chest with mirror has been replaced by dressing table (gents).

- (b) Single JCOs quarters
  - (i) Against the present authorisation of two chairs CB with arm, one chair dinning and one chair easy have been provided.
  - (ii) Looking glass (ordnance supply) have been deleted and mirror with shelf provided in lieu.

- (c) Nomenclature of various items of furniture has been changed and simplified. Old and new nomenclature are given in Appendix ‘A’ to Govt letter under reference.

**Note 1:** Almirah 1/2 Hang 1/2 S and RCC shelves will always be provided as built-in and their cost will be met with from the Plinth Area rates.

**Note 2:** The cost of the furniture (loose items) will be indicated in the AE's in terms of standard set as under:

- (a) Married Quarters ----- Set (E)
- (b) Single JCOs quarters ----- Set (F)


10. **Furniture Scales – Separated Families**

   Furniture for separated family accommodation will be provided with reference to the type of quarter allotted as per MOD letter No 53675/Q3W (Policy) /782/SO-III/D(W-I) dated 25 Mar 65 forwarded vide E-in-C’s Branch letter No 40618/III/E2A dated 06 April 65.

11. **Revision of Scales and Remodeling of Furniture -- Officer Cadets Accommodation**

Scale of furniture for the officer cadets have been revised vide MOD letter No B/16385/Q3W(Policy)/272/SO-III/D(W-I) dated 18 Feb 69 and the following changes have been made:

(a) Chest of drawers with mirror has been replaced by table dressing (gents).
(b) Stand wash hand has been deleted since wash hand basins (Sanitary fixture) will be provided out of building cost.
(c) Nomenclature of certain items has been changed and simplified.

Note 1: Book shelf open small and wardrobe will always be provided as built-in and their cost will be met with from the PA rates.

Note 2: The cost of furniture (Loose items) will be indicated in the AEs in items of standard set designated as set 'G'.

12. **Issue of furniture for civilian personnel paid from Defence**

Issue of furniture to Civilian Personnel paid from Defence estimates will be regulated by the following rules:

(a) MES Key Personnel living in Govt Quarters at all Military stations, furniture will be provided by MES according to the scale as laid down in Govt of India, MOD letter No 47644/Q3W (iii)/2580/DQ dt 02 June 50 as amended.

(b) Other civilian personnel

Surplus or obsolete articles of furniture which cannot be disposed off may be issued within the scales indicated in the Govt letter stated above. Preference will be given to personnel living in acq provided by Govt.

Rent will be recovered at the rate of 10% of the Capital cost per annum.


13. **Use of ‘Off Grade’ Steel**

‘Off Grade’ Steel offered by the steel controller can be used in work as long as shortage of steel lasts and where delay in completion is not acceptable. Use of such steel is, however, subjected to various limitations given in the letter.


14. **Design of furniture --- MES IB**

Type designs and layout of furniture for type ‘A’, ‘B’ and ‘C’ Inspection Bungalows have been issued. Set of revised/new designs of furniture drawings have also been issued. Where the existing furniture is of special type manufacture for the inspection bungalows, it need not be replaced. Existing furniture which is of common design may be taken against the station authorisation of ‘B/H’ furniture other than T&P. Replacement of existing furniture with this design should, therefore, be considered carefully. It should also be seen that new design furniture will fit in the existing bungalows.


15. **RCC Overhead Reservoirs**

In order to achieve economy in cost, reduction in steel requirement and better aesthetics, use of conical type RCC overhead reservoir supported on a hollow circular shaft is recommended wherever possible.


16. **Economy in Use of Steel**

Use of load bearing masonry walls up to four storeys and 3 in. thick precast lintels could be resorted to in order to effect economy in steel.


17. **Scale of Furniture -Lt Col to Brig Quarters**

In the plans of Lt Col/Brig quarters, wardrobes and towel rails have been shown as built-in items for the additional bedroom and bathroom. In the scale of furniture proposed, the above items have been included for sanction by the Government. In anticipation of the Govt sanction, arrangements should be left while constructing the quarters so that these items when sanctioned...
can be suitably fixed as built-in, in their proper position and breaking of finished surface is avoided at a later date.


18. **Md Accn --- Officers**

   Md Accn for officers of the rank of Brigs and above who are entitled to fly a flag and/or guard at their residence, even through they may not be doing so because of the restrictions imposed by AO 505/65 and AI 88/65, would be provided, independent detached houses in single storey in permanent specification.


19. **Married Accn to Civilian of MES**

   (a) Min of Defence enmarked a sum of Rs 2 crores per annum for a period of 3 years from 1985-86 (Phase-I) for provision of md accn for MES civilian officers of Gp ‘A’ & ‘B’, with a total ceiling of Rs 6 cores for 3 years, phase I completed.


   (b) MOD enmarked a sum of Rs 4 crores per annum for period of 3 years from 1988-89 (Phase II) for provision of md accn for Defence civilians with a total ceiling of Rs 12 cores. Phase II completed.


   (c) MOD has accorded sanction in 1994 for construction of Type IV and Type V quarters (Phase III) for MES civilians to the extent of Rs 15 cores to be spread over a period of 3 years. This sanction was initially valid upto 31 Mar 97. The govt has extended the validity upto 31 Mar 1999 and 31 Mar 2001.


20. **Policy on construction of Defence Civilian Accn**


21. **Sample Room---- New Design Furniture**

    Samples of all new items of furniture will be approved by the CsWE and displayed in the sample room set up in their offices. The sample rooms will be open to all contractors and MES executives to make them conversant with the items.


22. **RCC Overhead Reservoirs --- Safety of**

    In order to avoid development of cracks in newly constructed RCC reservoirs, it is essential to keep them full of water even when not in use.


23. **Scale of Accn for Armed Force Hospitals**

    Scale of Technical accn in appendix ‘A’ to this letter ibid being adopted for all Armed Force Hospitals to be constructed hereafter.

    These scales will be applicable while making addition and alterations to existing buildings.


24. **Safety Requirement for Floor and wall openings, Railing and Parapet.**

    The railing shall consist of top rail, intermediate rail and post and shall not be less than 90 cm in vertical height.

    It is further suggested that while safety hand rails/parapets provided upto 4th floor be kept to a height of 90 cm but for the floors beyond this, the height be increased at the rate of 2.5 cm for every two floors height subjected to maximum of 120 cm.


25. **Revised Scales of Accommodation for Defence Services -- 83**
This publication incorporated the scales of OTM accn as sanctioned vide MOD letter No 35105/79/QW3(P)/753/US/D(W-I) dt 15 Jul 83 and scales of md accn including other related provisions sanctioned from time to time by the Govt.

This supersedes the authorisation of accommodation and scales as earlier contained in Barrack symposes (India), Scales of Accommodation (WAR) (1944) and other Government letters issued to date and shall come into force with immediate effect.

This publication shall be quoted as authority for works service of Defence.


26. **Married accn for Defence Civilians**

The following stations have been included as one of the stations where md accn for civilian paid out of Defence Services estimates will be constructed under normal procedure of the said scales of accn – 1983.

<table>
<thead>
<tr>
<th>Srl No</th>
<th>Station</th>
<th>Authority</th>
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<tbody>
<tr>
<td>27.</td>
<td>Siliguri</td>
<td>- do -</td>
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<tr>
<td>28.</td>
<td>Bathinda</td>
<td>- do -</td>
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<td>34.</td>
<td>Sambra</td>
<td>- do - No 83341/Q3W(Policy)/1012/DOII(D/W-I) dt 07 Jan 92.</td>
</tr>
<tr>
<td>35.</td>
<td>740 SU AF Station</td>
<td>- do - Air HQ/36002/184/W-I/WAC/1517/D (Air-II) of 06 Mar 92.</td>
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<tr>
<td>37.</td>
<td>Kasauli</td>
<td>- do -</td>
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<td>38.</td>
<td>Barmauli</td>
<td>- do -</td>
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<td>39.</td>
<td>Pathankot</td>
<td>- do -</td>
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<tr>
<td>41.</td>
<td>Tambaram</td>
<td>- do - No 83341/Q3W(Policy)/202/DOII(D/W-I) dt 19 Mar 93.</td>
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<tr>
<td>42.</td>
<td>Adampur AF Station</td>
<td>- do - Air HQ/36001/247/W-I(WAC)/984/US/D (Air II) dt 04 May 93.</td>
</tr>
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<td>43.</td>
<td>Mysore</td>
<td>- do - No 83341/Q3W(Policy)/790/DOII(D/W-I) dt 03 Nov 93.</td>
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<td>45.</td>
<td>Kanpur</td>
<td>MOD letter No 83341/Q3W(Policy-I)/18/DOII(D/W-I) 09 Feb 94.</td>
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<td>46.</td>
<td>Sabathu</td>
<td>MOD letter No 83341/Q3W(Policy-I)/272/DOII(D/W-I) dt 12 Jul 94.</td>
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<td>47.</td>
<td>Hakimpet</td>
<td>MOD letter No 83341/Q3W(Policy-I)/335/DOII(D/W-I) dt 12 Sep 94.</td>
</tr>
<tr>
<td>49.</td>
<td>Trivendrum</td>
<td>MOD letter No 3(2)/97-DOII(D/Works) dt 16 Jan 98.</td>
</tr>
<tr>
<td>50.</td>
<td>Dehradun</td>
<td>MOD letter No 3(2)/97-DOII(D/Works) dt 26 Aug 98.</td>
</tr>
<tr>
<td>52.</td>
<td>Car Nicobar</td>
<td>MOD letter No 3(2)/97-DOII(D/Works) dt 20 Aug 99.</td>
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</tbody>
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27. **Hot and Humid/Coastal Stations**

Lonavla has been included under heading Hot and Humid/Coastal at Serial No 107 under list of Stations on page 245 and deleted from heading Cold (Hills) from Appendix ‘A’ to the scales of accn of Defence Services, 1983.


Sanction to the revision in the scales of lifts chapter 55 to the scales of accn for Defence Services-1983 has been circulated vide our letter No A/90130/E2 Design-3 dt 09 Nov 93.

31. **Furniture : Md accn/special allocation – Two-in-one concept Officers/Three-in-two concept JCO/OR**

List of incremental furniture required to accommodate additional families under the above concept and the cost of the same to be included in Adm approval was issued by E-in-C’s Br vide letter No A/00062/Two-in-one/E2 Army/TC dt 25 May 95.

32. **Revised specifications and scales of amenities for type I, II and III Quarters of civilian paid out of Defence Services Estimates**

Revised specifications and scales of amenities for wood work, flooring, finishing and sanitary and water supply for civilian type I, II & III Quarters have been issued by E-in-C’s Br vide No A/90130/E2 Design-3 dt 21 Aug 96.

33. **Provision of accn to md officers of MNS (Regular)**

The authorisation of provision of md accn for MNS (Regular) officers who are retained in service after marriage at the scale of 70% of the authorisation of MNS officers in the PE of hospital has been issued vide MOD letter No 50424/1./Q3 (Policy-I)/1785/DOII/D(W-I) dt 28 Dec 96 and circulated vide our letter No A/90130/Scales/E2 Design-3 dt 28 Apr 97.

34. **Increase in the scales of md accn in respect of OR in Army, Navy & Air Force**

The existing scales of authorisation of md accn in respect of OR has been increased from 14% to 35% and relevant paras of chapter 61 of the scales of accn for Defence Services 1983 is accordingly amended and circulated vide letter No A/90139/Scales/E2 Des-3 dt 17 Jun 98.

35. **Oil fired incinerators : scales of accn for Armed Forces Hospitals – 1982**

Provision for oil fired incinerators has been made and accordingly Para 15.4, page 108 of scales of accn for Armed Forces Hospitals – 1982 amended.

36. **Architectural Planning of and Design of Buildings**

It has been stressed in the letter that aesthetic harmony with the characteristics architecture of the place must be kept in mind by the engineers and architects while planning the new complexes.

37. **Hutted Accn in lieu of Tentage for troops**

Acceptance of Govt for provision of hutted accn in lieu of tentage for troops has been issued vide QMG’s Branch letter No 364998/Q3W(Policy) dated 20 Dec 75, indicating that cost will not exceed Rs 14.75/sft. These have been forwarded to CEs vide E-in-C’ letter No 99869/E2Plg dated 23 Dec 75. Plinth Area Rates will not exceed Rs 35/- sq ft.

38. **PA Rates for Md Accn**

Based on the new SSR (1991), plinth area rates for md accn at par SSR-1991 for various ranks have been worked out and got approved from the Min of Finance and were circulated to all Zonal CEs.

The rates are for conventional type of construction in double storeyed, while preparing AEs for multistoreyed construction and where RCC framed construction is adopted extra provision will be made as per Appendix ‘B’.

Additional provision on the rates given in Appendix ‘A’ will be made for the following :-

(a) **Foundations**

(i) Extra amount for RCC framed construction shown in appendix ‘B’ caters for construction upto 6 storey only. For higher than 6 story construction additional cost will be asked. Details of additional cost will be given along with the AEs.
(ii) Extra amount for RCC framed construction shown in Appx ‘B’ does not include the cost of foundation for framed construction. While preparing AEs cost of providing foundation appropriate to soil condition to be added separately. However, the cost of foundation for double storey construction already included in basic PA Rates @ Rs 125/- per sq m average shall be deducted while computing cost of foundation for RCC framed construction. Details of additional cost will be given alongwith the AEs.

(b) Provision for seismic safeguard in various zones will be as per Appendix ‘C’.

(c) **Anti termite safeguard.** This will be calculated for ground floor only for pre-treatment to soil and foundation, Additional rates admissible will be as per Appendix ‘B’.

(d) The rates shown in appendix ‘A’ are for floor to floor height 9 feet 6 in. (290 Cm). In case increased height is necessary, extra element as per Appendix ‘B’ will be allowed in the AEs.

(e) **Mosquito proofing.** Rates given at Sl. No 3 of Appendix ‘B’ will be added to the basic PA rates to provide mosquito proofing to doors and windows opening outside.

(f) **Geysers.** Cost of geysers and plumbing where provided will be extra. This will be shown as a separate item in the estimates with supporting details. The rates given in Appx ‘A’ are basic rates at par SSR-91. Market fluctuations as prevalent will be added to these PA rates while preparing the AEs.

Servant quarters and garages will normally be built as part of the main building of officers quarters and rates for relevant accn will be applicable to the construction also. However where servant quarters and garages are built detached from the main buildings due to site conditions, PA rates as shown in the appendix ‘A’ for servant and garages will be applicable.

Chief Engineer will ensure maximum economy in design and specifications so that the cost of construction is within these ceiling rates.


39. **PA Rates for OTM Accn**

Based on SSR 1991, plinth area rates at par SSR 1991 for various types of OTM accn, (Group I to VIII) have been worked out and got approved from the Min of Defence and were circulated to all Zonal CEs.

These rates are for conventional type of construction based on drawings received from Zonal CEs. While preparing AEs for multi storeyed construction and where RCC framed construction is adopted extra provision will be made as per Appendix ‘B’.

Additional provision as the rates given in appendix ‘A’ will be made for the following :-

(a) **Foundation :** Extra amount for RCC framed construction shown in Appendix ‘B’ caters for construction upto six storeys only. This does not include the cost of foundation for framed construction. While preparing AEs, cost for providing foundation appropriate to soil conditions is to be added separately. However, the cost of foundation for construction is already included in basic PA rates @ Rs 125/- sq m average shall be deducted while computing cost of foundation for RCC framed construction. Details of additional cost will be given alongwith the AEs.

(b) Provision of seismic safeguards in various zones will be as per Appendix ‘C’.

(c) **Anti termite safeguards :** This will be calculated for the ground floor area only for pre-treatment of soil and foundation. Additional rates admissible will be as per Appendix ‘B’.

(d) **Ceiling height :** The rates given at Appendix ‘A’ are for the height as given in the relevant annexures for brief specifications. Variation in height shall be adjusted in the AEs as per appendix ‘B’.

(e) **Mosquito Proofing :** Rates at Appendix ‘B’ will be added to the basic PA rates to provide mosquito proofing to doors & windows.

(f) **Geysers :** Cost of geysers and plumbing where provided, will be extra. This will be shown as a separate item in the estimates with supporting details.
The rates given in Appx ‘A’ are basic rates at par SSR-91. Market fluctuation as prevalent will be added to these PA rates while preparing the AEs.

CEs will ensure maximum economy in design and specifications so that the cost of construction is within these ceiling rates.


40. **Standardisation of Design of Buildings : Streamling of Work Procedure**
Since the issue of Scales of Accn for Defence Services 1983, it has become necessary to reassess the Plinth Area conversion factors for various types of OTM accn which were in existence from Oct 76. This HQs letter No 97636/E2 Plg dated 04 Oct 76 refers.


41. **Provision of Mosquito Proofing in Living Accn**
Provision of MNF sets in addition to the Mosquito proofing is authorised.


42. **Provision of Exhaust Fan in the Kitchen of Officers Md Accn**
Provision of 230 mm sweep exhaust fan in kitchen of Defence Officers md accn in the Army, Navy and Airforce, both for existing and new md accn in lieu of chullah hood and flue pipes has been sanctioned.


43. **Multi Storeyed Construction**
Revised instructions to CEs for laying down that 20 cm/9 in brick wall will be utilised for 3 storey construction if brick strength of 70 Kg per sq cm are available, have been issued vide letter No 97518/E2Plg dated 06 Aug 73.

44. **Planning of Hospitals**
Instructions have been issued vide this HQ letter No 97833/E2Plg dated 16 Jul 73 that planning of hospitals above 200 beds will be done at E-in-C’s Branch Army HQ. All plans with 200 beds and below will be done by CEs and copies will be sent to E-in-C’s Branch for scrutiny and approval before adoption.

45. **Scales of Furniture for Armed Forces Hospitals**
The scales of furniture for Armed Forces Hospitals 1990 have been issued by Govt of India, MOD letter No 35105/79/Q3W (Policy)/673/D0 II/D(W-I) dt 15 Sept 1990. This will supersede the furniture scales laid down in scales of furniture for Armed Forces Hospitals 1970 and other Govt letters issued from time to time. The scales of specified here-in are applicable to all new permanent constructions of Armed Forces Hospitals and establishments of a new department in an old building of an existing hospital based on the new scales of Accn of Armed Forces Hospitals, 1982. For other departments or wards of existing Hospitals, these scales will be followed whenever furniture is required for replacement of the existing items of furniture whenever these are worn out.

46. **Provision of Design of Tip up Chairs for Cinema/Lecture Hall**
Approval of Government of India laying down the specifications for the Tip Up Chairs to be provided irrespective of the ceiling price has been accorded under Govt of India, Ministry of Defence letter No A/66328/Q3W(Policy/14/SO-II/D(W-I)) dated 16 Jan 75. Necessary instructions to CEs have also been issued vide E-in-C’s letter No 97600/E2Plg dated 29 Jan 75.

47. **Life in use of Furniture**
Life in use of furniture both of steel and wooden under normal circumstance have been specified under E-in-C’s Branch letter No 87139/E2Plg dated 28 Jan 75.

48. **Provision of speed Breakers**
Directions for provision of speed Breakers on MES Roads have been indicated vide our letter No 99817/E2Plg dated 07 Feb 75. The speed breakers are to be provided with a slope not steeper than 1 in 20 and will be 5 meters in width and marked with “Zebra Crossing”.

49. **Polishing of Furniture**
Due to abnormal increase in prices of Spirit and Shellac, use of Linseed Oil and Turpentine oil mix for furniture polish was directed vide E-in-C’s Branch letter No 87139/E2Plg dated 30 Jan 75. However, in view of present market trend and observations from CEs we have restored the use of French Polish, E-in-C’ Branch letter No 87139/E2Plg dated 28 Nov 75 refers.

50. **Provision of Squash Courts**
   The revised drawing No SD-4468 sheet 1/2 & 2/2 for squash Courts were issued to CEs vide E-in-C’s Branch letter No 98013/E2 Plg dated 24 Dec 75. It was intimated to CEs that this will be constructed inPt. Specifications and have been approved by the Government.

51. **Solar Cooker**
   (a) Guidelines for provision of platform for solar Cookers in buildings under construction and future buildings issued.
   (E-in-C’s Branch letter No 93348/Solar Cooker/E2 Design-1 dated 12 Jun 85).
   (b) Solar Cooker platform is NOT to be provided where adequate sunlight is NOT available.

52. **Vertical Expansion**
   (a) Guidelines on aspects to be considered before construction of additional storey over existing buildings issued.
   (b) Guidelines for vertical expansion of existing buildings issued.
   (E-in-C’s Branch letter No A/90159/E2 Design-1 dated 20 Sep 85).

53. **Arrangement for drying of clothes in Married Quarters**
   Five types of arrangements which may be adopted for drying of clothes in married quarters issued vide sketch P,Q,R,S,&T.

54. **Locking arrangements for Kots and Armouries**
   Typical drawing for uniform practice for locking arrangement for Kots and Armouries issued.

55. **Consultancy**
   Procedure for entering into agreements for Specialist Consultancy Services with list of approved Consultants issued.

56. **Standard Furniture design 1972-73**
   All the furniture drawings have been printed in a book form and distributed to CEs in Jan/ Feb 75. A supplement (1974-75) has been issued.

57. **Allocation of Works to CE D &C**
   Guidelines for ensuring effective and optimum utilisation of design efforts available with CE D&C and the requirement of planing/design data for preparation of Architectural, Structural and E/M drawings, formulated and laid down.
   (Auth : E-in-C’s Branch letter NO A/90137/E2 Design-1 dated 16 Jan 87)
   Check list for request of consultancy circulated.

58. **Technical Information Centre**
   All CEs have been directed to forward project documents of prestigious and specialised projects to CE D&C for their maintenance and keeping in its technical information centre.

59. **Riding Quality of Road Surfaces**
   To achieve good surface finishes of road surfaces, use of paver finishers is advocated in all road construction activity unless found uneconomical due to small quantum of work of location being isolated. Importance of the above aspect has been laid down vide E-in-C’s Br letter No 99010/E2 Plg (Pav) dated 29 Oct 86.

60. **Use of high strength ordinary Portland cement in Rigid Overlays**
Instructions on use high strength ordinary Portland cement in rigid overlays and new rigid pavements and the strengths achieved by such use have been laid down in E-in-C’s Branch letter No 93516/E2 Plg (Pav) dated 10 April 80.

61. **Md Accn/Special Allocation - Two-in-One concept officers/Three-in-Two concept JCO/OR**
   Suggested list of incremental furniture for officers, JCOs & OR may be included in AA. (Auth : A/00062/Two-in-One/E2 Army/TC dt 25 May 95).

62. **Planning of Accn for JCOs**
The Ratio for md and single JCO Accn may be increased upto 75:25 at the discretion of the GOC-in-C command under intimation to QMG’s Br, Army HQ. (Auth : CA/56025/Q3W (Policy) dt 18 Aug 89).

63. **Hospital Engineering Services**
The manual title of Scales of Accn for Armed Forces Hospital - 1982 issued vide GOI, MOD letter No 68452/Q3W (Policy)99/US/D(W-I) dt 30 Jun 82. The following amendment is made in Section 15.

64. **Amendment to Scales of Accn – Armed Forces Hospitals 1982** under para 15.4 Page 108
   **For** details against waste disposal system by Incinerators
   **Read** All hospitals be provided with oil fired Incinerators of the type mentioned below:

<table>
<thead>
<tr>
<th>Hospital Bed Strength</th>
<th>Type of Incinerator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upto 299 Beds and General Hospital</td>
<td>PY – 75</td>
</tr>
<tr>
<td>300-599 and General Hospital</td>
<td>PY - 200</td>
</tr>
<tr>
<td>600 and above and MH CTC (Pune)</td>
<td>PY - 300</td>
</tr>
<tr>
<td>Army Hospital (Delhi Cantt)</td>
<td></td>
</tr>
</tbody>
</table>

   This issues with the concurrence of Min of Defence (Finance) vide their UO No 582/W-II of 1999.

65. **Procedure for Inspection, Testing and Defect Report Initiation – DGS&D supplied pipes and tubes**
The procedure for inspection, testing and reporting of DGS&D supplied pipes and tubes is laid down in the letter. (Auth : E-in-C’s Br letter No. 80145/Audit/Inst/E2 (WPC) dt 28 Aug 92)

66. **Authorisation of Additional items in single living room for JCOs/OR, JCOs mess and in OR Dining Hall and Cook House**
   MOD has conveyed the sanction of the President for authorisation of certain additional items for JCOs/OR in order to improve upon their living conditions and as given in the Govt letter. (Auth : MOD letter No 65582/Q3 (Policy-I)/1464/DO II/D(Works) dt 17 Oct 96, circulated under E-in-C’s Br letter No 45870/Pol/E2 (WPC) dt 29 Oct 96.

67. **Guidelines for specifications and acceptance of cement supplied by contractors**
   Policy letter No 5(2)/97-DO II/D(Works) dt 02 Jan 98 has been issued by, MOD whereby cement has been made contractors supply for MES Works. Hence, the guidelines have been framed/laid down to facilitate acceptance of cement and to exercise requisite quality control. (Auth : E-in-C’s Br letter No A/90154/E2 Des-1 dt 09 Mar 98) (Wks Policy letter No 04198).

68. **Guidelines for specification and acceptance of steel supplied by the contractor**
   MES Builders Association of India has represented that they are facing difficulty in procurement of reinforcing steel for quantities less than 2MT from main producers or their authorised conversion agents. In view of the above, it has been decided that the possibility of obtaining such reinforcing steel by contracting Branch Manager (Sales) and authorised conversion agents be thoroughly explored. If this effort fails, the Accepting Officer may permit procurement of reinforcing steel less than 2MT from BIS licensee manufacturers. (Auth : E-in-C’s Br letter No 83044/E2 Des-I dt 12 Mar 98) (Wks Policy letter No 05198).

   To streamline and standardise the procedure for introduction of new building materials/products/technologies (NMPT) in our works, guidelines are laid down in this letter ibid. (Auth : E-in-C’s Br letter No 43285/SOP/Design-2 dt 30 Apr 98).
70. Improvement to specifications in MES Works: Cold Rolled Formed steel windows and ventilators

Cold Rolled Formed (CRF) steel windows and ventilators have now come in the market and are available at competitive prices. Modern windows and ventilators design using CRF section are incorporated with quality modern hardware. The maintenance cost of these windows is comparatively low.

71. Guidelines for specification and acceptance of cement supplied by contractor

The guidelines on certain mandatory tests required to be conducted by the department or to be specified in the contract tender before acceptance use for incorporation in the work are laid down in the policy letter ibid.


MOD has conveyed the sanction of the President for inclusion of “Dehradun” in Appx ‘F’ to the scales of accn for Defence Services 1983 as one of the stations where md accn for Civilians paid out of Defence Services Estimates may be constructed.

73. Planning and Construction of a Swimming Pool

SOP on construction of swimming pool has been formulated keeping the parameters in view which led to defective construction and consequent leakage of swimming pool at Missamari. This has been done basically to over come the later date problems being faced by the department.

74. Guidelines for specifications and acceptance of steel supplied by the contractors

Policy letter No 83044/E2 Plg (D) dt 31 Oct 95 lays down guidelines for specification and acceptance of steel being supplied by the contractors. As against the laid down instruction that the steel supplied by the contractor is to be procured from main producers of the steel like SAIL/IISCO/TISCO etc or from their authorised conversion agents. MES contractors in certain areas are resorting to source the supply of steel from secondary producers/conversion agents who are not authorised conversion agents/secondary producers. Production of vouchers and test certificate from the main producer will be mandatory for all consignments. The laid down instructions will be followed strictly.

75. Inclusion of Car Nicobar station in Appx ‘F’ scales of accn for Defence Services 1983 for provision of md accn for Defence Civilians paid out of Defence Estimates

Min of Defence has conveyed the sanction of the President for inclusion of “Car Nicobar” in Appx ‘F’ to the Scales of Accn for Defence Services – 1983 as one of the station where md accn for Civilians paid out of Defence Services Estimates may be constructed.

76. Policy on construction of storage accn for MSLS and AMN

Min of Defence has conveyed the sanction of the President for issue of guidelines for provision of storage accn for MSLS and AMN Depots.


77. Rotary Screw Compressors in Air Conditioning Works

The selection of firms for issuing tenders for air conditioning jobs incorporating screw compressors has to be done very carefully. Tenders for air conditioning installations with screw compressors should, therefore, be issued to reputed firms with an excellent track record with screw compressors who are themselves installing the air conditioning equipment manufactured/imported by the them. It should also be ensured that the spares, expertise and proper service facilities are available with these firms.

78. Revised SOP for seeking consultancy from CE (D&C), Pune

This policy letter lays down procedure for allocating consultancy works to CE (D&C) and modifies the earlier procedure laid down in policy letter dt 20 Jan 89 as mentioned above.

79. Consultancy from private consultancy by Zonal CEs
As per this policy letter Zonal CE will ensure that no agreement are finalised without prior formal sanction of E-in-C's Br.

80. Technical data and drawings to be forwarded to CE (D&C). Pune for completing the assigned consultancy job in the stipulated time
    As per this policy letter CEs Zones are required to provide the necessary field data and approved drawings of users to CE (D&C) after allocation of design works to him to meet the PDCs.

81. Use of project contingencies in respect of the work under taken by CE (D&C) for designs
    As per this policy letter 0.5% of the project cost i.e 1/6th of the total amount of project contingencies shall be delegated to CE (D&C) by concerned Zonal CEs as soon as the consultancy job is accepted by CE (D&C) to meet the requirement of stationeries and other contingent items.

82. Consultancy-Services to outside agencies by CE (Design & Consultancy)
    As per this policy letter CE (D&C) can take up consultancy work from outside the MES on terms and conditions of consultancy and consultancy charges stipulated in this policy letter.

83. Suggested List of Consultancy 1998
    This policy letter provides list of suggested consultants for the use of Zonal CEs. Further it clearly stipulates that CEs Zones shall carry out a proper assessment of the capability, performance and track record of the consultant which they propose to engage.
    (Auth : E-in-C's Br letter No 93348/MIS/Consult/E2 Des dt 03 Aug 98 (Wks Policy No 11/98)).

84. Record of calculation for design of buildings
    This policy letter emphasises the necessity and the importance of maintaining design folders and also provides sample proforma for design calculation sheets.

85. Proof check for design of buildings
    This policy letter again reiterate the importance of up keep and maintenance of design folders and to carry out an independent check of design. This further advises CEs to implement the system of dual check of designs in all cases strictly.

86. Guidelines for specification and acceptance of steel supplied by the contractors
    This policy letter lays down the guidelines for specification and acceptance of steel supplied by the contractors for use in MES works.

87. Guidelines for specification and acceptance of steel supplied by the contractors
    In this policy letter clarification has been provided in respect of procurement of steel from authorised conversion agents of major procedures of steel namely SAIL/Rastriya Ispat Nigam/IISCO/TISCO etc.

88. Guidelines for specification and acceptance of Thermo Mechanically Treated Bars (TMT-Bars)
    This policy letter provides the guidelines for specification and acceptance of Thermo Mechanically Treated Bars (TMT-Bars).
    (Auth : E-in-C's Br letter No 83044/E2 Des-I dt 24 Nov 98 (Work policy letter No 13/98)).

89. Use of corrosive resistant steel as concrete reinforcement
    These policy letters permit CEs to use corrosion resistance steel on important works specially in the coastal area of Bombay, Calcutta, Madras, Goa, Andaman & Nicobar, Kochi or in other locations predominant with corrosive environment.

90. Guidelines for specification and acceptance of cement supplied by contractors
    This policy letter provides clarifications with respect to mandatory and other tests required to be carried out on cement supplied by the contractor before its acceptance.
    (Auth : E-in-C's Br letter No A/90154/E2 Des-I dt 01 Sep 98 (Wks policy letter No 12/98)).
91. Review of guidelines issued on the subject of specification and acceptance of cement supplied by contractor
   This policy letter includes the name of DLF Cement Ltd as one of the main producers of cement in Para 4(a) of earlier policy letter No 04/98 referred above.

92. Concrete mix proportioning
   This policy letter gives clarification in respect of volumetric mix, nominal mix concrete and design mix concrete.

93. Construction of Over Head Reservoirs
   This policy letter brings out the provision of IS-11682-85 which shall be followed in the design of staging of shaft type over head water reservoirs.

94. Structural upgrading of RCC O/H water reservoir in service for 10 years or more
   This policy letter provides guidelines for structural upgradation and rehabilitation of distressed service over head reservoirs.

95. Prevention of cracks in bldgs constructed over expansive soil
   This policy letter reiterates that CEs should take necessary precautions while planning and designing buildings in the areas where expansive soils like black cotton soil is encountered. It further draws attention to TI-4 of 1978 "Cracks in Buildings-Causes and Remedies".

96. Guidelines for Additions/Alterations in the Existing Bldgs
   This policy letter provides instructions and guidelines for carrying out Additions/Alterations in the Existing Bldgs.

97. Maintenance of steel structures
   This policy letter lays down that the key to successful maintenance of steel structures is proper inspection and adoption of the appropriate preventive/corrective measures at the correct time to reduce the maintenance cost and for ensuring safety and longer life of the structure.

98. Checking Structural Soundness of Vintage Hangars
   This policy letter provides guidelines for checking structural soundness of Vintage Hangars.

99. Induction of Non Conventional Energy Sources (NCES)
   This policy letter lays down guidelines on induction of Non Conventional Energy Sources (NCES) in MES.

100. Ramps in Airfields overlay construction
   During the progress of the bituminous overlay work at airfields, the users may require the runway to be handed over to them at the end of each day, or whenever required by them, on account of operational reasons. In such cases, ramps have to be provided at the end of the day work, prior to handing over the airfield for flying operations.

101. Use of Pavers in Road construction and maintenance
   It has now been decided that pavers will be used in all our main cantonment roads both during initial construction and subsequent resurfacing works.

102. Specifications of Non-Woven Geo-textiles for Airfield pavement overlays
   This policy letter lays down the specifications of Geo textiles to be used for asphalt concrete overlays in case of airfield pavements.
   (Auth : E-in-C's Br letter No 95610/Policy/Geotex/E2 Plg (Pav) dt 08 May 97).

103. Planning, Execution and Monitoring of Works
A case has come to notice where in mismatch in the planning and execution of works have occurred between the building and connected services resulting in overall delayed completion of the Project and extra expenditure incurred inviting adverse criticism from audit authorities. To prevent the above state, it shall be ensured that integrating of the whole project is done judiciously by the competent technical authority so as to avoid delay in completion and putting in to use.


104. **Standard Layout of OTM Accommodation of an Infantry Branch**

A standard layout and line plans for OTM accommodation of an Inf Battalion has been prepared in consultation with User Dte keeping in view their administrative and functional requirements. These plans have been approved by the QMG and forwarded to all Commands vide QMG’s Branch letter No B/42273/Q3W(Policy) dated 09 Oct 86. These drawings will also be applicable to Inf. Battalion. Three line plans, one for each floor, and a detailed layout of the complete Inf Battalion Zone on 65 acres of land are attached. This over all layout may be varied in accordance with the configuration of land and topography of the area.

Water supply should be planned to cater for the development and landscaping of the training areas, open spaces and set backs. A road should be provided to enable a loaded 3 Ton vehicle to move in the open quadrangle within the OTM block.

No change in the approved drawings will be made unless dictated by terrain, land configuration or other local environmental constraints. Approval of the next higher authority should be obtained for the deviation.

Standard layout in the OTM accn of other units is in the process of development and will be issued in due course.


105. **Standard Layout of OTM Accommodation of an Field Regt Artillery**

Standard Layout and line plans for OTM accommodation for an Filed Regt(Arty) has been approved by the QMG and forwarded to all commands vide QMG’s Branch letter No B/42273/Q3(Policy) dated 24 Nov 86. These plans have been forwarded to Chief Engineers.


106. **Arboriculture Works**

At present Rs 1000/- per acre (of the total land) is authorised as a one time capital grant for development of arboreculure vide QMG’s Branch letter No B/22333/Q3W(Policy) dated 16/19 Dec 77 addressed to all Commands. These funds are very meager. These are, therefore, utilised for planting trees along roads in avenues or selected open spaces. It is essential that utmost care is exercised to use the resources to the best advantages.

The trees, once planted have to be regularly watered and guarded for about 3 years before they get firm roots. If such works are done through DEL, the administration, effective control and utilization of labour becomes difficult. In the long run it is even bound to be more expensive. It has, therefore, been decided that, wherever practicable depending on the quantum, the arborecurture works be got done through contract. It may also be desirable to entrust such works to the Forest Dept, State Horticulture Dept or expert Government agencies.


107. **Loading of Runway Surface after construction**

It has been reported in Asphalt technologists workshop (1966) and ICAO seminar (1983) that due to nonuse of flexible pavements after 1 to 2 years of their construction, certain distresses are noticed in the forum of dislodging of aggregates. It was noticed that bituminous surface courses laid over BM are prone to such distresses as the volatile oils of the surface layer binder evaporate and render the top layer brittle due to weathering action. The volatile oils in the body of the surfacing layer and tack coat binder at interface of AC and BM get converted into gaseous form due to high temperatures and accumulate in the void pockets of surface layer. When later on traffic operates on such a pavement, the gases escape creating fine cracks along their path of escape which in turn is indicated through appearance of boil on the surface. Conversely, in pavements under use, during high temperature, wheel tyres cause plastic flow by kneading action and thereby volatiles of the lower binder
travel upwards and enrich the brittle binder in the surface course and prevents cracking/stripping.

The reports mentioned above highlight that normal loading of the runway surface by landing and take off sortie tend to assist asphalt mixtures in resisting cracking because of the imposed tensile stresses. In the light of this, it is important that pavement is put into use soon after its construction.

However, situation may arise where the nonuse of runway immediately after construction for a period exceeding six to eight months has been unavoidable due to certain peculiar circumstances. In such cases user should be advised to adopt alternative means of loading the runway and concurrent with it the surface should be continuously inspected for distress indications. Should there by any sign of distress the matter will be referred to pavement section of this Headquarters with all the relevant details of advising further action.


108. **Revised Scale of Maintenance of Airfields**

The following revised scales of maintenance of airfields will be applicable with effect from 01st April, 1999 to 31st March 2000, or till the revised maintenance scales are worked out on the basis of SSR-96, whichever is earlier :-

<table>
<thead>
<tr>
<th>Type of Airfield</th>
<th>Annual scale of maintenance Year wise (Rs in lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Airfields to be maintained to Scale I</td>
<td>26.29</td>
</tr>
<tr>
<td>b Airfields to be maintained to Scale II</td>
<td>8.44</td>
</tr>
<tr>
<td>c Airfields to be maintained to Scale III</td>
<td>1.33</td>
</tr>
</tbody>
</table>

**Note** :- The ratio between expenditure on pay and allowances and for material/payment to contractors will be 3:2.

The expenditure against 'Pay & Allowances' for standing MES establishment that will be debited to the budgetary Head for the maintenance of airfields will represent the expenditure on wages of MES employees specifically employed for the cutting/removal of grass from the shoulders of runways/taxi tracks and repairs to the airfields. The unspent portion of the amount against this element will be re-appropriated for 'stores' and 'payment' to contractors for airfields maintenance and not for any other purpose. If so required, a portion of the funds allotted for airfields maintenance could be utilised for stores and payments to contractors for airfields maintenance in the first instance and also for other maintenance purpose subject to prior concurrence of Air Headquarters.

No portion of the budget made available for 'stores' and payment to contractor for airfield maintenance will be re-appropriated for pay and allowances of standing MES establishment, maintenance of buildings, roads etc or any other purpose.

Execution of Runway works by MES

A case has come to the notice of this HQ wherein the engineers on ground have shown complete indifference/casual approach and lack of seriousness in executing a runway resurfacing work. There was also inadequate advise to the users for the use of the runway at all levels. The above, resulted in substandard work which has been severely deplored by the Public Accounts Committee. With a view to ensure that planning and execution in completion of overlay works is undertaken in an exemplary manner, and also considering the importance that the poor workmanship can be hazardous and against the national interest, the following points must be meticulously followed:-

(a) If for any reason, on completion the runway cannot be brought into use, it should be subjected to vehicular traffic loading to prevent deterioration of flexible runway surface.

(b) Advise to airforce authorities that all staffs should be appropriate, technically sound and continuous at appropriate levels. This must be ensured by the Zonal Chief Engineers. Further Chief Engineer Zone, during this inspections/visits must thrash out all the points with the users that may be projected on site condition and due record of all decision taken must be maintained and progressed.

(c) Chief Engineer Zone, with his specialist staff should study and analyse day to day technical problems and ensure proper control over the execution of work.

(d) Substandard workmanship in the case under reference appears to have taken place due to non-performance of certain obligatory tests to ensure quality control as prescribed in the contract agreement. It is, therefore, imperative that the execution of work is done strictly as per the laid down instructions/contract agreement by the executives on ground. This aspect should be checked both by CE Zones and concerned CsWE during their inspections to the sites and appropriately recorded, more so when the tender documents are prepared in keeping with draft tender documents issued by this HQ.

(e) During the investigation of this particular case, GE and his staff were named for the poor quality of work. This could have been avoided had the CE Zone and CWE taken appropriate and timely action and issued suitable inspection notes based upon their visits to site. There is, therefore, a definite requirement to intimate and seriously involve in handling/executing work of this nature right from the level of Zonal CE, his staff/advisers to CWE's concerned who are there to ensure that engineers on ground, execute the work properly. It has, therefore, been decided by the E-in-C that in future for lapses of this nature, CE Zone and CWE concerned, will have to share the responsibility for substandard workmanship.


SECTION-9 : FINANCIAL CONCURRENCE CASES

1. **Standard Operating Procedure**: SOP for progressing Financial Concurrence Cases has been laid down and the same has been amended from time to time. This must be strictly followed by all concerned while dealing with FC Cases.
   (Auth : E-in-C's Br letter No 80223/Pol/E2 (WPC) dt 30 Nov 90 as amended.)

2. **Instruction on SOP**
   Instructions on the SOP to be adopted for processing FC cases as laid down in E-in-C's Branch letter DT 30 Nov 90 should continue to be followed. All financial concurrence
cases be prepared as per details circulated vide E-in-C's Br letter No 80223/Pol/E2 (WPC) dt 11 Apr 88.

3. **Processing of AEs/BPs/FC Cases :**
   It has been intimated by QMG’s Br that staff at Command HQ is not kept informed about processing of Estimates/BPs/FC cases to E-in-C’s Br by Zonal CEs. The staff should be kept informed by endorsing a copy of the forwarding letter only.
   (Auth : E-in-C’s Br letter No A/00029/E2 Army/Tech Coord dt 05 April 91.)

4. **Movement of FC Cases through staff :**
   Guideline and check list for correct preparation of FC Cases have been laid down in E-in-C’s Br letter No A/00029/E2 Army/Tech Coord dt 18 Dec 89 and 80223/Pol/E2 (WPC) dt 30 Nov 90 as amended.
   CEs Command should keep a close watch on the planning programme of CEs Zone/Project and movement of FC Cases through the staff channel. FC Cases through staff channel must reach QMG’s Br within two weeks.
   (Auth : E-in-C’s Br letter No 80223/Pol/E2 (WPC) dt 30 Jan 92.)

5. **Processing of FC Cases :**
   (a) Inspite of clear instructions on the subject, it has been observed that FC Cases are not being processed promptly within stipulated time frame laid down. At times, this had led to expiry of validity period resulting in infructuous expenditure in recalling the tenders and increase in cost.
   (Auth : E-in-C’s Br letter No 80223/Pol/E2 (WPC) dt 11 Nov 96 and even No dt 02 Dec 96.)
   (b) Zonal CEs to personally pursue that FC Cases are submitted within the stipulated time of 10 days. FC documents complete with all relevant details be forwarded to concerned Wks Dte of E-in-C’s Br by fastest means. An officer conversant with FC Cases be detailed whenever called for.
   (Auth : E-in-C’s Br letter No 80223/Pol/E2 (WPC) dt 17 Feb 97.)

6. **Tolerance limit in FC Cases :**
   As per para 22(c) DWP-86, a statement of case for financial concurrence should include a revised estimate for part/parts of the work included in the tender in the form of the work included in the tender in the form of Appx ‘C’ to DWP-86. Following the financial concurrence the revised Admin Approval is to be accorded by Competent Authority in the shape of Corrigendum. The tolerance limit of 10% is applicable to the revised Admin Approval based on such Corrigendum. The lower formations allowing expenditure beyond amount of financial concurrence issued is irregular and should not be allowed.
   (Auth : E-in-C’s Br letter No 95533/Pol/E2W (PPC) dt 28 April 98.)

7. **Financial Concurrence Cases under enhanced powers by IFAs for works already sanctioned :**
   Effective date of Govt letter under which the financial powers were enhanced by Govt vide MOD letter No 3(7)/93/D(Works) dt 26.08.98 is 1.10.98. Certain queries raised by some controllers, it has been clarified that the powers indicated in MOD letter dt 26.08.98 are to be exercised by according financial concurrence/corrigendum/revised Admin Approval including in respect of past cases.

8. **Accounting of Amounts payable under reimbursement/refund on variation in prices/financial concurrence cases :**
   MOD letter No 4(4)/4413/D(Works-II) dated 15 Sep 82 regarding the procedure of accounting the amount payable under reimbursement/ refund on variation in prices shall be deemed a Financial Concurrence for payment of reimbursement on variation in prices.
   When the over all cost of a service executed by more than permissible tolerance limit, on account of any reason, including escalation payment, revised Administrative Approval will be obtained on completion of the project.

9. **Financial Management of works : Use of tolerance limit over Administrative Approval amount**
   Entire amount of permissible tolerance over Admin Approval is not to be utilised for accepting a few initial contracts of a project. Only proportionate permissible tolerance limit
amount is utilised while accepting tender for those items of Administrative Approval as included in the tender.


10. **Check List : Financial Concurrence**

   Check list of FC Cases has been issued vide A/00029/FC/E2 Army/TC dt 15 Nov 95 referring MOD ID No 14(22/D(W-II)/92 dt 28 May 93.

**SECTION-10 : PROGRESSING AND MONITORING OF WORKS**

1. **Quarterly Progress Report (QPR)**:

   (a) Army : Detailed instructions have been issued for submission of QPRs for major works for Army. The Salient points are as follows :

   (i) Separate formats for QPR, Part I for works sanctioned by Govt/ COAs only costing up to Rs 2 crores, 2 crores to 5 crores and for these costing above Rs 5 crores.

   (ii) the QPR for Govt power works and Army HQs works only need to be sent to E-in-C’s Br.

   (iii) Progress on Lower CFA works up to Command HQs works should be monitored by Command CEs and QPR distributed only upto Command HQs.

   (iv) QPR part I and II for Govt power works and Army HQs works should be initiated at CE Zone level under the signature of Chief Engineer or Offg Chief Engineer integrated planning pgme for all items/sub items of the project should be indicated including sub items delegated to CWE/GEs.

   (v) QPR for works sanctioned by GOC-in-C and lower CFAs may be continued to be initiated by respective CWE on format and distributed up to Comd HQ S only Part I need only to be sent to staff authorities.

   (vi) QPR must reach E-in-C’s Br by 30 Jan, 30 April, 30 July and 30 Oct.

   (vii) Quarterly review report will be compiled at this HQ based on above QPR for respective quarter and submitted to QMG’s Br, MOD and MOD (Fin). Copies will be sent to Zonal CEs for info.

   (viii) Brief history of the projects which are declared important and are closely monitored by MOD will be submitted by Zonal CEs in duplicate as soon as project is sanctioned and released covering all aspects of the projects as per format. The history sheet of the project will be updated from time to time so that complete record is kept at Zonal level and E-in-C’s Br.

   (ix) The QPR will be distributed by Zonal CEs as under :-

   (a) E-in-C’s Br (E2 Army) - 2 copies

   (b) CE Command - 2 copies

   (c) Respective CsWE - 2 copies

   Along with all appendices

   (x) CE Command will send one copy of Part I only to their respective Command HQs.


   (xi) Detailed instruction for quarterly progress reports for major works applicable to Navy, Coast Guard, AF, R&D and DGQA are issued by the E-in-C’s Br laying down, file of the report, periodicity, indicating position on, initiation level and date, intermediate level and date and final level of reporting and due date. Also formats for QPR circulated.


2. **Delays in time and cost overruns**:

   (a) Delay in completion of project : There has been Time and Cost over run in completion of many projects. This is a sore subject which has invited criticism right up to MOD. In order to identify bottlenecks in the system which result in over runs and outline suggested remedial measures, a paper prepared has been circulated for taking actions.

Time and Cost over run: Time and cost over run in Defence Projects has been the subject of adverse criticism by the Comptroller and Auditor General of India, Public Accounts Committee of Lok Sabha and Estimate Committee of Lok Sabha in the past. Hence there is utmost necessity of close monitoring of sanctioned ongoing projects, avoidance of factors leading to time delays in planning and execution of projects and prompt disposal of financial concurrence cases.

Monitoring of Projects: The importance of strict adherence to time and cost schedules of Projects needs no emphasis. There is a need to strengthen the monitoring and control system of operating for Defence Works.

Inadequate Project Detailing: A project of an Auditorium Complex initially planned to be completed in a time frame of four years took ten years to be completed at five times the initial cost due to inadequate detailing at planning stage, termination of contract resulting in delay and revision of equipment design by users during the currency of the work. Instruction laid down in the letter are to be followed for timely completion of the projects.

Inordinate delays in installation and commissioning of equipment: Inspite of instruction existing on the subject, certain cases have come to notice of MOD where civil works have been inordinately delayed with the result the warranty period of the equipment expired. This in turn attracted severe criticism from Audit. To avoid such lapses, procurement of equipment and completion of civil works are to be properly dovetailed.

Project Management Group: Project Management Group (PMG) be appointed for every large complex and multidisciplinary projects for preliminary stages of conceptualisation, planning, coordination, sanction upto completion and handing over.

Visit of Architect to site: Periodical visit of the Architect to site of construction is to be ensured to achieve better results.

SECTION-11: CANTONMENT PLANNING

1. Norms for Land Requirement for Army Units
   Guidelines for calculation of land requirements for the purpose of acquisition and Zonal space allocation are as follows:
   (a) Total land requirement in a station will be based on Hand book on Planning of Large Military Cantonments 1947.
   (b) Allocation of areas within the station to individual units including married zones will be based on E-in-C’s Works Pamphlet No.11 of 1972.
   (c) Allocation of areas within the unit Zones for various activities for preparation of master plan will be based on Engineer Technical Information No 16 of 1966.
   (d) An adhoc cut of 33% is applied to the land requirements worked out as per Hand book on planning of large Military Cantonments 1947, except existing cantonments, Category ‘A’ establishments, training areas (ranges) and hilly areas.
   (e) Land requirements for different units/formations worked out on the basis of the guidelines contained in above letter are given in E-in-C’s Branch letter No 84008/CP dated 23 Apr 76.

2. Preparation of Zonal Plan
   It is essential that KLP is approved and ‘No Objection Certificate’ for the land to be acquired is obtained from the State Govt. before the Zonal plan of the station is envisaged. Based on the priorities indicated by Command HQs, the annual programme of Zonal Plans will be issued by QMG’s Branch.
Responsibility of DCP (now called DDGW(CP)) and command Planning Team for preparation of Zonal areas are as under :-

(a) **DCP**

(i) Station with strength over 5000 troops.
(ii) New military stations ‘ab into’ excluding single unit stations.
(iii) Stations where prestigious Category ‘A’ establishments are located.
(iv) Vetting of revised Zonal plans of stations having strength of more than 5000 troops for which revision is delegated to CPT for specific reasons irrespective of whether the preparation of initial Zonal Plan was carried out by the DCP or CPT.

(b) **CPT**

(i) Stations with strength less than 5000 troops and revision of Zonal Plans of such stations.
(ii) All Zonal Plans prepared by CPT will be approved by the respective GOC-in-C and forwarded to QMG’s Branch as well as to DCP for record.

Capacity of the two planning teams of DCP is 4 to 6 Zonal Plans per year.

Survey by Survey of India should be carried out as soon as no objection certificate for the land to be acquired is received. The plan should be available atleast 6 months before the date of assembly of the board.

Preliminary work before the assembly of Zonal plan Board requires 19 weeks after receipt of site data and survey plan. After that 12 weeks are required for finalisation of the Zonal Plan. (Auth : QMG’s Branch letter No 30973/Q3(Plg) dated 21 Jun/03 Sep 85).

Once the Zonal Plan is approved by the QMG’s Branch, no deviation will be made without approval of Army HQ. Any changes required due to Administrative or technical reasons will be taken up through Staff Channels. (E-in-C’s Branch letter No 89959/CP dated 21 Jun 69).

3. **Master Plans**

Master Plans will be prepared by the Cantonments Planning Dte or Cantonment Planning Teams of the Command based on a programme to be worked out in conjunction with the staff at appropriate level. The Master Plans will cover all the KLP units to be located in the station. Non-KLP units will not be covered. These plans will be prepared by Engineers in accordance with instructions contained in ETI 16 of Jan 66 (pp 17-18) and will be finalised by DGW or Command Chief Engr as the case may be. A Master Plan or a part there of is the site plan forming part of siting board proceedings. When siting Boards are ordered for any accommodation to be built in any Cantonment/military station for which a Master Plan has been prepared it will be based on these plans, but changes may be made by the Sitting Board who will then ratify the Master Plan in its entirety or in parts depending on what accommodation is required to be built. (Auth : E-in-C’s Branch letter No 89959/CP dated 21 Jun 69).

4. **Construction of permanent assets and hired/leased/temporary requisitioned land**

Instructions issued vide QMG’s Br letter No 01247/Q3W (Policy) dt 22 Jun 93 stipulates that the project must be planned on A-I Defence land only which is free from all encumbrances. These instructions have been issued with a view to ensure that no infractuous expenditure is incurred by creating permanent assets on temporarily requisitioned land. All zonal CEs should render correct advice to CFA. (Auth : E-in-C’s Br letter No 95533/Pol/E2 (WPC) dt 20 Aug 93).

5. **Construction of temporary/permanent structure at places of workshop on Defence land**

It has been observed that temporary/permanent structures are being erected at places of workshop, adjacent to MES installations and office premises without proper sanction. To avoid security hazard and encroachment of Defence Land, the permission for construction of such structures may be done only after obtaining proper sanction as laid down in Govt of India, MOD letter No 75701/Q5 (B)/412/D(Land) dt 21 Jan 1977. (Auth : QMG’s Br letter No 35369/94/Q3W (Policy) dt 28 Jan 94 circulated under E-in-C’s Br letter No 37696/9/Pol/E2 (WPC) dt 15 Feb 94).
6. **Policy regarding addition, alteration, renovation, reconstruction of private buildings in the Cantonments**

The addition, alteration, repair, maintenance, reconstruction and renovation of buildings in Cantonments erected on sites held on old grant and other resemble tenures shall be regulated in accordance with the provisions contained in the letter.


7. **Basic Principles and Norms Planning concepts and Principles**

**Objectives**

(a) 1947 Handbook on Cantonment Planning lays down three fold objectives for planning of new cantonments namely:

(i) To decide on best location.
(ii) To outline the best possible layout.
(iii) To forsee difficulties that may be encount ered in the execution of the project (for details refer Cantonment Planning Handbook 1947, pages 1-60).

**Concepts**

(b) Conventional concepts in planning, grouping, zoning for buildings and various land uses, and factors affecting planning parameters have been outlined in general in ETI 16, Manual of Cantonment Planning, Chapter III (pages 6-12).

8. **Land Norms**

(a) Total land requirement in stations is given in Handbook on Planning of large Military Cantonment 1947. However, the same have been modified vide QMG No A/30973/Q3 Plg dt 03 Jul 75 (refer para 3 below).

(b) **Zonal Plan Development and land Requirements**

An adhoc cut of 33% was applied to the land requirements worked out as per Handbook on planning of large Military Cantonments 1947, except existing cantonments, Category ‘A’ establishments, training areas, ranges and hilly areas, pending finalisation.

(c) Subsequently a clarification was issued vide QMG’s Br No A/83676/Q3L (Policy) dt 16 Jul 73 that 33% cut will be applicable in the case of new projects even in old cantt where demolition and fresh construction is undertaken.

(d) **Revision of Land Norms**

The land norms have been further revised, which amount to a cut of 41.8% on the norms laid down in 1947 Handbook. These Norms apply in the case of assessing land requirements, whenever additional land is required for such existing stations (items – wise norms for calculating the land requirements for a new station have also been specified in Govt of India letter No 12026/41/84/D (Lands) dt 19 Feb 1991.

(e) **Revision of Land Norms : Ranges**

Details of revised norms for calculation of classification and grenade ranges is given in QMG’s Br letter No B/61862/Land Norms/Q3 (Plg) dt 27 Apr 92.

(f) **Allocation of areas within a station to individual units including md zones are to be based on QMG’s Br letter No A/30973/Q3 (Plg) dt 03 Jul 75.**

(g) **Creation of Assets on lands on the Charge of Army**

Procedure for construction of Defence assets on lands hired from Central Government Department, State Govt, Private Parties, requisitioned under RAIP Act 1952 or J&K RAIP ACT 1958, and held on the charge of the Army has been laid down Govt of India letter No 77549/Q3L (Policy)/8211/ D(Lands) dt 16 Nov 1981.

(h) **Construction of Permanent Assets on Hired/Lease/Temporary Requisitions land**

All projects must be planned on A-I Defence land only which is free from all encumbrances, in order to avoid any infructuous expenditure, with the exception that if the remaining lease period of leased/ hired land, after completion of construction is equal to or more than the life of the assets created.

(Auth : QMG’s Br letter No 01247/Q3W/Policy dt 22 June 93 and DDGW (P&C) letter No 95533/Poli/E2 (WPC) dt 20 Aug 93).

9. **Zonal Plans and Master Plans**

(a) **Time Schedule for preparation of Zonal plans**
Preliminary work before assembly of zonal plan B.O.O. requires 19 weeks after receipt of site data and survey plan. After that, 12 weeks are required for finalisation of the zonal Plan (QMG’s Br letter No A/30973/Q3 (Plg) dt 21 Jun/03 Sep 85).

(b) **Format of Zonal Plans**  
To facilitate periodic review and carrying out minor changes in layout due to changes in KLP, a format of Zonal Plan has been laid down in QMG’s Br letter No A/30973/Q3 (Plg) dt 31 Mar 82.

(c) **Zonal Plans Development and Concept and Land requirements**  
Guidelines on staff and user concept and calculation of land requirements for acquisition and zonal space allocation, for development of Zonal Plan were issued under QMG’s Br letter No A/30973/Q3 (Plg) dt 05 Jul 75.

(d) **Preparation of part Zonal Plans**  
QMG’s Br letter No C/01793/Q3 (Plg) dt 30 Nov 79 lays down policy on preparation of part zonal plans pending acquisition of land.

(e) **Responsibility for preparation and finalisation of Zonal Plan**  
Policy with reference to delegation of responsibilities for preparation of Zonal Plan between Dte of Cantt Plg and Command Engineers has been laid in QMG’s Br letter No A/30973/Q3 (Plg) dt 30 Jun/03 Jul 76. All Zonal Plans/Master Plans of stations with strength upto 5000 troops (except category ‘A’ establishments) will be developed by Command Engineers and approved by GOC-in-C Command personally. Zonal Plans of Cat ‘A’ est and tps strength with more than 5000 tps will be prepared and produced by DCP Dte.

(f) **Preparation and finalisation of Zonal Plans**  
The procedure to be followed, in preparation and finalisation of Zonal Plans was circulated to all Command vide QMG’s Br letter No A/30973/Q3 (Plg) dt 16 Mar 74.

(g) **Zonal Plans-Supporting Documents**  
The documents required along with Zonal Plans for vetting and approval are given in QMG’s Br letter No A/30973/Q3 (Plg) dt 08 Nov 74.

(h) **Proposal for Revision of Zonal Plans**  
QMG’s Br letter No A/30973/Q3 (Plg) dt 02 May 86 brings out that while forwarding the proposals for revision of Zonal Plans, HQ’s Command should indicate the reasons for the revision to decide on delegation of work either to Army HQ Planning team or Command teams.

(i) **Preparation of Zonal Plans**  
QMG’s letter No A/01793/Q3 (Plg) dt 28 Nov 89, was circulated to advise all formations not to alter the approved zonal plans and adhere to the guidelines issued for preparation/revision of zonal plans.

(k) **Preparation and approval of Master Plans**  
Master Plans will be prepared by Dte of Cantonment Planning or Cantonment Planning Teams of the Command, based on a programme to be worked out in conjunction with the staff at appropriate level. The master plans will cover all the KLP units to be located in the station. Non-KLP units will not be covered. These plans will be prepared by Engineers in accordance with instructions contained in ETI 16 of Jan 1996 (pages 17-18) and will be finalised by DGW or Command CEs as the case may be. When siting boards are ordered for any accn to be built in any cantonment/military station for which a Master Plan has been prepared, it will be based on these plans, but changes may be made by the siting board who will then rectify the master plan in its entirely or in parts depending on what accn is required to be built (E-in-C’s Br letter No 89959/CP dt 21 Jun 69).

(l) **Preparation of Zonal and Master Plans for Air Force Stations**  
Policy for preparation of zonal and master plans in entirely including the Air Force Station, for ensuring planned development was laid down in DDGW(CP) letter No 84008/Pol/CP dt 19 Jan 90.

(m) **Provision of accn for NCC**  
The procedure and policy to be followed for providing office accn to NCC Directorates/Group HQ/Units and residential accn to Service officers, JCOs, NCOs and OR
posted to NCC is covered in QMG’s letter No 50102/Q3W (policy) dt 05 Apr 82 and clarified further vide QMG’s Br letter No B/25772/Q3 (Plg) dt 06 Sep 93 and B/25772/Q3/Plg dt 04 Oct 93.

10. **Standard Road Cross Sections**

   (a) Standard road cross sections, to be followed in planning for cantonment are given in Engineer Technical Information (ETI) No 16 of 1966, Manual on Planning of Cantonments which stands revised.

   (b) Standard Road Cross Section in Plains

   Revised standard road cross section for plains by adopting four types of roads are given in Drawing No 59/91/R dt 11 Nov 91 and instructions issued vide DDGW’s letter No 84008/Pol/CP dt 22 Nov 91 and 84008/Pol/CP dt 05 Mar 92. The details of different roads are as follows:

<table>
<thead>
<tr>
<th>ROAD</th>
<th>RIGHT OF WAY</th>
<th>CARRIAGE WAY WIDTH</th>
<th>TO BE USED FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>RD-1</td>
<td>40 M</td>
<td>Two lanes of 7.5 M each Shall be adopted as Arterial for all roads taking off from National/State highways in the Mily Stns where Div HQ or above is located.</td>
</tr>
<tr>
<td>(ii)</td>
<td>RD-2</td>
<td>30 M</td>
<td>Single lane of 10.5 M Shall be adopted for Sub arterial roads where Brigade HQ is located.</td>
</tr>
<tr>
<td>(iii)</td>
<td>RD-3</td>
<td>20 M</td>
<td>Single lane of 7.00 M Shall be used as approach to units and md zones from the diametric approach.</td>
</tr>
<tr>
<td>(iv)</td>
<td>RD-4</td>
<td>10 M</td>
<td>Single lane of 3.5 M Shall be used as approach within the unit line and individual approaches to md accn.</td>
</tr>
</tbody>
</table>

   * When RD-2 is used as Arterial road in a Bde and lesser size station, a central verge of 2M shall be provided with low level landscaping with a carriage way of 5.25 M wide each. Central verge will be obtained by deleting the unpaved portion provided in cross section (Drawing No. mentioned above in para 4.3) adjacent to drain.

**SECTION-12 : MAINTENANCE**

1. **Maintenance and upkeep of Govt Buildings**

   Maintenance and upkeep of Government buildings should be carried out as per QMG’s Branch/ Q3(Policy) No B/32844/Q3W (Policy) dt 01 Jan 86.


2. **Plinth Area rates- For Civil Engineering/Electrical Engineering Maintenance of Bldgs**

   The Plinth Area Rates for Civil Engineering Maintenance of bldgs will be increased by 50% for Residential and 25 % for non-residential buildings at Andaman & Nicobar group of Island and hilly areas. For electrical engineering maintenance, plinth area rates will be increased by 10% for accn situated at altitudes more than 5000 ft and accn at Andaman & Nicobar Islands.


   The Plinth Area rates of Annual Repairs of Civil Engineering/ Electrical Engineering maintenance for high-rise buildings located in Coastal areas in respect of certain residential accn will be enhanced as given in MOD letter No 87966/E2W (PPC)/1500/D(W-I) dt 05 Nov 98 circulated under E-in-C’s Br letter No 87966/Pol/E2W (PPC) dt 11 Nov 98/16 Nov 98.

3. **Norms of expenditure for Maintenance of Government Buildings by MES**

   Norms were issued vide ministry of Defence letter No 87966/E2W (PPC)/1103/DO-II/D(W-I) dated 30 Jul 98 circulated vide our letter No 87966/Pol/E2W (PPC) dated 30 Jul 98.
4. **Handing /Taking over of completed projects between GEs (project) and (Maintenance)**

5. **Supervision of Major Works by Junior Executives**
   Duties and points to be observed/checked by Engineer-in-Charge. Supdts I & II are laid down in E-in-C’s Branch letter No 41917/E2/WPC dated 04/14 Nov 77.

6. **Maintenance of Register of Military Buildings**
   The hutted structure provided under tentage replacement scheme will be borne on Register of Temporary Buildings maintained like any other temporary buildings. (Auth : E-in-C’s Branch letter No 36163/E2(WPC) dated 06 April 76).

7. **Periodical Services**
   Periodicity of periodical services as provided under Table ‘G’ of RMES was revised. It provides increased periodicity for Hospital and MI Rooms. (Auth : E-in-C’s Br letter No 80168/Pol/E2(WPC) dt 06 Apr 84).

8. **Financial limit of Major works costing upto Rs. 1 Lakh was enhanced or Rs. 2.00 lakhs debitable to Revenue Head of Account.**

9. **Repairs and Maintenance works**
   Hill Roads – Storm damages to hill roads will be made good as under :-
   (a) Slip clearance i.e removal of debris. Repairs/petty additions to protective works will be carried out and charged to normal maintenance grant.
   (b) Subsidence of a portion of road involving extensive repairs, renewals and additional protective works etc will be carried out under Para 12 of works Procedure and regularised as Special Repairs.
   (c) Land slides, involving complete washing away of a section of road will be carried out under Para 12 of works Procedure and regularised as “Original Works”. C of I in terms of Para 73 and 73(A) of (FR-I) will also be held. (Auth : MOD letter No 87472/Q3(Policy)/3772-ASO-II/D(Works) dated 27 Nov 58 circulated under E-in-C’s Branch letter No 47164/E2A dated 08 Jan 63).

10. **Repairs to Dilapidated buildings**
    The repairs of a building should be considered uneconomical only when the cost of repairs is likely to exceed 50 % of cost of buildings at present rate and not its book value. (Auth : E-in-C’s Branch letter No 89311/E2(WPC) dated 10 Nov 80).

11. **Maintenance of Buildings and Services**
    To help keep unit lines clean and tidy, unit should not misuse or will-fully damage Govt property and also promptly pay any barrack damages due. (Auth : QMG’s Branch letter No B/25827/Q3W(Policy) dated 23 Jan 73 forwarded under letter No 89311/E2A dated 05 Feb 73).

12. **Maintenance of Buildings**
    Maintenance is essentially an engineer responsibility and staff approval to the maintenance programme is only obtained for laying down priorities. Breakdown of maintenance requirement is considered to be as under :-
    (a) Structural requirements like repairs to roofs, floors, joinery etc. ---- 40%
    (b) Periodical services ---- 15 %
    (c) Employment of DEL for petty day to day jobs ---- 40%
    (a) Special station jobs and miscellaneous items which are normally not recurring. ---- 5%
    To avoid mounting criticism on maintenance, GEs/CaWE should inspect requisition registers to check both the necessity for the jobs and their satisfactory completion. (Auth : E-in-C’s Branch letter No 89311/E2A dated 10 April 72).
Misuse of Government property by units amounts to willful damage. This makes unit lines look shabby and unkempt. Barrack damages should be paid promptly as given in Para 1176, Defence Services Regulations to ensure timely rectification of damages. (Auth : QMG’s Branch letter No B/25827/Q3(Policy) dated 23 Jun 73 forwarded under E-in-C’s Branch letter No 89311/E2A dated 05 Feb 73).

13. **Clearance of Storm Water Drains and Road side drains**
   MES is responsible for maintaining good state of all types of drains by repairs (RMES para 249). Cleaning of the drains is the responsibility of the authority in occupation or executive management of the area as laid down in para 251 of RMES. The responsibility for cleaning the drains in the stations rests with the station Hqrs or the units in occupation of the area. (Auth : E-in-C’s Br letter No 37696/E2 (WPC) dt 09 Nov 78).

14. **Maintenance of Hospital Services**
   For proper maintenance of services single point services centre be created under on auth only for better coordination. (Auth : E-in-C’s Br letter No A/00062/E2 Army/TC dt 28 Jun 99).

15. **Repairs to Buildings – Replacement of glass panes**
   Damage of glass panes due to normal wear and tear will be carried out under normal maintenance. Damages due to deliberage or gross negligence of the occupants will be replaced after charging Barrack Damage to the occupant. All damages due to natural calamities, e.g storms will be replaced after following the procedure laid down for writing off of loss. The need for early replacement of the glass panes cannot be over-emphasised to avoid bad appearance, protection from weather and inconvenience to occupants. (Auth : E-in-C’s Br letter No 89311/E2A dt 26 Sep 69).

16. **Maintenance of Buildings and Services**
   The maintenance of Barracks should be brought up to the required standard. Particular attention will be paid to the maintenance of internal services including electrification, plumbing, replacement of glass panes and furniture. (Auth : E-in-C’s Br letter No 89311/E1A dt 12 Aug 69).

17. **Barrack Damages**
   As per existing instructions, immediate action should be taken for making good the deficiency/damage once the barrack damage voucher is prepared and accepted. Complete record should be maintained in the Register of Barrack damages. The progress of paid barrack damage till completion should be watched by all concerned. (Auth : E-in-C’s Br letter No 99678/E2 (Army) dt 18 Aug 80).

18. **Periodicity of maintenance of OTA Buildings**
   MOD has conveyed the sanction of the President to periodical maint of all permanent buildings of the Officers Training Academy, Chennai being carried out as per Appx ‘A’. (Auth : MOD letter No 71892/GS/MTC (B)/1460-C/D(GS-II) dt 01 Aug 1990.)

19. **Execution and maintenance of works for Coast Guard Organisation**
   Staff for providing maintenance cover to Coast Guard Stations not having such staff at Stations already under MES cover will be projected through MES channel. (Auth : E-in-C’s Br letter No 37696/Misc/Poli/E2 (WPC) dt 10 Jun 91).

20. **User participation in maintenance of buildings**
   Inview of the utmost necessity for increased user participation in maintenance of buildings, copies of QMG’s Br/Q3W (Policy) letter No B/32844/Q3W (Policy) dt 31 Jan 92 and 01 Jan 86 were forwarded for information and further necessary action by MES lower formations (CE Comd/CE Zone/CWE/GE). (Auth : E-in-C’s Br letter No 87966/Poli/E2 (WPC) dt 19 Feb 92).

21. **Barrack Damages : Repairs/Replacements**
   A Statutory complaint has been received in Army HQ about charging of Barrack Damage from a Service Officer for certain damaged items like bath tub and WC amongst other items found during the process of handing/taking over of md accn at one of the stations. However, these items were not replaced. The next officer occupying the accn was given the same treatment as the previous officer. It appears that executives on ground are not aware of the procedure/policy letters issued by E-in-C’s Br. Suitable instructions are to be issued to all MES formations up to GE/AGE level for adoption of correct procedure. (Auth : E-in-C’s Br letter No 99678/Poli/E2 (WPC) dt 29 Dec 92).

22. **Maintenance of Army Aviation Units**
Army Aviation Units need to be given the same priority as Air Force Units with regard to flight safety and operational hazards. If need be, MES executives can resort to para 11 or para 12 of DWP 1986 to undertake repairs/works services, so as to complete the same expeditiously.


23. **Maintenance of Heritage Bldgs**
   The maintenance and repairs of heritage buildings cannot be given to INTACH for paucity of funds. It is essential to ensure that while carrying out repairs/maint of these buildings, their old character and old specifications are retained.


24. **Utilisation of Maintenance Funds**
   COAS has directed that the funds allotted for maintenance/repairs of acn should not be diverted for carrying out additions/alterations and maintenance of the appointment houses and a few prestigious buildings in the stations over and beyond their authorisation. Appropriate method to be adopted by obtaining sanction of minor/revenue works or special repairs out of funds specifically allotted for the purpose.


25. **Users participation and interaction for maintenance of bldgs – procurement of stores by MES formations**
   At the time of drawing maintenance programme in consultation with station commander/users, GE should bring out and include in the yearly maintenance programme the quantity of major stores to be procured in a year and approximate cost to be spent on such stores. However, detailed planning for procurement will be the responsibility of GE.


26. **Economy in use water and Electricity**
   Detailed Staff instructions have been issued by the QMG vide his letter No 72313/Q3(W(Policy) dated 11 Feb 76 forwarded under E-in-C’s letter No 22133/E2(WPC) dated 28 Feb 76. For Navy and Airforce side, similar instructions were forwarded under E-in-C’s Branch letter No 22133/E2WPC dated 28/29 March 1976.

30. **Maintenance Services – Troop Labour**
   It was been decided that troop labour will NOT be used for periodical services, repairs to road berms, roadside drains etc including de-chocking and replacement of bulbs. These will be carried out by MES as before. The same applies to restringing of charpoys.


31. **Inspection of Buildings, Fixtures and Furniture**
   Periodical inspections to the buildings should be carried out thoroughly alongwith the rep of user who should be not less than the rank of a JCO, preferably an officer and the records such as inventories and PSMBs should be brought up-to-date at this time. GEs/AGEs will institute frequent site checks for DEL and contract work with a view to improve quality and quantity of repair works.


32. **Common Utility Areas- Cleaning of**
   It is the responsibility of the Users to maintain common utility areas, such as stair cases, entrance halls, servants sanitary annexes etc but they cannot undertake the cleaning of inaccessible roofs, down take pipes, underside of reserve tanks etc. GEs should programme inspection of all such buildings prior to monsoon and winter rains and ensure that-

   (a) All inaccessible roofs are swept and down take pipes are removed of choking etc.
   (b) Leakage are stopped.
   (c) Road-side drains and area drainages are attended to in respect of repairs.


33. **Septic Tanks – Cleaning of**
   Cleaning of Septic Tanks is the responsibility of the MES.
34. **Annual payments for railways sidings and platforms**

As per the procedure laid down in para 5 of Appx 'J' of to RMES, annual payments is to be regulated to Railways for the maintenance of sidings and platforms serving Defence purposes and CWE will obtain and attach to the bill a certificate from the Area HQ or local Naval/Air authorities as the case may be to the effect that the particular siding is required for Defence purposes. If a siding is no longer required, action for its disposal will be initiated.


35. **Adjustment of Expenditure – Military Farms Maintenance Works**

Military farms are a quasi-commercial organisation. Vouchers for maintenance services should be submitted at the end of every quarter for the first three quarters and monthly for the last quarter of the financial year by the MES indicating works on which expenditure has been incurred. These vouchers are to be accepted by the Officer Incharge of the Military farms and compiled in his accounts. Annual maintenance programme in same way as for in the Army Units is to be worked out and approved by OC Station.


**SECTION-13 : SPECIAL REPAIRS**

1. **Monitoring of Works : Special Repairs**

COAS has directed that special repairs works should be closely monitored both by the staff and Engineers. He emphatically stated that special repairs funds shall not be surrendered at any cost. In order to implement COAS directions, CEs Comd should follow the action plan laid down in the letter ibid.


2. **Special Repairs to Temporary Buildings**

Considering the high cost of new construction, special repairs to temporary buildings can no longer be considered economical. The laid down standard of 50% of replacement cost was intended to ensure that only reasonably good temporary accommodation is recommended for special repairs and other buildings should be considered for demolition.

The temporary buildings considered for demolition would, however, continue to be maintained till the demolition is actually sanctioned.


3. **Special Repairs : Estimates**

When framing estimates for special repairs, all the items of repairs should be taken into account and the proposal should be based on engineer appreciation after detailed examination at site.


**SECTION-14 : OPERATIONAL WORKS PROCEDURE**

1. **Departmental Instructions – Operational Works**

(a) Chief Engineer Command will be responsible for keeping the numerical Account of the assets created under operation at works procedure by the Border Roads Organisation.


(b) Formations concerned shall keep a numerical record of all assets created under Op Wks Procedure.

2. **Operational Works Procedure**

(a) Government have introduced a procedure for execution of Op Wks in the Op Wks Areas which are so declared by the Government. Type of operation works are restricted to the following categories :-

(i) Field defences
(ii) Improvement of air fields, advance handling grounds, helipads, roads, bridges and ropeways.
(iii) Field water supply
(iv) Ancillary buildings to tented camps & hospitals.
(v) Shelters (but not huts) as a substitute to tentage.
(b) Construction of advance ground, helipads, roads (other than class 9 & above), bridges rope ways and technical and operational accommodation provided the sanction is
accorded by formation commander not lower than a divisional commander or equivalent in cases when the Op Wks in question is expected to last for more than three years from date of completion.

(c) Commanders in Op Wks areas may order execution of specific operation tasks on their formation engineers.

(d) Formation engineers may not always be in a position to execute all Op tasks. In such cases Op Wks areas may also be placed on MES or other departmental constructional agencies.

(e) Technical sanction will be issued by Chief Engineer Corps in all cases of Op tasks. Where Chief Engineer Corps does not exist, the Technical sanction shall be issued by Chief Engineer Command.

(f) Formation Engineers will not execute Op Wks through contracts.

(h) Representatives of Corps/Command Chief Engineer should check consumption of stores and labour with the Technical sanction accorded.

(j) Normal procedure will be adopted for procurement of stores locally.

In case of Op tasks executed by the MES, monthly expenditure return will be submitted by the MES Unit concerned to Chief Engineer & CDA through their unit accountants.

(l) Maintenance of assets taken over by MES will be out of departmental maintenance grant obtained in normal manner. Op Task assets not handed over to MES will be maintained from Op Task Maintenance funds specifically allotted each year.

(Auth : E-in-C’s Branch letter No 66449/E2(WPC) dated 19 May 77 and of even number dated 09 Jun 78).

3. Numerical Accounts

These shall be maintained in a bound volume indicating under mentioned particulars :-

(a) Serial No.
(b) OP Task No.
(c) Admin Approval No & dated
(d) Location (general area)
(e) Brief description of buildings/assets including No of buildings/assets.
(f) Authority for taking over (convening order for Board of Officers)
(g) Specifications
(h) Capital cost of buildings work etc.
(i) Capital cost of water and sewage work, if any.
(j) Capital cost of electrification
(k) Total capital cost.
(l) Disposal, with authority for handing over to MES/BR Deptt or dismantling etc.
(m) Remarks

A copy of the numerical account will also be maintained by Chief Engineer Command for audit purposes.


4. Management of Operational Works

A comprehensive brief on “Management of Operational Works” has been issued with the aim of assisting Commanders and Staff at all levels and to stream line planning and execution of Op Wks.


5. Declaration of OP Works Areas

(a) MOD has conveyed the sanction of the President for declaration of the areas w.e.f 01 Apr 99 to 31 Mar 2000 listed in Appx ‘B’ as Op Wks Areas for the period mentioned against items.


(b) The following additions may be made in Appx ‘B’ (List of areas declared as Op Wks area upto 31 Mar 2000) to Govt of India letter No 23(23)/95/D(GS-V) dt 29 Jan 99 regarding declaration of Op Wks Areas :-
2. The state of Punjab
3. The state of Himachal Pradesh
4. The state of Rajasthan
5. The state of Gujarat


(c) Govt of India, MOD has conveyed the sanction of the President for declaration of the areas w.e.f. 01 Apr 2000 to 31 Mar 2002 as Op Wks Areas as per the list given in Appx ‘A’ attached.


(d) Areas to be treated as works operation areas are given under appendix ‘A’ to Ministry of Defence letter No A/00955/Q3W (Policy)/1008/US/DW-I dated 18 Dec 85 circulated vide our No 66449/Pol/E2(WPC) dated 10 Jan 86, validity extended upto 31 Mar 1989.


6. Employment of Civil Labour for Maintenance of assets under the Operational Works Procedure:

Civil labour can be utilised for Maintenance of assets created under Op Wks.


SECTION - 15: MISCELLANEOUS

1. Relation of Staff authorities with MES

QMG’s Branch letter No B/32844/Q3W (Policy) dated 26 October, 1987 highlights areas in which Commander and Staff can make a positive contribution in improving the Service by MES as also improve its morale.

(Auth: QMG’s Branch letter circulated vide E-in-C’s Branch letter No 67148/Misc/E1A dated 10 Nov 87).

2. Station Duties

MES Officers to be exempted from Station duties so that construction programmes undertaken for all the Defence Services do not suffer.

(Auth: GS Branch letter No 84222/SD1(c) dated 8 Jul 85 and Army HQ C-in-C’s Secretariat letter No 48116/Q3W (iii) dated 03 Mar 53 circulated vide E-in-C’s Branch letter No 95533/Pol/E2(WPC) dated 21 Aug 85).

3. Local Purchase of Stationery

(a) CEs are empowered to locally purchase stationery upto Rs 6000/- in any one transaction subject to limit of Rs 30,000/- per annum, CsWE and GE upto 4,000/- in one transaction subject to the limit of Rs 24,000/- per annum.

(Auth: Govt of India letter No 6(2)/87/D(S&E) dated 06 Aug 87).

(b) Procurement of Stationery can also be resorted to, out of project contingencies.


4. Cash Inspection

Unutilised balances of Cash assignment at the end of March, can't be made use of in April. (Policy letter No 11/E2(WPC)/86, dated 22 Oct 86).

5. Insurance of Buildings

Government buildings used by units/establishments for storing/screening cellulose nitrate films for training purposes need not be insured but all necessary precautions prescribed under the Cinema to gram Act will, however, be taken irrespective of whether the Act and Rules made thereunder have applicability of these cases or not.
6. **Handing/Taking over of completed projects between GEs (Project) and Maintenance**
   Detailed instructions have been issued vide E-in-C's Br letter No 61642/E2 (WPC) dt 05 Oct 87.
   (Auth : Policy letter No 11/87/E2 (WPC)).

7. **Construction of Buildings by MES in the vicinity of Aerodrome**
   Local engineers should coordinate with local aerodrome authorities and obtain "No objection Certificate" before any construction is undertaken near aerodrome.

8. **Disposal of grass and usufructs**
   MES is responsible for disposal of usufructs from the areas indicated as under :-
   (a) Enclosed areas which form the compounds of Govt bungalows, offices, workshops and other military buildings when vacant.
   (b) Areas of land used as brick fields or quarries and catchment areas of MES water supplies.
   (c) Areas of land occupied by Engineer Parks.
   (a) Areas of land occupied by MES storage Yards.
   (b) Shoulders and over-run areas of airfields.

   For other Military Lands, the responsibility will be :-
   (a) Land in occupation of Army Units - Occupying Unit
   (b) Land not in occupation of Army - OC Station and MEO
   (Auth : E-in-C’s Branch letter No 41980/E2A dated 12 Oct 54 as amended by even number dated 09 April 62).

9. **Residential Accommodation to Civilian Chief Engineers and Addl Chief Engineers, CsWE and GEs**
   Civilian Chief Engineers and Addl Chief Engineers are authorised accommodation at par with Military Officers at all Army, Airforce and Naval stations other than New Delhi.

   CsWE and GEs are authorised accommodation at the location of Area HQs* and Sub Area* HQs respectively.
   (*equivalent in Navy/Airforce).


10. **Allotment of Residential Accn to Zonal CEs**
    Zonal CEs should be provided with reserved accn as per provisions contained in Regulations for the Army 1962 (Reprint 1983) at stations where their offices are co-located with Comd HQ. In other stations, they may be allotted Md accn on over riding priority basis.

11. **SOP – Handing/Taking over CE Zone**
12. **Accommodation for Staff engaged on Factory Projects**  
   Residential and non-residential accommodation for constructional staff engaged on Factory works will be included in the estimate of the project and will be built to permanent specifications. It will be utilised by Fy authorities after vacation by the MES Staff.  

13. **MD Accn for Civilian Officers of MES**  
   A certain percentage of type IV quarters constructed at various stations under Govt of India MOD letters dt 02 Sep 85, 05 Sep 88 and 09 Dec 94 as per provision of this letter ibid upto a maximum of 30% as decided by E-in-C’s Br will be reserved for allotment to officers who otherwise are entitled to type V or higher types of accn. The allotment of these quarters is governed by SRO 308/1978 applicable to Type V/Type (E) quarters.  

14. **Allotment of Accommodation Policy - MES Key Personnel**  
   The MES key personnel accommodation allotment policy is laid down in the QMG’s Br letter quoted below. MES key personnel are authorised for allotment of accn under a separate pool of accn which is specifically built for them. This accn is considered as reserved for them. A comprehensive policy on identification, quantification, allotment and vacation of MES key personnel accn is laid down in this policy letter.  

15. **List of MES employees categorised as key personnel for providing accn**  
   List of categories of MES key personnel circulated under E-in-C’s Br letter No 45870/E2 (WPC) dt 17 Feb 83 has been reviewed after taking into account the changes in designation of Industrial Categories. The revised list is enclosed as Appx ‘A’ to the letter.  
   (Auth : E-in-C’s Br letter No 45870/Pol/E2 (WPC) dt 23 Feb 99 and subsequently amended vide even letter No dt 07 Jun 99.)

16. **Periodicals and News Papers**  
   CsWE and GEs may purchase books, newspaper and periodicals to the extent of Rs 3,000/- and Rs 1,500/- per annum respectively.  

17. **Draft Audit Paras - Verification Reports**  
   Verification reports on draft audit paras should be submitted in two parts. Part ‘A’ covering the analysis of the draft para should have sentencewise comments. Part ‘B’ should have explanatory note bringing out the details of the case. Common irregularities and the salient points to be covered are given in Annexure ‘A’ to the under mentioned letter.  

18. **Security measures for Secret Projects**  
   All tenders/drawings of service installations excluding offices and residential buildings should be treated as classified. Distribution of documents should be as per accountable classified documents and should be withdrawn after use. Use of function of the building should not be disclosed on drawings.
Name of works and location of work should not be indicated in tenders. Only project job number as allotted in admin Approval should be quoted. All classified buildings/installations to be included in a contract should be given Codes or Nos with keys supplied to only those departmental staff upto the limit it is considered essential.

19. Security Instructions for holding Plain paper copiers
No security instructions exist for the PPCs for their safe custody and optimum utilisation for bonafide work. Therefore, the guidelines laid down in the letter is to be followed.

20. Transfer of Remount and Veterinary Buildings and Roads to the MES
MES have taken over all remount and veterinary buildings and roads with effect from 1 Apr-56. All works both capital and maintenance are carried out by the MES according to the Works Procedure as applicable from time to time.

21. Malis for MES Offices
One mali per office of Chief Engineer is authorised.

22. Recovery of Rent for furniture issued to officers of the Army, Navy and Air Force
Rates of Capital cost of furniture for purposes of hire charges were approved by Ministry. These are applicable w.e.f. 01 Jan 1988.

23. Recovery/Re-imbursement of furniture hire charges from Service Officers
Re-imbursement/recovery of furniture hire charges from Service Officers who are in occupation of Defence Pool Accn (Accn constructed/hired/requisitioned by MOD including accn constructed by Min of Urban Development and loaned to MOD) all over the country as per rates and conditions laid down in the Govt of India, MOD letter No C/00578/Q3 (B-i)/774/D(Q&C) dt 26 Feb 90).

The above orders would be applicable with effect from 01 July87. Army Instructions 16/S/48 as amended SAO 10/S/86 corresponding Naval & Air instructions as amended and MOD letter No NPC/0064/NHQ/1847/D(Q&C) dt 11 May 87 relating to the recovery/re-imbursements of hire charges from service officers would stand superceded from 1st July 1987. Adjustment of less/excess recoveries will be made accordingly.
(Auth : MOD letter No C/00578/Q3 (B-i)/774/D(Q&C) dt 26 Feb 90).

24. Reporting Damage to property due to storm etc
Report of damage to reach within 48 hrs on the format below :-
OP IMMEDIATE
From
To
Info
Damage to property (.) firstly (.) alfa (.) Loc (.) bravo (.) date of damage (.) charlie (.) cause of damage (.) delta (.) nature & extent of damage (.) one (.)
No. of bldgs structures damaged (.) two (.) Nature of damage (.) echo (.) approx cost of damage (.) secondly (.) whether c of I ordered.

25. **Losses of assets Borne on MES charge**
   Reference this HQ No 43344/XXVII/E2A dated 21 Sep 60 action to initiate C of I, where necessary, will be taken by the service concerned.

26. **Losses – Regularisation of**
   For regularisation of losses the following schedule is given in order to ensure reasonable promptness in processing and regularisation of losses. The time schedule as given below should generally be followed by all units/formations :-

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Report of loss</td>
<td>To be reported within 24 hours</td>
</tr>
<tr>
<td>(b) Preliminary Investigations</td>
<td>3 months</td>
</tr>
<tr>
<td>(c) Court of Inquiry</td>
<td>9 months</td>
</tr>
<tr>
<td>(d) Disciplinary action</td>
<td>Six months to 9 months</td>
</tr>
<tr>
<td>(e) Regularisation action</td>
<td>21 months</td>
</tr>
</tbody>
</table>


27. **Storm Damages**
   (a) Detailed Staff instructions on measures to prevent storm damages have been laid down.
   (Auth : AHQ letter No 58642/Q3W (Policy) dt 28 Apr 75 forwarded under E-in-C’s Br letter No 47164/E2 (WPC) dt 14 Apr 76.)

   (b) Criteria for reporting has been laid down in E-in-C’s Branch letter No 47164/E2 (WPC) dated 14 Apr 76.

28. **Storm Damages : Precautionary/Preventive Measures**
   (a) While siting accommodation, particularly in hills or in Areas which are quite often subjected to heavy rains or flash floods, detailed evaluation of the recorded meteorological conditions must be carried out prior to actual siting of the accn.

   (b) Due to storms etc., extensive damage takes place to services like electricity, water supply & sewage system. Non-function or incapacitation of such facilities not only creates hardships to the troops/other inhabitants, but also remain a source of fire hazard and insanitary conditions. If a roof or a wall which collapses during such a calamity, if not immediately repaired, it may cause further danger to life & property.

   (c) As soon as the court of Inquiry is compiled, it is deliberated and decided whether a building damaged by storm is usable or unusable, action must be initiated immediately to repair the building under provision of paras 5 & 6 of Works Procedure (Now DWP-1986).

29. **Intimation regarding loss due to Fire, Theft, Natural Calamities etc.**
   Where loss or damage is more than Rs 50,000/- (Book value) and takes place due to Fire, theft and natural calamities, MOD and Ministry of Finance (Defence) and E-in-C's Branch are required to be intimated within 48 hours. While initiating loss statement, a complete statement of case covering all the aspects viz how, when and why did it happen, holding of Court of Inquiry and disciplinary aspect, are fully explained.

30. **Resumption of properties which the holder wishes to sell or transfer**
   The details required by the Ministry of Defence for consideration of the proposal for resumption of the property when the sale or transfer thereof is not permitted have been given in Government letter No 730/14/L/L&C/70 dated 22 Jun 73.

31. **Resumption of Bungalows held on old grant-terms-Construction of Committees for assessment of compensation**
   A Committee consisting of the station commander, Defence Estate Officer, Garrison Engineer concerned and a representative of the regional CDA shall examine the relevant records and determine the amount of compensation payable on account of the resumption of such property. If the occupancy holder wishes to be heard in person, an opportunity for this should also be provided to him.
   Each case on quantum of compensation so decided payable to the occupancy holder will be referred to the Min and orders will be issued in consultation with MOD (Finance).

32. **Procedure for requisitioning and hiring of immovable properties**
   Corrigendum to Govt of India, MOD letter No 11011/2/77/D(Lands) dt 12 Oct 1977 laying down procedure for requisitioning and hiring of immovable property has been issued amending certain financial powers of staff authorities.

33. **Payment of Service Charges to Cantt Boards**
   These will be paid to Cantonment Boards in term of MOD letter No 9/5/C/L&C/72/Vol II/5508/D (Q&C) dated 14 September, 1984, and circulated vide E-in-C’s Branch letter No 62580/Pol/E2 (WPC) dated 08 Jan 85.

34. **Erection of Boundary Pillars on Military Land**
   The responsibility of re-erecting and maintaining boundary pillars for demarcating Military land or class A land will continue to rest with MES.
   The expenditure on erection will be charged to the same head of account to which the cost of Acquisition of land is charged or treated as original work as the case may be.

35. **MES formations and Staffing Norms**
   (a) The requirement of formations is based on computed work load. For the year 2000-2001, it is as follows :-
CE Zones - Rs 120.0 crores
CWE - Rs 26.0 crores
GE - Rs 10.0 crores
AGE (Indep) - Rs 4.0 crores
AGE - Rs 2.5 crores

The norms are updated every year based on cost Index/ inflation @ 10% approx.

36. **Staffing Norms**

   (b) **Command Chief Engineer**

   - (i) CE (Maj Gen) - 1
   - (ii) Addl CE (Brig) - 1
   - (iii) Addl CE (Col/ACE) - 2
   - (iv) SO-I - 4
   - (v) SO-II - 8
   - (vi) SO-III - 7
   - (vii) SAO - 3
   - (viii) AO-I - 3
   - (ix) AO-II - 6
   - (x) ASW - 1
   - (xi) Senior Arch - 1
   - (xii) Arch - 1
   - (xiii) Dy Arch - 1
   - (xiv) Chief D'man - 2
   - (xv) Elect. Insp - 2
   - (xvi) Private Secretary - 1

   (c) **Chief Engineer Zone**

   - (i) CE (Brig/Civ CE) - 1
   - (ii) Addl CE (Col/ACE) - 2
   - (iii) SO-I - 4
   - (iv) SO-II - 10
   - (v) SO-III - 10
   - (vi) AO-I - 1
   - (vii) AO-II - 2
   - (viii) SSW - 1
   - (ix) SW - 2
   - (x) ASW - 3
   - (xi) Senior Arch - 1
   - (xii) Arch - 2
   - (xiii) Dy Arch - 2
   - (xiv) Asst. Arch - 2
   - (xv) Chief D'man - 3
   - (xvi) IEM (Maj/EE) - 1
   - (xvii) IEM (Capt/AEE) - 1
   - (xviii) Private Secy - 1

   (d) **Commanders Works Engineer Staff**

   - (i) CWE - 1
   - (ii) DCWE - 2
   - (iii) SW - 1
   - (iv) ASW - 0.5
   - (v) SBSO - 1
   - (vi) AO2 - 1
(e) Garrison Engineer’s Office

(i) GE - 1
(ii) BSO - 1
(iii) AGE/AE - + 5.5


37. MES IBs
(a) Issue of Soap Cake :-
In order to effect economy, only small size soap cakes of about 25 grms will be provided in MES IBs, for use by occupants as against 80-100 gm soap cakes being supplied.

(b) Control :-
As per para 74 of RMES, MES IBs are provided at various stations for the convenience of the MES personnel inspecting works. In violation of provisions contained in RMES, Station Comdrs and various stations have assumed control of MES IBs. Since all messes are having guest rooms, there does not seem to be any justification for this. One room in IB may be kept at the disposal of Station Commander to meet administrative exigencies.
(Auth : MOD ID No 4595/D (Works)/95 dt 06 Dec 95).

(c) Control :-
The control of MES IBs will continue with the staff in order to effectively utilise combined resources of respective station HQs and MES to bring up standards of maintenance, upkeep and service. To mitigate difficulties being faced by MES officers for IB accn, distribution of suites between Stn HQs and MES will be as given in letter ibid.

(d) Control :-
Consequent to re-organisation of MES, certain dedicated MES formations exist in some of the stations. In stations stated above where two or more dedicated MES formations are co-located/situated in the vicinity of the MES IB, the senior most MES formation will control the allotment of suites earmarked for MES with immediate effect.

(e) Occupancy Rates :-
The occupancy rate for MES IB have been revised and issued on 31 Dec 99.

38. Brief for Inspecting/ Visiting Officers
It is observed that the briefs and information folders prepared by the Zonal CEs and CsWE for the visiting senior officers and the presentations made by them lack in substance and details. In order to derive maximum benefit from such visits/inspections and gain first hand knowledge of the performance of a Zone/CWE area, a new set of standard format for preparation of the information folder for such occasions. Information folder based on inputs as on March will be prepared and sent by June. Also updated information folder will be sent in advance to E-in-C’s Br by the concerned formation, on receipt of intimation of visit by E-in-C or the DGW.

39. Revised Procedure for issue of bills for license fee
With a view to simplify the procedure for issue of rent bills for rent and allied charges in respect of Defence Pool accommodation in occupation by the Service officers and to ensure an even recovery of dues from the officers every month, the new procedure will come into effect with effect from 01 July 1991. Stand and Bill formats circulated to all concerned at Appendices ‘A’ to ‘C’.

(Auth : MOD/D(Q&C) letter No 42099/Q3 (B-i)/4927/D(Q&C) dt 14 Nov 91 and E-in-C’s Br letter No 29469/V/Pol/E2 (WPC) dt 19 Nov 92).

40. **Revised procedure for issue of bills for licence fee and allied charges in respect of service officers on all India basis**

   With a view to simplify the procedure for issue of rent bills for rent and allied charges in respect of Defence Pool acn in occupation by the service officers and to ensure even recovery from officers, simplified forms of issue of rent bill has been introduced.


41. **Revised procedure for issue of bills for license fee and allied charges in respect of Service Officers on all India basis**

   With reference to para 3 and 5 of MOD letter No 42099/Q3 (B-i)/4927/D(Q&C) dt 14 Nov 1991, as amended vide corrigendum No 42099/Q3(B-i)/760/D(Q&C) dt 23 Feb 1993, Appendices A, B and C are circulated herewith for use by all concerned on All India basis. The effective date for use of the enclosed format will be 01 July 1998.


42. **Rates of recovery of electricity and water charges by MES**

   MOD has conveyed the sanction of the President to revise the rates of recovery of electricity and water charges by MES as per the instructions contained in the order. This comes into effect with effect from 01 Dec 1998. This supercedes provisions contained in the earlier Army Instruction issued vide PC/47044/Q3(B-i)/Vol IV/3470/DO-II/D(Works) dt 26 Aug 1994 and B/47044/Q3(B-i)/Vol V/374 (ii)/ DO-II/D(Works) dt 26 Aug 1994.


43. **Rent and allied charges – recovery from private parties**

   The audit authorities have brought out certain short comings in the system of recoveries of rent and allied charges of rentable buildings from the private parties. The procedure for fixation of rent and its recovery is laid down in para 9 of rent procedure and various instructions issued by MOD and QMG’s Br are to be followed strictly.


44. **Duties of MES executives and staff**

   The duties of MES executives are laid down in Appendices ‘A’ and ‘B’ of the letter and incorporated in para 135 of MES Standing Orders 1995.


45. **Duties of Junior Engineers**

   The duties of Junior Engineers (Civil), Junior Engineer (E and M) and Junior Engineer (Quantity Surveying and Contracts) are laid down in the letter ibid.


46. **Survey of Defence Land**

   In accordance with para 135 and 136 of RMES, the responsibility for carrying out acquisition of Defence land rests with DGDE. MES is responsible for execution of boundary pillars and the preparation of the maps. In a number of cases, erection of boundary pillars and preparation of maps are pending, even though acquisition work competed. An expeditious action should be taken.

47. **Survey Programme - Submission of demands**
   The formation of demand form, allocation of priorities, security classification, choice of scales, demand of copies, budgetary control have been laid down.

48. **Guidelines for sanctioning of MES Standing Industrial Staff**
   This HQ letter No 87966/1/E2 (WPC) dt 31 Dec 76/10 Jan 77 laying down guidelines in sanctioning of MES Standing Industrial establishment is hereby cancelled. These norms have since been revised by the MOD during 1986. These norms will be used for guidance only and the ceiling limits laid down for each category of industrial establishment indicated vide this HQ letter No 79160/S/Pl/EIC (1) dt 30 Mar 92 will not be exceeded under any circumstances.

49. **Revised parameters for Zonal Trophy**
   Based on discussions held at Comd and Zonal CEs Wks Conference held on 21 Sep 95, revised format for submission of Zonal Trophy has been evolved. All Comds will submit their recommendations for Zonal Trophy 1995-96 on the revised format issued.

50. **Amendment to RMES - 1968**
   MOD has accorded sanction for amending para 572 in Section 32 on page 144 of RMES 1968 (Reprint 1982) from Rs 1 lakhs to Rs 2.5 lakhs, wherever it appears in the paragraph.

51. **Amendment to RMES - 1968 (Reprint 1982) – Items 1 to 9 of Table ‘B’**
   The powers of MES executives given in table ‘B’ of RMES 1968 has been amended as given below:-

<table>
<thead>
<tr>
<th>Items of Table ‘B’</th>
<th>MOD letter No &amp; date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7,8 &amp; 9</td>
<td>95533/Pol/E2W (PPC)/907/99/D(W-II) dt 05 Mar 99.</td>
</tr>
</tbody>
</table>

52. **Introduction of Computers in MES**
   Management Information System (MIS) is the key word in the computer world today. Although other organisations have taken lead and advanced in this field and have setup reliable MIS but in MES are still lagging behind. Therefore, there is a need to carry out detailed study and introduce automation and computerisation. E-in-C has observed that inorder to establish reliable MIS, the following areas need improvement :-

   (a) Training of personnel on use of computers.
   (b) Reduction in man power.
   (c) Reduction in paper work.
   (d) Reduction in typewriters.
   Also WAN, E-mail etc should be introduced fast to achieve sufficient proficiency in use of computers.

53. **Restructuring of Works Dte**
   A comprehensive in-house study was carried out to restructure the Works Dte with a view to improve functional effectiveness and enhance efficiency while optimising the resources.
available. The changes on account of restructuring approved by E-in-C and implemented with effect from 01 Apr 98.

54. Permissible period of retention of Govt accn in case of death of the allottees

As per the provisions of SR-317-B-22, permissible period of retention of Govt accn is one year in case of death of the allottee on payment of normal rates of licence fee. After consideration by Min, it has now been decided to allow retention of accn for a further period of one more year on payment of normal rate of license fee.

55. MES Organisation – Technical Control

Though MES Regulation spell out the exercise of technical control at various levels, there appears to be misapprehension in regard to the chain of technical control and the functioning of Comd CEs on Works matters and the inter-relation ship with the Zonal CEs/Comd CEs. In practice, Zonal CEs started corresponding directly with the E-in-C on all matters thereby compromising the position of the Command CEs. With a view to remove this anomaly, certain instructions have been issued in the letter ibid for compliance by the Zonal CEs with immediate effect.

56. Performance Evaluation – Zonal CEs

Zonal CEs have been created to ensure efficient management of Works Services within the frame work of regulations and procedures laid down. The responsibilities of Zonal CEs encompass a wide spectrum of activities, viz, management of human, material and financial resources, planning of works and administration of contracts. Over a period of time, due to involvement of the Zonal CEs in station matters of administrative nature, the important aspect of technical administration has not been receiving adequate attention. It has, therefore, been decided to constitute a “Performance Evaluation Team (PET)” to periodically visit Zonal CEs to evaluate their performance, identify the areas to be improved and initiate action to address these areas.

57. Preservation of Wild Life

COAS has directed that the following steps be taken to encourage and preserve wild life in old and new cantonments :-

(a) Suitable mix of trees and shrubs compatible with the indigenous flora should be worked out for each station as purely ornamental trees do not encourage natural Wild Life.

(b) Static water tanks located within ordnance installations and ammunition depots be modified to enable the animals and birds to partake of it without risk of falling in and drowning.

Important Guidelines for preservation of Wild Life are :-

(a) In developing new military stations, we should not disturb the natural habitat of Wild Life as far as practicable. This is more so when a new ammunition or ordnance depot is established, due to large open and un-inhabited areas available.

(b) Indiscriminate tree cutting , removal of foliage and leveling of areas for terraces should in no case be resorted to, but restricted to area bounded by the bldgs.

(c) Natural land formation such as sand dunes, rock formations and water bodies should not be disturbed.

(d) Static water tanks within the depots should, atleast on one side, be of a design similar to a natural water hole, or pond to allow animals to drink water .

1. **Financial Control of MES Works Services**
   It is essential that the spirit of the system of control of expenditure as laid down in RMES is thoroughly appreciated and strictly complied by all officers entrusted with the execution of Engineer Services and administrative of funds. The administrative control is exercised by the CFAs, but the responsibility to render Engineer advice to CFAs rests with CEAs. Responsibility for financial and technical control of the Engineer Services devolves fully on CEAs. Some aspects of the financial control as laid down in RMES are elaborated in the letter ibid. (Auth : E-in-C’s Br letter No A/03364/92-93/E5 dt 22 Jun 93).

2. **Management of financial Resources**
   With a view to ensure better utilisations of Funds/Resources, the CEs Command have been advised to analyse and project their realistic demands in respect of carry over as well as New Works. Since it has been noticed that Commands are projecting exaggerated demands at various stages and when in turn allotted proportionate funds, are not able to utilise the same in full. (Auth  :  E-in-C’s Br letter No  A/02500/Pol/E5 dt 18 Feb 86. Policy letter No 1).

3. **Booking of Expenditure**
   To maintain an even flow of expenditure in all the quarters of a financial year and to obviate any adverse criticism from audit authorities and Public Accounts Committee, COAS had directed all the Estimating and Spending Authorities to ensure even flow of expenditure through out the financial year and by adhering to the expenditure targets as under :-
   - By 31 August  - 40%
   - By 30 Nov       - 60%
   - By December  - 80%
   - By March        - 100%

   This was communicated to all CEs Commands/Zones for strict compliance vide E-in-C's Br letter No. A/03364/98-99/E-5(Budget) dated 04 Sep 99. It was also emphasised that uneven flow of funds i.e. less booking during the first and second quarters of the FY leads to unrealistic assessment of requirement resulting in ultimate excess expenditure/surrender of funds. (Auth : E-in-C’s Branch letter Nos.A/02500/E-5(Budget) dated 05 May 95, A/03364/E-5(Budget)dated 04 Sep 98 and A/03364/99-2000/E-5(Budget) dated 20 Apr 99)

4. **Budgetary Control**
   **Cash Assignment**. Detailed guidelines have been laid down for MES executives to work out the requirement of cash assignment and CsDA to regulate the same. Cash assignment will be authorised to the MES executives based on their assessment of likely cash expenditure for each quarter of the year. As and when additional allocations are made, MES executives are authorised to make separate application for additional cash assignment duly supported with the allotment letter or an indication for the same by CEs Commands/Zones. (Auth : E-in-C's Branch letter No. A/39636/E-5(Budget) dated 11 Nov 98)

5. **Trend of Expenditure**
   In order to ensure full utilisation of allocations made as well as to maintain expenditure within the allocations, Commands have been asked to keep close watch on the pace of expenditure right from the beginning of the financial year. For better financial management and even spread of expenditure, Commands have also been asked to impress upon the MES executives down to GE level to maintain the tempo of Feb - Mar expenditure right from the first month of the financial year and achieve a target of at least 20% expenditure during the first quarter. All maintenance funds (except wages and tariff) are to be fully utilised and overall expenditure level is targeted to reach 75 to 80% by end December. A mechanism to be instituted for monthly monitoring of works expenditure and reconciliation of EDP and MER figures. Command CEs have also been asked to instruct CsWE/GEs to request Sub Area/Stn
Hqrs to issue sanctions for minor/Rev works and special repairs on PRIORITY latest by September.

6. **Rush of Expenditure**

Following adverse comments from Public Accounts Committee on uneven flow of expenditure in the financial years and rush of expenditure particularly in March, the CEs Commands have been instructed to direct all concerned down to GE level to strictly comply with the norms of expenditure fixed by COAS and ensure even flow of expenditure, as uneven flow of expenditure, specially less booking during the first and second quarter leads to unrealistic assessment of requirement ultimately resulting in excesses/surrenders of funds.


7. **Expenditure on capital works**

With a view to have more-strict compliance of monitoring of Expenditure, the CEs Command have been asked to send signal MER by 18th of every month following the month to which the expenditure pertains giving there in the expenditure incurred on Capital Works of Army, Navy, Airforce, Factories, R&D Org and Inspection work till the end of the preceding month. This signal MER is in addition to the normal expenditure return in vogue.


8. **Establishment charges to project : funds for telephones**

Inadequacy of funds to meet the expenditure on Telephone bills under Major Head 2076, Minor Head 800, Miscellaneous has been long felt. In order to overcome the problem and avoid disconnection of telephone due to non payment, a case was taken up with CGDA to permit booking of the expenditure on telephone charges to establishment charges catered for in individual projects @ 20% limit in the estimates. CGDA has agreed to the booking of telephone charges to project to establishment charges by dedicated GE/CWE/ CE (Project) formations only and not by any of the long established formations concerned with maintenance works.(Auth : E-in-C’s Br letter No 95533/Pol/E2 (WPC) dt 10 Mar 92).

9. **Sanction and release of low budgeted works**

Low Budgeted Works are those New Major Works which are costing Rs 2 lakhs to Rs 10 lakhs each and are debitable to Capital Works, Major Head 4076 – Capital outlay on Defence Services, Sub Major Head 01, Army Minor Head 202 (a) – Construction Works (New). Consequent to decentralisation of Low Budgetated Works to Commands, Policy guidelines that govern the procedure to be adopted for sanctioning and release of Low Budgetated Works are outlined in the letter.


10. **Monthly Expenditure Returns (MERs) : Capital Works, Revenue Works and Maintenance Services**

Experience indicates that the present system of expenditure reporting is not conducive to exercise effective control due to reasons listed in the letter. With a view to obviate the lacunae in the present system, revised procedure for expenditure reporting in MES as outlined in the letter will be followed from the financial year 1993-94.


11. **Monthly Expenditure Returns (MERs)**

In order to exercise effective financial control and enable engineer authorities to take remedial measures in time, wherever required, CEs Commands have been requested to direct all Zonal CEs and executives under them to ensure timely submission of MERs both for Capital Works and Rev & Maint Services as per the prescribed format so as to reach E-in-C’s Branch by 15th of the following month. In case, delay is anticipated due to unforeseen circumstances, advance information is required to be sent to E-in-C’s Br by signal/telex/fax by the due date followed by the detailed information. A format for advance information of MER has been devised and forwarded to all CEs Zones. Information in this format must include total sub
headwise cumulative expenditure incurred till the subject month in respect of Revenue & Maint Services and Capital works.

12. **Accounting Procedure : CP Vouchers**

Reference E-in-C's Br letter No A/01811/E5 dated 13 Jan 83, A/01811/E5 dt 18 Feb 1983 and No 39636/E5 dt 22 Nov 1984. Accounting procedure for CP Vouchers has been outlined in detail vide this HQ letters under reference. Inspite of clear instructions on the subject, past experience indicates that the allocation and accounting of these CP Vouchers is often inordinately delayed, resulting in anomalous situations. With a view to ensure better control on financial expenditure and accounting of all liabilities relating to CP Vouchers, time schedule and revised procedure has been evolved in consultation with CGDA. The revised procedure will be implemented from the financial year 1993-94.


13. **CP Vouchers**

In order to obviate inordinate delay in accounting of CP Vouchers, detailed guidelines and revised procedure for accounting of all liabilities relating to CP Vouchers has been issued in consultation with CGDA. With a large number of stages starting from DAD cell to GEs involved in routing the CP vouchers, the time lag for reconciliation of EDP Compilation of expdr on CP Vouchers and adjustment by GEs being large, the GEs have been allowed to book expdr in construction accounts based on the advance copy of the CP Vouchers, received directly from the consignee and reflect the same in the Monthly Expdr Return (MER). In case the advance copy is not received, the receipt vouchers is priced as per details in supply order and expdr is booked in construction account and reflected in MER. However, this is subject to readjustment on receipt of regular vouchers through CDA. The expdr on account of CP vouchers will not however be reflected by AAO in the punching medium as the DAD cells have already booked this expdr in EDP compilation immediately on receipt of vouchers from PAO of DGS&D. In order to obviate problems arising out of the tendency of CP vouchers, MER format has been modified to include detailed information in respect of CP vouchers. The CEs Commands had been asked to furnish information on adjustment of CP vouchers alongwith MER in the modified format w.e.f. April 99. The columns on CP vouchers added to the standard MER format are "CP vouchers received during the month" and "CP vouchers pending on the last day of the month". The Command and Zonal CEs have been requested to ensure strict compliance of the instructions by GEs. Command CEs have been requested to interact with CsDA to ensure that the CP Vouchers which constitute the first charge are adjusted regularly and not held back till March.


14. **Charged Expdr**

CEs Commands have been asked to instruct lower formations to submit cases for sanction of charged expdr complete in all respects i.e. the mandatory documents like certified copy of the court order/arbitration award, legal opinion of LA (Def) (in case of contract cases)/Govt. order (in case of CAT/MACT cases), audit report in original and other relevant documents on PRIORITY basis. The cases are to be projected to E-in-C's Br at least at the level of SO-I in Zonal CEs office after due scrutiny of documents by the Zonal CEs. Instructions have been issued to ensure that no payment is made to the contractors/concerned party/individual on the basis of the court judgement without obtaining allotment under charged expdr. Lower formations to strictly adhere to these instructions and submit the case as early as possible. It will be the responsibility of the concerned CE Zone/formation to pursue the concerned CDA vigorously and get the audit report furnished on PRIORITY.

15. **Control of expenditure and maintenance of construction accounts: MES Works**

   The financial control of MES Works Services is the sole responsibility of MES executives. Construction Accounts maintained by GE/AGE form the data-base for effective financial control. It is observed that the instructions laid down on the subject in RMES 1968 and E-in-C’s Standing Orders are not being followed, resulting in incomplete reporting of expenditure, inaccurate forecasting of budgetary requirements and poor financial monitoring of projects. Salient features of these instructions are elaborated in the letter for guidance and compliance by MES lower formations.


16. **Committee on Defence Expenditure’s Report on “the management of equipment, logistics and support”**

   The President is pleased to accept the recommendations made by the Committee on Defence Expenditure regarding Management of Equipment, logistics and support relating to Military Engineer Services.


17. **MES Establishment Charges**

   The norms to be followed for establishment charges is explained in the letter ibid.


18. **Revised Accounting Procedure for settlement of Inter-Departmental Transactions – Dte of Advertising and Visual Publicity**

   The procedure to be followed in placing advertisements on DAVP is laid down in Govt of India, DAVP, Min of Information and Broadcasting, New Delhi letter No 4080/MES/Misc/96 Ad-I dt 20 May 96.

   (Auth: E-in-C’s Br letter No 95533/Pol/E2 (WPC) dt 02 Sep 96).

19. **Special allocation of funds for Md Accn Projects (Project “Quick Shelter”)**

   MOD has conveyed sanction of the President that the two-in-one/three-in-two concept, i.e., using one quarter for two dwelling units for officers and using two quarters for three dwelling units for JCOs/OR by modification of design is a temporary measure to meet the acute shortage of Md accn in the Army in the short term, without affecting the scales of Md accn laid down in Scales of Accn, 1983. This concept is applicable to high pressure stations only.

   (Auth: MOD letter No 3(5)/96-DO II/D (Works) dt 19 Sep 96).

20. **Cost Consciousness**

   Interior economy and resource management should be KRAs of every one. We must remain aware that substantial increase in our budget allocation is unlikely. It is, therefore, essential that all Commanders and staff should become cost conscious and percolate the message down the chain of Command.


21. **Allotment of Funds for Maintenance of RCPO. Assets before handing over to Air Force.**

   Allotment of Maintenance Funds from the financial year 1987-88 onwards, for the buildings constructed by RCPO before they are handed over to the Air Force shall be made through Air Force channel Maintenance Funds are to be demanded by the MES as per the existing policy.


22. **Delegation of powers to officers of MES for execution of electricity and water supply agreements and agreement for disposal of sewages.**

   The following powers have been delegated to MES officers to execute agreements on behalf of the President.
<table>
<thead>
<tr>
<th>E-in-C/ Command/ CWE GE Remarks</th>
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<tbody>
<tr>
<td>DGW Zone</td>
</tr>
<tr>
<td>(a) Agreement or memoranda of terms for taking a bulk supply of electric energy or water from an outside source for military buildings.</td>
</tr>
<tr>
<td>(b) Agreement or memoranda of terms for giving bulk supply of electric energy or water to non-military consumer and for giving sewage for treatment and disposal to outside bodies.</td>
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</tbody>
</table>

**SECTION-17 : WORKS PROCEDURE**

1. **Important Aspects of DWP - 86**

   The salient features of the DWP-86 are :-

   (a) New project not to be progressed beyond acceptance of necessity unless included in the major works programme for the relevant financial year. Adm Approval should preferably be accorded before commencement of the year. All works to be released as soon as budget is passed by the Parliament.
   (Para 7 (e) of DWP-86)

   (b) Works Review Committee at the level of Joint Secretary for project costing Rs.2 crores and above (to be revised as and when required) to focus only on major capital works projects.
   (Para 7(f) of DWP-86)

   (b) Furniture replacement on station basis upto Rs 50,000/- to be treated as ordinary repairs. Beyond this limit can be sanctioned as special repairs chargeable to the Revenue, as per MOD letter No 3(7)/97/DO-II/D(Works) dt 17 Sep 97.
   (Para 8 of DWP-86)

   (c) Go-ahead sanction to include piling and reclamation of land where necessary (with a separate AE).
   (para 10 (a) of DWP-86)

   (d) For time-bound projects, designated as such by the Govt.,“special powers” for engineer officers institutionalised. This is for detailing officers anywhere in the country, consultancy for any item, stationary, Photostat machines, typewriters and other equipments from projects contingencies, hiring of construction staff quarters, OYT telephones, telex, cement from open market, importing steel, cement through STC, single/selective tendering dispensing with advertisements.
   (Para 12(b) of DWP-86).

   (e) For prestigious buildings, 10 percent extra cost for special architectural features and superior specifications.
   (Para 16A(d) of DWP-86).

   (f) AEs to be updated for cost just before adm approval.
   (Para 20(b) of DWP-86).
2. **Workmanship - User's responsibility**

In order to obviate undue interference by users/staff in execution of works, clear guidelines have been laid down in QMG's Branch letter No 61279/Q3W(Policy) dated 14 Nov 75 forwarded with further clarifications under E-in-C's Branch letter No 41917/E2WPC) dated 24 Nov 75.

3. **Defence Works Procedure – Planning of Works**

In view of the enhanced financial powers of various CFAs, Appendix 'A' to their letter B/01247/Q3 (Policy-I) dt 14 Jun 99 has been further revised and updated Appx 'A' is circulated under their letter of even number dt 14 Jun 99. Certain amendment issued to Appx 'A' vide QMG's Br letter dt 13 Sep 99.


4. **Works Services : Radar and Communication Project**

In partial modification of the E-in-C's letter No 27038/AD/Engr 2 Air dated 05 Oct 71 the following policy will be followed in regard to works services of Radar and Communication Project.

For all future works wherever the quantum of works justifies, separate GEs (RCP) will be formed on the Ground who will function under the control of Zonal CEs and CsWE. The Zonal CEs will initiate the demand for additional establishments and process the same through normal channels as per the existing practice. CE (RCP) will ensure that workload details for the ensuing financial year are sent to concerned Zonal Chief Engineers by 31st December each year so that their case be included in his proposals for establishment (based on workload) for the ensuing year. However, where the quantum of work is not large enough to sustain a separate GE, RCPO works will be executed by the existing GEs under CsWE and Zonal CEs concerned.

After the issue of the Admin Approval of a RCPO work, domestic and administrative buildings will be tendered and contracted by the Zonal CEs and will be constructed based on the standard drawings available with the CEs. As far as technical buildings are concerned, since constant interaction with users is required in finalising the specifications and contract documents, the drawings and the draft tender documents will be prepared by the CE (RCP) and sent to zonal CEs for contract action and execution of the works. The Zonal CEs will scrutinise the drawings and the draft tender documents, incorporate amendments, if any, to suit the local specifications, engineering practices, schedule 'B' stores etc., and will take all further action.


In partial modification of this HQ letter No 27038/AD/Engr 2 Air dated 16 July 82, CE, RCP will provide working drawings and specifications only in respect of technical buildings, complete in all respects, to Zonal Chief Engineers so as to enable them to take appropriate action to conclude contracts and execute works.

Other aspects of the policy as issued on 16 Jul 82 remain unchanged.

5. **Execution of RCPO Works**

The division of responsibilities for planning and execution of RCPO works has been laid down under E-in-C's Branch letter No 27038/AD/Engr 2 Air dated 13 Jun 83 and even number dated 02 Jul 83.

Ministry of Defence has laid down following time-frame for planning and execution in respect of RCPO works:-

(a) **Pre-Adm**

(i) Siting board and issue of proceedings - 3 Months
(ii) Submission of Estimates - 2 Months
(iii) Scrutiny of E-in-C's Branch - 1 1/2 Months
(iv) Issue of Admin Approval - 1 1/2 Months

8 Months

(b) **Post Admin**

(i) Detailed drawings - 1 Month
(ii) Checking of detailed drawings by CSE - 1 Month
(iii) Technical sanction and preliminary information proforma for contract - 2 Months
(iv) Issue and receipt of tenders - 3 Months
(v) Acceptance and commencement of work - 2 Months

**  For Technical works, CE (RCP) will hand over working drawings and specifications to Zonal CE concerned in 2 months; balance period of 7 months will be utilized by Zonal Chief Engineer for activities at his Hqrs.

(c) **Execution period**

15-18 months


6. **Military Farm Works**

All works and maintenance services for military farms are carried out by the MES under the Works Procedure. Demand for all new works both major and minor are placed by the farms authorities on 'Q' staff who arrange holding of Siting Boards and obtain Admin Approval. Before placing the demand, departmental acceptance of necessity is obtained from the Directorate of Military Farms.
7. **Fast Track Procedure for sanctioning and execution of selected md accn projects of the Army**

   MOD has conveyed the sanction of the President to the laying down of the “Fast Track Procedure” for sanctioning and execution of selected md accn works of the Army costing above Rs 75 lakhs, as per the salient provisions contained in the sanction letter.

   (Auth : MOD letter No 3(6)/96/DO-II/D(Works) dt 03 Apr 97, circulated under E-in-C’s Br letter No 95533/Pol/E2 (WPC) dt 07 May 97).

8. **Fast Track Projects – Tolerance Limit**

   In the Go-ahead sanctions accorded for FTP Projects for md accn, provision has been made for incurring expenditure upto 10% of the rough cost of the projects. However, it will be ensured that expenditure is carried out only on essential items like soil investigation, etc and total expenditure does not exceed 1% of the cost of the Project till regular Admin Approval for the work is issued.


9. **Planning and Execution of CCPA Projects**

   A CCPA Project for establishment of a Naval Air Station has come under adverse criticism of the audit authorities due to improper selection of contractors for specialised works with inadequate financial capabilities, time delays in a time bound Project, change of specifications during currency of the work, non-adherence to PDCs by granting extension of time to contractors, adding additional 15% cost for prestigious buildings, superior specifications provided in a residential accn etc. In order to curb recurrence of such lapses, executives at all level should ensure that the instructions given in the letter ibid. are strictly followed.


10. **Monitoring of CCPA Projects**

    Raksha Mantri expressed serious concern about the time and cost over runs in Defence Projects and directed that critical review of the progress of various projects be undertaken every quarter by the RRM. The formats in which the information on these projects sought by MOD are given at Appx ‘A’ to ‘D’.


11. **Indication of cost and AEs for DAD Works**

    In respect of DAD Works costing up to Rs 120 lakhs, the AEs prepared by Zonal CEs will be vetted by CEs Command and processed through DAD channels for sanction. AEs for such works need not be sent to E-in-C’s Br for scrutiny. However, works costing over Rs 120 lakhs will be submitted to E-in-C’s Br for scrutiny and processing the same for sanction.

    (Auth : E-in-C’s Br letter No 35494/Pol/E2 (WPC) dt 06 Jan 94).

12. **Execution of works relating to the Defence Accounts Department :-**

    1. MES are to plan and execute the works of DAD as Agency service without levy of departmental charges.

    2. MES is also to undertake the works relating to care, custody and repair/maintenance of all DAD buildings/roads. These services will be carried out as agency services and no departmental charges will be levied.

    3. Expenditure on works services and repairs maintenance is charged against civil estimates.
4. MES will also undertake the works relating to "revenue" function as enjoined in chapter VIII (section 37) & Chapter IX (section 40) of RMES except in relation to allotment of quarters and recovery of licence fees. No departmental charges will be levied for such functions. (Auth : MOD letter No 17015/(1)/78/AN-XVIII/864/US/D(W-I) dated 03 Oct 1980, circulated vide E-in-C's Branch letter No 95533/E2(WPC) dated 14 Nov 80).

13. **Execution of works of DAD**
   Available surplus land with the Defence should be allotted to DAD "free of cost".  

14. **Procedure for Railway works**
   Detailed procedure for carrying out the Defence Works by the Railways and adjustment of expenditure between the Railway and Defence Ministries are contained in Appendix 'J' of MES Regulations (1968). Departmental charges are specified in Railway Board letter No 62/WMT/34-Pt dated 18 Mar 67 circulated under E-in-C's Branch letter No 47123/E2A dated 4/6 May 67. CWE will maintain a register of railway sidings and platforms which are maintained by the railways and maintenance charges are paid by the Defence at the rate of 2-1/2% per annum on the total cost of the sidings/platforms. Before any payment is made, CWE will obtain a certificate from local Area HQ/Naval/Air authorities that the sidings/platform are required for the Defence purpose.

15. **Payment of Railway Bills**
   The procedure for payment of railway bills for the works executed by them is as under:-
   
   (a) Railways may float all bills to the extent the work has been completed.
   
   (b) These bills be supported by the completion certificate signed by the railway engineer concerned.
   
   (c) In case it is feasible, the railway engineer will obtain verification certificate from the Army Engineers on behalf of the users prior to submission of the bills to QMG's Branch and in that case QMG's Branch will return the bill duly accepted direct to the railway authorities.
   
   (d) In other cases the bills will be preferred by the railway to the QMG's Branch, Army Headquarters, who will obtain physical verifications from Army Engineers and then return the bills to the railways.
   
   (e) Railway will raise the debit against the CDA concerned.
   
   (f) In case the estimates already sanctioned have exceeded, the railway should initiate separate action for issue of revised sanction in the absence of which CDA concerned will not admit excess debit.
   
   (g) No prior verification of the bills on account of interest and maintenance cost of materials and staff employed on behalf of Defence Departmental is required. These bills will be sent directly to concerned CDA duly certified by the Railway Engineers and their audit authorities. However, such payments are provisional subject to final acceptance after the work sanctioned is completed and the expenditure incurred has been scrutinised/examined by the Army Authorities.
16. **Execution of Railway Works by MES**

When works are executed by MES on behalf of railway administration, 16-1/2% departmental charges are levied.


17. **Procedure for construction of Central School Buildings by the MES**

Ministry of Defence have agreed to provide the following facilities to Central School Organisation:

(a) MES buildings in which Regimental Schools are housed would continue to be used as Central School on rent, till permanent buildings are put up.

(b) Only maintenance charges will be recovered when maintenance of buildings at 'a' above are entrusted to the MES.

(c) Funds for maintenance of these buildings & Roads will be worked out by the MES as worked out for Defence assets.

(d) MES furniture declared surplus will be transferred to KVS on payment of depreciated book value.

(e) KVS will be permitted to construct essential buildings within the existing campus of the Regimental schools, on the conditions that if such buildings are later required for Defence purposes, the same will be vacated on payment of suitable compensation by the Ministry of Defence.

(f) Cantonment authorities/ MES authorities to supply water and power on payment at prescribed rates as for non-entitled personnel.

(g) Surplus accommodation may be allotted to teachers employed by KVS. The rent shall be recovered in accordance with para 16 of Quarters and Rents. Such allotment will be on temporary basis and will be liable to be vacated on 30 days notice as and when accommodation is required for use by the Defence service personnel.

(h) Minimum essential land required will be earmarked in each Cantonment wherever schools in cantonments have been brought under the Central Schools Schemes and given to KVS on long term lease basis. Nominal rent of Rs 1 per annum will be charged. If sufficient Defence land is not available, the required land adjacent to school area shall be acquired.

(i) KVS works are to be executed as Agency Services by MES. No departmental charges shall be levied.

(j) Sanction for transfer of land & buildings will be issued by Ministry of Defence.

(k) Cases of transfer of lands and buildings will be regulated by Military lands Cantonment Organisation.

(Auth : MOD letter No PC(2) to MF No 125/25/Adm/L&C/888-C/D(GS-II) dated 24 May 1976, circulated vide E-in-C's Branch letter No 22659/E2(WPC) dated 16 Sept 76 as amended vide our even number dated 13 May 77 and 13 Jun 78).

18. **Management of Defence Works entrusted to other agencies**

Defence Works entrusted to other agencies, viz, IOC, Railways, Public Health Engineering Departments and State Electricity Boards often suffers in time and cost overrun due to poor planning and inadequate interaction during execution phase between the MES executives and the concerned Department. The procedure laid down in the letter will be adopted for dealing with such works in future.


Ministry sanction for execution of KVS works by MES at individual station is not required.
19. **Works Manual for KVS Works by MES**

A Works Manual for KV Sangathan Works by MES was issued in 1997 by E-in-C’s Branch vide E-in-C’s Branch letter No A/00054/E2 Army/TC dt 08 Aug 97. This manual is a compendium of guidelines, instructions, policy issued and procedure for KV Works.

20. **Construction of Central School & Staff Quarters for Kendriya Vidyalaya Sangathan (KVS)**

KVS works services are to be undertaken by MES as agency works. (Ministry of Defence letter No PC(2) to MF No 125/25/ADM/L&C/482-B/D(GS-II) dated 26 March 77 circulated vide E-in-C’s Branch letter No 22659/Pol/E2/WPC dated 13 May 77).

21. **Accommodation for NCC Officers**

MES can be entrusted NCC civil works at Non-cant stations, if possible, otherwise the works are to be entrusted to State PWDs.

22. **Maintenance of Accommodation for Service Officers & Personnel posted to NCC Units located in non-cantonment/non military Stations**

The construction agency which holds these buildings shall maintain it also as a “Deposit work”. Rates & periodicity will be the same as one authorised for similar buildings maintained by State PWD/University concerned. Department charge shall also be payable.

23. **Construction of Residential Accommodation for Service Officers/Personnel posted to NCC**

(a) Progress for construction of Married Accommodation for officers and PI staff serving with NCC at Non-military station costing more than Rs 3.00 lakhs will be submitted to competent financial authorities laid down in the Defence Works Procedure for sanction. NCC married accommodation works at Non-cant stations will be submitted to Director General NCC for administrative approval.

(b) New Residential Accommodation to be constructed for personnel posted to NCC to the extent to which hired/requisitioned Accommodation is not available.

24. **Execution of Deposit Works of CSD(I)**

The funds for construction of CSD(I) buildings may be deposited in installments, as per demand of the MES, in relaxation of the provisions of para 307 of RMES.
25. **Policy for provisioning of Accommodation for CSD (I)**

MES carries out construction on behalf of the CSD, but no departmental charges are levied. Cost of special tools and plants or special establishment will however, be borne by CSD. Authorisation of Accommodation both for office, storage and residential. Water and electricity charges and provision for furniture are governed by the provision of MOD letter No B/00064/Q/CAN/483/D(Mov) dated 17 Jan 1970. E-in-C’s Branch letter No 62198/E2A dated 14 April 1972. Also QMG’s Branch letter No A/01247/Q3(Policy) dated 22 Sep 75 circulated vide E-in-C’s Branch letter No 62198/E2(WPC) dated 27/31 Oct 75.

In relaxation of the provision of Para 307 of the MES Regulations, the funds for the construction of CSD(I) buildings may be deposited in installments in advance, as per the demand of the MES.

26. **Execution of CSD Civil Works through MES**

The MES lower formations should ensure that the CSD Works also get the same importance as the others works and their pre and post-admin planning is monitored so as to cut-down delays. The desired quality of work should be ensured and incurring of expenditure beyond sanctioned amount for Deposit Works is not permissible in terms of para 307 of RMES.

27. **Technical Control – Factory and R&D Works**

Inspite of clear instructions issued vide DGW’s letter No 66161/11/EST/E2 (WPC) dt 29 Jun 83 there appears to be an impression that Factory/R&D Works are directly controlled by E-in-C’s Br. Direct interaction of E-in-C’s Br with certain project formations is limited to scrutiny of AEs, providing design cover, processing of FC cases and monitoring of progress at PMB/Steering Committee level without involving CE Command. Besides liaison with ordnance Factory/R&D authorities, CE Comds shall be responsible for budgetary control, investigation and technical Boards, processing of disciplinary cases and monitoring of Draft/Audit paras and loss statements.

28. **Execution of construction works through MES- Certifications regarding**

Of late it has been noticed that there is a growing tendency to get their work executed through the DRDO instead of through the MES under various arguments and points of view. It is hereby clarified that all works of the three Services, deptt of Defence Production & supplies, Defence Account Deptt and DRDO, except Research and Development Programme oriented works of DRDO will be executed thorough MES only. In other words, works of DRDO not related to research and development programme will be executed through MES only. When execution of works is warranted in a limited time frame, specific permission for delegation of powers under para 12 of DWP 1986 or execution of works under fast track procedure laid down by the Govt may be sought.

29. **Changes in the Scope of Works for R&D and DGQA**

No change in the approved scope of works or in the finalised drawings is permitted. In case changes are desired, prior clearance is to be obtained by Users from R&D and DGQA Headquarters.

30. **Submission of Estimates for R&D Works**

To ensure that AEs are issued within the time limit laid down, all queries regarding scope of works or any other limitation must be clarified in the Board Proceedings. In case preparation of AEs has to be delayed due to any valid reason, the delay must be reflected.
31. **Minor works for Technical Requirements (R&D)**

Government has also authorised execution of Minor Works when Major Works are in progress to meet purely technical requirements of R&D Establishments.


32. **Preparation of Line Plans for R&D Civil Works**

By Feb every year R&D will circulate a list of civil works to be executed in the subsequent years Tentative line plans for civil works will be worked out by Zonal Chief Engineers at the time of preparing the indication of cost/approximate estimate. Users are also required to give detailed requirements if any, during the pre-approval stage and approved line plans will be enclosed with the estimates.


33. **Departmental Charges leviable by CPWD**

The following departmental charges shall be levied by CPWD for the services, indicated below :-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item</th>
<th>Works Costing</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Rs. 5 lacs above</td>
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<tr>
<td>1</td>
<td>Preparation of preliminary sketches</td>
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</tr>
<tr>
<td>2</td>
<td>Preparation of detailed working architectural drawing</td>
<td>1 %</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimate cost upto Rs. 2 lacs</th>
<th>Amount in excess of Rs. 2 lacs</th>
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</thead>
<tbody>
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<td>1/4 %</td>
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| 3       | Scrutiny of preliminary estimates       | 1/4 %                           | 1/3 %                         |

| 4       | Scrutiny of detailed estimates          | 1/4 %                           | 1/3 %                         |

The estimated cost includes the cost of internal water supply and sanitary installation but not internal electrification. However, from Govt Deptts, no recovery of departmental charges will be made in respect of services rendered for preparation of infructuous pre-liminary sketches or plans.

34. **Review and modification of procedure for recovery of departmental charges from Navy and Air Force for MES works and services.**

Consequent on the re-organisation of MES and the setting up of dedicated Zonal CE formations for Navy and Air Force, the existing procedure of recovery of departmental charges from Navy and Air Force for Works and Services rendered by MES has been reviewed and the existing system of recovery of departmental charges will stand modified from the financial year commencing on 01 Apr 93 as laid down in the letter ibid.


35. **Departmental Charges : Works executed by CPWD**

For the financial year ending 31-03-81, the departmental charges leviable by CPWD are as under:

- **(h)** Maintenance and minor works
  Costing upto Rs one lakh ---- 25% Excluding T&P & audit

- **(ii)** Constructions works ---- 11% pensionary and Audit Charges

- **(iii)** Works costing over ---- 8% For Govt works

  Rs one crore covered by one sanction
  and at one place --- 10% For deposit works
  (incl of all charges)


36. **Agency works Union Territories**

Prior approval of Government will have to be obtained as and when works in the Union Territory are to be carried out by the MES.

(Auth : E-in-C’s Branch letter No 35494/Pol/E2(WPC) dated 10 Jul 84).

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**CHAPTER III**

**PROVISIONING OF STORES & EQUIPMENT**

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SECTION 1 - PROVISION OF STORES

1. **General Responsibility**
   The E-in-C and CEs are responsible for the provisioning of stores in ESDs and EP's respectively. This will be based on periodical review of assets and anticipated requirements. The responsibility for provisioning of stores for CDS (Central Div Stock) divisional stocks and works, rests with CWEs and GEs respectively, except in the case of projects planned by higher authorities when provisioning action will be taken by them.

2. **Source of Supply**
   Stores may be obtained from any of the following sources:-
   
   (a) Internal transfer within the MES.
   (b) Manufacture by MES (see para 886) of MES Regs.
   (c) Manufacture in Ordnance Factories through the DGOF.
   (d) Purchases from other Army Services.
   (e) Purchases in India through DGS&D.
   (f) Purchase directly from private agencies.
   (g) Purchases from foreign countries.
   (h) Bazar supply contract for local origin items.

3. **Direct/Local Purchase of Stores by the MES formations/Units.**
   In MES purchases are made ex-trade direct, besides procuring the stores through DGS&D. The purchase made from trade have been classified as ‘Direct and Local’. The two terminology's have been defined in Govt of India Ministry of Defence letter No. A/03109/E3P&C/SO-I/321/DO-I/D(W-I) dated 07 Apr 84 as amended from time to time and in E-in-C’s Standing Orders for the MES paras 507 – 513). For local and direct purchases MES officers exercise their respective financial powers as laid down against items 5(a) (I), (ii) and 5(b) of Table ‘B’, RMES subject to condition laid down in footnotes of Table ‘B’. Direct/Local purchases of stores will be resorted under following circumstances:-

   (a) **Local Purchase** – Local purchase shall be resorted to meet only emergent requirements and may cater for stocking upto 3 months requirements subjects to dues-in being taken into account. Powers for direct purchase given in Table ‘B’ item 5(a) (ii) of MES Regulations will be exercise by the CFA’s.

   (b) **Direct Purchase** – Direct purchase refers to such purchases which are affected to make provisions for anticipated future requirements, for items not available on DGS&D rate running contracts, like any other purchases through DGS&D. The powers for Direct Purchase given in Table ‘B’ items 5(a) (I) of MES Regulations will be exercised by various CFA’s. The term Direct Purchase also includes job works like “Repair Work Orders/Fabrication Work Orders” but excludes B/R and E/M works which are required to be got executed as Minor Works through the term contracts for purpose of exercising financial powers laid down under item 5 of Table ‘B’ of MES Regulations.
(c) Where DGS&D Rate Running Contract is in existence but the stores are urgently required or can be more conveniently obtained locally from a nearer station and the cost does not exceed Rs.20,000/- in each case subject to a total of Rs.1,00,000/- in a year as stipulated in MES Regulations Table ‘B’ item 5(b).

In all the above cases, it will be ensured that the purchases are effected for minimum essential quantities at a reasonable price and is based on competitive and lowest quotations.


(a) The following actions are involved in direct and local purchase of stores/equipment :-

(i) Demand of Stores
(ii) Calling of quotations
(iii) Receipt of quotations
(iv) Opening of quotations
(v) Recommendations and acceptance of quotations
(vi) Audit check and issue of supply order
(vii) Receipt, inspection and acceptance of stores
(viii) Accounting of stores
(ix) Payment of bills

(b) Suggestions to cover the above points are given in brief as under:-

(i) **Demand of Stores.** The authorisation in each case should be ascertained before initiating the demand. NA Certificate, wherever necessary, will be prerequisite before resorting to local/direct purchase.

(ii) **Registration of Suppliers.** Two registers of suppliers under various categories of stores be maintained in E3 Section at the Headquarters office Competent to issue quotations as under :-

(aa) For firms dealing with supply of local origin items as stated in MES Regs Para 746.

(bb) For firms dealing with ‘Other Stores’ as stated in MES Regs Para 747. Registers will be category wise viz. Electric, Hardware, Sanitary items, Paints etc. The maintenance of registers is based on the requests from the likely Suppliers, firms of repute having sales tax number allocated by Civil authority and registered producers/manufactures, besides authorised dealers/agents.

(iii) **Calling of Quotations.** There will be only limited tender system. Conditions prescribed in standard quotations form should be modified to meet the type of store being purchased. Clear description, of stores and specifications as per ISI will be given. Selection of the suppliers/firms for issue of quotations should be done judiciously and quotations issued to the firms who actually trade in the item or to authorised agents/dealers of the manufacturers. The names of supplier firms for issue of quotations shall be selected with prior approval of the CFA.

Quotations will be invited as laid down in the Government of India, Ministry of Defence letter No A/03109/E3P&C/SO-1/321/DO-I/D(W-I) dated 07 Apr 84 circulated vide E-in-C’s Branch letter No A/03109/E3P&C dated 24 Apr 84 and even no. of 11 Dec 84.
(i) For direct and local purchase for value upto Rs.10,000/- and Rs.20,000/- respectively, quotations will be invited from not less than 7 (Seven) firms. For value above Rs.10,000/- and Rs.20,000/- quotations will be invited from not less than 15 firms subject to the requisite number of firms being registered available for particular stores required.

(ii) The items to be purchased will be grouped category wise for the purpose of calling quotations. The term single category has been defined in para 814 of RMES. All quotations will be sent by post under certificate of posting and a proper record kept. Calling of quotations by hand will only be resorted to in very exceptional cases in case of emergency and such an action will only be taken under the written orders of the CFA who will keep a record of the circumstances necessitating such an action. Two officers are detailed to get the rates.

(iv) Receipt/Opening of quotations

A quotations Box duly locked will be kept outside the office of the head of the Office. The quotations will be put into the Box by the local suppliers directly and not through any of the departmental staff. The quotations received by post will be initialed and dated on envelope by an officer and put into the box. Late quotations shall on no account be considered for acceptance, but may be taken into consideration on deciding the desirability of recalling the quotations.

The quotations shall be opened on due dates by two officers nominated by the officer competent to make purchases. No departmental person should be permitted to be present when quotations are being opened. The opening officers will number, initial all corrections/overwriting entries in different inks, any remarks and where the Supplier has put in his initials/signatures at a place where there is no correction overwriting, the opening officers shall insert a remark to that effect and initial the same.

(v) Recommendations and acceptance of quotations

The quotations shall be scrutinised by a board of officers to be nominated by the CFA, including the staff officers dealing with the purchase of store who will recommend the suitability of material offered, delivery period and reasonableness of the rates, based on past experience on the advisability of recalling the quotations for the final approval of the CFA. Supply orders will be placed in accordance with the provisions contained in para 748 of RMES. The definition of similar and dissimilar different items is given in the notes to Rule 147 of FR Part-I.

(SECTION II : DISCARD DISPOSAL ENGINEER EQUIPMENTS)

1. Discard of Engineer Equipment of Engineer Origin (Engineer Combat Stock)

(a) An engineer equipment will be discarded after 18 years of service provided it has done a minimum of 2000 hours. During its life span of 18 years, the equipment would have undergone a mid life overhaul at about 8 to 10 years of service.
(b) An engineer equipment not overhauled till 14 years of life will be discarded after completion of 18 years or 2000 hours, run whichever is earlier without putting through on overhaul.
(c) To progress action for discard, the requisite data of vintage and usage for all machines will be maintained. The period spent in the Depot by all new/overhauled equipment prior to issue to the units will not count towards the vintage for discard.

The provisions of the above quoted letter are not applicable to MES special Normal T&P and Vehicles.

2. Disposal of Accumulated spares for Equipment in Engineer Stores Depots.

The following procedure shall be adopted for declaring spares surplus in Engineer store Depots for a subsequent disposal in accordance with the procedure laid down in section 50 (Disposal of Stores) of MES Regulations :-

(a) Spares which have shown no wastage for the last five years and are not required for overhaul, should be disposed of.

(b) Spares, where the holding is large compared to the wastage i.e. the total holding is more than 10 years wastage rate, the quantities in excess of ten years wastage should be disposed immediately.

(c) Spares having rubber and other perishable materials or short shelf-life should be disposed of when their useful life is over after getting them classified as unserviceable by competent authority i.e. EME/Board of officers.

(d) All spares specific to equipment which has been discarded be disposed of alongwith the equipment.

(e) In the case of absolute equipment no central procurement of spares should be done. Small number of items, if required should be manufactured or cannibalised to keep the equipment running.

(f) In the case of obsolescence equipment no central procurement should be made three obsolescent years before it is likely to be discarded finally. Spares, if required should be procured locally by the OsCESDs/Units under their own arrangement or cannibalisation may be resorted to.

SECTION III - MES SPECIAL T&P

1. Revised list of MES Special T&P authorised to be held has been reviewed and the approved list of items categorised as Special T&P have been approved by the Government vide their letter No. 36086/Spl T&P/ESP-4(M)/3331/D(W-II) dated 15 June 1987 other items of T&P viz. Core cutting Machine, concrete spreader, Paver, Finisher etc could be procured as project T&P vide ESP Dte letter No. 36086/Spl T&P/ESP-4(M) dated 29 Jul 85).

SECTION IV - MISCELLANEOUS

1. Payment for movement of stores by Railways Paras 804 and 805 of RMES have been amended. Payment for movement of stores by Railways is to
be made through Military Credit Note (IAIT – 17111) Adjustment is by CDA (Fy) Calcutta.

2. **Enhancement of Financial powers of purchase of stores and certain modifications** Paras 536, 747 & 748 and item 3 & 4 of Table B of RMES have been amended enhancing financial powers for purchase of stores and certain modifications.

3. **Procurement of Diesel Gen Sets and Spares**
Procedure of purchase of spares of diesel gensets at higher rates has been clarified.

4. **Procedure for purchase to be adopted by MES formations.**
Advance payment shall be made only in case where it is considered absolutely necessary. The firm shall be well established and have reputation for fair dealing.

5. **Engineer stores of Engineer origin : Procedure for Demand and issue.**
Procedure for issue/replacement/repairs, payment issues and loan issue of Engineer stores, plants and equipment has been laid down in policy letter.

6. **Procurement of Stores**
Purchasing items without calling quotations under the pretext of proprietary article has been observed by Audit.

7. **Enhancement of Financial powers for each purchase**
Powers of cash purchase have been enhanced by Govt by amending paras 538 & 573 of RMES.

8. **Direct Purchase Powers of Central Govt Indentures**
Monetary Limits exclusive or including sales tax and octroi duty etc.
It has been clarified that value of supply order is inclusive of element of sales tax. The monetary limit is enclosure of sales tax and octroi duty.

9. **Payment of enhanced rate of excise duty or special Excise duty**
Payment of enhanced or special excise duty is to be paid as per contractual agreement when material is supplied before expiry of delivery period.

10. **Payment of Octroi Charges**
Octroi charges are not payable on stores which are Govt property and brought in Cantonment limit when the stores brought and issued to contractors for incorporating in Defence works.

11. **Policy-obsolete/obsolescent plant and inventory control.**
Policy decision for converting items to obsolete/obsolescent is to be considered based on recommendation of the mother Depot.

12. **SOP for back loading of plant/equipment Broad** outlines are laid down as to when and how the plant/equipment can be back loaded.
13. **Holding of Plant/Equipment/Stores in ESDs-Stocking Policy**

   Broad outline on more realistic maintenance, spares provision/disposal clarified.


14. **SOP on loan issues**

   Detailed instructions on authorisation on hire charges, sanctioning authority, issues, accounting, extension of loan period, transfer etc. has been clarified.


15. **Back loading of pantoons for repairs, details of BER or repairable pantoons are clarified.**


16. **Countersigning supply order**

   When purchasing power is likely to exceed such indents should be sent to ESP-2 (Prov for progressing of provisioning instead of seeking counter-signature.

17. **Spares Management.**

   Details of basic parameters of repair, overhaul, budget, actions required and time frame are clarified.


18. **Effect of new Railway Transportation Policy on movement of Defence Stores.**

   COAS has issued detailed guidelines with regard to movement of Defence stores.


19. **Purchase of DGS&D : Availability of current RRC to be ensured.**

   DDO must ensure the availability of current RRC before placing supply order.


20. **Procurement of stores required for maintenance services – Revision of accounting procedure.**

   Detailed procedure is laid down. Stores being procured are to be consumed and over stocking is avoided.


21. **Cash Management : Monitoring of expdr and receipt through monthly expenditure.**


22. **Financial Powers under item 5 (b) of Table ‘B’-Financial powers of various competent Engineer Authorities have been enhanced by amending Table ‘B’ RMES.**


23. **Prevention of irregularities and malpractice in procurement of stores on DGS&D RRC.**

   Detailed procedure for procurement of stores on DGS&D RRC is laid down.


24. **Enhancement of Powers**

   Powers of purchase stores have been enhanced by amending Table ‘B’ of RMES – Items 3, 4 (a) ((i)) (ii) & b. 5 (a) (I) (ii) (b) & (c) and 6 (a) & (b).


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**CHAPTER IV**

**E/M SERVICES**

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CHAPTER – IV

1. Design Parameters for Airconditioning
   
   (a) Medical stores :-
      
      (i) Inside dry bulb temperature with tolerance.  
      For items requiring cold storage 4°C to 6°C 
      For items requiring cool storage 2°C to 5°C 
      
      (ii) Relative humidity should be maintained at 50% ± 5% 
      
      (iii) Quantity and type of stores to be kept in cold storage and their daily turn over. 
      
      (iv) Number of persons likely to be present inside. 
      
      (v) Arrangements required for keeping the stores inside the cold storage in built in shelf, wooden racks etc. 
      
      (vi) Requirement of fresh air/air charges. 

      Slow circulation of fresh air should be ensured as 3 or 4 workers have to keep working in the chamber. Moisture and carbon dioxide produced by them would have to be removed and fresh oxygen would have to be constantly revised. In circulation of fresh and Airconditioned air is regulated to give desired temperature and humidity as given in Para (i) above.

   (b) Body Stores

   In the case of body store in mortuary the temperature in cold storage of the mortuary should be 4°C to 6°C to avoid putrification in the dead body, because the post-mortem may be after a fairly long time after death. 


   It has been observed that provision is being made for use large number of window type airconditioners in hospital. Window type airconditioner
make considerable noise, hence these are not ideally suited for hospitals. In future works, central airconditioning plant should be provided in hospitals. Certain isolated places which cannot be connected to central conveniently. A/C plant may be provided with package window type airconditioner.

2. **Private Automatic Branch Exchange : Airconditioning**

All private automatic branch exchange having an equivalent capacity of 100 lines and over are authorised for airconditioning.
(Auth : Govt of India, MOD letter No 64941/A/Sigs 2(b) 585/E/D(GS-IV) dt 16 Feb 1963).

3. **Private Automatic Branch Exchanges PABXs (Army)**

Army Headquarters (E-in-C’s Branch) in consultation with P&T Department has standardised technical data as given below and should be adhered to :-

(a) **Temperature**
   (i) Summer - 76°F ± 4°F
   (ii) Winter - 68°F ± 4°F

(b) **Humidity**
   (i) 50% ± 5% i.e 45% to 55%

(c) **Number of Air Changes**
   (i) 1 1/2 air changes per hour or 20 cu. Ft. per minute per person, whichever is more.

(d) **Dust Filtrations**
   (i) In PABXs (MAX-II) Type exchange, mechanical viscous type indegenous fitter may be accepted for combined return and fresh air for Air Filtration.
   (ii) For MAX-I type exchanges, standard of dust filtration required is 0.3 microns with efficiency of 90%. These filters are required for fresh air intake only.

(e) **Air velocity** at a height of 5 ft. from the floor should be 30-50 ft per minute.
   It is preferable that air velocity does not exceed 100 ft per minute.

(f) **Equipment load**
   (i) 100 lines 0.3 KW
   (ii) 200 lines 0.5 KW
   (iii) 300 lines 0.75 KW
   (iv) 400 lines 0.90 KW
   (v) 500 lines 1.10 KW
   (vi) 600 lines 1.25 KW

(g) **Occupancy**
   (i) 100 to 200 lines – One person.
   (iii) 300 to 600 lines – Two persons.

(h) **No of Hours of Working**
   (i) Continuous operation (24 hours).

(j) **Heating during Winter Months**
   (i) Where it is desirable to keep the temperature during winter months within the limits given in a (ii) above, lower
temperature are acceptable and no heating arrangement is to be provided. Where heating is considered necessary special sanction from Government will be obtained for provision of heating.

Floor Area for Switch Room

(i) up to 200 lines : 250 to 300 sq ft
(ii) 300 to 400 lines : 350 to 400 sq ft.
(iii) 300 to 6000 lines : 600 ft.

However, in the initial planning of PABX installation additional area for future expansion should be catered.


Private Automatic Branch Exchanges (Navy/Air Force).

(c) Air Headquarters and Naval Headquarters in consultation with P&T Department have laid down the technical data for the air conditioning of PABXs and the following are the main data :-

(i) Temperature - As per PABXs for Army mentioned above.
(ii) Humidity
(iii) Number of air changes -
(iv) Dust Filtration
   Air filtration with standard unit/package type airconditioner as adequate available in the country.
(v) Air Velocity at a height of 5 ft floor level.
(vi) Equipment load
(vii) Occupancy
(viii) No of hours working
(ix) Heating during winter
(x) Floor area for switch room


4. **Prov of Desert Coolers**

(a) Desert Coolers can be provided in the summer season in the offices of Officers of the rank of Lt Col/Col and Brigadier and their equivalents in the other two services and civilian officers paid from Defence Services Estimates drawing Rs (old scales) 1600/- per month and above at the following stations subject to availability of electric power in the Bldg :-

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<td>KALUCHAK</td>
<td>84.</td>
</tr>
<tr>
<td>85</td>
<td>NAGROTA</td>
<td>HALWARA</td>
</tr>
<tr>
<td></td>
<td>BHALALAPUDA</td>
<td>86.</td>
</tr>
</tbody>
</table>

(i) (Govt of India, MOD letter No. 98342/Q3W (Policy) 1547/SO-III/D(W-I) dt 07 Nov 70, as amended vide MOD letter No 98342/Q3W (Policy)/722/D (W-I) dt 16 Jun 75).

(ii) (Govt of India, MOD letter No 98342/Q3W (Policy)717/SO-II/D(W-I).

(b) The correct method of working out the cooling capacity of desert cooler will require heat load calculation. The rule of thumb given in ASHRAE Data Book may be adopted. According to this, the difference between outside Dry bulb and wet bulb temperature in
\( ^\circ \text{F} \) divided by 10 gives the time in minutes needed for each air change. In most of the cases, as air change of 15 to 25 per hour will be adequate for evaporative cooling for comfort conditions.

(c) The names of certain firms dealing with Desert Coolers have been given in Appendix ‘A’ to sub section of the compendium. This also gives the volume of the room that can be served by the cooler. Small machines like GULMERG princes, GLACIER Junior, KAY Compact, and RACOTT are intended for limited individual cooling only and have been excluded from the Appendix ‘A’. (Auth : AHQ E-in-C’s Br letter No 85880/E4 dt 02 Mar 1971).

(d) Amry HQ, QMG’s Br has clarified that the provisions in the GOI, MOD letter Nos 98342/Q3W (Policy)/1547/SO-III/D(Wks-I) dt 17 Nov 1970 as amended are applicable to service officers of the three services including civilian paid from Defence Services Estimates and to service and civilian officers in DGI/R&D organisations. The provisions are, however, not applicable to DSC at present. (Auth : AHQ, E-in-C’s Br letter No. 95284/E4 dt 06 Feb 78).

6. **Air condition of MH**

Medical Directorate have clarified that the rooms to be airconditioned in ‘Operation Theatre Block’ will depend on the pattern of construction, but normally the block consists of the following and all these rooms require airconditioning.

(a) Major/Minor Operation Theatre room (s)
(b) Scrub-up room
(c) Pre-operation room
(d) Recovery room
(e) Anaesthetic room
(f) Duty room (s)

(Auth : E-in-C’s Br letter No 37964/E4 dt 02 Sep 64).

7. **Industrial Plants – Factory Works : Airconditioning**

It has been decided that MES will execute all airconditioning works as and when specifically requested by DGOF Calcutta. (Auth : E-in-C’s Br letter No 95284/E4 dt 26 Oct 68.)

8. **Climatogcial Data**

Climatological data in respect of certain Stations is given in letters as mentioned below. (Auth : E-in-C’s Br letter No 80971/E4 dt 16 Mr 63 and letter No 37965/E4 dt 19 Jun 64, 10 July 64 and 14 Dec 65).

9. **Thermometer in Airconditioned Buildings**

Thermometers will be recorded in inventory of electrical fittings and handed over to Users.

Responsibility for day to day care and up keep will be as under:-
(a) Users, where users are responsible for operating airconditioning plant.
(b) MES, where MES are responsible for operating airconditioning plant.

(Auth: E-in-C’s Br letter No. 62342/E4 dt 03 Jan 61.)

10. **Maintenance Repairs and Renewals of Air-conditioning Installations**

   Winter period will be utilised to ensure that the Airconditioning equipment is fully serviced and kept for use during coming summer.
   The machines will be inspected by Board of officers to decide about repair/replacement of machines.

   (Auth: E-in-C’s Br letter No 49014/E4 dt 7 Jun 69 and elaborated under letter of even number dt 11 Nov 71).

11. **Water Coolers: Sanctioning**

   Sanctioning of provision of water coolers for unit formations establishment and installation may be sanctioned by competent Financial Authorities mentioned in para 15 of DWP.

   Expenditure on maintenance of water coolers will be debited to the relevant maintenance heads of accounts of Army/Navy/Air Force.

   Electric water coolers are available against DG S&D Rate Contract. This will be kept in view while preparing AEs.


12. **Authorisation of Water Coolers for Patients in Hospitals**

   Provision of Water Coolers for patients is to be made on the basis given as under:

   (a) Total requirement should be calculated at one third of a day’s consumption at half gallon per patient as this is expected to be the peak demand at any particular time during day.
   (b) No water coolers are to be provided separately to any ward where the requirement of water worked out vide (a) above falls short of four gallons.
   (c) As far as possible wards which are at a distance of less than 100 yards from one another should be grouped together and requirement of water worked out collectively.


13. **Maintenance of Coolers**

   All water coolers irrespective of their condition held on charges of hospitals and other units and formation will be transferred to MES free of charge for maintenance. Capital cost of water coolers will be indicated on transfer Voucher. If machine is not in working order and/or is deficient of some parts or BER this fact should be brought out on the transfer voucher.

   To assess the condition of machine and to avoid dispute Board will be convened for purpose of taking over the machines and if necessary declaring them BER/UNSR. Actual condition of machine will be recorded and list of deficient component if any should also be attached. Composition of Board will be as under:

   (a) When capital cost does not exceed Rs 10,000/-
   
   Presiding Officer - IEM
   Member (I) Supdt Gde I E/M
   (ii) Representative of Unit

   (b) When capital cost exceeds Rs 10,000/-
14. **Maintenance Percentage of Coolers**

The percentage maintenance repair renewals for water coolers is as under:

<table>
<thead>
<tr>
<th>Maintenance and Repair Renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant provided against sanctioned works</td>
</tr>
<tr>
<td>Maintained by MES and operated by Users.</td>
</tr>
</tbody>
</table>

8%  1%


15. **Refrigerators**

Provision of MES Inspection Bungalows, Capacity of Refrigerators to be installed in MES Inspection Bungalows will be as follows:

(a) MES IB Type ‘A’ 286 litres
(b) MES IB Type ‘B’ & ‘C’ 175 litres


16. **Assessment of Rent and Replacement cost of Refrigerators**

It has been decided to add the following percentage over PVES rates to arrive at replacement cost in cases where the same is not available:

(a) Refrigerators upto and inclusive of 10 Cuft - 50%
(b) Refrigerators 20 Cuft - 90%

Hire charges for refrigerators when issued to service officers and civilians from Hiring Pools will continue to be recovered of flat rate informed vide this HQ letter of 5818/E4 dt 3 May 1950.


17. **External Electric Supply**

(a) **Security Deposit.** An electric supply licencee if permitted by his conditions of supply framed under Section 21 (2) of IE Act 1910 is entitled to require his consumers to deposit securities against payment of energy bills. The basis governing the quantum of such security is also provided in the conditions of supply.

The amount of security deposit may invariably be paid in Govt. securities hypothicated to the suppliers. However, in cases where the suppliers insist the amount of security deposit may be paid in cash also.


(b) **Agreements.** Standard forms of agreement of State Electricity Boards/Electric Supply Undertakings/Corporations/Companies, if once approved by the CDA/Legal Adviser in respect of one station, need not be referred to them again in respect of other stations under the jurisdiction of the same Electricity Boards/Electric Supply Undertakings/Corporations/Companies, provided terms and conditions...
of tariff in the standard form are exactly the same as already approved in respect of the first station.

Only changes, if any, affected to the standard form approved earlier by CDA/Legal Adviser should be referred to them along with the standard form.  

(c) Use of Aluminium Conductors. Copper has been declared by the government as a scarce metal. Aluminium conductor cables, both overhead and underground, with the exception of flexible wires should be utilised in all future works.  

(d) Provision, installation and maintenance of Wireless Masts.  
(i) All latticed type wireless masts, including obstruction lights thereon, if required, will be erected and maintained by MES.  
(ii) Tubular type wireless masts, will be erected and maintained by users. When required, foundation work will be done by MES.  
(iii) Provision, periodical inspection and maintenance of obstruction lights and wiring thereto on tubular poles, if required, will be the responsibility of MES.  
(iv) Users will be responsible for bringing to the notice of the MES any defects in obstruction light on either type of poles. The users will not under any circumstances tamper with the obstruction light installations.  

(e) Provision of Voltage Stabilizers. In case of abnormal variation of voltage in power supply from the outside sources, every effort should be made to persuade the supply agency to supply power complying with the provisions of Indian Electricity Rules and to check voltage fluctuations in electric power supply. Also, instructions issued by this HQ, from time to time should be followed.  

(f) Erection of Power Transmission Lines near the National Highway. In accordance with the draft Indian Roads Congress standards, an overhead electric lines, the poles should be 32 ft from the edge of the formation as well as 15ft. from the centre line of avenue trees etc.  

(h) Provision of Street Lights on Military Roads in Cantt Areas. Street lights are authorised on all roads in cantonment stations. Lighting of roads/lanes over which the public have a right of way is the responsibility of Cantt Boards. Light on other roads in the Military Area may be provided by the Defence Department.  

Rates for recovery of Electricity and Water charges by MES.  
Applicable w.e.f. 01 Dec 1998.

<table>
<thead>
<tr>
<th>Category</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 For service personnel and defence civilians residing in Cantonments/Military areas.</td>
<td>To be charged at the prevailing rates of recovery by local state electricity board/electric supply and agencies i.e rates at which general public living in adjoining colonies is being</td>
</tr>
</tbody>
</table>
charged by state electricity boards/electric supplying agencies.

2 Civilians (other than Defence Civilians) Domestic consumers.

3 Private consumers like contractors and other installations and workshop commercial consumers. Cantonment boards and other bulk consumers.

To be charged at all-in-cost rate of the preceding year.

Water Charges Effective from 01 Dec 1998

1 For service personnel and defence civilians residing in cantonment/military areas. Rs. 4.00/- per thousand litres.

2 Civilians (other than defence civilians) Domestic consumers. Rs 6.00/- per thousand litre or all in cost rate of preceding year which ever is lower.

3 Private consumers like contractors and other installations and workshop commercial consumers cantonment boards and other bulk consumers.

All-in-cost the preceding year.


18. Check List for E/M Installation/Transformers
Do’s & Don’t’s laid down by manufactures should be followed.

19. (a) Electric Supply (Internal)
As regards provision of wiring and its fittings is concerned, following directions are to be followed :-

(i) Md Accn (Army Personnel). This is based on provision made in Scales of Accn for Defence Services. The selection of fittings is based on TI issued i.e. 3/1986 (Revised)

(ii) Md Accn (Civilian personnel). It is based on norms issued by Ministry of Works, Housing & Urban Development, from time to time. TI 3/1986 (Revised) also applies to these quarters, G of I, MOD letter No. 3(6)/97/DO-II/D/Works dated 18 Dec 1997 should be referred.

(iii) Office Accn. As laid down in Scales of Accn for Defence Services.

(iv) Tech bldgs. On as required basis.

(b) Wiring Safety against fire hazard. To avoid fire hazard, following precautions should be observed :-

(i) Unauthorised electric connections should be strictly forbidden.
(ii) There should be no electrical wiring between roof and false ceiling, except conduit or flame proof wiring.

(iii) Internal wiring in technical buildings (except building holding explosives) should be provided in welded heavy gauge steel conduits.

(iv) In non-technical buildings, which are not wired in conduit, the wiring between roof and false ceiling should be conduit. Internal wiring in these building will be brought to specifications, as and when repairs/renewals are undertaken.

(Auth : E-in-C’s Branch letters No. 66111/E4 dated 14 Jan 60 and No. 66111/E4 dated 11 Sep 61.).

(c) **Provision of electric lighting in Magazines/Explosive Buildings.** In buildings, with explosives of Groups 5 to 13, totally enclosed fittings conforming to specification BSS 97 (with provisions for gaskets), with welded conduits are to be used. These fittings may also be used for Groups 3 to 4. The gaskets should be periodically inspected and replaced, if any deterioration, is detected.


(d) **Concealed conduit wiring in officers accommodation and multi - storeyed buildings.** Concealed conduit wiring will be provided in the residential accommodation of all service officers in future.

**Electric Supply (General)**

(a) **Submission of project estimates.** While submitting project estimates, it should be borne in mind that the documents should be complete in all respect, so that progressing them at this HQ is not delayed.


(b) **Power Supply to X-ray Department of Military Hospitals.** Directions issued to avoid voltage drop below permissible limit should be adhered to in all Military Hospitals, to enable the X-ray, other machines and medical equipment to work satisfactorily.


(c) **Earth Leakage Circuit Breakers.** The supply of electricity to every electrical installation, other than low voltage installations below 5 KW and those low voltage installations which do not attract provisions of Section 3 of Indian Electricity Act 1910, shall be controlled by an earth leakage circuit breaker so as to disconnect the supply instantly, on the occurrence of earth fault or leakage current.

This provision shall be applicable to overhead lines having protective devices, which are effectively bonded to neutral of the transformer and conforming to Rule 91 of Indian Electricity Rules 1956.


(d) **Incinerators in MH.** Oil fired incinerators are now authorised in military Hospitals as per scales laid down in G of I MOD letter No. 68452/Q3(Policy-I)/794/D(Wks-I) dated 01 Jul 1999.

(e) **Lifts (Electrical).** Lifts for passengers and goods are authorised in residential bldgs and Tech Bldgs as per Scales of Accn for Defence Services, 1983, Chapter 55.I (Revised 1993) G of I MOD letter No. 35105/79/Q3W(Policy)/703/DO-II(W-I) dated 20 Sep 93.

These are authorised in Hospitals as well, as per Scale of Accn for Armed Forces Hospitals, 1982 (clause 15.2.2).
(f) **Fire Fighting.** Govt. order and bye laws of local authorities and as on required basis may be followed. Prior approval of Fire Adviser to the Ministry of Defence is required, in cases, where the height of buildings is more than 15 metres.

(g) **Non Conventional Energy Sources/Devices.** These are to be provided, on as required basis.

(h) **Lightning Protection System.** This is authorised, on as required basis. Electrical and signal/tele-communication installations should be provided with lightning protection system (Policy : 36323/Policy/E4 dated 03 Sep 87). Lightning Protection of radars is the responsibility of users.

(i) **Metering Electrical Loads.** Max demand indicator and Power factor meter should be installed on all takeover points and corrective measures like provisioning of capacitor banks etc should be ensured.

(k) **UPS System & SPS System.** Directions issued, vide E-in-C’s Branch Policy letter No. 2/88/E4 dated 16 May 88, may be followed.

(l) **Bulk Petroleum Installations (BPI).**

(i) Suitable exhaust fans/exhaust ducts should be provided at ground level to discharge fumes.

(ii) Centrifugal pumps installed should have gravity suction.

(m) **General maint/repairs.** Capacitors should be discharges, before working on any equipment associated with capacitors.

**DUTIES OF MASTER CRAFTSMAN (General Fitter Mechanic)**

1. He should be fully conversant with the professional working of following trades

(a) Fitter general mechanic  
(b) Pump house operator  
(c) Driver engine static  
(d) Mechanic petrol & diesel engine  
(e) Driver mobile plant  
(f) Operator Earth moving machinery  
(g) Operator pneumatic tools  
(h) Boiler attendant  
(i)  

2. He should be well versed in various trades as mentioned in Sl No 1 above, so as to check, improve and guide practically all such trades.

3. He should be competent to train and conduct practical training courses for such trades.

4. He should be conversant with the use of fire fighting equipment and competent to provide first aid in case of accidental emergency to save human lives and Govt. property.

5. He should be able to carryout the duties of any tradesman if called to do so (as mentioned in Para 1 above).

6. He should also be able to check the ground documents like log sheet, duty roaster and attendance register etc.

7. He should be able to test various tools and equipment, machinery and plant for the accuracy, efficiency and desired functioning.

**DUTIES OF MASTER CRAFTSMAN (Mechanist)**

1. He should be fully conversant with the professional working of following trades

(a) Mechanist  
(b) Moulder  
(c) Welder  

2. He should be well versed in various trades as mentioned in Sl No 1 above, so as to check, improve and guide practically all such tradesmen.
3. He should be competent to train and conduct practical training courses for such trades.

4. He should be able to carry out the duties of any tradesman if called to do so (as mentioned in Para 1 above)

5. To assist AE/JE E/M workshop in estimating stores demand, required to carry out the duties of above tradesmen.

6. He should be conversant with the use of fire fighting equipment and competent to provide first aid in case of accidental emergency to save human lives and Govt. property.

7. He should have through knowledge of doing all types of welding work including gas welding.

8. He should be able to handle and operate the lathe machine, grinding machines & cutters to the required accuracy.

**DUTIES OF MASTER CRAFTSMAN (Senior Mechanic)**

1. He should be fully conversant with the professional working of following trades

   (a) Vehicle mechanic
   (b) Vehicle electrician
   (c) Fitter

2. He should be well versed in various trades as mentioned in Sl No 1 above, so as to check, improve and guide practically all such trades.

3. He should be competent to train and conduct practical training courses for such trades.

4. He should be able to carry out the duties of any tradesman if called to do so (as mentioned in Para 1 above).

5. He should be conversant with use of fire fighting equipment and competent to provide first aid in case of accidental emergency to save human live and Govt. property.

6. He should be competent to drive and test all type of vehicles and plants for their efficient and desired functioning and must be in possession of driving license of all type of vehicles.

7. To assist JE E/M for estimating demand of stores required for the maintenance/repairs of vehicles and plants.

8. He should possess thorough knowledge of functioning of each part of vehicle including electrical system.

**DUTIES OF MASTER CRAFTSMAN (Fitter Pipe)**

1. He should be fully conversant with the professional working of Fitter Pipe.

2. He should be fully competent with latest technique to carry out maintenance/repairs of GI, CI, PVC pipes and their fittings including installation of new pipes/fittings.

3. He should have general knowledge of water supply and sewage disposal installations specially where pipes are connected on incoming & outgoing system of installation.

4. He should be able to carry out the duties of fitter pipe as and when called for to do so.

5. He should be competent to train and conduct practical training courses relating to his trade.

6. He should be perfect in jointing all types of pipes with relevant jointing material.
DUTIES OF MASTER CRAFTSMAN (Cable Jointer)

1. He should be fully conversant with the professional working of cable jointer and should be well versed in the trade.

2. He should be fully competent with latest technique to train and conduct practical training courses relating to all types of cable jointing.

3. He should have general knowledge about all types of electrical installation where LT/HT cables are used including system and functioning of the said installations.

4. He should be conversant with the use of fire fighting equipment and competent to provide first aid in case of accidental emergency to save human lives and Govt. property.

5. To assist JE E/M for estimating demand of stores required for the repairs and installations of all types of LT/HT cables.

6. He should be able to carryout the duties of cable jointer if called to do so.

DUTIES OF MASTER CRAFTSMAN (Mechanic Refrigeration)

1. He should be fully conversant with the professional working of Mechanic Refrigeration and should be well versed in the trade so as to check, improve and guide practically to mechanics (Refg).

2. He should be competent to train and conduct practical training courses of his trade.

3. He should also be able to check the ground documents like log sheet, duty roaster and attendance register etc.

4. He should be able to carry out the duties of mechanic refrigerator.

5. He should be able to test various types of latest refrigeration machines & plants/equipments for the accuracy, efficiency and their desired functioning.

6. To assist JE E/M for estimating demand of stores required for operation/efficient functioning of refrigeration plants, machinery & equipment.

7. He should be conversant with the use of fire fighting equipments and competent to provide first aid in case of accidental emergency to save human live and Govt. property.

DUTIES OF MASTER CRAFTSMAN (Electrician)

1. He should be fully conversant with the professional working of following trades:

   (a) SBA
   (b) Armature winder
   (c) Lineman
   (d) Wire man
   (e) Instrument repairer

2. He should be well versed in various trades as mentioned in Sl No 1 above, so as to check, improve and guide practically all such tradesmen.

3. He should be competent to train and conduct practical training courses for such tradesmen.

4. He should also be able to check the ground documents like log sheet, duty roaster, and attendance register.

5. He should be able to carryout the duties of any tradesman if called to do so.

6. He should be able to test the various tools & equipment, machinery & plant for the accuracy, efficiency & desired functioning.
PREFACE

1. First Policy Compendium issued in May 76 was updated in Jul 89. Since then a number of changes/modification to the procedures have taken place. This has necessitated the revision of the compendium.

2. Every attempt has been made to include updated letters, which will help in providing easy and ready reference to policy letters to be followed in different situations. The compendium does not include policy letters pertaining to the Contract section which are being compiled and a separate Compendium will be issued shortly.

3. This Compendium should not be quoted as an authority in itself. Instead, reference should be made to the letters quoted therein.

4. Suggestions for improvement, if any, should be sent to the Directorate of Works (Policy, Planning & Coord) at this Branch.

Army HQ

Lt Gen AN Sinha, PVSM, AVSM, ADC

Sep 2000

Engineer-in-Chief
POLICY ON IT SECURITY AND INTERNET USAGE: MES FMNS

General
1. In view of the permission granted to all MES formations to acquire Internet connection and use it for communication, it is pertinent to have a policy in place for its use.
2. This policy identifies the rules and procedures that all persons accessing computer resources within MES must adhere to in order to ensure the Confidentiality, Integrity and Availability of information and resources. The implementation of cyber security is based on the guiding principal that the person who is generating information is also responsible for its security.
3. The policy is applicable to all users of Internet as well as personnel tasked to undertake the administration of such resources.

Aim
4. To lay down a policy for the IT security and Internet usage by MES fmn.

Physical Security
5. The physical security of PC will be provided. Responsibilities for physical security of the PC shall be defined and assigned to individuals by name. Physical access to the PCs at all times will be controlled and restricted to authorised personnel only.

Desktop Security
6. Desktop firewall. All users must display and use desktop firewalls on their PCs.
7. Antiviruses and Patch Management. Viruses and worms can be a major threat to PCs. Responsibilities and duties must be assigned to ensure that all PCs one equipped with up-to-date virus protection and detection software. All users must regularly update the patches and signature of anti-virus. Appropriate records will be made on updation.
8. Desktop Encryption Software / Secure Erasing of File. All classified information up to CONFIDENTIAL when stored on hard disk or any other secondary memory drives will be encrypted using encryption software such as ‘Secure Desk’, developed by MCTE Mhow. Secure Desk will also be used for secure deletion of classified files up to CONFIDENTIAL security classification.
9. Password-use. Power-on, log-on and screen server password should be employed and compliance should be ensured. A summary of guidelines for password is given at Appendix ‘A’.

Internet Connectivity
10. A PC Connected on the local LAN shall not, at any time and under any circumstances, be connected to the Internet. Many users hold the notion that if the same PC is connected to both networks at different times, there is no danger of any security breach.
11. The computer name of the Internet computer shall not reveal the appointment of the establishment identity. The guidelines for Internet users are given in Appendix ‘B’. ‘DOs and Don’ts’ for all computer users related to cyber security are give at Appendix ‘C’

   (a) E-mail on Internet will be used for exchanging unclassified message.
   (b) Most viruses, Trojans and worms are spread through e-mail message attachments. Some of the file extensions identified as dangerous are .ade, .adp, .bat, .chm, .exe, .hlp, js, .jse, .scr, .url, .vb, etc. E-mail attachments must be scanned for virus before opening.
E-mails with extensions/attachments of the type referred above must not be opened unless received from a known source.

References

13. This policy may be read in conjunction with Cyber Security Policy 2005 issued by DG MO (MO 12) vide their A/12108/ MO 12/ dt 22 Sep 2005.

(K V Mathew)
Lt Col
Dir Automation
for E-in-C

All CEs Comd
All CEs Zones

Appendix A
(Refers to paragraph 9)

GUIDELINES FOR PASSWORDS

1. Passwords will be kept confidential by users. These will not be shared with anyone, for any reason whatever.

2. No paper record of passwords will be kept. If felt absolutely necessary and inescapable, such records will be treated as SECRET, and escrowed with the head of the department/organization.

3. Password will not be inserted into e-mail message, or any other form of communication.

4. Passwords should be:
   (a) Minimum six characters in length. Where feasible, minimum length will be forced on the user by the system.
   (b) Not based on something that can be easily guessed or obtained using person-related information such as name, date of birth etc.
   (c) Free of consecutive identical characters, or all figures, or all letters.

5. Logon passwords. All users will ensure use of logon passwords on their computers. Where required, operating systems will be suitably upgraded.

6. Change of passwords. Passwords will be changed as given below. Where possible, change of password will be forced by the system.
   (a) System level password (root, enable, and admin) will be changed at least once a quarter.
   (b) User level passwords will be changed once in two months.
SECURITY GUIDELINES FOR INTERNET USERS

1. Internet services are based on open architecture with minimal security features. They are also open to malicious attacks, hacking, virus activities and cyber crimes. Unauthorized and unregulated use of Internet can lead to compromise in security. These instructions apply to all users of the Army accessing Internet in any manner.

2. A networked computer will not be connected or used to access the Internet. Stand-alone computer having no classified data/information of importance, from security point of view, on hard disks can only be used to access Internet. No information of military value will be passed using Internet as a media.

3. Army networks are a special attraction to the hackers for obvious reasons. The users will strictly adhere to the following:

   (a) No computer connected to Army Intranet or any other Army network will be connected to Internet at any time.

   (b) Access to Internet will be provided to only those users that have an established need for Internet access.

   (c) The Internet computer will have latest anti-virus software with latest patch at all the times.

   (d) The Internet computer will have a Personal Firewall, whose configuration will deny all incoming services. No outgoing services like FTP; Web Server etc. will be hosted.

   (e) No software will be downloaded from such Internet computer that is not checked for viruses.

   (f) No executable will be downloaded from the Internet and installed on the clients on Intranet without permission.

   (g) In case of an Internet laboratory, the computer(s) connected will be placed behind a proxy server and a firewall.

   (h) Keep abreast of detected weaknesses in systems and take actions to prevent own network from such vulnerabilities.

4. Only authorized Internet connection will be installed in offices. Unauthorized Internet connections will be considered as breach of these instructions.

5. The Internet computer will have its own peripherals such as UPS, Printer, Scanner, etc. which will not be shared with any other system under any circumstances.

6. A “Usage Register for Internet” will be maintained in which particulars of date, usage time, personal number or rank or name or/appointment of user, sites visited, purpose of visit, signatures of the user and remarks will be recorded.

7. The Internet computer will be in physical custody of the owner, who will take all security measures to prevent its misuse by any unauthorized persons.

8. Internet computer will have BIOS, user and screen saver passwords to prevent unauthorized use of the system. Passwords management as given in Cyber Security Policy – 2005 will be implemented. Safety and security of the password will be the personal responsibility of the user.

9. Enticing sites advertising, money, games, free gifts, etc are a sure invitation to attacks by cyber-criminals. Such unknown or non-certified sites must be avoided at all costs. Any unusual activity such an appearance of unsolicited messages, slowing down of the system, abnormal shut downs or restarts, appearances of foreign files, etc are indication of attack on the system. Under such situations, system should be shut down and help of specialist may be sought from.

10. Users should be aware that their personal computers (user owned) at their homes, when connected to the Internet must not have any official data lest the same is ‘hacked’ from their home computer systems.

11. E-mail ID’s created by Army personnel on Internet must not reveal their rank, appointment and organizational identity e.g., (cedelhi@hotmail.com, colabsmart@rediffmail.com). Such ID’s should be operated in individual capacity. (e.g., abseingh@gamil.com)
12. E-mail should be used for exchanging only unclassified information. Photographs / power point presentations / soft copy of documents containing details of work (including the identity of unit/ Fmn HQ for whom the work has been executed directly or indirectly) is not to be included. In such cases photographs can be sent by e-mail with only serial numbering. Other details can be sent by FAX / DAK which can be linked.

Appendix C
(Refers to paragraph 11)

**DOs AND DON'Ts FOR COMPUTER USERS**

**DOs**

1. Use complex passwords at different levels having at least eight characters and a mix of alphabets, numerals and special characters.
2. Change the password periodically.
3. Choose a password that would be hard to guess.
4. Use pass-phrases instead of passwords. These can make strong passwords and yet be easy to remember.
5. Allow only authorized personnel to access areas housing critical equipment.
6. Use secure deletion instead of normal delete for classified information.
7. Use encryption while storing classified information.
8. Update yourself on software vulnerabilities reported.
9. Download and apply patches as applicable.
10. Install a personal firewall on your system.
11. Correctly configure firewall.
12. Study the firewall logs regularly.
13. Install anti-virus program on your machine.
14. Update Anti-virus signatures regularly.
15. Enable audit trail in the system.
16. Destroy used printer ribbons and carbons by burning.
17. Organize maintenance or repair of your system under supervision.
18. Use UPS to prevent corruption of data and software.
19. Check source of e-mail before opening its attachments.
20. Do log off before you leave your office.

**DON'Ts**

1. Don’t use a computer to harm other people.
2. Don’t interfere with other people’s computer work.
3. Don’t snoop in other people’s files.
4. Don’t use a computer to steal.
5. Don’t use or copy software that you have not purchased.
6. Don’t steal other people’s intellectual property.
7. Don’t use a computer to pose as another person.
8. Don’t use other people’s computer resources without approval.
9. Don’t reveal a password on questionnaires or security forms.
10. Don’t use default configurations.
11. Don’t install any unauthorized software on your machine.
12. Do not share or disclose your password.
13. Don’t let any unauthorized persons use your computer system.
14. Don’t reveal the root password to any unauthorized person, particularly an outsider.
15. Don’t connect the computer directly to the mains.
16. Don’t use pirated or gifted copies of software as these may contain viruses and even facilitate intrusions into the system.
17. Don’t play computer games. These could be the main carriers of computer viruses and an unsuspecting or easy media for an intruder to break into your computer system.
I OBJECTIVE

1. The objective is to ensure that all defence works and services – capital, revenue and maintenance – are completed with the minimum of delay and in a cost-effective manner compatible with the efficient functioning of the Defence Services. This revised Defence Works Procedure enumerates the mechanisms of and conditions for planning, programming, budgeting, approval and execution of such works and services.

II BASIC PRINCIPLES

2. The basic principles of undertaking Defence works are:

   (a) No new works should be sanctioned without careful attention to the assets or facilities already available and the time and cost required to complete the new works.

   (b) As budgetary resources are limited and granted on an annual basis, adequate provisions should be ensured for works and services already in progress before new works and services are undertaken.

   (c) 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) should be taken.

   (d) Since time is of the essence, the completion period stipulated in the Administrative Approval will not be exceeded as far as possible.

   (e) No works services will be executed without administrative approval, formal allocation of funds and technical sanction having first been obtained from the Competent Authority in each case. However, the procedure to be followed in case of works initiated for urgent military reasons are laid down in Paras 34 to 36 below.

   (f) No officer will, in the course of the financial year, exceed the aggregate budget allotment made to him for any works or under any subhead of maintenance.

   (g) No officer will exceed any specific budget allotment made to him under any minor or detailed head, except in so far as he may within his powers of transfer of funds, be able to meet excess expenditure on one item by equivalent savings on another.

   (h) 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 expenditure 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.

   (i) The CFA according Administrative Approval should be kept informed of the progress of the works till their completion through regular periodical reports.

   (j) No project or work services will be split up to bring it within the powers of a CFA at a lower level.

III CLASSIFICATION OF WORKS

3. For purposes of budgeting and control the operations of Defence Works are divided into two broad categories, namely:

   (a) Original Works

   (b) Repairs

IV ORIGINAL WORKS

4. (a) Original Works comprise works services like construction of buildings, workshops, storage depots, etc. including their internal fittings and fixtures as well as roads, runways, blast pens, marine works,
E/M services, water supply, drainage, other utility services, arboriculture, ranges, furniture etc. as well as purchase and additions. Reconstruction of buildings and roads, widening of roads, additions and alterations necessitated by administrative/technical reasons, works necessary to bring into use 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 original works.

(b) Original works of petty nature costing upto *Rs.10,000/- may, at the discretion of the CWE/GE (Independent) be treated as “Repairs”. The CWE/GE (Independent) may delegate all or a portion of his powers under this paragraph to GE or outstation AGEs by name. (* Approval of competent authority required).

(c) The purchase and installation of static plant and machinery and equipment and the provision of furniture are treated as original works.

(d) Provision of furniture which does not form part of any works project will be treated as Original Works.

5. (a) For administrative purposes Original Works are divided into the following categories:

(i) **Major Capital Works** i.e. original works costing Rs.15 lakhs or more.

(ii) **Low-Budgeted Capital Works** i.e. original works costing more than Rs.2 lakhs but less than Rs.15 lakhs.

(iii) **Revenue Works** i.e., original works costing more than Rs. 1 Lakh and upto Rs. 2 lakhs.

(iv) **Minor Works** i.e. original works costing upto Rs. 1 lakhs

(b) Major Capital Works and Low-Budgeted Capital Works will be budgeted under Capital Heads.

(c) Revenue Works and Minor Works as defined above will be budgeted under Revenue heads.

6. New Original Works are further sub-divided as follows :-

(a) **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.

(b) **Special Works.** Items of works services not falling within sub para (a) above are referred to as “Special Works”. These may be approved only when exceptional local conditions justify the necessity, or as an important experimental measure. Special Works should not be approved if the effect would be to introduce a new practice or change of scales.

(c) Engineer authorities will not be asked to undertake preparation of estimates of a project which includes special items of work unless the Competent Financial Authority has accorded formal approval in principle 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” and sanctioned as such under the powers of the Competent Financial Authority.

(iii) Superior specifications to those on which approved/sanctioned Plinth Areas are based will be termed “Special”. Their incorporation in works at any stage during planning or execution without prior approval of the competent Financial Authority is not permitted.
(V) **REPAIRS**

7. (a) Repairs comprise all maintenance and periodical services, renewals and replacements as well as alterations and improvements necessitated by technical or engineering reasons.

(b) Works required to make good damages caused to existing buildings, roads, installations and services due to extraordinary causes, but which are still usable, are also classified as 'Repairs'. The question whether a building etc. is still “usable” or not will be decided by a Board of Officers convened to investigate the matter.

(c) A property when taken off from care and maintenance is deemed to be abandoned and will not be entitled to maintenance funds.

8. Repairs are classified into two broad categories:
   (a) Ordinary Repairs; and
   (b) Special Repairs

9. (a) **Ordinary Repairs** are further sub-divided into the following categories:

   (i) Petty Repairs
   (ii) Periodical Services as per MES Regulations ‘Table ‘G’.
   (iii) Replacements and renewals costing upto *Rs.1,50,000/- for each item.
   (iv) Repairs, renewals and replacements of E/M installations and other external utilities costing upto *Rs.2,00,000/- in each case.
   (v) Replacements of furniture of value up to 50 % of annual allotment for maintenance of furniture on station basis.
   (*Subject to formal approval on file by Competent Authority).

(b) Ordinary Repairs will be carried out in accordance with MES Standing Orders.

(c) No administrative approval is necessary for ordinary repairs including purchase and maintenance of ordinary tools and plants for this purpose. Allotment of funds for the purpose implies administrative approval to that extent. No work will be carried out without the technical sanction of the competent engineer authority and no expenditure will be incurred in excess of allotment under the relevant budgetary head, except in so far as such excess can be met by re-appropriation from another head within the competence of the authority concerned.

10. (a) **Special Repairs** consist of renewals and replacements as well as alterations of improvements costing beyond the monetary ceiling for ordinary repairs in each case and replacement of furniture beyond the limit laid down in Para 9 (a) (v) above. These will be carried out in accordance with MES Regulations.

(b) The Garrison Engineer will be the competent authority for grouping of buildings for the purpose of Special Repairs.

(c) Special Repairs will be treated as Original Works, but irrespective of the cost, all Special Repairs will be budgeted for under Revenue Head.

(d) In case where special 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 an Original Work for all purposes.
11. (a) Amendment to the capital value of existing structure due to repairs will be made in accordance with MES Regulations (Para 228). In calculating the addition to be made to the capital value, credit will be taken for the value at current rates of any portion of the original structure which has been demolished or replaced.

(b) Notwithstanding sub-para (a) above, changes in capital cost upto Rs. 15,000/- in respect of all buildings and those due to renewals and replacements costing Rs.60,000/- or less to temporary buildings will be disregarded.

(c) Amendments to capital values on account of E/M renewals will be carried out in accordance with MES Regulations (Paras 259 and 260).

VI Scales and Specifications

12. Scales of Accommodation. The scales of accommodation approved and issued by the Government of India from time to time are intended as a close guide. Petty variations in individual cases can be made at the discretion of the Competent Financial Authority at the time of according Administrative Approval with reasons recorded in each case, provided such variation are not of general application and do not create any precedent in the matter of scales of accommodation.

13. Specifications

(a) All works catering to short term requirement, i.e., accommodation not expected to be required for a period of over five years from the anticipated date of completion of the work, will be in temporary construction and built to specifications of the lowest possible type having regard to availability of material and the purpose of the facility or service.

(b) All works catering to long-term requirement, i.e., accommodation expected to be required for a period of more than five years from the anticipated date of completion of the work, will be built to permanent specifications.

(c) The above-mentioned period of five years will be taken as a close guide. Competent Financial Authority will use their judgment to decide about the choice of permanent or temporary specifications in special cases and record the reasons thereof while according Administrative Approval.

(d) Building will be identified as prestigious at the stage of approval of the AWP. It will be permissible to add in the Approximate Estimates a specific percentage subject to a maximum of 10% of the total cost of the buildings towards providing special architectural features and superior specifications.

(e) Temporary specifications will be laid down by Zonal Chief Engineers on individual basis in accordance with general guidelines issued in this regard by E-in-C’s Branch.

VII Annual Works Program and Budgeting

14. Under the existing system of budgetary control, so far as it applies to works, expenditure during a financial year is generally restricted to the amount provided in the annual budget estimate for the purpose. Details of budgetary heads and the system of appropriation and re-appropriation of funds for this purpose are explained in Appendix A.

15. Well before the commencement of next financial year, assessment of funds required in that year for making satisfactory progress of works already sanctioned and commenced in and upto the current year should be made, before fresh budgetary provisions are proposed for New Works in the next financial year. Thus, Carry Over works will have higher priority than New Works in regard to budgetary estimates for any financial year.

16. No New Works should be sanctioned and / or commenced in any financial year unless:
(a) In case of Major Capital Works each costing Rs. 15 lakhs or more, such a new work has been included in the Annual Major Works Program for the relevant financial year of the concerned Service or organisation as approved by Government of India.

(b) In case of Low-Budgeted Capital Works, such a new work has been included in the Annual Low-Budgeted Capital Works Program of the concerned Command or formation of equivalent level and duly approved by the GOC-in-C or officer of equivalent level; and

(c) In case of Revenue Works and Minor Works, these are planned and approved at appropriate CFAs’ level against bulk funds placed at their disposal for this purpose by Command HQrs in each financial year.

17. The Service HQrs may direct the Command HQrs and other lower formations to plan new works programmes for two years at a time, including holding Board Proceedings and preparation of Indications of Costs, after careful assessment of the liabilities of Carry Over Works and of anticipated budgetary ceilings on new works as well as the physical capacity of the engineers. The Annual Major Capital Works Program for a financial year can be prepared out of such two years’ works plans. Those works proposals excluded from the finalized AWP of the new financial year can be rolled over for inclusion in the next year. Their Indications of Costs should, however, be updated before inclusion in the next year’s AWP.

18. (a) The Annual Works Program for Major Capital Works costing Rs. 15 lakhs or more for the relevant financial year should be prepared and submitted by 31\textsuperscript{st} October and approved by the Government before 31\textsuperscript{st} December of the previous financial year. While preparing such a program, the physical progress and financial commitments to Carry Over Works whether approved by CCS, MoD, Service HQrs, Command HQrs or lower formations and the time and effort as well as funds required for planning and executing New Works should be carefully projected. To achieve this objective before the works are included in the MWP adequate ground, i.e., holding of preliminary Board of Officers proceedings as well as preparation of rough estimates of the cost involved for new works will be required to be done. There will be no embargo on the number of works to be included in the MWP but the total value of works to be cleared will have to be within the MWP ceilings. In order to provide flexibility within MWP ceilings, the number of works to be projected for inclusion within MWP ceilings of the year, could exceed by 20%, but actual sanction for Major works will be restricted within the approved financial ceilings. Such items which were included in the projections made for the MWP ceilings of a particular year but could not be sanctioned for one reason or the other, will automatically be included in the next year MWP ceiling unless any of these cases are required to be deleted. This should provide flexibility and ensure achievements of target of sanctioning works up to MWP ceiling even if some works had to be carried forward due to reasons beyond control.

(b) Approval of this major/Annual Works Program by Government will be considered as approval in principle of the implementation of the works program in respect of those works whose BPs and rough estimates have already been scrutinized by competent Engineer Authority (CEA) and administrative & associated financial authorities. This approval will however be subject to adequate allocation of funds. This will enable the engineers to obtain a ‘Go Ahead’ sanction from CFAs wherever considered essential not exceeding 5% of the approximate cost estimate in a specific case as per the provision in Para 27 below. In such of the cases where BPs and rough estimates have not been scrutinized as mentioned above, inclusion of these cases in MWP/AWP will provisional subject to these being scrutinized subsequently.

(c) If during the current financial year any new works project, not included in that year’s Annual Works Program, has to be subsequently approved and / or commenced for extraordinary reasons, separate approval of the Government should be taken for revision of the Annual Works Program.

19. The Annual Low Budgeted Capital Works Program should be prepared and approved at the GOC-in-C or equivalent level before 31\textsuperscript{st} March of the previous financial year careful assessment of the liability of ongoing works. All such works as well as Major Revenue Works should be completed within twelve months of their commencement.

20. Minor works should not be carried over. Hence these works should be planned and sanctioned well in time in consultation with the concerned Garrison Engineer for feasibility of execution so as to ensure their completion during the same financial year.

VIII Processing of Major Capital Works
21. There are nine main stages in the planning, sanctioning and execution of new Major Capital Works, viz.

   i) Demand for and Planning of New Works.
   ii) Acceptance of Necessity
   iii) Preparation of Approximate Estimates
   iv) Administrative Approval
   v) Appropriation of Funds
   vi) Technical Sanction
   vii) Tender Action
   viii) Contract Action
   ix) Execution of Works

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

IX  DEMAND FOR & PLANNING OF NEW WORKS

22. Demands for new Major Capital works services will be submitted in the form of a Statement of Case to the Competent Financial Authority for consideration and approval. The Statement of Case will inter alia explain:

   (a) The need for and scope of the works proposed.
   (b) Whether besides construction works, the proposal 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) The type of construction – authorized or special, permanent or temporary – required.
   (d) The target date by which the completion of the proposed works are desired.
   (e) The desired location and availability of land, if any.
   (f) If and is not available, the time likely to be taken for obtaining the same and for site development, environment clearance, 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’.
   (j) An Engineer appreciation in the format at Appendix ‘C’.

23. (a) After examination and approval of the Statement of Case, the Competent Financial Authority will convene a Recee-cum-Siting and Costing Board. Such Board Proceedings (BPs), while examining the various features of the new works proposal, will also deliberate on the need, if any, for compressing the normal time-frame of carrying out the works, issue of a ‘go-ahead’ sanction for preliminary works in case of works proposals costing more than Rs.1 Crore and delegation of special powers to the Chief Engineer for planning and execution of the works and make necessary recommendations.
(b) The completed Board proceedings, as ordered by Comd HQ, along with detailed engineer appreciation and rough cost estimates will be required to be submitted within three months from the approval of Annual Works Program in the following manner:

(i) **Works to be Sanctioned by MoD & Service HQ.** The Board Proceedings shall be checked at Comd HQ and approved at Service HQ level.

(ii) **Works to be Sanctioned by MoD & Service HQ level.** The Board to be submitted to Area HQ / Corps HQ / equivalent HQ of Navy & Air Force and approved by GOC-in-C and equivalent ranks in other services.

(c) The approval of these Boards is required to be communicated to engineer authorities within a period of 45 days of its submission after settling any observations thereof. Respective engineer authorities namely CE Zones will, accordingly, submit the AEs within four weeks of receipt of approved Board Proceedings from respective CFAs.

(d) The requisite directions / guidelines to various lower HQs will be issued by Service HQs / Comd HQs in consonance with time frame and procedures laid down in this para.

24. In case of new works projects, the cost of which may require approval of the Government, the Service HQs will convene and approve such Board Proceedings. In case of works requiring Cabinet approval, after approval of the Government on the basis of a Statement of Case as per Para 22 above, a Detailed Project Report (DPR) will be prepared and submitted to the Government for consideration and approval. If it is proposed to engage an outside consultancy agency for preparation of such DPRs, then prior approval of the Government is to be taken in this regard. Whenever any such outside consultancy agency is engaged for this purpose, the broad parameters of scales of accommodation and specifications (vide paras 12 and 13 above) as applicable to Defence works should be clarified to them as guidelines in advance. Should there be any serious departure from the approved scales and/or specifications in the DPR finally submitted, then that should be specifically brought to the notice of the Competent Financial Authority for approving the necessity of the works proposed as Special Works as per provisions of Para 6(b) & (c) above and Notes there under.

X  **Acceptance of Necessity**

25. Acceptance of necessity at the lower level is based on rough estimates, however, at the Ministry level, it must be based on a detailed AE. If, after careful consideration of the new works proposal as explained in the Statement of Case and the Board Proceedings, it is decided to carry out the proposed works services, then formal orders will be issued by the Competent Financial Authority accepting the necessity of the proposed works and ordering the preparation of Approximate Estimates. The CFA will also ascertain that funds will be made available at the appropriate time for carrying out the works before passing such orders.

26. Powers of the CFA at various levels for accepting the Necessity and according Administrative Approval for various types of works with or without financial concurrence are indicated in Appendix D.

27. If it is proposed to engage any outside consultancy agency for carrying out any part of the proposed works services at the planning and/or execution stages, either for technical reasons or for compressing the time-frame of the works then the cost estimate for such consultancy should be indicated by the engineers and accepted by the CFA while according Administrative Approval to the proposal. Further, in a specific case where in the opinion of the Chief Engineer concerned a proper technical or cost appreciation of a works project or its timely implementation requires certain preliminary activities like site surveys, soil investigations, enabling works, preparation of basic designs or estimates, etc. and/or engaging an outside consultancy agency, then a ‘Go-Ahead’ sanction of an amount not exceeding 5% of the rough cost estimate will be taken for such activities from an officer of the level of GOC-in-C or equivalent or above with concurrence of the Integrated Financial Adviser concerned. Such proposals for which administrative approval would have to be accorded by Government / Cabinet. A copy of such a ‘Go-Ahead’ sanction will be sent to the CDA concerned.

28. In case of new works proposals requiring administrative approval of a CFA of the level of Service Headquarters / Government, such proposals may be submitted to the CFA along with both Board Proceedings and Approximate Estimates for obtaining Acceptance of Necessity and Administrative Approval at the same time.
Approximate Estimates

29. (a) The engineer authorities will prepare the Approximate Estimates in the prescribed Performa (Appendix E) as per the lines indicated in the approved Statement of Case and/or Board Proceedings/DPR. Office and domestic accommodation requirements for the MES constructional staff, consultancy charges, if any, necessary external services, and other requirements of technical nature will be included in the Approximate Estimates, even if no specific recommendation of the Board of Officers is existing.

(b) No provision will be made in the estimates for special tools and plants since a central provision is made for this purpose under Sub Head E(a) of Minor Head 111-Works to cater for special tools and plants for all projects. Nevertheless, if for special technical reasons any special tool or plant is required for any works project and cannot be met out of the above-mentioned budget provision, then a specific approval of the Government should be taken for inclusion of the estimated cost thereof with due recommendation of the Director General of Works.

(c) Contingencies will be provided at 3% of the estimates. Establishment charges, if any, may be included in the estimates after recording reasons therefore in each case, but will not exceed 2% of the estimates. In addition, consultancy charges not exceeding 3% may be included in the estimates. Any additional expenditure on consultancy will require the approval of concerned CFA.

(d) No special items of works or superior specifications will be included without specific approval of the Competent Financial Authority. Variations in specifications from those included in approved PA rates, but considered essential to suit peculiar local conditions due to technical reasons will be highlighted.

(e) Permissible tolerance limit of 10% beyond Administrative Approval amount as per para 2(h) above and savings achieved on conclusion of contracts will not be utilized either to enhance the scope of the work or to enrich the specifications afterwards.

(f) Approximate Estimates (as also rough cost at the acceptance of necessity stage) will be prepared by Engineer Officers competent to do so as per guidelines laid down by the Director General of Works. Checks of such Approximate Estimates will be made by the next higher Engineer Authority as per directives laid down from time to time.

(g) In case of works scheduled to be completed within two years, no escalation, except statutory increases, will be allowed in the contracts for execution of such works. Approximate Estimates for such works will be prepared accordingly.

(h) While submitting Approximate Estimates, application will be made for allotment of funds required for execution of the works in the relevant financial year(s).

30. The above stages of processing a new works proposal, namely, Initiation of Demand, Board Proceedings, Acceptance of Necessity and Preparation of Approximate Estimates can be undertaken, if urgency so requires, even before finalization and approval of the Annual Works Program for the relevant financial year. However, in order to avoid in fructuous expenditure of time and effort on such matters, by 31st October of the previous year, the Service HQ/Command HQ will priorities the new works out of their two years’ work plans cited in Para 17 above and also indicate the ceilings of funds expected to be made in respect of new works services in the next financial year at Command/formation levels.

Administrative Approval

31. (a) Administrative Approval will be accorded by the Competent Financial Authority (CFA) to the execution of the works after due examination of the Approximate Estimates. It will state clearly whether the works being approved are authorized or special. Special items of works will be specified and reasons for approving the same will be stated.

(b) At the stage of according Administrative Approval, it will be ensured that Approximate Estimates are updated to confirm to prevailing percentage of market variation and difference in cost
of stores. As far as possible these administrative approvals are to be accorded before the commencement of the financial year in which the works are to commence. **Detailed guidelines will be issued by the E-in-C.**

(c) Time for completion of the works will be clearly indicated in the Administrative Approval. Any extension of time for completion will be notified to the CDA concerned. **Delay in commencement of the works beyond 12 months would necessitate a Revised Administrative Approval.**

(d) While issuing Administrative Approval, the requirement of formal allocation of funds as per Para 2(e) above and para 45 (a) below will be complied with. Administrative Approval will be considered as release of the works and conveyed by a letter specifying the budgetary source from which funds will be provided in the year the work is sanctioned. A copy of this letter together with a copy of the Approximate Estimates will be sent to the CDA concerned and to the engineer adviser concerned who will issue such technical instructions as may be required.

XIII **Revised Administrative Approval**

32. (a) In case it becomes necessary to obtain a revised administrative approval as per para 2(h) above, a revised estimated will be prepared in the Performa at Appendix ‘F’, the original and revised figures being shown in parallel columns of a comparative statement. The causes of the excesses should be set out clearly and concisely in the remarks column of such a comparative statement.

(b) 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 estimates as and when the occasion demands, the procedure explained above being followed in each case.

(c) When an administrative approval involves conclusion of a number of contracts and in the event of the tender cost for the item or items of work exceeding their corresponding administrative approval amount by more than 10 % (i.e. the tolerance limit) and also if there be no prospect of savings on other items of the work, the case will be submitted into the CFA along with a statement of financial analysis for the grant of financial concurrence to enable the Engineer authority to conclude the contract. The statement of case will also include a revised estimate for part / parts of the work covered in the tender in the form at Appendix ‘F’. Following the financial concurrence, Revised Administrative Approval will be accorded by the CFA covering the part affected by the tender in the shape of a Corrigendum.

(d) 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.

(e) No change in site is permissible. However in exceptional circumstances approval of CFA one level higher will be obtained.

(f) If upward revision of cost estimates beyond the tolerance limit is anticipated without any change in scope of work, then the preparation and submission of Revised Approximate Estimates will be initiated. However, tendering and contract planning may continue; but acceptance of tender / conclusion of contract will be made only after obtaining Financial Concurrence of the CFA.

(g) It is mandatory to obtain a Revised Administrative Approval from the CFA in the form of a Corrigendum at the earliest after the issue of the FC. As such a Corrigendum or Revised Admin Approval is not based on actual completion cost, the tolerance limit of 10 % as per para 2 (h) above will be applicable to the revised administrative approval.

(h) No revised administrative approval will 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 coast will reflect all approved revisions of cost estimates and escalations granted under this para.

33. If additions become necessary due to revision of scales or
establishments or for other specific administrative reasons, a supplementary estimate will be prepared and revised administrative approval obtained from the CFA to the entire work, including both original and supplementary estimates.

XIV Urgent Works

34. Urgent military reasons must be made very explicit and CFAs must be held responsible for their decision. Notwithstanding the procedures laid down in Paras 22 to 31 above, if for urgent military 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 lower than the Government of India 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, construction of essential temporary accommodation for the staff and stores, residential accommodation for the construction staff and preliminary works necessary for the execution of the project. 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.

(c) Provisions under Para 38 below will be applicable to work sanctioned under this Para at the discretion of the Competent Financial Authority.

35. (a) Further, notwithstanding the procedures laid down in Paras 22 to 31 above, 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, any commander may order the commencement of required work by furnishing an order in writing to the engineer officer concerned. The following principles will guide the commander concerned 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 commander is satisfied that he will be held responsible for any failure or disaster that may ensue, if he neglects to order commencement of necessary works.

(b) Should the concerned commander decide that it is necessary to order commencement of necessary works in departure from the procedures laid down in Paras 22 to 31 above, he will report the fact in writing to the appropriate CFA at the earliest possible moment within a week with copies to the CDA concerned and also inform his immediate superior commander at the same time.

(c) Provision under Para 38 below will be applicable to works sanctioned under this Para at the discretion of the concerned commander. Further, skilled / Semi-skilled / unskilled manpower may be employed on a daily rates of pay as per Nerric rates prevalent in the station by the Garrison Engineer ordering the work not exceeding 15 days overall in terms of time and 1000 man days in effort with reason and justification. For employing skilled, semi-skilled, unskilled manpower beyond these stipulation sanction of CFA will be obtained.

36. (a) Again in the case of imminent danger to buildings, roads etc.,
for of a breakdown of supply from an E/M or water supply installation, when delay would be seriously
detrimental to the public service, the local MES or PWD officer will take steps to protect Government
property or the inhabitants etc. But he must at once report the facts of the case and the reasons for
his action to the superior engineer authority, the local military commander and to the CDA concerned
indicating the financial liability he is incurring.

(b) Provisions under Para 38 below will be applicable to works sanctioned under this Para at the
discretion of the local Engineer Officer. Further, skilled / semi-skilled / unskilled manpower may be
employed on a daily rates of pay (as per Para 35 (c) above) by the Engineer Officer 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 are applied for and obtained at the earliest opportunity as per provisions in Para 45
below. The competent engineer authorities may opt for selective tendering based on pre-determined
criterion or single tendering for reasons of urgency or for special technical reasons as mentioned in
Paras 34 to 36 above. Powers of resorting to selective or single tendering as indicated in MES
Regulations Table ‘B’. The reasons for dispensing with
competition and the method of determining the rates will be placed on record in writing.

XV Special Powers for Engineers

38. When an urgent work (under para 34 – 36) is entrusted to the engineers for completion of the
works in a compressed time frame, the Chief Engineer can exercise the following special powers in
connection with planning and execution of such works: -

(i) Detailing officers anywhere in the country.
(ii) Resorting to consultancy for any item of work.
(iii) Purchasing of stationery, reprographic equipments, typewriters or
    any other office equipment required.
(iv) Installation of Telex, Fax, Internet or other communication
    equipment in CE / CWE / GE office.
(v) Payment of charges for telephone connections including STD facility on priority basis.
(vi) Hiring of civil transport for project work.
(vii) Hiring of office and temporary accommodation for construction
    staff.
(viii) Procurement of Cement and Steel from open market, if necessary;
(ix)* Selective tendering.
(x)** Dispensing with advertisement for tendering and contracting.

Note:
The expenditure to be incurred for items cited in Sub-Paras (iii) to (vii) above will be met out of
contingencies of the project. The cost of consultancy will be also met out of Contingencies if not
separately provided for.

*The dispensation mentioned in Para 38 (ix) & (x) would be clearly spelt out in the administrative
approval accorded by the Govt. / CFA not below the level of GOC-in-C and equivalent.

** Chief Engineer could exercise these powers in connection with the urgent work, after taking the
approval of IFA.
XVI Processing of Low Budgeted Works

39. In case of Low Budgeted Works, i.e., original capital works costing more than Rs.2 lakhs, these works will be sanctioned by the CFAs after the Annual Low Budgeted Works Program has been approved as per para 19 above and bulk allotments of funds for this purpose in the relevant financial year have been made to the respective CFAs. Board Proceedings can be dispensed with in case of Low Budgeted Works costing up to Rs.10 Lakhs, if so decided by the CFA. Administrative Approval in such cases will be based on consideration and approval of a Statement of Case as per Para 22 above by the CFA and Approximate Estimates as per Para 30 above.

40. In case of Low Budgeted Works carried out for urgent reasons as cited in Paras 34 to 36 above, the procedures laid down therein can be adopted.

XVII Revenue and Minor Works

41. (a) In case of Revenue Works and Minor Works as defined in para 5 (a) (iii) & (iv) above, these works will be sanctioned by the CFA after consideration of a Statement of Case as per Para 22 above and Approximate Estimates as per Para 30 above against bulk allotments for this purpose made in the relevant financial year. No Board Proceedings will be necessary in these cases. In case of Minor Works costing less than Rs.50000/-, no Approximately Estimates will be necessary.

(b) In case of Barrack Damages, subject to the condition that barrack damages have been recovered from the individual / unit concerned at the rates commensurate with the cost of repair or replacement as Paras 634 and 635 of MES Regulations, the engineer officer concerned may carry out repairs without waiting for any specific sanction of the CFA. The expenditure incurred for this purpose will be charged to allotments for maintenance.

XVIII Technical Control over Original Works

42. (a) Technical sanction, which is issued by the competent engineer authority, amounts to no more than a guarantee that the works proposals are structurally sound and that the estimates are accurately calculated and based on adequate data. Ordinarily such technical sanction are accorded only after Administrative Approval. But in case of authorized items of work based on approved scales of accommodation and specifications, necessary documents including designs and drawings can be prepared in advance so that the stages of technical Sanction and Tender Action can be covered expeditiously after Administrative Approval is accorded.

(b) The Government may also issue special instructions specifying the categories of works cases where technical sanctions can be issued to facilitate Tender Action even before Administrative Approval. In such cases, if necessary, revision of Technical sanction will be made on the basis of finalized scope of work, scale and specifications as per the Administrative Approval before Contract Action is taken.

(c) Schedules of works will be prepared along with requisite designs and drawings, costed and technically sanctioned by the competent engineer authority before tender documents are issued. The technical sanction will include the anticipated contractor’s percentage based on the Engineer Officer’s appreciation of market trends.

(d) Costed schedule of works will be in strict accordance with the administrative approval so far as scope of work and scales are concerned. The engineer officer competent to accord technical sanction to a project may, wherever necessary, deviate from specifications shown in the approximate estimate provided that:

(i) the deviations are necessitated by engineer/aesthetic reasons and are not such as to alter the scope of the work;

(ii) there is no serious departure from authorised general specifications; and

(iii) the total cost of the project as administratively approval is not exceeded beyond the tolerance limit.
In case of works carried out by specialist firms based on their own designs, technical sanctions will be accorded on the basis of the accepted design on receipt of the tender but before the acceptance of the contract.

Schedules of works may be sanctioned for the project as a whole or part of such projects. Large projects may, for convenience of planning, sitting and execution, be broken into sub-projects. The term ‘Sub-projects’ is to be applied to a distinct self-contained unit of the project if that unit is sufficiently large or important to be kept distinct for purposes of planning, sitting and execution. Further, any-contained external service may be treated as a sub-project.

In order to ensure that sub-projects are kept within the scope of the whole project as defined in the Administrative Approval, Technical Sanction to all sub-projects of a project must be accorded within as short a time as possible after issue of administrative approval.

The competent engineer authority before according technical sanction to a sub-project must be satisfied that the amount of technical sanction for the whole project is not likely to exceed the amount of administrative approval including the tolerance limit of 10 per cent.

In case the technical sanction amount for the whole project is likely to exceed the amount available in the Administrative Approval amount including the tolerance limit of 10 percent, but without any change of scope of the project, then the Technical sanction can be issued to enable taking Tender action, subject to the stipulation, to be recorded in writing, that revised administrative approval is being obtained and that no financial commitment will be made until the revised administrative approval or financial concurrence is received.

In the case of purchase of buildings, the valuation statement will be taken as technical sanction. The valuation statement will be prepared / approved by the competent engineer authority as in the case of technical sanction for construction work. In cases where there is a time lag of one year or more between the preparation of valuation statement and final purchase, a certificate that the property has not deteriorated / depreciated during the interval will be taken by the Engineers before the purchase is made. A fresh valuation statement will be prepared in case of deterioration. A copy of the valuation statement will be endorsed to the CDA concerned.

The competent Engineer Authority must also satisfy himself that the amount of Technical Sanction he is giving does not exceed the power under MES Regulations, Table ‘B’. Provisions of Para 44 below also refer.

XIX Technical Control of Repairs and Purchase and Maintenance of Tools and Plant

43. (a) Estimates or requisitions will be prepared, costed and technical sanction accorded by the competent engineer authority before work is commenced.

(b) The competent engineer authority, before according technical sanction, must be satisfied that the amount of technical sanction for the repair estimate is not likely to exceed the funds placed at his disposal for the purpose.

(c) The engineer executives are responsible for the construction fitness, accuracy and economy for repair estimates and requisitions.

XX Powers of Technical Sanction

44. (a) Powers of technical sanction are laid down in MES Regulations, Table ‘B’.

(b) The engineer officer competent to sanction the project as a whole is technically responsible for the project and for ensuring that the amount of the project as a whole is not exceeded except in the circumstances and subject to the conditions laid down in para 42 above. He may delegate authority at his discretion to local engineer officers to accord technical sanction to sub-projects, as defined in para 42 above, which he orders them to plan locally within the limits of their powers under MES Regulations Table ‘B’. When delegating such authority he will lay down in each case the total sum up to which technical sanction will be accorded; and this sum will not be exceeded without the prior concurrence of the delegating authority. Copies of such delegation of powers will be forwarded in all cases to the CDA concerned.
Chief Engineers are authorized in exceptional circumstances to increase the powers of any officer subordinate to them by name to the extent they consider necessary within their own limits for technical sanction of designs and acceptance of contracts. It will be ensured that while delegating such powers the following requirements are complied with:

(i) Enhanced powers are granted in exceptional circumstances and in respect of individual projects.
(ii) Sanctions are given by name to officers
(iii) The period for which the delegated power is to be exercised is specified.

In the case of works carried out by agencies other than the MES the normal procedure in force in the agency concerned for according technical sanction will be followed. In the case of projects costing more than Rs.50 Lakhs, however, it should be ensured that detailed plans and specifications conform to the scales and specifications approved by Ministry of Defence, before technical sanction is accorded.

XXI Appropriation of Funds

45. (a) Appropriation of funds means the allotment of a particular sum of money to meet expenditure on a specified work through the annual allocation of funds under the budgetary heads indicated at Appendix ‘A’ immediately after passing of the Defence Service Estimates by Parliament. No new Major Capital Work will commence i.e. no Contract Action as per para 48 below will be taken in respect of that work, unless and until such specified allotment of funds is made for that work, unless and until such specified allotment of fund is made for that work or project.

(b) In case of Low Budgeted Works, Revenue Works and Minor Works, a certificate will be given by the concerned CFA in case of each of these works, a certificate will be given by the concerned CFA in case of each of these works that it has been sanctioned and ordered to be commenced against adequate bulk allotment of funds made to that CFA for this purpose in the relevant financial year. It will be the responsibility by every CFA to ascertain that such allotment of funds has indeed been made adequately for these categories of works during the relevant financial year before such a certificate is given. A copy of the certificate will be sent to the CDA concerned for watching the adequacy of funds against sanction of works of these categories.

(c) Notwithstanding sub para (a) and (b) above, in cases of urgency to be recorded in writing, the CFA may order commencement of preliminary works like site clearance, external services, etc. in specified cases subject to the condition that the said new works services, etc. in specified cases subject to the condition that the said new works services have been accorded Go-Ahead sanction and also in the approved Major Capital Works / Low Budgeted Capital Works program of the relevant financial year and that the estimated cost of such preliminary works does not exceed 5 per cent of the total cost approved in each case. Simultaneously he will forward a demand for a special allotment of funds to the appropriate higher authority explaining the urgency.

XXII Tender Action

46. (a) After the schedule of work for a project or sub-project has been technically sanctioned by the competent engineer authority, tenders will be invited for the execution of the work.

(b) Special tenders, such as those of the ‘cost-plus’ type require the prior approval of the E-in-C who will issue separate guidelines in respect of each project.

(c) In case of the following categories of works, the practice of advertisement in news papers and Indian Trade Journal, giving notices inviting applications for issue of tenders, will be dispensed with and tenders will be distributed to selected eligible contractors who are already on the approved list of MES and have got the capacity and experience to carry the proposed work:

(i) All works costing upto Rs. 5 lakhs.
(ii) All works approved under Paras 34, 35 and 36 above.
(d) However, the notice shall be got displayed on the notice boards of the following offices:

(i) SE/EE of CPWD & State PWD in station.
(ii) Local Municipalities and Cantonment boards.
(iii) State Bank of India, Local & nearest branches to places of work.
(iv) Railway and post offices nearest to places of work.
(v) MES formations in station.
(vi) Head Offices of Builders Association of India.

(e) Scrutiny of tender documents by Audit prior to acceptance of tender is not necessary. Chief Engineers are empowered to alter standard contract documents at pre-tender stage to suit urgent requirements particularly with reference to security deposits, percentage payments, speed of payments, issue of stores, deviation limits and similar matters. They will, however, consult the CDA / IFA concerned wherever possible. Where the decision of Chief Engineer on such alterations involves a major departure from the existing procedure, he shall send a copy thereof to the E-in-C / DGW and CDA / IFA for information.

(f) In case only a resultant single quoted tender is received, the same can only be accepted after permission of next higher Engineer Authority and a report to the same will be furnished to the concerned CDA / PCDA.

47. **Mobilization Advance** - In case of works to be carried out in remote / difficult location and / or requiring mobilization of special equipment, tools or plants, or works to be completed on stringent and compressed time-frame, the Chief Engineer may include in the tender notice the offer of mobilization advance to the prospective contractors so as to prevent avoidable delay in commencement of works after acceptance of contract. E-in-C’s Branch will issue necessary guidelines from time to time on the amount of mobilization advance **subjected to maximum of 10 % of the value of the contract** that can be granted, the interest to be charged and the method and schedule of recovery and / or adjustment of such advance in different categories of cases.

48. **XXIII Acceptance of Contracts**

(a) Powers of acceptance of contracts are laid down in MES Regulations Table ‘B’ read with Paras 428 and 440 ibid.

(b) It is emphasized that no officer is empowered to accept a contract which is likely to cause excess over the amount of administrative approval after taking into account the tolerance allowed vide para 2(h) above. In case the contract is covering only a part of the work covered in the administrative approval, the procedure indicated in para 32 above will be followed.

49. When an excess over the tolerance limit of 10 % over Administrative Approval, which cannot be met by savings on other items, occurs or appears likely to occur on account of technical reasons, a report will be made at once to the competent engineer authority who granted the technical sanction for the work. If there is still time to curtail the work or modify it, the orders of the CFA will be taken. If no modification is ordered, a revised estimate will be prepared and revised administrative approval of the CFA obtained as per Para 32 above.

50. In the case of projects estimated to cost Rs.3 lakhs or more, when the amount of accepted contracts reduces the cost of the project below the administratively approved amount by more than 15 %, the approved amount for that project will be reduced by the amount exceeding 15 % by the CE / CWE / GE within whose powers of technical sanction the work falls. The details of reduction will be sent to the CDA and all others concerned. The amount of saving up to 5 % thus retained will be used to cover variations in cost for technical reasons.

51. **XXIV Reduction of Scope of a Project**

When the scope of a work service is reduced for administrative or other reasons, 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 by the concerned engineer authority within whose powers of technical sanction the work falls. Details of such reductions of scope will be sent to the CFA, the CDA and all others concerned.

XXV Execution of Works

52. (a) After acceptance of contract, the execution of works and their supervision will be carried out by the engineers-in-charge as per MES Regulations read with MES Standing Orders. Deviations on and amendments of contracts, if necessary, will be carried out as per MES Regulations and Standing Orders.

(b) While constructing a building, new specifications or materials can be introduced if technical or aesthetic reasons so justify, with the prior approval of the Zonal Chief Engineer concerned, subject to the condition that this must be within the existing tolerance limit as applicable and not exceeding 5% of the original Administrative Approval amount.

53. The technical sanctions accorded to costed schedule as per para 42 above will be revised only for the following reasons:-

(a) Engineering / technical reasons such as changes in designs, specifications, drawings etc. Revision will not, however, be necessary if such variations are sanctioned by the authority competent to revise the technical sanction, before deviation orders or amendments to contracts are issued under provisions of the contract. However, such competent authority may, on his own responsibility, delegate the powers of revision of technical sanction to the authority issuing deviation orders for the specific purpose.

(b) On account of revision of administrative approval, if the variations are not already covered by sanction to deviation order or amendments to the contract vide clause (a) above. Revision will not, however, be necessary where the variation is due to non-technical reasons, such as difference in cost of stores or where the percentage in the accepted contract differs from the anticipated percentage provided in the costed schedules.

(c) The original technical sanction is found to have been based on inaccurate estimates initially. In cases, however, where scope of work is changed due to administrative reasons, the technical sanction will be revised and issued before such items of work are actually executed.

XXVI Monitoring and Review

54. (a) 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 and submitted to respective CFAs for information and direction. Avoidable delays or stoppages in progress of works which have occurred or are foreseen will be identified, reasons for shortfalls examined and necessary remedial steps taken promptly through on-line communications systems to prevent cost and time-overruns.

(b) Works Review Committees will be set up for each Service by the Ministry of Defence at the level of Joint Secretary including Defence (Finance) representative for carrying out Quarterly Review of the planning and implementation of works projects costing more than Rs.10 Crores. The review procedure may be revised as and when required so that the Ministry’s attention is focused on Capital works projects sanctioned at Government level.

(c) In case of all projects/works costing more than Rs.1 crore, a representative of the User will be nominated as Project Officer to coordinate functional aspects of the User’s requirement with the engineers from the commencement to the completion of such works.

(d) In addition, depending on the relative importance and value of various works projects, project management authorities may be set up at the level of Ministry of Defence, Service HQrs, Command HQrs and other formations and entrusted with suitable responsibilities and powers to review the progress of works, resolve bottlenecks and take suitable decisions to ensure timely and cost-effective completion of such works. The Users’ representative, the Zonal Chief Engineer and Defence (Finance)/IFA representative will be associated with such project management authorities.
XXVII Procedure for Special Projects

55. Notwithstanding the provisions made above, in case of works projects requiring the acceptance of necessity and administrative approval at the level of MoD and above, the special procedures outlined in Paras 56 to 60 below may be adopted if such works are following categories:

(a) Strategic importance
(b) High Tech Complexity
(c) Urgent necessity

Note: Such works may be requiring close interaction with user, specialist design consultants and vendors of plant and equipments and transfer of technology.

56. Preparatory Stage

(a) For initiating the demand for new works services for a special project, the User establishment/formation will prepare a Statement of Case on the lines indicated in Para 22 above.

(b) The Statement of Case will be then examined by the Command Hqrs / Service Hqrs for setting up a Board of Officers who will examine the detailed features of the works proposal with a view to:

(i) Defining clearly the scope, scales and specifications of the works proposed.

(ii) Programming the various implementation phases of the project and the time schedule for each phase.

(iii) Indicating the time and efforts required for acquisition and development of land and for environmental clearance, if any.

(iv) Suggesting the extent of site preparation, enabling works and external services / utilities of preparatory nature required.

(v) Nature of consultancy required at any stage of the works project, viz., preparation of feasibility / project reports, programming schedules of works, external services and utilities, structural / architectural drawings / designs, cost estimates, preparation of bills of quantities and / or tender packages, appraisal of tender documents, project / construction management, etc. for the whole or for part(s) of the project.

(vi) Details of rough cost estimates.

(vii) Phasing of fund requirements.

(Note: It would be the primary responsibility of the User establishment and the Command Hqrs/Service Hqrs to complete this preparatory stage systematically and expeditiously.)

57. Steps upto Go-Ahead Sanction

(a) After examination of the recommendations of the Board of Officers, the Command HQrs will take the following steps through the Service HQrs:

(i) Propose inclusion of the works proposal in the Annual Works Program, if not already done.

(ii) Propose specific phasing and allocation of funds to ensure adequate fund availability for the entire duration of the project.
(iii) Initiate preparation of Detailed Project Report (DPR) for works projects of high value requiring MoD/Cabinet approval under departmental or outside consultancy arrangements.

(iv) Approval of CFA will have to be obtained from the MoD for appointment of Consultants for any purpose related to the project, including preparation of the DPR, subject to the stipulations made in Para 24 above based on Estimates produced by Engineer Authorities.

(b) A proposal will be submitted after acceptance of DPR to the CFA for granting a “Go-Ahead Sanction” amounting to 5 per cent of the rough cost estimate for approving:

(i) The broad scope and features of the works proposed.

(ii) Site surveys and development of land and enabling works including preparatory external services and utilities.

(iii) The engagement of outside consultancy, designing or estimating work, and the cost thereof, subject to the stipulations made in para 24 above.

(iv) Delegation of special powers under Para 38 above to the Zonal Chief Engineer / Project Chief Engineer.

(v) Appointment of a Project Management Authority for steering the project through all other phases such as detailed planning and estimation, administrative approval, finalization of designs and drawings, control action, execution and monitoring of the physical and financial progress of the works. The composition of and powers which can be entrusted to such a Project Management Authority are illustrated in Appendix “G”.

(c) On receipt of the “Go-Ahead” sanction the preparatory activities mentioned at sub-para (b) above will be started.

(NOTE: It will be the responsibility of the Service HQrs to complete this stage upto “Go-Ahead” sanction expeditiously).

58. Steps upto Administrative Approval

(a) After the “Go-Ahead” sanction the engineer authorities will start preparation of basic designs and Approximate Estimates. However, in cases where a Detailed Project Report has to be prepared as per Para 57 (a) (iii) above, the preparation of the Approximate Estimates may be undertaken on the basis of the approved DPR.

(b) The AE for works which are to be completed in two years shall be so framed that it caters for escalation for two years. However, the contract shall not include any escalation except statutory increases.

(c) On the basis of the Approximate Estimates, the Technical sanction for the works will be given by the competent engineer authorities to enable taking of Tender Action. In case of works of high technical complexity tendering for Item Rate Contracts may be resorted to.

(d) (i) In order to entrust works approved under this special procedure, selective tendering will be resorted to as far as possible in these cases based on predetermined criteria by competent authority.

(ii) In case of selective tendering, the time to submit tenders will be normally restricted to 4 weeks from the date of issue of tender notice.

(iii) The offer of Mobilization Advance as indicated in Para 47 above will be made to ensure prompt mobilization of resources and commencement of works.
Simultaneously with the issue of tenders, the Engineer Authorities will submit the Approximate Estimates to the CFA, for issue of Administrative Approval. The administrative approval will indicate the detailed scope of the works sanctioned, the date by which the works will be completed and the budgetary sources from which funds will be allotted. The administrative Approval will also indicate the scope of consultancy required for the implementation of the project.

59. **Steps upto Contract Action**

(a) On receipt of tenders, the Engineers will evaluate the tenders and prepare a tender appraisal report comprising:

(i) Comparative evaluation of tendered rates.

(ii) Finalized Approximate Estimates based on approved scope of work, technical sanction and lowest acceptable tender.

(b) The competent engineer authority will ensure completion of detailed designs and drawings as well as costed schedules and, if considered necessary, issue revised technical sanction without delay after receipt of Administrative Approval.

(c) On receipt of Administrative Approval and technical sanction, the contract will be concluded.

(NOTE) It will be the responsibility of the CEA to ensure that necessary documents are handed over to the contractor and the latter starts the works on the site within a pre-determined time stipulated in the CA.

60. **Execution and Monitoring of Works**

(a) With a view to completing the works strictly as per approved scope of works and time-schedule, the Project Management Group will be institutionalized by the competent Administrative Authority who in turn will regularly monitor the progress of the works, help the engineers in mobilizing physical and financial resources and removing procedural bottlenecks. The review by the Project Management Group will be carried out periodically every six months. Such PMGs will invariably be constituted for Projects costing Rs.1 Crore and above.

(b) User establishment will nominated a representative to the Project Management Group site to coordinate the functional requirements of the users with the Engineers.

(c) The Zonal Chief Engineer / Project Chief Engineer concerned may approve deviations / amendments to the Contracts upto 10% of the contracted amount. Deviation beyond this limit but upto 20% of CA value will be referred to the Project Management Authority, so long as overall cost remains within 10% of Administrative Approval amount.

(d) During the execution of the works, as far as possible, any demand for change in scope of work or retrofitting of designs and / or specifications will be discouraged as it leads to interference with works programmes and delay in completion of the projects. However, if considered necessary, the Project Management Group may engage Engineers/Architects and other specialists to review any part of the works project including designs in order to expedite/improve the implementation and / or quality of the works in progress or to detail other technical requirements of the total project of which
the works may be a part, subject to the condition that the cost of such consultancy and resultant additional works do not lead to exceed the tolerance limit.

**NOTE**: The Project Management Group will obtain regular reports from the Chief Engineer on the physical and financial aspects of the constructions in progress and report the same to the CFA at regular intervals and also ensure that revised administrative approval of the CFA is taken for expenditure beyond tolerance limit well in time.)

XXVIII COMPLETION REPORTS

61. (a) On completion of a work, completion reports will be rendered in accordance with the following procedure in the form set out in

Appendix ‘H’

(b) Part ‘A’ of the form will be completed as soon as the project is physically completed, and will be forwarded through engineer channels to the Engineer Adviser of the CFA. After being noted, they will be returned direct to the CE concerned for completion of Part ‘B’ and resubmission of the form in accordance with the existing procedure in para 379 MES Regulations.

(c) For the purpose of rendition of Part ‘A’ of the completion report, each administrative approval, whether it relates to a phase of a project or to an item of supplementary work, will be treated separately. These reports will be replaced by a consolidated completion report ‘A’ at the final stage.

(d) However, the various phases and the supplementary works, if any, will be treated as one project for purpose of savings and excesses.

(e) Once Part ‘A’ of the final completion report has been completed, the work will be regarded as completed for all purposes of the MES Regulations although the accounts may not have been settled. No further supplementary estimates may be accepted.

(f) The financial closure of the project i.e., part ‘B’ will be rendered as soon as possible but not later than 12 months from the date of physical completion of the project.

XXIX IMPREST AND ASSIGNMENTS

62. (a) The procedures for making payments to contractors, labour, etc. are prescribed in the MES Regulations. Cash assignments will be placed by CsDA at the disposal of CsWE, GEs and the SDO (if an AEE/AE). In the case of each CWE or GE the amount of the assignment will be fixed by the Chief Engineer in consultation with the CDA. Within the amount so fixed the assignment will be recouped on application to the CDA as need arises. Generally each CWE, GE and SDO (if an AEE/AE) will be placed in account with one Treasury or authorized bank; but, where necessary, the assignment may be apportioned between two or more treasuries or authorized banks.

(b) However, to enable petty payments being made, CsWE, GEs and AEEs/AEs holding cash assignments may be also allowed an imprest upto a limit of Rs.10,000. In case of works carried out in remote locations or under Para 55 above, this limit of imprest amount to be provided with a CWE/GE may be further enhanced. The imprest will be authorised in consultation with the CsDA concerned by CsWE in the case of GEs and AEEs/AEs and by CEs in respect of CsWE. The amount of imprest will be drawn from cash assignment and accounted for initially under the Suspense Head “Departmental Account Military Cash Balance” which should be cleared at the end of the financial year, the balance being deposited into the Treasury or authorized bank as the case may be. The amounts drawn from the imprest for payment will, however, be recouped as and when necessary and charged to the Service Head till the end of the financial year.
Outstation Superintendent B/R or E/M will be allowed imprest by CsWE/GEs/SDOs (if AEEs/AEs) within the limits specified in para 537 of the MES Regulations upto a limit of Rs.1500/-. These imprests will be advanced and recouped by CsWE/GEs/SDOs (if an AEE/AE), as the case may be.

XXX DEMOLITION OF BUILDINGS

63. (a) The demolition or sale of any building etc., for demolition may be approved on a demolition statement (IAFW 1819) by the authorities indicated in Appendix I, provided the book value of the building does not exceed the limit shown against each of the authorities cited therein.

(b) In order to determine the authorities competent to sanction demolition under the powers at Appendix ‘I’, the 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.

(c) An assessment will be made whether it would be more advantageous to undertake the demolition through departmental labour and the salvaged material used for other works. Thereafter the decision to undertake demolition as per MES Regulations will be taken.

(d) The cost of demolition will be dealt with as a work, any proceeds from the sale or demolition being dealt with as laid down in para 828 MES Regulations.

(e) A demolition certificate on IAFW 2201 will be submitted in support of bills in which charges for demolition appear.

(f) In an estimate or reconstruction, administrative approval to the execution of the service is authority for any demolition involved irrespective of the value of the buildings to be demolished.

XXXI REAPPROPRIATION OF BUILDINGS

64. Re-appropriation means the use /of a group of buildings, a building or a portion thereof, for any purpose other than for which it was constructed. Re-appropriation may be temporary or permanent and may be intended either for an authorized or for a special purpose. They will be dealt with as under :-

(a) **A re-appropriation entailing no alteration and no cost.** This can never be permanent re-appropriation as the room or building must of necessity be available for its original purpose. This is initiated by the unit and sent to the local Commander. Such appropriations may be approved in writing by any of the authorities mentioned in Appendix D irrespective of the Capital value of the building involved. All sanctions accorded by an authority lower than the Commander of a Area / Corps will be reported to him. Each sanction will specify the period for which the approval will remain in force and will be communicated to the Controller of Defence Accounts and Garrison Engineer concerned. It will be renewed as required. No IAFW 1831 is necessary, nor will the particulars be recorded in the Register of Buildings.

(b) **A re-appropriation entailing alterations and expense.** This will be initiated by the unit concerned on IAFW 1831, who may obtain the assistance of the local MES authorities to advise on the best method of adoption, and sent to the local Commander who, if he accepts the proposal in principle, will ask the local MES authorities for the approximate cost. The powers of sanction in respect of re-appropriation involving expenditure will be the same as laid down in Appendix D, but no expenditure will be incurred unless funds are available. All sanctions accorded by an authority lower than the Commander of an Area/Corps will be reported to him. Each sanction will state whether the re-appropriation is permanent or temporary and the period for which it remains in force and will be communicated to the CDA and Garrison Engineer concerned. It must be renewed as required and the particulars including expenditure will be recorded in the Register of Buildings.

(c) **Re-appropriation** involving minor increases in scales up to 5 % of the authorized area necessitated by constructional reasons can be permitted by the authority competent to sanction.
expenditure for re-appropriation. Any re-appropriation involving change of scales beyond 5 % or introducing a new practice will require the sanction of Government of India.

(d) Re-appropriation included in an administrative approval will not be approved separately on IAFW 1831. The particulars including expenditure will, however, be recorded in the Register of Buildings.

XXXII WORKS ENTRUSTED TO OTHER AGENCIES

65. The procedures for various works services outlined above are designed principally for use in MES. But it is intended that they should apply upto the Administrative Approval stage also to works carried out on behalf of the Ministry of Defence by outside agencies like State Governments, Central PWD, P & T, Railways, State PWD, Port Trust and such other Departments as may be notified from time to time. In the case of works projects costing Rs.5 lakhs and above, however, detailed plans and specifications will be shown to the Users and a view to ensuring compliance with the scales and specifications as approved by Ministry of Defence, before technical sanction is accorded.

XXXIII General

66. The MES formations may resort to direct purchase of stationery and office equipments for all engineer activities such as pre-administrative, approval planning, post administrative approval planning and maintenance services. The office equipment includes 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. The list of items to be procured out of contingency establishment shall be updated / revised by E-in-C's Branch periodically. Expenditure incurred on initial purchase will be charged to project contingencies (upto 3% present).

Repair and maintenance expenses will be chargeable to repairs to T & P-Sub head E-Minor Head 111-Works. No reference to DMR & F is necessary for purchase of the items mentioned above and chargeable to project contingencies. The powers of MES officers for procurement of this item will be as laid down in item 4 & 5 of Table 'B' of MES Regulations.
BUDGETARY SYSTEM FOR DEFENCE WORKS

All works expenditure for Defence Services will be budgeted and accounted for as under :-

1. **Works Expenditure under Revenue Head**
   
   (a) Expenditure on Revenue Works, Minor Works, Ordinary and Special Repairs, Maintenance of buildings, roads, railways, communication etc., Maintenance and Operation and installations / workshops including payment of tariff, General Charges like rents for buildings and lands, rates and taxes, Tools, plant & machinery, Stores for works and maintenance, Stores for Parks & Divisional Stocks and their maintenance, MES Advances as well as Wages and Salaries of MES establishment assigned to such services are budgeted and accounted for under Revenue Head. The relevant Budgetary Heads for such Revenue expenditure for works and maintenance in respect of the various services / organizations are indicated below:

   **Revenue Heads**

   (i) Army-Major Head 2076-Minor Head 111
   (ii) Navy-Major Head 2077-Minor Head 111
   (iii) Air Force-Minor Head 2078-Minor Head 111
   (iv) Ordnance Factories- Major Head 2079-Minor Head 111
   (v) Military Farms-Major Head 2076-Minor Head- Misc.
   (vi) R & D Organisation-Major Head 2076-Minor Head 108(I)
   (vii) Inspection Organisation-Major Head 2076-Minor Head 1099(F)
   (viii) Rashtriya Rifles-Major Head 2076-Minor Head 112 (G)
   (ix) National Cadet Corps-Major Head 2076-Minor Head 113 (E)

   (b) Details of sub-head wise budgetary classification and account code Nos. are explained in Defence Services Estimates and MES Regulations. The details of the procedure for budgeting and booking expenditure on various items of Revenue works and maintenance services are explained in Section 13 of the MES Regulations.

   (c) Revenue Works and Minor Works chargeable to Revenue Head have been defined in Para 5 of this DWP. Similarly Ordinary Repairs and Special Repairs have been defined in Paras 8-10 ibid. Although treated as Original Works, Special Repairs are budgeted and accounted for under Revenue head.

   (d) In case of Revenue Works the ceiling on total value of sanctions to be accorded in each financial year is to be restricted to 1.5 times the budget provided for in that year, while in case of Special Repairs such ceiling is to be restricted to 3 times the budget provided for.
(e) **Works in Progress.** Failing in this category are revenue works which were commenced (including those in respect of which liabilities were incurred) during the previous year(s) and / or the accounts of which are not finally closed. After the provisions for such works made in the annual budget have been accepted, funds for such works will be placed in lump sum at the disposal of Commands on the basis of demands made by them and other known factors. Allotment of funds for individual works will be made by Commands in the normal manner. Any funds not required will be surrendered to Service HQrs through first and subsequent changes-in-grants. If for any reason, funds placed at the disposal of a Command are found inadequate, application supported by full details should be made to the Service HQrs concerned for additional funds in the various changes-in-grants.

(f) **New Revenue Works** - For new Revenue Works sanctioned in a particular year, provisions will be made in the budget on lump sum basis without the list of such works being prepared. After the demands for grants are approved, the accepted provisions for new works under Revenue Head will be placed at the disposal of Commands for subsequent allotment for individual works. Any surplus or shortfall in allotment of funds for such new works during the year will be adjusted in the same manner as explained in sub-para (e) above.

(g) **Minor Works** - All revenue works costing less than Rs.1 lakh both new and those in progress on 31st March fall in this category. Lump sum provision will be placed at the disposal of Commands for such works. It will be incumbent on Commands to restrict expenditure on minor works to the funds placed at their disposal, irrespective of the number of such works sanctioned.

(h) After the annual Demands for Grant are accepted, the funds for carrying out other maintenance services, etc. as classified under Minor Head-Works of Major Head Revenue of the respective Services/ Organizations will be placed by the Service HQrs at the disposal of Commands after assessment of their respective demands and expenditure trends. It is not permissible to exceed the amount under each category placed at the disposal of the Command. Any surplus or shortfall in allotment of funds for these items of services during the year will be adjusted in the same manner as explained in sub-para(e) above.

2. **Works Expenditure under Capital Head.**

(a) The budgetary classifications for Major Capital Works and Low Budget Capital Works, as defined in Para 5 of this DWP, for each Service / Organisation are indicated below:

**MAJOR HEAD 4076 – CAPITAL OUTLAY**

(i) Minor Head 01 - Army

Sub Head 050 – Land  
Sub Head 105 Military Farms  
Sub Head 112 Rashtriya Rifles  
Sub Head 113 National Cadet Corps  
Sub Head 202 Army Construction Works

(ii) Minor Head 02 - Navy

Sub Head 050 - Land  
Sub Head 202 - Construction Works  
Sub Head 205 - Naval Dockyards / Projects  
(See Defence Services Estimates for further Sub-division of Sub Head 205)

(iii) Minor Head 03 – Air Force

Sub Head 03 - Air Force  
Sub Head 202 - Construction Works  
Sub Head 206 - Special Projects

(iv) Minor Head 04 - Ordnance Factories

Sub Head 111 - Works
(b) Carry over Works - Falling in this category are capital works which were commenced (including those in respect of which liabilities were incurred) during the previous year(s) and the accounts of which are not finally closed. As stated in para 15 of this DWP, Carry Over Works will have higher priority than New Works while preparing budgetary estimates and allotting funds for Capital Works in any financial year. After careful assessment of the liabilities already committed and likely to occur for such Carry Over Works in each Command, funds for the same will be placed lump sum at the disposal of Commands/Service HQrs after approval of the Demands for Grants. Allotment of funds for individual works will be made by Commands in the normal manner.

(c) New Works - Provisions will be made in the annual budget for such new capital works as are included in the year’s Annual Works Program. After the demands for grants are approved, the accepted provisions for new Major Capital Works will be indicated project/work-wise and placed at the disposal of Commands/Service HQrs for subsequent allotment as and when the individual works are sanctioned. Supplementary work to a main project sanctioned released during the previous year(s) will be treated as new major work for the purpose of allotment of funds. Funds for new Low-Budgeted Works will be provided through bulk allotment of funds for the purpose to Commands.

(d) Any surplus or deficit in allotment of funds for Carry Over / New Works will be adjusted in the manner explained in Para 1(e) above.

(e) Works not included in the Year’s Program - Apart from the circumstances explained in Paras 34 to 36 of this DWP, necessity may arise for the execution of unforeseen emergency works for which no provision has been specifically made in the Budget. To meet the expenditure on such works, a reserve of funds will be placed at the disposal of the Service HQrs who may, if necessary, sub-allot it to commands.

3. Allotment of Funds. The initial allotment of funds up to the total sanctioned Budget grant both under Capital and Revenue Heads and also subsequent allotments from the balance in the sanctioned Capital and Revenue Budget grants held by Service HQrs/E-in-C’s Branch will be made with the concurrence of Ministry of Defence (Finance). Copies of all allotment letters will be endorsed to the CGDA, CsDA and DGADS who are responsible for conducting the audit of Appropriation.

4. Transfer of Funds

Transfer of funds may be carried out as under: -

(a) By the QMG / Equivalent Appt in other Services
   (i) Between one major work in progress to another major work in progress.
   (ii) Between one major work (whether in progress or new) to a new major work if the latter is administratively approved and is included in the year’s works program.
   (iii) Transfer to a new major work which is not included in the year’s works program is also permissible provided it is administratively approved and its cost does not exceed Rs.50 lakhs.
   (iv) No other transfer of funds is permissible.

(b) By the GOC-in-C/Equivalent Appt in other Services.
   (i) Between one major work in progress and another major work in progress.
   (ii) Between one new major work to another new major work so long as the latter has been administratively approved and released for execution by CFA.
   (iii) Between a major work in progress and a new major work provided the latter is administratively approved and its cost does not exceed Rs.15,00,000.

Maintenance Services
By HQ Command / AOC-in-C / Commands Chief Engineers between the Heads of Accounts relating to Buildings and installations but not between the two categories – Normal to Special and vice versa.

By Chief Engineers and Cs WE within the funds placed at their disposal between the detailed Heads under Sub Head B (Normal Repairs), C (Normal Maintenance), D (General Charges) and between the detailed heads 1, 3 & 4 of Sub Head E (a) Tools and Plans under Minor Head 111 – Works. Similarly, the Chief Engineers and the CsWE will also have full powers of Transfer of Funds between sub Detailed Heads under the relevant detailed Heads for normal repairs, normal maintenance and general charges in respect of air Force and Naval Works. All the above Transfer of Fund are subject to the provision that:

(i) Authorized percentages for maintenance etc., where laid down are in no case exceeded.

(ii) All Transfer of Funds made by Chief Engineers and CsWE are reported to Service HQ concerned before 1st March at the latest. No Transfer of Funds will be permissible after this date.

5. **General**

   It is of great importance that expenditure is spread evenly over the periods during which works is possible and every effort must be made to avoid a rush of expenditure at the end of the year.

6. **Acquisition of Land**

   (a) Funds on this account will be provided for respective service HQ under major Head 4076 - Capital outlay on Defence Services, Sub Major Head ’01’ Army, Minor Head 050 – Land, Sub Major Head 02 – Navy, Minor Head 050 – Land and Sub Major Head 03 – Air Force, Minor Head 050 – Land.

   (b) Budgeting and accounting of funds under this Head will be done by DGDE as per instructions of the concerned Service HQ.

Appendix B
### Rough Cost Estimate

**STATION –**

**NAME OF PROJECT**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item of Work</th>
<th>Basic of Calculation</th>
<th>Cost (Rs.)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>(a) Cost of land</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>(b) Surveys and Soil Investigation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Site clearance and development including demolition</td>
<td></td>
<td>Basis will be Plinth Area Rate approved by MOD plus Add for market variation and difference in cost of stores.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>(a) Building (including internal services like water and electric supply etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Air-conditioning &amp; Refrigeration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Special repairs including cost of installation of equipment, plants, if any.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Furniture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>External Services (rough cost of roads, water and electrical supply, sewage disposal and area drainage)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6.</td>
<td>Arboriculture, if any</td>
<td></td>
<td></td>
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<tr>
<td>7.</td>
<td>Consultancy, if any</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Contingencies (3 % on items 1 to 6)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>*Establishment (limited to 2% on items 1 to 6)</td>
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</tr>
<tr>
<td>10.</td>
<td>Add for works involving other agencies.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**NOTE:**

For AEs for MoD Establishment works, establishment cost will not be included, however for deposit works it will be included.
Appendix C

Format For Engineer Appreciation

(Para 22)

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. Special measures, if any, including adoption of special procedure under Para 55 of this DWP required for completing the project by the target date.

19. Is any consultancy, departmental or outside, required? If so, details thereof.

20. Nature of project management organization and staff required for planning and execution of the works.

21. Any other engineering / technical / management aspects of the project which require to be highlighted while planning, sanctioning or implementing the project.
### A. POWERS OF ACCEPTANCE OF NECESSITY AND ADMINISTRATIVE APPROVAL

(Rs. In Lakhs)

<table>
<thead>
<tr>
<th>Competent Financial Authority</th>
<th>To be exercised Without IFA’s Concurrence</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Authorised Works</td>
<td>Special Works</td>
</tr>
<tr>
<td>(1) Govt. of India</td>
<td>Full</td>
<td>Full</td>
</tr>
<tr>
<td>(2) COAs / CNS / CAS</td>
<td>120.00</td>
<td>20.00</td>
</tr>
<tr>
<td>(3) GOC-in-C/AOC-in-C/FOC-in-C</td>
<td>75.00</td>
<td>7.00</td>
</tr>
<tr>
<td>(4) Corps Commander</td>
<td>37.00</td>
<td>3.75</td>
</tr>
<tr>
<td>(5) Cdr of an Area</td>
<td>22.00</td>
<td>0.75</td>
</tr>
<tr>
<td>Independent Sub-Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GOC of a Div / Indep.Gp/Flag</td>
<td></td>
<td></td>
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<tr>
<td>Offr Comd Area</td>
<td></td>
<td></td>
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<tr>
<td>Fortress Cdr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andaman and Nicobar Island</td>
<td></td>
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</tr>
<tr>
<td>(6) Cdr of a Sub-Area</td>
<td>15.00</td>
<td>0.5</td>
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<tr>
<td>……………………………………</td>
<td></td>
<td></td>
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<tr>
<td>(7) Sin Cdr of the rank of Col &amp; above.</td>
<td>5.00</td>
<td>0.5</td>
</tr>
<tr>
<td>(8) Stn Cdr below the rank of Col…</td>
<td>5.00</td>
<td>0.5</td>
</tr>
<tr>
<td>(9) QMG</td>
<td>-</td>
<td>-</td>
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</tr>
</tbody>
</table>

B. POWERS FOR DEMOLITION OF BUILDING

<table>
<thead>
<tr>
<th></th>
<th>To be exercised</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>COAS</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>GOC-in-C</td>
<td>-</td>
<td>25 Lakhs</td>
</tr>
</tbody>
</table>

**NOTE:**

1. Powers delegated to GOC-in-C will be also exercised by GOC-in-C ARTRAC for HQs / Ests of ARTRAC, Shimla.
2. The financial powers vested in officers can also be exercised by their locum tenens which the incumbents are on leave.
3. In determining the CFA in a case where the project includes both authorized and special items of work the criterion shall not be the financial powers for the authorized items of work alone. In such a case, therefore, if the estimated cost of the total of the special items of work exceeds the financial powers of the CFA for those items the administrative approval shall be issued by the CFA under whose powers the special items of work fall.

4. The financial powers delegated to Station Commanders will be exercised by all Station Commanders irrespective of whether they are appointed under Rule 20 (a) or Rule 20 (b) of the Regulations for the Army.

5. There will be no separate stage of release after the issue of administrative approval. CFA will make initial allotment of funds to enable MES to commence planning / execution of works.

6. The Works executed under Para 34 & 35 of the Defence Works Procedure, 2006 will also be subsequently approved under CFA Powers given above within a period of six months.

7. The works proposals be sanctioned by CFAs mentioned above personally before Adm approvals are issued.

8. Special dispensation to RR Force to execute Revenue Works in one Adm Approval upto Rs.10 Lakhs.

9. Expenditure for RR Forces to be booked to Major Head 2076, Minor Head 112 G.

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### APPROXIMATE ESTIMATE

#### (Para 29)

<table>
<thead>
<tr>
<th>Srl. No.</th>
<th>Items of Work</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cost of Land</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>(a) Surveys and Soil Investigation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Site Clearance and development</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>(a) Buildings (including internal water supply and electrical work)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Internal Sanitation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Air-conditioning &amp; Refrigeration</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Furniture</td>
<td></td>
</tr>
</tbody>
</table>
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 (3% on items 1 to 7 above)  
10. Establishment Charges  
    (limited to 2% on items 1 to 7 above)  
11. Railway Works  

Grand Total – 

a) Time required for physical completion of  
   works under normal circumstances from date  
   of administrative approval  

b) Time required for physical completion of works  
   if carried out as per Para 55 of DWP  

N.B. - The items of work in this Project. The items may be varied as necessary for other projects.

PART – II  

Memorandum explaining Basis of Cost of Items in the Abstract of Cost  
(Par - I).

N.B. (a) Instructions for preparing this Memorandum will be issued by Engineer-in-Chief.  

(b) In part I of the approximate estimate a note will be given against the provision for each item  
   of work indicating the percentage added in part II for variation of rates.

NOTE: For AEs for MoD Establishment works, establishment cost will not be included, however, for  
   deposit works it will be included.

APPENDIX F  
(Para 29)  

APPROXIMATE ESTIMATE  

PART – 1: Abstract of Cost  
STATION
<table>
<thead>
<tr>
<th>Srl. No.</th>
<th>Items of Work</th>
<th>Original Cost</th>
<th>Revised Cost</th>
<th>Remarks Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cost of Land</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>(a) Surveys and Soil Investigation</td>
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<tr>
<td></td>
<td>(b) Site Clearance and development</td>
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<tr>
<td>3.</td>
<td>(a) Buildings (including internal water supply and electrical work)</td>
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<td></td>
<td>(b) Internal Sanitation</td>
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<td></td>
<td>(c) Air-conditioning &amp; Refrigeration</td>
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<tr>
<td>4.</td>
<td>Furniture</td>
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<tr>
<td>5.</td>
<td>Special items of work</td>
<td></td>
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<tr>
<td></td>
<td>(to be detailed in Part II)</td>
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<tr>
<td>6.</td>
<td>External Services</td>
<td></td>
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<tr>
<td></td>
<td>(a) Roads</td>
<td></td>
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<tr>
<td></td>
<td>(i) Internal</td>
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<tr>
<td></td>
<td>(ii) Access</td>
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<td></td>
<td>(b) Water Supply</td>
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<tr>
<td></td>
<td>(c) Electric Supply</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(d) Sewage disposal</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>(e) Area Drainage</td>
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<tr>
<td>7.</td>
<td>Arboriculture, if any</td>
<td></td>
<td></td>
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<tr>
<td>8.</td>
<td>Consultancy if any</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9.</td>
<td>Contingencies (3% on items 1 to 7 above)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10.</td>
<td>Establishment Charges</td>
<td></td>
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<tr>
<td></td>
<td>(limited to 2% on items 1 to 7 above)</td>
<td></td>
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</tr>
<tr>
<td>11.</td>
<td>Railway Works</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total -

(a) Time required or physical completion of Works under normal circumstances from Date of administrative approval.

(b) Time required for physical completion of works if carried out as per Para 55 of DWP.

**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 G
(Para 57(b) (v)

COMPOSITION OF PROJECT MANAGEMENT COMMITTEE AND TERMS OF REFERENCE

COMPOSITION

(i) Senior Engineer Officer DGW/ADG (To be nominated by E-in-C) Chairman

(ii) Rep. Of Users / Service Hqrs. Member

(iii) Rep. Of Def (Finance) / IFA Or
Rep. Of Def (Finance / Works) { (in case of works projects) } Member
approved by Government) } Member

(iv) Zonal / Project Chief Engineer Member

(v) Project Officer ACE (Plg) of Zonal CE

TERMS OF REFERENCE

1. To steer, monitor and review the physical and financial progress of the project unit its completion.

2. To take suitable management decisions for helping the engineers to expedite initiation and completion of various works program schedules, viz.

   (a) To approve mobilization advance upto 10% wherever considered necessary.

   (b) To approve recommendations of Zonal / Project Chief Engineer for issue of deviations / amendments to the Contract beyond 10% and upto the limit stipulated in the Contract Agreement including change in specifications, material and technology, but subject to the condition that the ceiling of sanctioned cost of the project including tolerance is not exceeded

   (c) To review and issue directions on extension of time granted to Contractors as per recommendations of the Zonal / Project Chief Engineer for a period of over and above three months.

   (d) To engage Engineer / Architects and other specialists to review any part of the works project including designs for the purposes indicated in Para 60 (d) of the DWP.
Appendix 'H'

COMPLETION REPORT FOR ORIGINAL WORKS

Head of Account .........................................................
Name of Area ............................................................
Division .................................................................

Part A

1. Name of Work.........................................................
2. Authority according administrative approval and amount........
3. Total amount of Technical Sanction..........................
4. Date physically completed....................................
5. Recorded expenditure upto (4)..................................
6. Estimated amount of liabilities outstanding on (4).............
7. Certified that the necessary entries have been made in the Register of Buildings/plant Record Book (in the case to furniture, certified that the articles have been brought on ledger).

Station ........................................................................

No.................................................. Date.................. SDO
Forwarded to CWE through U. A. GE
Forwarded to CE GE
Forwarded to E-in-C CE
Noted and returned to GE E-in-C
CE
CWE

Part B

8. Completion cost Rs....................................................
9. Percentage of excess over administrative approval................
10. Authority passing the excess......................................
11. Certified that the following have been completed in respect of this project: -
   (a) Record Drawings of buildings.
   (b) Periodical Services Measurements.
   (c) Alteration of Cantt. Plan where necessary.
   (d) Completion cost recorded in the register of Buildings.

Station......................... Date.................. SDO
No......................... Date................... GE
Date................. UA
Date............... CWE

Appendix 'I'

POWER FOR DEMOLITION OF BUILDINGS

Authority ....................................................... Power (Rs. In Lakhs)
(i) Government of India Full Powers
(ii) COAS/CNS/CAS 50.00
(iii) GOC-in-C/FOC-in-C FOC South (Indep)/AOC-in-C 25.00
Corps Commander 5.00

Comdr of an Area/Indep Sub Area 1.50
Indep Bde Gp/Equivalent Navy/ Air Force Comdr

Comdr of a Sub area/Bde Gp/Air Force
Stn Comdr of the rank of Air Commodore 00.30

Station Commander of and above the rank of Lt Col/NOICs of and above the rank of Commander/Senior most among Commanding Officers of shore establishments in stations Other than Mumbai, Vishakhapatnam & Cochin Holding the rank of Commander & above, Chief Hydrographer while holding the rank of Commander and above/OsC Station of the rank Of Group Captain/Commandants of Air Force Academies/College, OsC Eds and BRDs and Independent SUs of the rank of Group Captain.

Station Commanders below the rank of Lt Col/ NOICs below the rank of Commander/Senior most Among Commanding Officers of Shore Establishment in Stations other than Mumbai, Vishakhapatnam and Cochin/OsC Station below the rank of Gp Captain, Commandants of Air Force Academies/ Colleges OsC Eds and BRDs and independent SUs Below the rank of Gp Captain.

NOTE:
(a) Demolition of buildings may be sanctioned as part of work project by the Competent Financial Authority to sanction the work.
(b) The demolition or sale of any building etc for demolition will be approved by the authorities cited at (ii) to (vii) above without financial concurrence.
(c) For items at (vii) and (viii) at Mumbai Vishakhapatnam and Cochin the powers on Navy side will be exercised by the FOC-in-C/FOC Area.
(d) The financial powers delegated in Station Commander vide (vii) (viii) above will be exercised by all Station Commanders irrespective of whether they are appointed under Rule 20 (b) or under Rule 20 (b) of the regulations of the Army.

TIME FRAME PRE-ADM PLG BY DWP – 2004

INITIATION OF DEMAND FOR NEW WORKS WITH STATEMENT OF CASE, RIC & ENGINEER APPRECIATION 6

APPROVAL OF CASE BY COMD & CONVENING OF BOO 3 – 5

BOARD PROCEEDINGS 9

SCRUTINY OF BPs & ACCEPTANCE OF NECESSITY 3

PREPARATION OF AEs 6

TIME FRAME BY DWP - 2004
<table>
<thead>
<tr>
<th>Process</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scrutiny of AEs by E-IN-C Branch</td>
<td>6</td>
</tr>
<tr>
<td>Processing of BPs &amp; AEs by Service HQ</td>
<td>2</td>
</tr>
<tr>
<td>Scrutiny of AEs &amp; ADM Approval by Service HQ</td>
<td>9</td>
</tr>
<tr>
<td>Receipt of ADM Approval</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>46 – 48 Weeks</strong></td>
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<td><strong>---------</strong></td>
</tr>
</tbody>
</table>
MANUAL

FOR

IMPLEMENTATION

OF

THE RIGHT TO INFORMATION ACT 2005

IN

MILITARY ENGINEER SERVICES
Preamble

1. The Right to Information Act (RTI Act) 2005 is a relatively new initiative under the democratic dispensation of our Nation and is aimed at strengthening the society through free dissemination of heretofore confined information to all citizens. Implementation of this act will foster awareness, transparency of public schemes, highlight accountability of the governing machinery and curb dubious practices, thus increasing the overall efficiency of the administrative as well as the executive systems. It is therefore important that the provisions of this Act are applied with due diligence in letter and spirit of its conception. Indeed, there will be many occasions when unscrupulous elements would attempt to subvert this path-breaking initiative for personal gains or to promote vested interests. These aberrations will have to be taken in the stride and not allowed to retard progress on the overall positive aspects of the implementation of the Act. To that extent, officials at all levels in MES must resist the natural tendency of being apprehensive of change as it might contribute towards stalling progress through non-co-operation, negative response and attempts to cover up by misinterpretation of rules and regulations.

2. The basic feature of the Act is that it specifies that all information that may be given to the Parliament, might also be given to any citizen who seeks that information. Inter alia, this leaves hardly any MES related information that may not be made available to some one who seeks it. This feature should thus be adopted as a fundamental guideline in MES while implementing this Act. Of course, there would be information which must be restricted or denied in order that the larger interests of the state, the society or the system are not damaged, the environment is not polluted or that any one group or individual does not secure undue advantages at the cost of the others. Provisions to accommodate such restrictions have adequately been made in the Act. Point to note is that many of these facts would remain classified only for a specified period, and therefore be dealt with accordingly.

3. The Act extends to the whole of India except the State of Jammu & Kashmir. However, the Act shall apply to Central Government offices including MES, located in Jammu & Kashmir.
### The Structure for Implementation of the RTI Act 2005

4. (a) CPIOs, CAPIOs and Appellate Authorities at various levels have been nominated as under :-

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Level</th>
<th>Appellate Auth</th>
<th>CPIOs</th>
<th>CAPIOs</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>E-in-C’s Branch</td>
<td>DG (Pers)</td>
<td>Jt DG (D&amp;V)</td>
<td></td>
<td>Discipline &amp; Vigilance of officers.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Jt DG (Pers C)</td>
<td></td>
<td>Policy on personnel matters of subordinates</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Jt DG (Contracts)</td>
<td></td>
<td>and service conditions of civilian employees.</td>
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<td></td>
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<td>DDG (Pers M)</td>
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<td></td>
<td></td>
<td>DDG (PPC)</td>
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<td></td>
<td>(ii) Discipline &amp; Vigilance cases of subordinates.</td>
</tr>
<tr>
<td>(iii)</td>
<td>Zone</td>
<td>CE Zone</td>
<td>ACE (Wks)</td>
<td></td>
<td>(i) Works matters.</td>
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<td></td>
<td>(ii) Personnel matters of industrial staff.</td>
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<td></td>
<td></td>
<td>(iii) Discipline &amp; Vigilance cases of industrial staff.</td>
</tr>
<tr>
<td>(iv)</td>
<td>CWE</td>
<td>-</td>
<td>-</td>
<td>CWE</td>
<td>All cases.</td>
</tr>
<tr>
<td>(v)</td>
<td>GE/AGE (I)</td>
<td>-</td>
<td>-</td>
<td>GE/AGE (I)</td>
<td>All cases.</td>
</tr>
</tbody>
</table>

(b) If there is only one Additional Chief Engineer posted in a Zone, then he shall be the CPIO. If there is no Additional Chief Engineer authorized or posted, the senior most Director/ Staff officer shall be the CPIO. The list of these 32 Zones is given at Appendix A.
(c) All Commander Works Engineers, Garrison Engineers, and Assistant Garrison Engineers (Independent) shall be the Central Assistant Public Information Officers (CAPIOs) to receive the applications for information or appeals under the RTI Act for forwarding the same forthwith to the concerned CPIO.

(d) In case of non-availability of the designated CPIO or the CAPIO, the duties will be discharged by the officiating incumbent, without the need for issuance of any separate orders to this effect.

(e) The CPIO may seek the assistance of any officer as he considers it necessary for the proper discharge of his duties. [Section 5 (4)]. Any officer whose assistance has been sought under Sub Section 5 (4), shall render all assistance to the CPIO seeking his assistance and for the purpose of any contravention of the provisions of the Act, such officer shall be treated as CPIO. [Section 5 (5)]

5. **Nodal Agency** – Right to Information Cell at E-in-C’s Branch will function as nodal agency for policy and coordination on RTI matters including reports and returns. The cell manned by a Director level officer will function under the command and control of Jt DG (Pers C) who shall also function as CPIO (Co-ord).

6. **Build Up and Availability of Information Material.** Smooth implementation of the provisions of the Act can best be achieved by covering the most of the organizational information of permanent nature in a manner that these are readily produced, copied or disseminated in the form of hard or soft copy. Therefore, it would be necessary to compile all such documents and information in print as well as electronic form and present these in a manner that is easily accessible to the information seeker. Regulations for MES, Standard Schedule of Rates, Organisational Charts, Charter of Duties, Emoluments of Personnel, Technical Specifications, Construction Designs, etc fall into this category of information. Ready accessibility of such information would reduce the burden of queries to a substantial extent, and would leave only the variable category of information to be furnished on demand from the information seekers. Documents and information which should be made readily accessible for reference or copying and placed in Information Rooms, Visitors’ Rooms, Notice Boards, Web Sites, etc shall be in conformity with Section 4 of the Act which is reproduced at Appendix `B`.
Procedure for Receipt of Request and Dissemination of Information

7. **Procedure for Request for Information.** Section 6 of the Act stipulates that the request for information may be made to the Central Public Information Officer or given to the Central Assistant Public Information Officer. The request for information can be made as follows:

(a) in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made;

(b) oral request to be reduced to writing with assistance sought from CPIO where such request cannot be made in writing;

(c) to specify the particulars of the information being sought by the applicant;

(d) to be accompanied by application fee of rupees ten.

(e) applicant not to be required to give reason for requesting the information or any other personal details except those that may be necessary for the purpose of contacting.

8. **Disposal of Request for Information.** Request for information shall be disposed by the CPIO within

(a) 30 days of receipt in general cases and 48 hours of receipt in cases where the information sought for concerns the life or liberty of a person [section 7 (1)];

(b) a period of 5 days shall be added in computing the response time where an application for information is given to an Central Assistant Public Information Officer [Section 5(2)];

(c) request to be deemed to have been refused by the CPIO, if decision on the request for information is not given within the period specified as above [Section 7(2)];

(d) where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the CPIO shall send an intimation to the person making the request, giving (a) the details of further fees representing the cost of providing the information as determined by him or her, together with the calculations made to arrive at the amount in accordance with fee prescribed, requesting him/her to deposit that
fees, and the period intervening between the dispatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of 30 days and (b) information concerning the right of the person making request with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms [Section 7(3)];

(e) where access to the record or a part thereof is required to be provided under the Act and the person to whom access is to be provided is sensorily disabled, the CPIO shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection [Section 7(4)];

(f) where access to information is to be provided in the printed or in any electronic format, the applicant shall pay the fee prescribed [Section 7(5)];

(g) before taking any decision to provide information, the CPIO shall take into consideration the representation made by a third party [Section 11(1)];

(h) where a request has been rejected, the CPIO shall communicate to the person making the request —

(i) the reasons for such rejection;

(ii) the period within which an appeal against such rejection may be preferred; and

(iii) the particulars of the appellate authority [Section 7(8)].

A Model Intimation for Payment of Further Fees [Section 7(3)]

CPIO Office Reference No: Date:……...

To
The Applicant
(Name & Address)

Dear Sir / Madam

Subject: Payment of Further Fees for Providing Information
[Section 7 (1) & 7 (5) of the Right to Information Act, 2005]
Ref: Your Application Dated: ………..

Please refer to your Application requesting for Information [Briefly describe]
With reference to your request, this is to inform that you are required to pay fees towards the cost of providing the requested information as follows:

Form of Access/Information Provided: 
Amount of Fees to be Paid for Access: 
Basis for Calculation of Fees: 
Mode of Payment [How the Fees are to be Deposited]:

In case you intend to prefer an appeal for a review of the decision as to amount of fees charged or form of access provided, you may do so to the following under Section 19 (1) of the Right to Information Act, 2005 within [30] days from the date of receipt of this letter:

Name & Designation of Appellate Authority for Review on Fees/Form of Access: Address of the Authority:

Sincerely,

Signature of CPIO:
Name of the CPIO:
Designation:

Place:

Encl. : A sample Appeal form

Note: This is a suggested format, and need not necessarily be adhered to. The RTI Act, 2005 does not specify any ‘Model Intimation for Payment of Further Fees’.

9. **Fees & Costs to be Charged.** The Act prescribes the following fees and costs to be charged from persons making request for information:

   (a) Cost: Section 4 (4) – Cost of medium: electronic or print or print cost price
   (b) Fee: Section 6 (1) – Fee accompanying application of request for information
   (c) Fee: Section 7 (1) – Fee as prescribed under rules for furnishing information
   (d) Fee: Section 7(3) – Further fee representing the cost of providing the information requested as determined by PIO
   (e) Fee: Section 7 (5) – Fee prescribed under rules for supply of information in printed or electronic format.

   [Fees under Section 7 (3) and Section 7 (5) can be combined together.] Other charges and costs, if any, need to be specified while disposing requests for information.
10. No fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government [Section 7(5)];

11. Further, the person making request for information shall be provided the information free of charge where a public authority fails to comply with the stipulated time limits for disposal of request applications [Section 7(6)];

12. **Scale of Fees.** The Department of Personnel & Training, Government of India has, under the Right to Information (Regulation of Fees and Cost) Rules, 2005, prescribed an application fee of rupees ten for a request for obtaining information under Section 6(1). The Government of India Right to Information (Regulation of Fees and Cost) Rules, 2005 provide that the public authority may also charge the following as fees for providing information under Section 7(1):

   (a) Rs 2/- for each page (in A4 or A3 size paper) created or copied.
   (b) actual charges or cost of a copy in larger size paper.
   (c) actual cost or price for samples or models.
   (d) for inspection of records, no fees for the first hour; and a fee of Rs 5 for each hour (or fraction thereof) thereafter.

13. Further, for providing information under Section 7(5), the prescribed fee pattern is:

   (a) for information provided in diskette or floppy - Rs 50/- per diskette or floppy.
   (b) for information provided in printed form at the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication.

14. The fee amounts could be paid in cash against proper receipt or by demand draft or by banker’s cheque or Indian Postal Order. For seeking information from E-in-C’s Branch, the fee can be paid in cash against proper receipt at GE New Delhi or by demand draft or by banker’s cheque or Indian Postal order payable to GE New Delhi. Commands and Zones will make similar arrangements and give wide publicity for the guidance of information seekers.

15. **Form of Access to Information.** Section 7 (9) provides that information shall ordinarily be provided in the form in which it is sought unless it would “disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question”.

-8-
16. **Time Limits for Disposal of Requests.** Section 7 (1) requires that the information requested by an applicant to a CPIO shall be furnished “as expeditiously as possible”. The time limits prescribed under the Act for disposal of requests for information are as follows:

- **30 days**: On receipt of a request for information, the CPIO has either to provide information on payment of such fees as prescribed or reject the request with reasons for the same.

- **48 hours**: If the information sought concerns the life or liberty of a person, the same has to be provided immediately, in any case, within 48 hours.

- **35 days**: 5 more days to be added to the above time limits if the application is submitted to the CAPIO.

- **40 days**: Where third party is involved (If the CPIO intends to disclose any information which relates to or has been supplied by a third party and has been treated as confidential by it, the CPIO has to give a written notice to such third party within 5 days from the receipt of request inviting such third party to make a submission).

17. Under Section 6 (3) of the Act, if a request application is made to a public authority on a subject that pertains to another public authority, the same shall be transferred to that other authority within 5 days from the date of receipt of the application. The other public authority will be subject to time limit for disposal from the date of receipt of the application.

18. As per Section 7 (3) of the Act, the period intervening between the despatch of Intimation to the applicant and the deposit of further fees representing the cost of providing the information shall be excluded from the stipulated time limit of 30 days.

19. **Information up to 20 Years.** Section 8(3) of the Act stipulates that subject to exemptions relating to information linked to sovereignty, integrity and security matters, breach of privilege of Parliament or the State Legislature and cabinet papers, any information relating to any occurrence, event or matter which has taken place, occurred or happened 20 years before the date on which any request is made, shall be provided to any person making a request under the Act. However, where any question arises as to the date from which the period of 20 years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in the Act.
20. **Protection of Copyright.** Section 9 of the Act provides that a CPIO may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.

21. **Access to Part of Record.** Section 10 provides that where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, access may be provided to that part of the record “which does not contain any information which is exempt from disclosure under the Act” and “which can reasonably be severed from any part that contains exempt information”. Where access is granted to a part of the record the CPIO shall give a notice to the applicant under Section 10 (2), informing :-

(a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;

(b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;

(c) the name and designation of the person giving the decision;

(d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and

(e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the Appellate Authority, time limit, process and any other form of access.

22. **Third Party Information.** “Third Party” is defined under the Act to mean a person other than the citizen making a request for information and the public authority to whom the request is made. It could be a private individual or a public authority [Section 2 (n)].

23. Section 11 of the Act requires that if the information sought by the citizen pertains to a record or part thereof relates to, or has been supplied by a third party and if it is not treated as confidential by that third party, the CPIO is at liberty to provide the same to the applicant. If, however such above information is treated as ‘confidential’ by that third party, the following steps will have to be taken:

-10-
(a) The CPIO gives a written notice to the third party, within 5 days of receipt of the application, and conveys his intention to disclose the information or record while requiring the third party to make a submission, within 10 days from the date of receipt of such notice, regarding whether the information should be disclosed or not.

(b) The third party should, within 10 days from the date of receipt of notice from the CPIO, make a representation in writing or orally against the proposed disclosure.

(c) The CPIO can, within 40 days after the receipt of application for information, if the third party has been given an opportunity to make representation, make a decision on disclosure and give a written notice to the third party.

(d) The third party is entitled to prefer an appeal against the decision of the CPIO.

24. Except in the case of “trade or commercial secrets protected by law”, disclosures involving third party information may be allowed, if the public interest in disclosure outweighs the importance of any possible harm or injury to the interests of such third party. If the third party is a private individual, the CPIO has to be very cautious and properly weigh the consequences as privacy of an individual is important and protected under Section 8 (1) (j).

25. A sample format for notice to a Third Party is provided hereinafter:

**A Model Notice to Third Party**

_CPIO Office Reference No:_  
_Date:________

To 
The Third Party  
(Name & Address)

Dear Sir / Madam

_Ref: Application from ...........Dated: .........._

_1. This is to inform you that an applicant has requested for the following Information under the Right to Information Act, 2005 [Please Describe]_
2. With reference to the application referred to above, the undersigned intends to disclose the following information relating to you/supplied by you – treated as confidential to the applicant:
(i)..............................................................................................................................
(ii)..............................................................................................................................

You are hereby notified to make a submission in writing or orally regarding whether the information proposed to be disclosed should be disclosed to the applicant or not within 10 days from the date of receipt of this notice, failing which the information will be provided:

3. In case you intend to prefer an appeal against the decision of the undersigned, as per Section 19 (2) of the Right to Information Act, 2005, you may do so to the following Appellate Authority, within 30 days of the order.

Name & Designation of Appellate Authority:
Address of the Authority:

Sincerely,

Signature of CPIO:
Name of the CPIO:
Designation of the CPIO:

Place:

Note: This is a suggested format, and need not necessarily be adhered to. The RTI Act, 2005 does not specify any ‘Model Notice to Third Party. The fact of notice to the third party may be intimated to the applicant.

26. **Steps for Disposal of Requests.** The procedure to be followed by the CPIO right from the stage of receipt of application for information till the disposal involves a number of steps as follows:

(a) receives application along with the application fee.

(b) scrutinizes the application received and the fees prescribed.

(c) If required, renders reasonable assistance to the applicant by reducing the oral request in writing.

(d) registers the application in the Inward Register.

(e) Issues acknowledgement/ receipt to the applicant.

(f) Transfers the application / part of it to another public authority, if required.
(g) Informs the applicant about such transfers.

(h) Makes necessary entries in the Register being maintained.

(j) Considers the representations of a ‘third party’, if any.

(k) In case of rejection, conveys reason for it, the period within which the appeal may be preferred and the details of the Appellate Authority to whom appeal can be preferred.

(l) Sends intimation to the applicant the further fee, representing the cost of providing the information, to be paid along with its calculations.

(m) Also intimates about the modalities of deposit of fee, the right of the applicant for review of the fees charged and appeal against the calculation or the form of access.

(n) Wherever required, provides assistance to citizens for inspection of works, documents, records and taking samples of material.

(p) Waives fees for citizens Below Poverty Line.

(q) Retains record on each application, disposal etc. so that materials as required may be furnished to appellate authorities in case first/second appeal is preferred.

27. **Inspection of Work/Record/Taking Sample(s).** Right to Information includes, inter alia, inspection of works, documents, records, taking notes, extracts and certified samples of material. CPIO will fix date to take samples and for inspection of work/material and record in consultation with the concerned officer on a case to case basis.

28. **Grounds for Rejection of Requests.** There is no obligation on the part of a CPIO to give any citizen the following [Section 8 I]:

(a) Information where disclosure would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with the foreign State or lead to incitement of an offence;
(b) information expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;

(c) information, the disclosure of which would cause a breach of privilege of Parliament or State Legislature;

(d) information including commercial confidence, trade secrets or intellectual property where disclosure would harm the competitive position of a third party, unless larger public interest warrants the disclosure of such information;

(e) information available to a person in his fiduciary relationship, unless larger public interest warrants the disclosure of such information;

(f) Information received in confidence from a foreign Government;

(g) Information, the disclosure of which would endanger the life or physical safety of any person or identity the source of information or assistance given in confidence for law enforcement or security purposes;

(h) Information which would impede the process of investigation or apprehension or prosecution of offenders;

(i) Personal information, which would cause unwarranted invasion of the privacy of the individual unless larger public interest justifies the disclosure of such information. (The information which cannot be denied to the Parliament or State Legislature shall not be denied to a person making request for the same).

29. However, a CPIO may allow access to information if public interest in disclosure outweighs the harm to the protected interest.

30. CPIO may reject a request for information where such a request for providing access would involve an infringement of the copyright subsisting in a person other than the State. This is the only absolute exemption. Here the CPIO need not consider the public interest in disclosure. [Section 9].
31. Third party information treated as confidential by the concerned and involving the case of trade or commercial secrets protected by law and other third party information where the public interest in disclosure does not outweigh the importance of any possible harm or injury to the interests of such third party. [Section 11].

32. **Procedure for Rejection of Requests.** A CPIO is required under the Act to either provide the information, on payment of the requisite fee or reject the request within the time limit prescribed. The Act stipulates that where a request for information is rejected by the CPIO, the CPIO will communicate the decision to the person making the request along with:

(a) the reasons for rejection.

(b) the period within which an appeal against such rejection may be preferred (within 30 days of the date of the rejection)

(c) the particulars of the Appellate Authority.

33. A sample format for rejection of request (with/without Part Access) is placed hereinafter:

**A Model Communication for Partial Access / Rejection of Request**

*CPIO Office Reference No: Date:……..*

To

The Applicant
(Name & Address)

Dear Sir / Madam

Ref: Your Application Dated: ………..

1. Please refer to your Application dated ……..requesting for Information [Please provide a gist] addressed to …………

2. With reference to your request, this is to inform that the following information [Please describe the Part proposed to be disclosed and the Form of Access] is proposed to be provided to you:

(i)…………………………………………………………………………………………………………………………

(ii)…………………………………………………………………………………………………………………………

You are required to pay the following fees towards the cost of providing the information [Please describe – refer to the Model Communication for Further Fees]:

-15-
3. The following [Part - Describe] information asked for cannot be supplied due to the reasons mentioned against them [describe the grounds for rejection and mention the Section/Sub-Section under the Right to Information Act, 2005]:

(i) ................................................................. [grounds for rejection]

(ii) ................................................................. [grounds for rejection]

4. In case you intend to prefer an appeal, as per Section 19 of the Right to Information Act, 2005, you may do so to the following Appellate Authority, within 30 days of the receipt of this letter*

Name & Designation of Appellate Authority:
Address of the Authority:

* In the event you intend to prefer a Second Appeal against the decision of the Appellate Authority referred to above, you may do so to the [Central/State – as applicable] Information Commission [Please provide address] within the time limit prescribed under Section 19 of the Right to Information Act, 2005.

Sincerely,

Signature of CPIO:
Name of the CPIO:
Designation of the CPIO:
Place:

Encl.: Sample Appeal form

Note: This is a suggested format, and need not be necessarily adhered to. The RTI Act, 2005 does not specify any ‘Model Communication for Partial Access / Rejection of Request.

A Model of Appeal

To,
The Appellate Authority
(Name of the Public Authority)
(Address of the Public Authority)

An appeal under Section 19 of the Right to Information Act, 2005

Ref: [CPIO/Appellate Officers’ Decision Reference No. & Date, received on
…….. (Date)
/Date of Deemed Refusal]

Dear Sir / Madam:

[Please Describe the details about Appeal and Grounds why Appeal is preferred:}
Note: This is a suggested format, and need not be necessarily adhered to. The RTI Act, 2005 does not specify any ‘Model of Appeal’ for preferring appeal.

**Appeal Against Rejection or Non-compliance**

34. **Channels of Appeal.** The Act provides two channels of appeals against the decision of a CPIO on the request for information by a citizen – an internal or ‘first’ appeal to a designated “officer senior in rank” to the CPIO – the first appellate authority as notified by the Public Authority and a ‘second’ appeal to the Central Information Commission. The Act also provides for preferring complaints to the Information Commission regarding non-implementation of the legal provisions. If an applicant is aggrieved by the decision of a CPIO, he or she can make an appeal to the Departmental Appellate Authority. A second appeal, against the decision of the Departmental Appellate Authority, lies to the Central Information Commission.

35. **Departmental Appellate Authorities.** Departmental Appellate Authorities at E-in-C, CE Command and CE Zone level have been nominated in Para 4. All representations regarding rejection, delay or non-compliance shall be referred to these officers, who shall dispose of the case as specified at Section 19 of the Act. The postal and e-mail address as well as the telephone and FAX number of the office of the Appellate Authority shall be duly publicized to enable the unsatisfied applicant to opt for appeal, if so desired by him.
36. Section 19 (1) and (2) of the Act stipulate that any person who, does not receive a decision on request for information within the stipulated time or is aggrieved by a decision of the CPIO including communication of fees to be paid may within 30 days from the expiry of such period or from the receipt of such a decision prefer an appeal to the designated Appellate Authority. The Appellate Authority may admit the appeal after the expiry of the period of 30 days if he is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time. Where an appeal is preferred against an order made by a CPIO to disclose third party information, the appeal by the concerned third party shall be made within 30 days from the date of the order. The Act prescribes that the appeal shall be disposed of within 30 days of the receipt of the appeal or within such extended period not exceeding a total of 45 days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.

Onus of Proof

37. Section 19 (5) of the Act provides that in any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the CPIO who denied the request.

38. **Importance of Public Interest.** The Right to Information Act, 2005 calls for a paradigm shift in the approach to governance. It is an Act which will be implemented by the people and acted upon by the Government. The larger public interest will always be more important than private or protected interest. Only such information which could lead to unwarranted invasion of the privacy of the individual may be denied by the CPIO. Overall, if the public interest in disclosure to the citizen outweighs the harm to the protected interest, then the public authority will have to provide information and not reject the request for the same by citizens. The Appellate Authorities would need to give due consideration to ‘public interest’ as the predominant consideration in the supply of information to citizens where dealing with appeals, including cases where the CPIOs might have erred in judging the privacy of individual.

39. **Action in Good Faith.** Under section 21 of the Act, any action taken in good faith is protected. The General Clauses Act, 1897 defines ‘good faith’ as “a thing … deemed to be done in ‘good faith’, where it is in fact done honestly, whether it is done negligently or not.” No suit, prosecution or other legal proceeding lies against the person who has done or intended to do anything which is in good faith. That an action was done in good faith must, however, be proved based on documentary evidence. The delay in providing information may be condoned if the CPIO can prove with documentary evidence that the situation was beyond his control and there was no deliberate delay on his/her or part in providing information to a citizen, requesting for the same. The documents to be presented as proof to establish that a decision was taken in good faith cannot be got prepared overnight. It totally depends on how the records are maintained and whether they are complete in all respects. The registers maintained like receipt of application, acknowledgement, registers for transfer of application to other public authority and officers with dates and their acknowledgement, basis for decision etc. would all be required. The entries in such registers have to be correct and complete. Section 5(5) states that any officer whose assistance has been sought shall render all assistance to the CPIO by furnishing information, and in the event of any default / violation of any provisions of the Act by such other officer, the said officer shall be deemed to be a PIO. Hence, it is important for the CPIO to maintain acknowledgements for requests of information sought from other officers.
40. **Principles of Natural Justice.** The procedure for deciding an appeal by an Appellate Authority must take into account the application of the principles of natural justice. No person should be condemned unheard. Both the sides will have to be given opportunity to be heard and also to submit any document etc. for perusal and inspection by the concerned, during appeal. Fair play will thus be an essential ingredient of any decision taken. The Appellate Authority should definitely ensure that they uphold the principles of natural justice in disposing appeals.

**Monitoring and Reporting**

41. **Importance of Monitoring Systems.** Central Public Information Officers and Appellate Authority need to maintain registers properly, which would, in addition to facilitating effective discharge of their functions, enable them to produce documentary evidence in appeals before the Information Commission. Further, the successful implementation of the Act to usher in the practical regime of right to information will depend on the success of appropriate monitoring at the levels of CPIO & Appellate Authority. This will encompass the quality and quantity of data maintained and supplied at appropriate time by various authorities in the requisite forms. Unless records are maintained properly and updated regularly, the furnishing of mandatory information as required by the Central Information Commission for compiling its Annual Report under Section 25 of the Act would also not be possible.

42. The Central Information Commission have prescribed maintenance of registers as per form 1, 1A, 2 & 2A forming part of this manual. These registers are required to be maintained by CPIOs for monitoring and also for preparation of Annual/Quarterly Report.

43. **Annual/Quarterly Report.** Quarterly report shall be forwarded by all Commands/ADG (OF & DRDO) and CPIOs of E-in-C’s Branch so as to reach RTI Cell, E-in-C’s Branch by 3rd of the first month in the following quarter on the form 1A & 2A. Annual report shall be submitted on format A forming part of this manual so as to reach RTI Cell E-in-C’s Branch by 10th Apr.

Some Important Questions

44. Issues related with RTI Act 2005 are clarified in the form of answers to some important questions as under :-

(a) Are “file notings’ included in the definition of Information?
Section 2 (f) of the RTI Act defines ‘information’ which includes ‘record’. Section 2(i)(a) states that a ‘record’ includes any document, manuscript and file. The operative definition of a ‘file’ is given in the Manual of Office Procedure prepared by the Central Secretariat, Government of India. The definition of ‘file’ in the Manual includes ‘notes’ and ‘appendices to notes’. In CIC Decision No. ICPB/A-1/CIC/2006 dt.31.01.2006, the CIC held that “file notings are not, as a matter of law, exempt from disclosure”. Thus, file notings can be disclosed under the Act.

(b) Can Government officers get access to Annual Confidential Reports (ACRs) and Departmental Promotion Committee Proceedings under the RTI Act?

As per decision No.CIC/AT/A/2006/00069 dt.13Jul2006, the CIC held that the assessment reports by the superior officers are personal and confidential information and therefore exempted under Section 8 (1)(j) of the RTI Act. Since DPC Proceedings are based on ACRs, these can not be disclosed under the RTI Act. In the case stated above, the Central Information Commission upheld the public authority’s (E-in-C’s Branch) decision that ‘Annual Confidential Reports’ and Departmental Promotion Committee Proceedings cannot be shared as they are confidential in nature.

(c) Can students ask for copies or inspection of their answer scripts if they are unhappy with the marks awarded by the examiner in public examinations?

The present position is that the Central Information Commission has ruled, on an appeal submitted to it, that students cannot have access to answer scripts /supplements [CIC Decision No. 22/ICPB/2006 dt. 18.05.2006]

(d) Can a request be denied if it is too big? If not, how can we handle such requests best? How much information can a citizen request in one application? If he/she asks 20-30 kinds of information in one application should it be given? Or should the citizen be asked to put in fresh applications for each point of information requested and also be asked to pay application fees every time?

The Act does not permit rejection of an application simply because it relates to a large number of documents. Under Section 7 (9), information shall be provided in the form in which it is sought unless it would ‘disproportionately’ divert the resources of the public authority. A CPIO can request the applicant to visit his/her office personally and inspect the required documents or files. However, the CPIO shall communicate the date and time to the
applicant for such inspection. The CPIO has to determine and justify what constitutes ‘disproportionately divert resources’. An applicant can ask for 20 to 30 different kinds of information in the same application and cannot be asked to apply afresh. If the information published under Section 4 (1) (b) of the Act is comprehensive and proper information systems are maintained to enable such publication, even if an applicant requests for many pieces of information, the same can be provided to the applicant without much difficulty. Appropriate record management systems need also to be instituted.

(e) If in a single application the applicant requests information that relates to a public authority and also other public authority/authorities, is the PIO responsible for giving all that information himself/herself?

The RTI Act makes it clear that the PIO has the power to transfer an application or parts of it if the same relates to information held by another public authority [Section 6 (3)]. The application shall be transferred to the PIO concerned immediately - within 5 days - and the applicant has to be informed about the transfer in writing.

(f) Is it possible that some elements may misuse this law and use the information to blackmail/threaten officers?

The fact that the Act requires making as much information as possible available with the public authorities in the public domain may actually prevent blackmail to honest and sincere officers. If information is divided into two types, namely ‘open to disclosure’ and ‘not open to disclosure’, that which is not disclosed must be based only on the exemptions stipulated under the Act. Thus, the question of blackmail or threatening may not arise. As far as possible, information must be made public so as to reduce any possibility of blackmail. An honest and sincere officer need not fear blackmail at all. The strict adherence to the law would facilitate smooth functioning of such officers as they will be protected by law.

(g) If there is a flood of applications for inspection of records how will the CPIO provide access to all applicants and also do justice to his/her other designated duties? What if one such applicant mutilates or destroys a record during inspection?

Under the Act, every public authority will need to designate as many CPIOs as may be required to deal with requests for information from citizens. The CPIOs may fix one or two particular days in a week for inspection of records. The Competent Authority needs to make rules and guidelines for public authorities regarding the procedure to be followed for
allowing inspection of records [The Public Records Rules (1997), Rule No. 11(2) prepared by the Government of India may be adopted as a model]. It is important that the CPIO takes adequate precautions for the safety of records being inspected. If, however, it is found that a person examining a record or document has mutilated or tampered with the document or attempted to do so it will be appropriate for the PIO/public authority to lodge a criminal complaint immediately.

(h) If the same kind of information is sought by more than one person should it be made available to all such requesters?

Yes, it has to be made available. However it is advisable that such records be digitized as far as possible and uploaded on the Internet to facilitate easy access.

(i) If the information requested by a citizen has already been proactively disclosed can a PIO refuse to accept the request?

There is nothing in the RTI Act that states that information disclosed proactively should not be provided to a citizen on request. If such information is requested the same can be provided in the available formats upon payment of fees/charges at rates prescribed by the Government.

(j) Is the Central Assistant Public Information Officer (CAPIO) an assistant to the Central Public Information Officer (CPIO)?

No, the CAPIO is not an assistant to the CPIO. A Central be designated at the sub-district or sub-divisional level where a public authority may not have an office or administrative unit [Section 5(2)]. Designation of CAPIOs is particularly useful for Departments of the Government of India which rarely have offices below the district level. However, it has been decided that the CAPIOs of Department of Posts will also act as CAPIOs for other Central Government Public Authorities, which do not have an office /or an administrative unit operative at the sub-district / sub-divisional level. These CAPIOs (of the Department of Posts) will receive requests on behalf of the Central Government public authorities and forward them to the CPIOs concerned.

(k) If the information requested by the applicant is in the possession of the CAPIO should he/she not give that information to the applicant?

Under the RTI Act, the CAPIO’s obligation is confined to forwarding the request to the PIO concerned forthwith – within five days.
(l) If the applicant does not pay the additional fees towards cost of providing information within the 30 days deadline will the CPIO be penalised for failing to provide information to the applicant?

No. The CPIO will not invite any penalty in such cases. The 30-day clock stops ticking from the date of dispatching the intimation for further fees issued by the CPIO and restarts on the date on which the applicant pays the additional fee[Sections 7(3)(a) & 7(3)(b)]. For example, if the CPIO dispatches the intimation letter on the 5th day from the date of receipt of the complete application only 5 days would have elapsed from the 30 days limit. The clock will restart on the date on which the applicant pays the ‘further fees’. The CPIO will have to provide the information within 25 days from the date of payment of such further fees. If the applicant chooses to seek a review of the additional fee from the appellate authority or the CIC the period taken for giving a decision on this matter (if it is decided that no further payment is needed) or for actual payment of further fees (if it is decided that further fees would need to be paid), will not be included in the 30 day limit.

(m) If the applicant does not respond to the intimation letter of the CPIO requesting payment of further fee will the CPIO be duty-bound to provide information to the applicant? Will the CPIO be duty-bound to provide information within 30 days even in such cases?

No. The CPIO is not duty bound to provide information to the applicant in such cases. The RTI Act states very clearly that the CPIO will provide access to information only upon payment of further fee as may be determined [Section 7(1)] by him/her (for non-BPL cases).

(n) Are officials required to give information about themselves and their families under the law? Can the public request this kind of information? Should it be given?

Officials are not required to provide private or personal information which is exempted under Section 8(1)(j) of the Act. Again, this must be decided on a case by case basis (as has indeed been the case with the decisions of the CIC). If public interest is served by disclosing such information then it must be given.

(o) Can any citizen ask any information that is more than 20 years old even if it does fall within the category of exemptions? Will the CPIO be penalized if he/she is unable to provide such information?
Yes, any citizen can ask any information more than 20 years old held by or under the control of a public authority, irrespective of whether the information requested for falls within the category of exempted information or not. Nothing in the Act bars a citizen to ask for such information. The CPIO concerned has to provide information ‘held’ under the control of the public authorities subject to the provisions of the Act relating to exemptions stipulated under the Act.

(p) **In cases where building plans and designs of bridges or other important public structures have been requested and if the CPIO has reasonable suspicion that the applicant will use those plans for commercial purposes and make a profit out of it, should such information be given?**

If disclosure of building plans and designs would prejudicially affect the economic or security interests of the State or if they relate to commercial confidence, or trade secrets or intellectual property rights, the disclosure of which would harm the competitive position of a third party, then such information would attract exemption under the Act. However, if the concerned authority is satisfied that larger public interest warrants the disclosure of such information, the same can be disclosed.

(q) **If a case is still under consideration (i.e., ‘live’ or ‘current’ file) for final decision, can that file be made available to the requester before the decision has been taken?**

A request cannot be rejected on this ground. The requester will have to be given the requested information. It is important to note, however, that such disclosure cannot run contrary to the provisions of the Act that exempt certain categories of information. If so, the PIO cannot provide such information, but has to clearly state the reasons for not doing so. If partial disclosure is possible and is not exempted, then the CPIO should disclose that part of the record.

(r) **What if existing departmental manuals prevent disclosure of information to the people?**

All such manuals were drawn up before the RTI Act came into force. These manuals will have to be reviewed in the light of the new law and all procedures for denying access to information will have to be done away with unless they relate to the exempt categories of information. Even in the case of exempt information the manuals should be so designed as to facilitate complete or partial access in the public interest. All new departmental manuals likely to be drawn up in future must conform to the new regime of transparency set up under the RTI Act, 2005.
(s) Periodic weeding of files results in destruction of many documents which are not important enough to maintain for as long as 20 years or more. So it will not be possible to give such information after they have been destroyed. Will the CPIO be penalized for this?

If a record has been destroyed legally the question of penalization does not arise. But the RTI Act clearly requires a review of all weeding practices in existence to ensure that information which could be requested under the Act is not destroyed. More generally, it is necessary to consider a review of current records management processes.

(t) What is the process for taking a decision on granting partial access to a record? Who is the authority to make this decision within a public authority?

Section 10(2)(b) of the RTI Act makes it clear that the CPIO is the deciding authority for granting partial access to records that may contain exempted information. However, when partial information is disclosed the CPIO needs to provide valid reasons for the decision. He also needs to mention his name and designation as the decision maker and the applicant’s right with respect to the review of the decision, including the particulars of the AO, time limit, process etc. Only that part of the record which does not contain any information which is exempt from disclosure and which can reasonably be severed from any part that contains exempt information, may be provided.

(u) Can Investigation Reports (IR) be disclosed under RTI Act?

As per decision No CIC/AT/A/2006/00039 dated 01 Jun 2006, the CIC held that in cases of vigilance related enquiries, misconduct and disciplinary matters, the investigation can be said to be over only when the competent authority makes a determination about the culpability or otherwise of the person(s) investigated against. In case, the competent authority is yet to make a prima-facie determination about presence or absence of guilt, the process of investigation is considered incomplete and the IR is exempted from disclosure under Section 8 (1) (h) of the Act. In the case stated above, the CIC upheld the Public Authority’s (E-in-C’s Branch) decision of not disclosing the Investigation Report prematurely.
(v) Will a CPIO be penalized if the superior officer orders him not to release information to the requester?

It needs to be mentioned here that the CPIO must note that it is not necessary on his / her part to seek the permission / approval of a superior officer of the public authority concerned for providing information under his / her control. The Act is clear about the fact that the CPIO is an independent authority under the law and no approval is required from any superior official to release the requested information. If a CPIO acts upon any order of his/her superior and malafidely rejects requests fully / partially, he/she is liable to be penalized under the Act. In case the information sought for is not available with a CPIO, he/she can take the assistance of any other officer including asking for information under that officer’s control and such officer will be treated as a CPIO for the purpose of the Act and its penal provisions. In the event a CPIO seeks information from another official for providing information, his/her communication and receipt of information (to and from the other official) should be put down in writing and a proper record of the same should be maintained. This will be helpful, in the defense of the CPIO concerned, should the information, turn out to be misleading or wrong, and an appeal is made against the CPIO.

(w) If the information given by the CPIO in response to a request turns out to be wrong, false or misleading but the CPIO was not responsible for the creation of that record or such information will he/she be penalized by the CIC?

The RTI Act provides protection to the CPIO for ‘action taken in good faith’. If the requested record has not been prepared by the CPIO but by some other officer or if the data compiled by the CPIO was received from some other officer and the CPIO merely passed on that information to the applicant without having prior knowledge that such information was wrong or false or misleading he/she is not guilty of an offence under the RTI Act. The Information Commission will penalize CPIO only in such cases where it may find him/her guilty of giving wrong, false or misleading information in a malafide manner.

(x) What if the applicant claims that he/she did not receive the intimation letter from the CPIO and files an appeal with the AA and the Information Commission? Will the CPIO be penalized?

The CPIO would do well to maintain a copy of the intimation letter in his/her records for use in such cases. Furthermore, the CPIO may send the intimation letter Under Certificate...
of Posting (UCP) to the applicant. This should be ample proof that the CPIO had taken action in good faith. The CPIO will not attract penalty in such cases. The law requires that the CPIO be given an opportunity to present his case before the Central Information Commission issues a decision imposing penalty. But a default may invite penalty for the CPIO.

(y) The CPIO continues to be under the purview of the Official Secrets Act (OSA) of 1923. How will he reconcile his duties under the RTI Act with the secrecy required to be maintained under the OSA? What happens to the oath of secrecy every officer is required to take while joining service?

It must be noted that the provisions of the RTI Act, 2005 shall be effective notwithstanding anything that may be inconsistent with its provisions in the Official Secrets Act, or any other Act of the Union or the State Governments (see RTI Act, 2005, Chapter VI, Section 21). The ‘Oath of Secrecy’ taken by Government employees therefore only applies to the information that has been exempted from the ambit of the provisions of the said Act. Broadly, this exempted information pertains to matters / issues related to national security, defence, and integrity of the country. The Oath will not be adequate and the test of public interest is the overriding consideration.

(z) What is the jurisdiction of courts?

Lower Courts are barred from entertaining suits, applications or other proceeding against any order made under this Act [Section 23]. However, the writ jurisdiction of the Supreme Court and High Courts under Articles 32 and 226 of the Constitution respectively remains unaffected.
Resources on ‘Right to Information’ on the Web

45. List of selected resources on RTI on the web is as under :-

Ø www.righttoinformation.gov.in
Ø www.rti.gov.in
Ø www.cic.gov.in
Ø www.r2inet.org
Ø www.righttoinformation.info
Ø www.freedominfo.org
Ø www.indiatogther.org
Ø www.humanrightssnitiave.org
Ø www.parivartan.com
Ø www.prajanet.org
Ø www.geocities.com/mahadhikar
Ø www.groups.yahoo.com/group/mahadhikar
Ø www.indiarti.blogspot.com
Ø www.groups.yahoo.com/group/kria
Ø www.delhigovt.nic.in/right.asp
Ø www.nagrikcheta.org/
Ø www.mahadhikar.org/
Ø www.nyayabhoomi.org
Ø www.agnimumbai.org
Ø www.adrindia.org
Ø www.annahazare.net
Ø www.respondanet.com/
Ø www.article19.org
Ø www.policypowertools.org
Ø www.info.gov.hk/access/code.htm
Ø www.faife.dk/
Ø www.globalknowledge.org
Ø www.opendemocracy.org.za
Ø www.freedomhouse.org
Ø www.foiadvocates.net
Ø www.ifitransparency.org
Ø www.transparency.org

Guidance for the Applicants

46. For successful implementation of the Act, it is important that at every office of the MES down to the Assistant GE (Independent) level, a simple and easy to follow ‘Guidance’ for the information seekers is displayed prominently in Notice Boards. This document should be prepared in the vernacular language also and shall include the appointments, postal and e-mail addresses as well as the telephone and FAX numbers of the concerned CPIO/CAPIO, and the Appellate Authority.
Conclusion

47. As highlighted earlier, implementation of this Act requires judicious response from all quarters in the spirit of democratic function. At the same time, there is an equally important need to protect the system from abuse or misuse by unscrupulous elements. To that extent, all employees of MES are duty bound to play active role in fostering a regime of transparency, accountability and administrative efficiency through implementation of the Act. Similarly, at the decision making level, there is the requirement of achieving the desired state of progress through a series of corrective measures based on ground experience as it is gained with passage of time.

48. While all efforts have been made to make this Manual as accurate and elaborate as possible, the Manual is intended to provide guidance to the officials responsible for implementation of the Act, but can not be a substitute for the Act and Rules made there under.
Appendix A

LIST OF CHIEF ENGINEERS ZONES : MILITARY ENGINEER SERVICES

1. CE Pune Zone
2. CE Chennai Zone
3. CE Bhopal Zone
4. CE (Navy) Kochi
5. CE (Navy) Mumbai
6. CE (Navy) VIZAG
7. CE (NAVAC) Ezhimala
8. CE A&N Zone, Port Blair
9. CE (AF) Bangalore
10. CE (AF) Ahmedabad
11. CE (AF) Nagpur
12. CE Kolkata Zone
13. CE Siliguri Zone
14. CE (AF) Shillong
15. CE Shillong Zone
16. CE Chandigarh Zone
17. CE Delhi Zone
18. CE (AF) WAC Palam
19. CE Jalandhar Zone
20. CE Pathankot Zone
21. CE Lucknow Zone
22. CE Bareilly Zone
23. CE Jabalpur Zone
24. CE (AF) Allahabad
25. CE Udhampur Zone
26. CE (AF) Udhampur
27. CE Srinagar Zone
28. CE Jaipur Zone
29. CE Bhatinda Zone
30. CE (R&D) Secunderabad
31. CE (R&D) Delhi
32. CE (Fys) Hyderabad
Appendix `B’

The obligations of public authorities under the Act

1. **Record Management.** Section 4 (1) (a) of the Act stipulates that every public authority shall

   (a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under the Act;

   (b) ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated. The above provisions of the Act may necessitate a critical review of the existing record management practices, record retention schedules for different categories of records and systems of indexing and numbering of records in public authorities. They may also call for changes in the legal framework for record management, especially with regard to the creation and destruction of electronic records. The proper cataloguing and indexing of records based on country-wide data/meta data standards is critically important. Pending the above, appropriate up-gradation of the existing record management systems in public authorities would also be necessary in most cases.

2. **Proactive Disclosure of Information.** Section 4 (1) (b) of the Act provides that every public authority shall

   (a) publish within 120 days from the enactment of the Right to Information Act

   (i) the particulars of its organisation, functions and duties;

   (ii) the powers and duties of its officers and employees;

   (iii) the procedure followed in the decision making process, including channels of supervision and accountability;

   (iv) the norms set by it for the discharge of its functions;

   (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

   (vi) a statement of the categories of documents that are held by it or under its control;

   (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

   (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
(ix) a directory of its officers and employees;

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

(xiii) particulars of recipients of concessions, permits or authorizations granted by it;

(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;

(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

(xvi) the names, designations and other particulars of the Public Information Officers;

(xvii) such other information as may be prescribed;

(b) update the publications under Section 4(1)(b)(i) to (xvii) every year;

(c) Section 4 (1) (c) of the Act requires that every public authority shall publish all relevant facts while formulating important policies or announcing the decisions which affect the public. Section 4 (1) (d) requires that it shall provide reasons for administrative or quasi-judicial decisions to affected persons. To facilitate disclosure of various categories of information listed out in Section 4(1)(b) of the Act, sets of templates or guidelines have been prepared and circulated by many State Governments to their departments and public authorities. These templates are meant to achieve uniformity among the public authorities in their publication schemes and to facilitate convenient and easy access of information to citizens. There is a need to review these templates and revise the same taking into account the experience gained. Where necessary, individual public authorities may devise their own modified formats, while broadly conforming to the templates and having due regard to the nature of functions being performed by them. The fact that a public authority is required to proactively publish information under various categories following the comprehensive list included in the Act under Section 4(1)(b), does not prevent the public authority from carrying on its existing publication schemes like bringing out periodicals, annual reports etc. Public authorities may continue their existing disclosure activities with the necessary additions to the information already being published, as per the requirements of the Act. It may be appropriate that the obligation of proactive disclosure by public authorities be linked to the publication of their ‘Citizen’s Charters’ which specify timelines and standards for delivery of various services.
Form-I

CPIO (Name, designation and address)     Name of the Public Authority

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name and address of the Applicant</th>
<th>Date of request</th>
<th>Details of compliance/rejection of request</th>
<th>The relevant RTI Section, if request rejected</th>
<th>Amount of charges @ collected (in Rs)</th>
<th>First Appellate Authority</th>
<th>Details of decision in First Appeal</th>
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@ charges includes all kinds of fees and charges collected.
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<th>Name and addres s of appell ant</th>
<th>CPI O</th>
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<th>Decision in First Appeal</th>
<th>Decision in Second Appeal</th>
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**Form II**
Quarterly Summary for CPIOs of (name Appellate Authority) for quarter ending June/Sep/Dec/Mar

<table>
<thead>
<tr>
<th>S er N o</th>
<th>Nam e of CPIO &amp; Addr ess</th>
<th>No of reque st s recd during the qtr</th>
<th>No of requests rejected during the quarter</th>
<th>Amou nt of Charg es collec ted durin g the quarte r (in Rs.)</th>
<th>Relevant sections of RTI Act 2005</th>
<th>No of Decisi ons recd from Appell ate Autho rity</th>
<th>No of Decisi ons recd from CIC</th>
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<tr>
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<tbody>
<tr>
<td>a</td>
<td>b</td>
<td>c</td>
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Quarter wise analysis of requests for Information rejected in (name of Public Authority) under the RTI Act, 2005

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<td>Sec 8 (I) (f)</td>
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<td>Sec 8 (I) (g)</td>
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<td><strong>Total</strong></td>
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## SUBMISSION OF ANNUAL REPORT UNDER THE RIGHT TO INFORMATION ACT 2005

<table>
<thead>
<tr>
<th>S No</th>
<th>Number of request(s) made to each public authority</th>
<th>Number of decision where applicants were not entitled to access to the documents</th>
<th>Number of appeals referred to CIC/Higher authorities</th>
<th>Particulars of any disciplinary action taken against officer</th>
<th>Amount charges collected by each public authority</th>
<th>Any facts which indicate an effort by the public authority to implement the spirit of this Act</th>
<th>Recommendations in respect of particular public authorities, for the development, modernization, reform or amendment to this Act or other legislation or common law or any other matter relevant for operational sing the Right to access information</th>
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<tr>
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<th>CONTENTS</th>
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<tr>
<td>Classification of Works Services</td>
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<tr>
<td>Original works</td>
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<tr>
<td>Repairs</td>
<td>3</td>
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<tr>
<td>Fundamental principles</td>
<td>5</td>
</tr>
<tr>
<td>Exceptions for urgent military reasons</td>
<td>5</td>
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<tr>
<td>Administrative control</td>
<td>7</td>
</tr>
<tr>
<td>Powers of acceptance of necessity and administrative approval</td>
<td>8</td>
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<tr>
<td>Demolition of buildings</td>
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<tr>
<td>Reappropriation of buildings</td>
<td>10</td>
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<tr>
<td>Scales and specifications</td>
<td>11</td>
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<td>Initiation of Demand</td>
<td>12</td>
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<td>Acceptance of necessity</td>
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<td>Approximate Estimates</td>
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<td>Administrative approval</td>
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<td>Technical control over original works</td>
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<td>Technical control over repairs and purchase and maintenance of tools and plant</td>
<td>15</td>
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<tr>
<td>Power of technical sanction</td>
<td>15</td>
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<tr>
<td>Acceptance of contracts</td>
<td>16</td>
</tr>
<tr>
<td>Reduction in scope of a project</td>
<td>17</td>
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<td>Completion reports</td>
<td>18</td>
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<tr>
<td>Imprest and assignments</td>
<td>18</td>
</tr>
<tr>
<td>Works entrusted other agencies</td>
<td>19</td>
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<tr>
<td>General</td>
<td>19</td>
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<td>Appendices</td>
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<tr>
<td>‘A’ - Budgetary system</td>
<td>20-25</td>
</tr>
<tr>
<td>‘B’ - Form of Approximate Estimates</td>
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<tr>
<td>‘C’ - Form of completion report for original works</td>
<td>27</td>
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<tr>
<td>‘D’ - Form of Rough Cost</td>
<td>29</td>
</tr>
<tr>
<td>‘E’ - Form of engineer appreciation</td>
<td>31</td>
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</tbody>
</table>
Government of India,
Ministry of Defence,
New Delhi, the 17th June 1986.

To
The Chief of Army Staff
The Chief of Naval Staff
The Chief of Air Staff

DEFENCE WORKS PROCEDURE 1986

Sir,
I am directed to say that the President has decided that in super session of the Revised Works Procedure laid down vide Government of India, Ministry of Defence letter B/0147/Q3W (Policy) /2119/SO-III/D (W-1) dated 18th Nov 1968 as amended from time to time, the procedure to be followed in regard to Defence Works with effect from 1st April 1986 will be as shown in the attached memorandum.

2. The Operational Works Procedure as amended from time to time will, however, continue to operate to the extent it is applicable.

3. This Procedure will henceforth be known as Defence Works Procedure, 1986 abbreviated as DWP 1986.

4. This issues with concurrence of the Finance Division vide their U. O. No. 1027/W-II/86 dated 13th June 1986.

Yours faithfully,

(J. P. Jain)
Desk Officer

Copy to:--
The S.A.T Raksha Mantri
JS (F), JS (N), JS (A),-2 copies each
The Chairman, Ordnance Factories Board
The CGDA, The DADS, The CsDA, SC, EC, WC, CC & NC
All Sr. Dy. Dads, All Audit Officers, Def Services, All Asstt DAdSs
The CDA, Patna, The CDA (Navy), Bombay, The CDA (Air Force),
Dehradun, The VCOAS, The AG QMG’s Br/Q3W (Policy)- 300 copies
E-in-C’S Br/E2 (WPC) - 300 copies
NHQ/Dte of Works - 100 copies
DG NCC - 20 copies, The DG - 10 copies
The DG (Works), CPWD - 05 copies
The DG NCC-20 copies, The DG - 10 copies
The DG (Works), CPWD - 0 5 copies
The Chief controller (R&D) - 05 copies
The DL&C, CAO, DGBR
MEMORANDUM ON THE PROCEDURE FOR THE EXECUTION OF WORKS SERVICE IN DEFENCE SERVICES TO HAVE EFFECT FROM 01 APRIL, 1986.

OBJECT

1. The object is to ensure completion of works with the minimum of delay, but with due regard to observance of the maximum obtainable economy compatible with the object and requisite budgetary control. No work will be sanctioned unless it is considered essential to the effective functioning of the Defence Services.

2. Under the system of budgetary control, so far as it applies to works, expenditure during a financial year is generally restricted to the amount provided in the budget estimate for the purpose. Money is made available for expenditure by appropriation or re-appropriation, which represents the allotment of a particular sum of money to meet expenditure on a specified object: it is operative only for the year for which it is made. Further details will be found in Appendix ‘A’

3. It is essential that the broad spirit of the system of control of expenditure should be thoroughly appreciated and strictly conformed to by all officers entrusted with the administration of funds execution works services.

CLASSIFICATION OF WORKS SERVICES

4. For purposes of control (Administrative and Technical), the operations of the MES are divided Primarily into two categories, namely: -

(i) Original works

(ii) Repairs.

5. Original works comprise the construction of buildings and Defence works and their internal fixtures together with the necessary services such s roads, E/M services, water supply, furniture, drainage, range etc. as well as purchase and additions. Reconstruction of buildings and roads, widening of roads. Alterations necessitated by administrative reasons, works necessary to bring into use buildings and services newly purchased or previously abandoned or rendered unusable by extraordinary causes such as storm, fire or earthquake, also fall in the category of original works.

Exception: Petty works costing unto Rs 2500/- may, at the discretion of the CWE, be treated as ‘Repairs’. The CWE may delegate all or a portion of his powers under this paragraph to Ges or outstation AGEs by name.

(a) The purchase and installation of static plant and machinery and the provision of furniture are treated as original works for the purpose of these orders.
Provision of furniture which does not form part of any project will be treated as major or minor work, depending on the cost involved vide Para 13 below.

6 (a) Repairs comprise all maintenance and periodical services, renewals and replacements as well as alterations necessitated by technical or engineering reasons.

(c) Works required to make good damages to buildings, roads, installations and services due to extraordinary causes, but which are still usable, are also classified as ‘Repairs’.

NOTE: Whether or not a building etc. is still ‘usable’ will be decided by the Court of Enquiry convened to investigate the loss.

ORIGINAL WORKS

7 (a) There are four main stages in the project for an original work, viz.

(1) Acceptance of necessity
(2) Administrative approval.
(3 Appropriation funds.
(4) Technical sanction.

(b) Acceptance of necessity means the concurrence of competent financial authority to the expenditure proposed.

(c) Administrative approval means sanction by competent financial authority to the execution of an original work at the stated cost.

(d) Appropriation of funds means the allotment of a particular sum of money to meet expenditure on a specified work vide Appendix ‘A’.

(e) Technical sanction, which is issued by competent authority, amount to no more than a guarantee that the proposals are structurally sound and that the estimates are accurately calculated and based on adequate data vide para 26 below. The above well-defined stages will not normally be short-circuited. New projects may not be progressed beyond the state of acceptance of necessity until a deliberate rambled for the relevant financial year. The adm approval for work to commencement of the year. All works to be executed in the year will be released formally for execution as soon as the Defence Services Estimates are passed by the Parliament.

(f) Works Review Committee will be constituted for each service by the Ministry of Defence at the level of joint Secretary including Ministry of Defence/Finance representative for carrying out Quarterly Review of the progress and the planning and execution projects costing Rs. 2.000 crores and above. This may be revised as and when required, so that the Ministry’s attention is focused only on the major capital works projects.

8. (a) Repairs are classified in two categories:

(i) Ordinary Repairs: These comprise-

(aa) Petty repairs,
Periodical services, vide MES Regulations Table ‘G’

Replacements and renewals costing up to Rs 20,000/-

Special Repairs: The consist of replacements and renewals costing more than Rs. 20,000/- each.

Repairs category (i) will be carried out in accordance with MES Standing Orders.

Repairs in category (ii) will be carried out in accordance with MES Regulations.

NOTE
(I) THE GE will be competent authority for grouping of buildings for the purpose of special repairs.

(ii) Replacement of furniture of value up to Rs 50,000/- on station basis rendered unserviceable by wear and tear will be treated as ordinary repairs. Replacement beyond this limit can be sanctioned as original works chargeable to the Revenue.

(d) No administrative approval is necessary for repairs falling category a (I), allotment of funds for the purpose implies administrative approval to that extent. No work will be carried out without the technical sanction of the competent engineer authority and no expenditure will be incurred in excess of allotment under the relevant head except in so far as such excess can be met by reappropriation from another head within the competence of the authority concerned.

(e) Repairs to buildings falling in category a (ii) will be treated as ‘Original Works’ except for budgetary purposes for which see Appendix ‘A’

(f) In case where special 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 an original work for all purposes.

(g) Amendment to capital values will be made in accordance with MES Regulations, Para 288 but se exceptions below. In calculating the addition to be made to the capital value, credit will be taken for the value at current rates of any portion of the original structure, which has been demolished or replaced.

Exceptions
(a) Capital value will not be amended in the case of replacements and renewals costing Rs 20,000/- or less to temporary buildings.

(b) Change in capital value amounting to Rs 400/- will be disregarded.

(c) Amendments to capital values on account of E/M renewals will be carried out in accordance with MES Regulation Para 259 and 260
FUNDAMENTAL PRINCIPLES

9 The fundamental principles are: --

(a) No works services will be executed without administrative approval, formal release of work 'funds and technical sanction having first been obtained from the authority appropriate in each case and without funds being available to meet expenditure on it (but see Paras 10, 11 and 12 below).

(b) No officer will exceed any specific budget allotments made to him on any works or under any sub-head of maintenance.

(c) No officer will exceed any specific budget allotments made to him under any minor or detailed head, except in so far as he may, within his powers of transfer of funds, be able to meet excess expenditure on one item by equivalent saving on another.

(d) The final cost of any service may exceed the amount of administrative approval by not more than 10%. An Officer will take no action which will commit Government to expenditure beyond 10% of administrative approval amount without obtaining prior sanction of CFA in the form of Financial concurrence (FC), corrigendum or revised administrative approval. By exceeding he estimates by the above tolerance limits, the CFA’s powers themselves will not to be exceeded.

(e) A property is deemed to be abandoned when taken off a care and maintenance basis.

(f) No project will be split up merely to bring it within the powers of an approving Authority.

EXCEPTIONS

10 If for urgent military reasons delay in the issue of administrative approval based on approximate estimate cannot be accepted, the competent financial authority is empowered to order commencement of work on essential items of accommodation prior to the issue of administrative approval. In doing so, however, the CFA must ensure that no accommodation is constructed in excess or requirements. The ‘go-ahead’ sanctions accorded under this Para by CFAs lower than the Government of India, will be subject to the following conditions: --

(a) The ‘go-head’ sanction will be ordinarily restricted to items comprising collection of stores, site clearance, external services, construction of essential temporary non-residential accommodation for the staff and stores of the MES, accommodation for the MES constructional staff and preliminary works necessary for the execution of the project. Work relating to piling and reclamation may also be covered by the go-ahead sanction provided it is duly supported by an approximate estimate for piling and reclamation.

(b) The ‘go-ahead’ sanction will not exceed 20% of the rough cost. This percentage will not include the cost of requisition of land required for the project.

11 Notwithstanding anything laid down in this memorandum unexpected circumstances may arise which make it imperative to short circuit normal procedure such circumstances may arise from operational military necessity or on urgent medical grounds when reference to the
appropriate CFA would entail dangerous delay. If such circumstances arise, any commander may order the commencement of work by furnishing an order in writing to the engineer officer concerned. In such circumstances the following principles will guide the commander concerned in deciding on his action:-

(a) Can the appropriate CFA be referred to and a reply be received without causing dangerous delay in commencement of the work.

(b) If the conditions in (a) cannot be fulfilled, a departure from either the spirit or letter of the laid down procedure is justified, if he bases his decision on some fact or facts which could not be known to the appropriate CFA and if he is satisfied that he is acting as his superior would order him to if he were present.

(c) If he neglects to depart from the letter of the laid down procedure in the circumstances set out above is clearly demanded, he will be held responsible for any failure or disaster that may ensue.

(d) Should he decide that it is necessary to depart from the laid down procedure he will immediately report the fact at the earliest possible moment to the appropriate CFA informing any intermediate commander concerned at the same time; with copies to CDA.

12 (a) Again in the case of imminent danger to buildings, etc. or of a breakdown of a supply from an installation, when delay would be seriously detrimental to the public service, the local MES or PWD officer will take steps once report the facts of the case and the reasons for his action to superior engineer authority the local military commander, and to the CDA concerned stating the liability he is incurring.

(b) The procedure outlined in paras 10,11 and 12 above does not dispense with the necessity for the issue of Adm Approval based on subsequently prepared Approximate Estimate at the earliest opportunity. However, such works can be started without waiting for the project. Whenever any time-bound project are entrusted to the MES with the stipulation by the Government on completion of facilities by stated dates Chief Engineers to exercise the following special powers in connection with planning and execution of such projects. This will come as a separate Para in the Administrative Approval accorded by the Government:–

(i) Detailing officers anywhere in the country.

(ii) Resorting to consultancy for any item of work.

(iii) Purchase of stationery, reprographic equipment typewriters and any other equipment required, chargeable to the project contingencies.

(iv) Hiring of construction stall accommodation for all construction stall quarters

(v) Payment of OYT or any other charges for telephone connections on priority out of project contingencies.

(vi) Installation of telex equipment in CE/CWE offices out of contingencies of the project.

(vii) Procurement of Cement at non-levy rates from the open market.
(viii) Procurement through STC/SAIL/PSUs of imported steel/cement/
(ix) Single tendering and selective tendering.

ADMINISTRATIVE CONTROL

13. For administrative purpose original works are divided into the following categories:

Major Original works i.e. those costing more than Rs. 1,00,000/-

Minor Original Works i.e. those costing up to Rs 1,00,000-inclusive.

14 New or original works are further sub-divided as follows:-

(a) **Authorized items of works**-Services authorized by Government in regulations or by separate Orders of general or specific nature and services, which it is customary to provide for troops, etc. as, laid down in scales of Accommodation Defence Services 1983 or other authority issued by the Government of India. These are referred to broadly as authorised works.

(b) **Special items of works**-Service not falling within (a) above are referred to as 'special works'. These may only be approved when exceptional conditions justify the necessity, or as an important experimental measures. Special works should not be approved if the effect would be to introduce a new practice or change of scale. Where no scales have so far been laid down and there are no orders prohibiting the undertaking of those works, Competent Administrative Authorities may within their competence sanction works upto the financial powers delegated to them for special work if it is customary or technically essential to provide the same.

(c) Engineer authority will not be asked to undertake preparation of estimates of a project, which includes specials items of work unless the competent financial authority has accorded formal approval in principle of such special items while accoring the acceptance of necessity for the project as a whole.
### POWERS OF ACCEPTANCE OF NECESSITY AND ADMINISTRATIVE APPROVAL

Power of competent financial authority for acceptance of necessity and administrative approval for work are same and are stated below:

<table>
<thead>
<tr>
<th>(a)</th>
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<td>(b)</td>
<td>COAS/CNS/CAS</td>
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<td>20 lakhs</td>
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<tr>
<td>(c)</td>
<td>GOC-in-C/AOC-in-C/FOC-in-C/FOC South (Indep)</td>
<td>75 lakhs</td>
<td>7 lakhs</td>
</tr>
<tr>
<td>(d)</td>
<td>Corps Commander</td>
<td>37 lakhs</td>
<td>3.75 lakhs</td>
</tr>
<tr>
<td>(e)</td>
<td>Commander of a Sub Area/Indep sub Area/Indep Bde Group</td>
<td>22 lakhs</td>
<td>0.75 lakhs</td>
</tr>
<tr>
<td>(f)</td>
<td>Commander of a Sub Area/Bde Gp/Air Force Station Commander of the rank of Air Commodore</td>
<td>15 lakhs</td>
<td>0.15 lakhs</td>
</tr>
<tr>
<td>(g)</td>
<td>Station Commanders of the rank of Colonel and above/NOICs holding the rank of Captain and above/Senior most among Cos of shore establishments in stations other than Bombay, Vishakha, patnam and Cochin holding rank of Captain and above/Chief Hydrographer of the rank Of Captain and above OsC Stations of the rank Of Group Captain/Commandants of Air Force Academies/Colleges OsC E.Ds and BROs and independent S.Us of the Rank of Group Captain.</td>
<td>2 lakhs</td>
<td>7500/-</td>
</tr>
</tbody>
</table>
(h) Station Commanders below the rank of colone/NOICs below the rank of Captain/Senior most among Cos of shore establishments in stations other than Bombay, Vishakhapatnam and Cochin

NOTES:

1. The authorities mentioned at (b) to (h) above will exercise their powers without financial concurrence.
2. The financial powers vested in the officers mentioned at (b) to (h) above can also be exercised by their locum tenens when the incumbents are on leave.
3. In determining the CFA in case where the project includes both the authorised and special items of work the criterion shall not be the financial powers for the normal items of work alone. In such a case, therefore, if the estimated cost of the total of the special items of works exceed the financial powers of the CFA for those items administrative approval shall be issued by the CFA under whose powers the special items fall.

2. The financial powers delegated to Station Commanders vide (g) and (h) above and (vii) and (viii) of para 15-A (a) below, will be exercised by all Station Commanders irrespective whether they are appointed under Rule 20 (a) or under Rule 20 (b) of the regulation of the Army.

DEMOLITION OF BUILDING

15 (a) The demolition or sale of any building, etc. for demolition may be approved on a demolition statement (IAFW 1819) by the following authorities provide the book value of the building does not exceed the limit shown against each:-

(1) Government of India) Full powers
(ii) COAS/CNS/CAS Rs. 5,00,000.00
(III) CoSc-IN-c/foc-in-C/FOC South (Indep) AosC-in-C Rs. 2,00,000.00
(IV) Corps Comdr Rs. 2,00,000.00
(v) Comdr of an Area/Indep Sub Area/Indep Bde Group/ Equivalent Navy/Air Force Comdr. Rs 50,000.00
(vi) Comdr of a Sub Area/Bde Group/Air Force Stn Comdr of the rank of Air Commodore Rs. 10,000.00
(vii) Station Commanders of and above the rank of Lt Col/NOICs Of & above the rank of Commander/Senior most among Commanding Officers of shore Establishments in Stations other than BOMBAY, VISHAKHAPATNAM and COCHIN holding the rank of Commander and above/OsC Station of the rank of Group Captain/Commandant of Air Force Academies/Colleges, OsC E.Ds and BRDs and independent S.U.s of the rank of Group Captain. Rs. 20,000.00
(viii) Station Commander below the rank of Lt Col/NOICs below the rank of Commander Senior most among Commanding Officer shore Rs. 1,000.000
establishments in Stations other than BOMBAY VISHAKHAPATNAM and COCHIN below the rank of Group Captain, Commandants of Air Force Academies/ Colleges, OsC Eds and independent SUS below the rank Of Group Captain.

NOTES:

(a) The demolition or sale of any building etc. for demolition will be approved by the authorities mentioned at (ii) to (viii) above without financial concurrence.

(b) The book value of each building (including ancillary buildings) will be taken separately and not the total book value of all the buildings in demolition statement (in order to determine authority competent to sanction its demolition).

(c) The cost of demolition on will be dealt with as a work, any proceeds from the sale or demolition being dealt with as laid down in para 828 MES Regulations.

(d) A demolition certificate on IAFW 2201 will be submitted in the support of bills in which charges for demolition appear.

(e) In an estimate or reconstruction, administrative approval to the execution of the service authority for any demolition involve irrespective of the value of the building to be demolished.

(f) For items (vii) and (viii) at Bombay, Vishakhapatnam and Cochin the powers on Navy side will be exercised by the FOC-in-C/FOC Area.

REAPPROPRIATION OF BUILDINGS

15-B Reappropriation means the use of a group of buildings, a building or a portion thereof, for any purpose other than for which it was constructed. Reappropriation may be temporary or permanent and may be intended either for an authorised or for a special purpose. They will be dealt with as under:

(a) A Reappropriation entailing no alteration and no cost. This can never be permanent. Reappropriation as the room or building must of necessity, be available for its original purpose. This is initiated by the unit and sent to the local Commander. Such appropriation may be approved in writing by any of the authorities mentioned in Para 15 irrespective of the Capital value of the building involved. All sanctions accorded by an authority lower than the Commander of an Area/Crops will be reported him. Each sanction will specify the period for which the approval will remain and Garrison Engineer concerned. It will be renewed as required. No IAFW 1813 is necessary nor will the particulars be recorded in the Register of Buildings.

(b) A Reappropriation entailing alterations and expense. This will in initiated by the unit concerned on IAFW 1813, who may obtain the assistance of local MES authorities to advise on the best method of adaptation and sent to the local Commander who, if he accepts the proposal in principal will ask the local MES authorities for the approximate cost. The powers of sanction in respect or Reappropriation involving expenditure will be the same as laid down in para 15 but no expenditure will be incurred unless fund are available. All sanctions accorded by an authority lower than the Commander of an Area/Crops will be reported to him. Each sanction will state whether the reappropriation is permanent or temporary and the period for which it remains in
force and will be communicated to the Controller of Defence accounts and Garrison Engineer concerned. It must be renewed as required and the particulars including expenditure will be recorded in the register of Buildings.

(c) Reappropriation involving in cease in scales or introducing a new practice requires the sanction of the Government of India. Minor increases in scales up to 5 percent of the authorised area, which are inevitably due to constructional reasons will not, how, require Government sanction.

(d) Reappropriation included in an administrative approval will not be approved separately on IAFW 1831. The particulars including expenditure will however, be recorded in the Register of Buildings.

SCALES AND SPECIFICATIONS

16-A Specifications

(a) All works catering for short term requirements i.e. accommodation not expected to be required for a period of over five years from the anticipated date of completion of the work will be in temporary construction and to specifications of the lowest possible type having regard to availability of material and the purpose of work. In case of additions to existing permanent structures and or armouries, detention cells harbours and Air Field facilities and such other buildings if may be essential to build to permanent specification. Competent financial authority will use their judgement in these types of cases and will detail which buildings shall be in permanent or near permanent construction and which shall be in temporary construction.

(b) All works catering for long term requirements i.e. accommodation expected to be required for a period of more than five years form the anticipated date of completion of the works will be to near-permanent or permanent specifications as the may be.

© The above mentioned “period of five years” will be taken as a guide and be normally adhered to, there being no absolute ban on the adoption of temporary specifications works falling under (b) above when warranted by the urgency of the requirement, but in such exceptional cases it will be ensured that the relaxation does not result in the construction of very sub-standard accommodation as may fail to serve the purpose for which it is intended.

(d) For buildings declared prestigious by Government it will be permissible to add in the approximate estimates a specific percentage subject to a maximum of 10% of the total cost of building towards special architectural features and for superior specifications to be provided in the
building as prestigious and also specify the percentage of the additional cost on the buildings for which the extra percentage are to be allowed.

16-B Scale of accommodation

(a) The revised scales of accommodation have been issued by the Government of India, Ministry of Defence, vide their letter No. 35105/79/Q3W (Pol/379/US/D (W-I) dated 30 Aug 83. These scales are intended as close but not meticulous guide and petty variations from them in individual cases not of general application can be made at the discretion of the competent financial authority for reasons to be recorded.

(b) Temporary specifications will be laid down by the E-in-C’s Branch on individual basis if and when any accommodation is proposed to be constructed to temporary specification.

INVITATION OF DEMAND

17. Demands for new services will be submitted to C F A for consideration, to enable to scope and merits of each proposal to be judged. At the same time, the demanding authority will state the target date by which he wishes the project completed, with the reasons in support of this date. A rough cost will also be given to mate period of time required by the engineers carrying out the work will also invariably be stated and in the case of projects costing over Rs 1,00,000.00 this information will be given in the form of an Engineer Appreciation on the form attached (Appendix ‘E) If the target date implies that special measures will necessary to archive it these will also be stated and the extra cost, if any involved in completing the work by the date given.

ACCEPTANCE OF NECESSITY

18.

(a) If is decided that a service is to be carried out and that funds can be made available, formal orders will be issued by the competent financial authority accepting necessity and indicating the accepted target date for the completion of the project and also accepting the special measures if any necessitated in consequence. Rough cost will also be obtained in the form of Appendix ‘B’ to this memorandum. No approximate estimate will be required for works costing Rs 10,000/- less.

(b) Special items of work will be specified and their necessity explained.
© The competent financial authority when issuing the acceptance of necessity letter will normally include the following point:-

(i) Scope of the work

(ii) Type of construction

(iii) Whether the work should be commenced prior to formal issue of administrative approval.

(d) The competent financial authority will send a copy of the acceptance letter to the CDA Concerned. The decision as to the scope of the work rests entirely with competent financial authority subject to any special or general orders of the Government of India or COS/CNS/CAS.

(e) CFA will consider sanctioning the preliminary works while according the acceptance of Necessity and where this is not possible, it will be clearly stipulated that there will be no objection to the enhancement of the period of completion of the main project (see para10)

APPROXIMATE ESTIMATES.

19.

(a) On receipt of acceptance of necessity, Engineer authorities will prepare the AE in the manner indicated by the competent financial authority in the prescribed Performa (Appendix‘C’). The MES have no authority to include in the approximate Estimate any accommodation other than that laid down in the acceptance of necessity, except where it is considered essential for office and domestic accommodation of the MES constructional staff employed on the project. They will, however, make necessary additions of all external services and for additional establishment required to be employed on the project, which may be necessary. No provision will be made in the estimates for special tools and plants since a central provision is made under Sub Head E (a) Main Head 7 Head 269 to cater for special tools and plants for all projects.
(b) Contingencies will be provided at 4 percent of the estimates. Approximate estimate 9as also rough cost at the acceptance of necessity stage) by the Director General of works. Checks will be exercised by the next higher Engineer Authority only. Further instructions on the preparation of estimates will be issued by the Director General Works.

(c) Simultaneously, application will be made, in the cast of major work, for allotment of funds, required for the current and ensuing financial years respectively.

(d) Where the approximate estimate exceeds more than 10 percent of the amount for which necessity was accepted, revised acceptance of necessity by CFA will be necessary. This tolerance is, however, not intended to cover any additional requirements of users or to enrich the specifications already sanctioned.

ADMINISTRATIVE APPROVAL

20

(a) Administrative approval will be accorded by CFA to the execution of the work including special items if any, the cost shown in the approximate estimate.

(b) At the stage of according Administrative Approval, Approximate Estimates are permitted to be updated to conform to prevailing percentage of market variation and difference in cost of stores. A far as possible these approvals are to be accorded before the commencement of the financial year in which the works are to be released.

21

(a) Administrative approval will be conveyed by the a letter specifying the source from which funds will be provided. It will also state whether the work is authorized or special, if authorised, the authority will quoted. Special items of work will be specified. Reasons for approving special work is authorities lower than the Government of India will be stated.

(b) A copy of the letter according administrative approval together with a copy of the approximate estimate will be sent to the CDA concerned and to the engineer adviser concerned who will issue such technical instructions as may be required.

22

(a) In case in which it becomes necessary to obtain revised administrative approval vide Para 9 (d) above, the revised estimate will
be prepared in form of Appendix ‘C’ attached to this memorandum, the original and revised figures being shown in parallel columns. The cause of the excess should be set out clearly and concisely in the form.

(b) 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 occasion demands, the procedure described above being followed in each case.

(c) When an approval (accorded by Government) involves conclusion of a number of contracts and in the event of tender of cost by more than 10% (being the tolerance limit) and if there be no prospect of savings on other items of the work, the case will be projected to the Government along with a statement showing the financial analysis for the accord of financial concurrence which will enable the Engineer authority to conclude the contract. The statement of case should also include a revised estimate for part/parts of the work covered in the tender in the form of Appendix ‘C’ attached to this memorandum. Following the financial concurrence, the revised adm approval will be accorded by the Government covering the part affected by the tender in the shape of a corrigendum. As such corrigenda re not based on actual completion cost, the provision with regard to the tolerance limit will be applicable to the revised adm approval. In case of works sanctioned by lower CFAs, the financial concurrence within their powers and the corrigendum will be issued by the authority.

23 If additions become necessary through the revision of scales or establishments or for other administrative reasons, a supplementary estimate will be prepared and administrative approval obtained from CFA competent to the entire work, including both original and supplementary estimates.

24 If the has no funds available and the service is of such an urgent nature that, in this opinion, it cannot be delayed till he obtains funds in the ordinary course. CFA will forward the demand to higher authority with request for a special allotment.

25 In the case of repairs (as defined in paras 6 and 8) estimates for the purchase and maintenance of ordinary tools and plant an allotment of funds under the appropriate minor head implies administrative approval to the execution of services to that extent and no further administrative approval is required.

TECHNICAL CONTROL OVER ORIGINAL WORKS

26 (a) Schedule of works will be prepared and technically sanctioned by the competent engineer authority before tender documents are issued. The
technical sanction will include the anticipated contractor’s percentage based on the Engineer Officers appreciation of markets trends.

(b) In the case of works carried out by specialist firms on their own designs, Technical Sanction will be accorded on the basis of the accepted design on receipt of the tender but before acceptance of the contract.

(c) Schedules of works may be sanctioned for the project as a whole or for such projects. Large projects may, for convenience of planning sitting and execution be broken into sub project. The term “sub project” is applied to a distinct self-contained unit of the project if the unit is sufficiently large or important to be kept distinct for purpose of planning sitting and execution. The plan approved by a siting board may thus be treated as single sub project. Further any self-contained external service may be treated as a sub-project.

(d) The engineer authority before according technical sanction to a sub-project must be satisfied that the amount of technical sanction for the whole project is not likely to exceed the amount of administrative approval including the permissible excess of 10percent. HE must also verify that the amount of technical sanction he giving does exceed his powers under MES Regulation, Table B: See also para 28 below.

(e) In order to ensure that subprojects are kept within the scope of the whole project as defined in the administrative approval, technical sanction to all sub-projects of a project must be accorded within as short a time as possible of the issue of administrative approval.

(f) The schedule of works will be in strict accordance with the administrative approval so far as scope of works and scales are concerned. Scale of accommodation Defence services issued by the Govt of India, Min of Defence vide letter No. 35105/379/US/D (W-I) dated 30 Aug 83. No departure whatever from authorised scales and authorised general specifications will be made by any authority other Services HQ.

(g) In the cases of purchase of buildings the valuation statement will be taken as technical sanction. The valuation statement will be prepared/approved by the competent engineer authority as in the case technical sanction for construction work. A copy of the statement will also be endorsed to the CDA concerned.

NOTE: In cases where there is a time lag of one of the valuation statement and final purchase a certificate that the property has not deteriorated/depreciated during the interval will be taken by the Engineers before the purchase is made. A fresh valuation statement will be prepared in case of deterioration.
TECHNICAL CONTROL OF REPAIRS AND PURCHASE AND MAINTENANCE OF TOOLS AND PLANT

27
(a) Estimates or requisitions will be prepared costed and technical sanction accorded by the competent engineer authority before work is commenced.
(b) The engineer authority before according technical sanction must be satisfied that the amount of technical sanction for the repair estimate is not likely to exceed the funds placed at his disposal for this purpose.

© The engineer executives are responsible for the construction fitness, accuracy and economy for repair estimates and requisitions.

POWER OF TECHNICAL SANCTION

(28)
(a) Powers of technical sanction are laid down in MES Regulation Table ‘B’
(b) The engineer officer competent to sanction the project as a whole is technically responsible for the project an for ensuring that the amount of the project as a whole is not exceed. He may delegate authority at his discretion to local engineer officers to accord technical sanction to sub-projects, as defined in para26, which he orders them to plan locally within the limits of their powers under MES Regulation Table ‘B’ When delegating such authority he will lay down in each case the total sum upto which technical sanction may be accorded and this sum will not be exceeded without the prior concurrence of the delegating authority. Copy of such delegation of powers will be forwarded in all cases to the CDA concerned.

© CEs are authorised in exceptional circumstances to increase the powers of any officer subordinate to them by name to the extent they consider necessary within their own limits for technical
sanction of design and acceptance of contracts. It will be ensured that in
delegating powers the following requirements are complied with:-

(i) Enhanced powers are in respect of individual projects and
    in exceptional circumstances.

(ii) The period for which the power is to be exercised is
    specified.

(iii) Sanctions are given by name to officers.

(d) In the case of works carried out by agencies other than the MES,
    the normal procedure in force in the agency concerned for according
    technical sanction will be followed. In the case of projects costing more
    than Rs. 1 lakh, however, detailed plans and specifications will be shown
    to the MES for scrutiny from the users’ point of view and with regard to
    scales, before technical sanction is accorded.

ACCEPTANCE OF CONTRACT

29

(a) Powers of acceptance of contracts laid down in MES Regulation,
    Table ‘B’ Paras 428 and 440 continue in force.

(b) It is stressed that no officer is empowered to accept contract
    which is likely to cause excess over the amount of administrative
    approval after taking into account the tolerance allowed vide Para 9 (d).
    In case the contract is covering only a part of the work covered in the adm
    approval the procedure reported in Para 22 above will be followed.

30

(a) It is not permissible for engineer officers to incur expenditure n
    excess of the tolerance allowed over administrative approval vide Para 9
    (d) When as excess over this limit, which cannot be met by savings on
    other items, occurs or appears likely to occur on account of technical
    reasons a report will be made at once to engineer officer of the authority
    who approved the work. If there is still time to curtail the work or modify
    it proved the work. If there is still time to curtail the work or modify it his
    orders should be obtained. In of modifications ordered a revised estimate
    will be prepared and revised administrative approval of CFA obtained,
    para.22

(b) In the case of projects estimated to cost Rs 11 lakhs or more,
    when the amount of accepted contracts reduces the cost of the project
    below the administratively approved amount by more than 15 percent, the
approved amount for that project will be reduced by the amount exceeding 15 percent by the CE/CWE within whose powers o technical sanction the work falls. The details of reduction will be sent to the CDA and all others concerned. The amount of 15 percent retained will be used to cover variations in cost for technical reasons.

31 The technical sanction accorded to costed schedules vide para 26 above will be revised only if it is altered: -

(a) Because of engineering/technical reasons such as changes in designs. Specifications, drawings, etc. Revision will not, however, be necessary if such variations are sanctioned by the authority competent to revise the technical sanction, before deviation orders or amendments to contracts are issued under provisions of the contract. However, such competent authority may on his authority, delegate the powers of revision of technical sanction to the authority issuing deviation orders for the specific purpose.

(b) On account of revision of administrative approval if the variations are not already covered by sanction to deviation orders or amendments to the contract vide clause (a) above. Revision will not, however, be necessary where the variation is due to non-technical reasons, such as difference in cost of stores or where the percentage in the accepted contract differs from the anticipated percentage provided in the costed schedules.

© For the reasons that the original technical sanction is found to have been based on inaccurate estimates initially. In cases, however, where scope of work is changed due to administrative reasons, the technical sanction will be issued before such items are actually executed.

32 (a) After the schedule of work for a project or sub-project has been technically sanctioned by the competent engineer authority, arrangements to put the work in hand may be made as expeditiously as possible, While the normal method of contracting will be by competitive tendering. Cs WE and CEs are authorised to conclude contracts on a single tender basis up to Rs 2 lakhs and Rs 5 lakhs respectively in consultation with the CDA except where, for reasons of urgency (to be recorded), it is not considered possible to do so. The E-in-C/DGW are authorised to conclude contracts on a single tender basis up to Rs 25 lakh in consultation with the Financial Adviser (Defence Services). The reasons for dispensing with competition and the method of determining the rates will be placed on record in writing at the time.
33 Scrutiny of tender documents by Audit prior to acceptance of tender is not necessary. CEs are empowered to alter standard contract documents at pre-tender stage to suit urgent requirements particularly with reference to security deposits, percentage payments, speed of payments, issue of stores deviation limits and similar matters. They will, however, consult their controllers of Defence wherever possible. Where the opinion of CE on alteration involves a major departure from the existing procedure, he shall end a copy there of the E-in-C/Director General of Works for information.

REDUCTION IN SCOPE OF A PROJECT

34 When the scope of work service is reduced for administrative or other reasons, the administrative approval need not be revised but the approved amounts for the abandoned items of the service and the total approved amount will be reduced accordingly by the WE (or GE in the case of items not exceeding his powers of technical sanction). Details of the reductions will be sent by the GE to the CDA and all concerned.

COMPLETION REPORTS

35
(a) On completion of a work, completion reports will be rendered in accordance with following procedure in the form set out in Appendix ‘D’

(b) Part ‘A’ of the form will be completed as soon as the project is physically completed, and will be forwarded through engineer channels to the Engineer Adviser of the CFA. After being noted they will returned direct to the CE concerned for the completion of Part ‘B’ and resubmission of the firm in accordance with the existing procedure in Para 379 MES Regulations.

(c) For the purpose of rendition of Part ‘A’ of the completion reports each administrative approval, whether it relates to a phase of a project or to an item of supplementary work, will be treated separately. These reports will be replaced by a consolidated completion report ‘A’ at the final stage.

(d) However, the phases and supplementary of a project will be treated as one project or purpose of savings and excesses.

(e) One Part ‘A’ of the final completion report has been completed, the work will be regarded as completed for all purposes of the Regulations although the accounts may not have been settled; no further new works will be authorised against the sanctioned project and no further supplementary estimates.
IMPREST AND ASSIGNMENTS

36

(a) The procedure for making payments to contractors, labour, etc. prescribed in the MES Regulations will continue in force but instead of the system of placing engineer officers in funds through imprest advances, assignments will be placed by CsDA at the disposal of CsWE, Ges and SDO if an AEE/AE. In the case of each of CWE the amount of the assignment will be fixed by the Chief Engineer in consultation with the CDA. Within the amount so fixed the assignment will be recouped on application to the CDA as need arises. Generally each CWE, GE and SDO if an to the CDA as need arises. Generally each CWE, GE and SDO if an AEE/AE, will be placed in account with one Treasury but where necessary the assignment may be apportioned between two or more Treasuries.

(b) However, to enable petty payments being made CsWE, Ges and AEEs/AEs holding cash assignments, may be allowed an imprest upto a limit of Rs.250. The imprest will be authorised in consultation with CsDA concerned by CsWE in the case of Ges and AEEs/AEs and by CEs for CWE. The amount of imprest will be drawn from cash assignment with and accounted for initially under the Suspense Head “Departmental Account Military Cash Balance” which should be cleared at the end of the financial year, balances being deposited into Treasury. The amounts drawn from the imprest for payment will, however, be recouped as and when necessary and charged to the Service Head till the Financial year.

(c) Outstation Supdts B/R or E/M may continue to be allowed imprest by Cs We/Ges/SDOs if AEE/AE within the limits specified in para 537 of the MES Regulation. These imprest will be advanced and recouped by Cs WG/Ges or SDOs if AEE/AEs, as the case may be.

WORKS ENTRUSTED TO OTHER AGENCIES

37 The orders contained in the above procedure are designed principally for use in MES but it is intended they should apply up to the Adm approval stage, also to works carried out on behalf on the Ministry of Defence by outside agencies like State Governments. Central PWD, P&T, Railways, State PWD, Port Trust and such other Departments as may be notified from time to time. In the case of projects costing more than Rs 1 lakh however, detailed plans and specifications will be shown to the MES for scrutiny from the users’ point of view with regard to scales, before technical sanction is accorded.
38 The MES formations may resort to direct purchase of stationery and office equipment for all engineer actives such as pre Adm approval planning, post administrative approval planning and maintenance service. The office equipment include typewriters, intercom equipment, Calculator, electronic Stencil Cutter, dictaphone, tape recorders, photo copiers, copying machine franking machines, addressographs, filing and indexing systems excluding computers of all kinds. The expenditure incurred on initial purchase will be charged to project contingencies (upto %at present). Repair maintenance expenses will be chargeable to repairs to T%P sub head E Minor head 10 works. No reference to DMR & F is necessary even in respect of Typewriters & Stationery. The power of MES Officers for procurement of this item will be as laid down in items 4and5 of Table ‘B’ of MES Regulation.

ENCLOSURE TO MINISTRY OF DEFENCE LETTER NO. 95533/POL/CSS/E2/WPC/687/DO-11 D(W-1) DATED 17 JUNE 1986]

Appendix ‘A’
1 Note describing the budgetary system to be followed (see Para 2 of the Memorandum of works Procedure)

2 All expenditure will be budgeted and accounted for as under:-

(a) MAJOR HEAD 469 - CAPITAL OUTLAY ON DEFENCE SERVICES

(i) Minor Head A –Army

(aa) Sub Head1 - Land

(bb) Sub Head2 - Construction works

(cc) Sub Head3 - Stock Suspense

(dd) Sub Head4 - Military forms

(ee) Sub Head5 - Other expenditure

(ii) Minor Head B - Navy

(aa) Sub Head1 - Land

(bb) Sub Head2 - Construction Works

(cc) Sub Head3 - Naval Feet

(dd) Sub Head4 - (a) Work related to Naval Projects Dockyard Bombay

(b) Work related to Naval Projects & Dockyard Vishakhapatnam.

(c) Works related Base Repair, Organization /Facilities, Cochin

(iii) Minor Head C- Air Force

(aa) Sub Head 1 - Land

(bb) Sub Head2 - Construction Works

(cc) Sub Head3 - Special Projects.
(iv) **Minor Head D- Ordnance Factories**

(aa) Sub Head1 - Works

(bb) Sub Head2 - Machinery and Equipment

(cc) Sub Head3 - Suspense

(v) **Minor Head E – Research and Development Organisation.**

(aa) Sub Head 1 - Works

(vi) **Minor Head F – Inspection Organisation**

(aa) Sub Head 1 - Works

(b) **Major Works under Revenue Head**

The Major Works under the Revenue Head of account Comprise all revenue works costing between Rs 1 lakh to Rs 2 lakhs. Funds for these works would be provide in the budget estimate sunder the category as in the case of major works debitable to the capital head of account. In restricted to 1.5 time the budget ceiling provided an 5 times in the case of the budget provided for special repairs.

(i) MAJOR HEAD 269 - DEFENCE SERVICES–ARMY Main Head 11- Works

(ii) MAJOR HEAD 270 - DEFENCE SERVICES-NAVY Main Head 6 - Works

(III) MAJOR HEAD 271 - DEFENCE SERVICES – AIRFORCE Main Head 7 – Works

The above Head of Accounts provide for expenditure on major original works of a capital nature costing above Rs 1 lakh but not exceeding Rs. 2 lakhs operational works minor works maintenance of Defence Buildings/Roads, Maintenance of Air Fields, Runways, Taxi-tracks, Hard Standing Aprons, Maintenance and Operation of E/M Installation/Work shops Special repairs to buildings/Roads/Installations. Other Standing charges, Cost and Maintenance of Tools Plants and Stores procured for works and maintenance etc.
MAJOR WORKS IN PROGRESS-UNDER REVENUE AND CAPITAL HEADS

3. Falling in this category are works which were commenced (including those in respect of which liabilities are incurred) during the previous year(s) and the account of which are not finally closed. Specific provision will be made in accordance to the classification of Major Works defined in Para 1 (a), (b), (c) & (d) above, on the basis of demands made by Commands in framing their budget estimates and other known factors. The provision accepted in the budget for such works will be placed in lump sum at the disposal of Commands. Allotment of funds for individual works will be made by Commands in the normal manner. Any funds not required should be surrendered by Commands to services Headquarters concerned through first and subsequent changes-in-grants.

4. If for any reasons, funds placed at the disposal of a Command are found inadequate, application supported by full details should be made to the service Headquarters concerned for additional funds in the various changes-in-grants.

NEW MAJOR WORKS- UNDER REVENUE AND CAPITAL HEADS

5. Within this category fall all original works, which are sanctioned for released for execution during a particular year. For Major Works under Revenue Head, provision will be made in the budget on lump sum basis without the lists of such works being prepared. For such works as are included in the year’s programme and approved by Government.

After the demands for grants are approved, the accepted provision under Revenue Head will be placed at the disposal of the Commands for subsequent allotment for individual works. Accepted provision for new Major Works under Capital Head will be indicated project-wise and placed at the disposal of Commands /Services HQ for subsequent allotment as and when they are sanctioned by CFAs. Supplementary work to a main project (released during previous year(s) will be treated as new major work for the purpose of allotment of funds.

WORK NOT INCLUDED IN THE YEAR’S PROGRAMME

6. Apart from the circumstances mentioned in paras 10, 11 and 12 of the Works Procedure, necessity may arise for the execution of unforeseen emergency works for which no provision has been specifically made in the Budget. To meet the expenditure on such works a reserve of funds will be placed at the disposal of the Service Headquarters who may, if necessary sub-allot it to Commands.
7 Although administrative approval to new works may be accorded after 15th January, no allotment of funds will normally be made for expenditure during the financial year except in the case of urgent or unforeseen projects.

MINOR WORKS

8 In this category fall all works costing Rs 20,000/- less, both new and those in progress on 31st March. Lump sum provision will be placed at the disposal of Commands for such works. It will be incumbent on Command to restrict expenditure on minor works to the provisions placed at their disposal irrespective of the number of works sanctioned by them.

MAINTENANCE OF BUILDINGS, COMMUNICATION ETC. AND MAINTENANCE OF INSTALLATION/WORKSHOP

9 The provision under these heads is to meet the expenditure on repairs to permanent and temporary buildings, furniture, roads, and Air -Fields, Runways, Taxi tracks, Hard standing Aprons and E&M Installations/Workshop.

10 The term “repairs” is defined in paras 6 and 8 of the Works Procedure. Expenditure on repairs for budget purposes may be broadly classified as follows:

(a) **All ordinary repairs** – As defined in Para 8 (a) of the Works Procedure.

   **Note:** Expenditure on maintenance of roads within the prescribed rate of maintenance and expenditure on renewal of furniture (as defined in Para 184 MES Regs) will be treated as “ordinary repairs” irrespective of the amount involved. Repairs to badly deteriorated roads which can not be repaired from the maintenance allotment will be treated as ”Special Repairs”

(b) **Special Repairs** – As defined in Para 8 (b) of the Works Procedure.

11 Lump sum provision will be placed at the disposal of Commands separately for expenditure under each category. It is not permissible to exceed the amount placed at the disposal of a Command under each category.
GENERAL CHARGES

12 These charges include the payment or rent for buildings and lands hired, leased or requisitioned for the use of the Defence Services, terminal compensation payable to owners on derequisitioning of buildings, land etc. payment of rates and taxes to Municipalities, Cantonments, Railways for sidings and platform in Depots etc., maintained for the Defence Services and certain miscellaneous charges such as payment to chowkidars, compensation to workmen etc. This head of account will operate partly by the MES and partly by the Military Lands and Cantonment Service. The ML & C Service will be responsible for budgeting only in respect of properties which have been transferred to that Service under Government of India letter No. 6 (2) 2282/LH/D (Qtg & LHD) dated 7 Jun and No. 6 (2) /56/I.H/1651-Q/D (Qtg) dated 17 Mar 62.

TOOLS, PLANTS AND MACHINERY

13 Expenditure under this category is incurred on tools and plants (including special tools and plants) required for the construction and maintenance of buildings, roads, Air-fields, Runways, Taxi-tracks, Hard-standing Aprons, installations and workshops. It also includes provision for purchase and maintenance of vehicles for the Military Engineer Service. Provisions for maintenance of vehicles and other Tools and Plants will be based on the maintenance rates where so prescribed/EME charges. Expenditure on procurement of equipment and stores and payment of labour. Charges for research and experimental works in MEX Wing, College of Military Engineering’s also charged to this head of account.

SOTRES

14 The cost of stores specifically purchased for a project is charged direct to the work. The cost of all other stores procured for works (other than those chargeable to Capital Heads) Maintenance etc. is charged in the first instance to the detailed head “procurement of Stores”. As stores are issued to works, repairs etc their value is adjusted under “Deduct head” by per contra debit to the works (maintenance etc heads). The cost of stores procured for Major Works chargeable to capital Heads will be charged direct to the work concerned.

INITIAL ALLOTMENT OF FUNDS
15 The initial allotment of funds up to the total sanctioned Budget grant both under Capital & Revenue Heads and also allotments form the balance in Branch will be made with the concurrence of Ministry of Finance (Defence) Copies of all allotment letters will be endorsed to the CGDA ,Cs DA and DADS who are responsible for conducting the audit of Appropriations.

RE-APPROPRIATION OF FUNDS

16 Re-appropriation of funds is permissible as under :-

**Major Works**

(a) By the QMG/equivalent appointments in Air Force/Navy and by the GOC-IN-C/AOC-in-C/equivalent appointment in the Navy.

Form one sanctioned major work whether new or in progress to another sanctioned major work new or in progress.

**Note:** Re-appropriation of funds for the major works is permissible only in respect of the works of the same category (i.e. from capital to Capital and from Revenue to revenue.

**MAINTENANCE SERVICE**

(b) By HQ Commands/Air HQ Commands/Chief Engineers between the Heads of Accounting relating to Buildings and Installations but not between the two categories Normal to special and vice versa.

(c) By Chief Engineers and CsWE within the funds placed at their disposal between the Minor Heads under Sub Head B (normal repairs), C( Normal Maintenance). D-General charges and plants under Main Head 7. Similarly, the Chief Engineers and the CsWE will also have full powers of re-appropriation between the Detailed Heads under the relevant Minor Heads for normal repairs, normal maintenance and general charges in respect of Air Force and Naval maintenance and general charges in respect of Air Force and Naval Works. All the above re-appropriation are subject to the provision that :

(i) authorised percentages for maintenance etc where laid down are in no case exceed, and

(ii) all re-appropriations made by Chief Engineers and CsWE are reported to Service HQ concerned before Ist March at the latest. No re-appropriation will be permissible after this date.
(d) no other re-appropriation of funds is permissible. (Para 61 of MES Regulations held in abeyance.

GENERAL

17. It is of great importance that expenditure is spread evenly over the periods during which work is possible and every effort must be made to avoid a rush of expenditure at the year.

ACQUISITION OF LAND

18

(a) Funds on this account be provided for respective Service HQ under Major Head 130 --Defence Capital outlay, Sub Head A---Army Minor Head (a) Army, detailed Head 2; Sub Head B----Indian, Navy—detailed head 2; and Sub Head C ----Indian Air Force---detailed head 2---Acquisition of land.

(b) Budgeting and accounting of funds under this Head will be done by ML & C Service as per instruction of the concerned Service HQ.
### APPENDIX ‘B

#### ROUGH CONST

Station………………………….

Name of project………..

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Item</th>
<th>Basis of Calculation</th>
<th>Cost</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(a) Cost of land</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Site clearance</td>
<td></td>
<td></td>
<td>Include demolition.</td>
</tr>
<tr>
<td>2</td>
<td>(a) Buildings</td>
<td>(Including internal</td>
<td></td>
<td>Add for Market Variation and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Services)</td>
<td></td>
<td>difference in cost of stores</td>
</tr>
<tr>
<td></td>
<td>(b) Airconditioning &amp;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Refrigeration.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Special Items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ser No.</td>
<td>Items of work</td>
<td>Cost (Rs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------------------------------------------</td>
<td>-----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Site clearance and cost of land.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>(a) Buildings(including internal water supply and electrical work when(provided). (Cost to be calculated on WES plus minor percentage for contract cost see Part II).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Internal waterborne sanitation.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(c) Air conditioning.

3 Furniture

4 Special items of work (to be detailed in Part II)

5 External Services –

(a) Roads

   (i) Internal

   (ii) Access

(b) Water supply

(c) Electrical supply

(d) Sewage disposal

(e) Area drainage Total 1 to 5

6 Contingencies (3% on items 1 to 5)

7 Establishment charges (2% on items 1 to 5 above)

8 Railway works

9 Time required for physical completion of works under normal
   Circumstances from date or orders to commence work

   Grand total----------

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

Part II - MEMORANDUM EXPLAINING BASIS OF COST OF ITEMS IN
   THE ABSTRACT OF COST (PART 1)
\textit{N.B.} Instruction for preparing this Memorandum will be issued by Engineer-in-Chief.

\textit{N.B.} In Part I of the approximate estimate a note will be given against the provision for each item of work indicating the percentage added in Part II for variation or rates.
Appendix ‘D’

COMPLETION REPORT FOR ORIGINAL WORKS

Head of Account ..........................

Name of Area .................................. Division ............

Part A

1. Name of work ...................................

2 Authority according administrative approval and amount ..............

3 Total amount of Technical Sanction ...................................

4 Date Physically completed ...........................................

5 Recorded expenditure up to 4 ...........................................

6 Estimated amount of liabilities outstanding on 4 .................
   (Brief particulars to be given) ..............................

7 Certified that the necessary entries have been made in the Register of
   Building/plant Record Book (In the case of furniture, certified that the
   articles have been brought on ledger).

Station ........................................

No ............................ Date ................... SDO ..............

Forwarded to CWE through UA. GE

Forwarded to CE CWE

Forwarded to E-in-C CE
Noted and returned to GE
E-in-C
CE
CWE

Part B

8  Completion cost Rs…………………………………………..

9  Percentage of excess over administrative approval………………………

10 Authority passing the excess……………………………………………

11 Certified that the following have been completed in respect of this project:-

   (a) Record Drawings of buildings.

   (b) Periodical Services Measurements.

   (c) Alteration to Cantt Plan where necessary.

   (d) Completion cost recorded in the Register of Buildings.

Station…………………………………………

Date………………SDO………………

No…………………………………

Date………………GE………………

Date………………UA………………

Date………………CWE………………
Appendix ‘E’

PROFORMA FOR ENGINEER APPRECIATION

1. Total number to be accommodated To be given rank wise
   Separately for single and married.

2. Numbers to be accommodated in new Construction or in tent plinths or a comb -do-
   Nation of both (give each separately) with
Brief description i.e. permanent, semi-permanent for prefabricated/Temporary.

3 Number to be accommodated by additions and alterations with purpose for which originally constructed.

(a) Type of consecution to which A/A are to be done.

(b) Very brief description of original accommodation. Permanent/semi-permanent /Temporary.

(c) Approximate area of building involved.

(d) Brief description of A/A involved.

4 Are any special items of works involved Including those which depart from approved Scales of accommodation ? If so ,give reasons for deviation, approximate quantities such as square footage of floors etc and cost separately.

5 Approximate storage, garage, etc. area to be provided. (with brief description).

6 Approximate workshop area to be provided (With brief description).

7 Are any repairs included? If so give areas of building to be repaired and described repairs required.

8 What Services are to be provided?

9 Do Service exist? Yes-all/No-none/Party.

10 What percentage of various services it to Be provided

11 What repairs and/or additions and Alterations are required to existing services.

12 Is any assistance likely to be needed
From E-in-C (give details).

13. Does the site involve any unduly high Expenditure on any service.

14. Target date.

15. Time required for completion (by phases In cost required for completing project by the Target date.

16. Special measures, if any, including increase In cost required for completing project by the Target date

17. Is existing staff sufficient If not, what Increase will be required to complete the Project
   
   (a) In normal times.

   (b) By target date.

18. Other information, assumption made and any remarks to assist in considering pros and cons.