

MAP WP – 2003

(Sanctioned vide Govt of India, Min of Def letter No 20203/MAP/Wks Proc/D (Works dt 13 Nov 2003 and amendments approved on DG MAP, vide Noting Sheet Nos. 30000/47/MAP/DG Sectt/Ph-2 dt 27 Nov 2008 and even No dt 02 Dec 2008 by Gol, Min of Def, D (Works-1) dt 01 Apr 2009 and 20 May 2009)

WORKS PROCEDURE

FOR

DIRECTOR GENERAL

MARRIED ACCOMMODATION PROJECT

Kashmir House, Rajaji Marg,
New Delhi – 110 011

ABRIVATIONS

ASC	:	Apex Steering Committee
CC	:	Command Committee
CDA	:	Controller of Defence Accounts
Command MAP (CE)	:	Command Married Accommodation Project (Chief Engineer)
CPR	:	Concept Project Report
CPWD	:	Central Public Works Department
CR Part A	:	Completion Report Part A
CR Part B	:	Completion Report Part B
DG MAP	:	Director General Married Accommodation Project
DPR	:	Detailed Project Report
DRDO	:	Defence Research & Development Organisation
DU	:	Dwelling Unit
MAP	:	Married Accommodation Project
MES	:	Military Engineer Services
MOU	:	Memorandum of Understanding
PM	:	Project Manager
PSMB	:	Periodical Services Measurement Book
PSU	:	Public Sector Undertaking
RPMB	:	Register of Permanent Military Buildings
TA	:	Technical Advisor
VCC	:	Vice Chief's Committee

MARRIED ACCOMMODATION PROJECT (MAP)
WORKS PROCEDURE – 2003

INTRODUCTION

1. Works services for the Defence Forces, DRDO, EGOF, DGQA and Coast Guard amongst others are generally entrusted to the MES, who plan and execute the same through the Defence Works Procedure-1986. To make up the deficiency of married accommodation of the Defence Forces, the Government have approved construction of 61,658 dwelling units (DUs) in Phase-1 to be completed by 2005-06 and 66727 DU in Phase-II to be completed by 31st Mar 2012 and Government may sanction construction of more DUs in future.
2. The existing resources of MES being limited and not commensurate with the requirement of time bound completion of the project as decided by the Government, construction work is envisaged to be undertaken through a specially constituted Director General Married Accommodation Project (DG MAP) vide Gol, MoD letter No 2(1)/2001/D(Works-I) dated 31 May 2002.
3. As a large number of DUs are to be constructed in a time bound manner at locations spread over the entire country, it becomes imperative that a decentralized system of decision making, according financial sanctions and enabling construction procedures be evolved.

OBJECTIVE

4. The objective of this documents is to enumerate the procedures for formulation, projection, planning, sanction, contract action, execution, material and financial management of works services to be executed under DG MAP/Command MAP(CE).

FUNDEMENTATION PRINCIPLES

5. The fundamental principles of the MAP Works Procedure are :-
 - (a) No works services will be executed without Administrative Approval, formal release of work/funds and technical approval having first been obtained from the authority appropriate in each case and without funds being made available to meet the expenditure on it.
 - (b) No officer will in the course of the financial year, exceed the aggregate budget allotment made to him for any works.
 - (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 items by equivalent savings on another.

(d) The final cost of any service may exceed the amount of Administrative Approval by not more than 5%. Such cases of cost exceeding Administrative Approval will be reported to the Apex Steering Committee (ASC) of Married Accommodation project. An officer will take no action, which will commit Government to expenditure beyond 5% of Administrative Approval amount, without obtaining prior sanction of the appropriate Committee under whose powers the total cost falls. The approval will be in the form of financial concurrent, corrigendum or revised Administrative Approval. While exceeding the estimates beyond the above tolerance limit, the powers of the Competent Financial Committees themselves will not be exceeded.

(e) No project will be split up merely to bring it within the power of an approving Committee.

CLASSIFICATION OF WORKS

6. Since the project pertains to construction of married accommodation only, works shall comprise of construction of buildings, their fittings and provision/augmentation of services. These will be classified as original works.

Original Works

7. Original Works comprise works services like construction of buildings, their fittings and fixtures, external services such as roads, E&M services, water supply, utility services, furniture, drainage etc. Reconstruction of buildings and roads widening of roads, additions and alterations necessitated by administrative/technical reasons, works necessary to bring into utilization buildings and services newly purchased or previously abandoned or rendered unusable by extra ordinary causes such as fire cyclone or earthquake, purchase and installation of plant and machinery etc, will also be treated as original works. There are four main stages of original works viz :-

- (a) Acceptance of Necessity.
- (b) Administrative Approval.
- (c) Appropriation of Funds.
- (d) Technical Approval.

8. Acceptance of necessity means the concurrence of Competent Financial Committee to the expenditure proposed. Administrative Approval means sanction by the Competent Financial Committee to the execution of an original work at a stated cost. Appropriation of funds means the allotment of a particular sum of money to meet expenditure on works. Before issue of tenders, technical approval will be accorded by DG MAP/Command MAP (CE) concerned.

ADMINISTRATIVE CONTROL

9. To manage the construction of dwelling units, empowered Committees have been constituted at three levels with financial powers as given in Table I. These are :-

- (a) Apex Steering Committee (ASC).
- (b) Vice Chief's Committee (VCC).
- (c) Command Committee (CC).

10. The constitution of the Committees is as given in Appendix 'A'.

11. The acceptance of necessity regarding the number of DUs to be constructed at each station and allotment of works to different construction agencies shall be done by ASC under the chairmanship of Defence Secretary.

AUTHORISED AND SPECIAL ITEMS OF WORKS

Authorised Works

12. Works services authorized by Government of India, in Scales of Accommodation, Defence Services – 1983 and amendments thereto are authorized works. The authorized plinth area and the brief specifications to be adopted for MAP Works will be those stipulated in Government of India, Ministry of Defence letter No 1(1)/2001/D (Works-I) Vol III dated 29 May 2002 and amendments there to.

Special Items of Works

13. Works services not specifically scaled in Para 13 above, shall be referred to as Special Works. These may only be approved when exceptional local conditions justify the necessity or as an important experimental measure. These shall not be approved if the effect would be to introduce a new practice or change/or revise scales. Special items of works, if any, will be specially indicated in the concept Project Report (CPR) for approval of the ASC.

SPECIFICATIONS AND SCALES

Specifications

14. All the works planned and executed under MAP shall be made to the permanent specifications.

Scales of Accommodation

15. The revised scales accommodation issued by Government of India, Min of Defence letter No 35105/79/Q3W(Pol)/379/US/D(Works-1) dated 30 Aug 1983 alongwith amendments thereto and as modified by Government of India, Ministry of Defence letter No 1(1)/2001/D(Works-I) Vol III, Annexure II dated 29 May 2002 will be applicable to the MAP Works.

APPOINTMENT OF CONSULTANTS

16. The appointment of consultants will be made with the approval of ASC. If any Command Committee needs to engage a consultant, it will be projected to DG MAP, who will approach ASC for its approval. DG MAP/Command MAP (CE) may engage project consultancy services for survey, site investigation, planning, design, preparation of structural/architectural drawings, preparation of bill of quantities, cost estimates, preparation of tender documents and evaluation of quoted bids. The project consultancy services may include construction management and assistance to PM for supervision and documentation during the execution stage. The exact scope of work will be defined based on the requirements of the project for quality control/quality assurance. Consultants may also be engaged by DG MAP for review consultancy in the case of projects being executed by other construction agencies. The consultancy may encompass the planning and execution stage.

17. The consultancy services will be ordered based on open competitive tendering with pre-qualification criteria. The terms and conditions of the consultancy services proposed to be availed of, shall be stipulated in the agreements/contracts.

18. The expenditure incurred on the consultancy services will be debited to the work or to the item of consultancy charges, if so catered for the Administrative Approval.

19. For short-term consultancy, a contract or negotiated fee arrangements can be made by the DG MAP/Command MAP (CE) with Govt/Semi-Govt Departments, Technical Institutions like CGWB, IITs, RECs to provide services for defined work packages, like exploratory reports or exploratory investigations.

Incorporation of Technical Innovation

20. DG MAP is authorized to invite Engineers/Architects and other specialists to review important projects; designs and schemes to incorporate latest technical innovations. Expenditure on any one scheme will not exceed Rs 1,00,000.00. DG MAP is authorized to pay an honorarium not exceeding Rs 5,000.00 to invitees and to reimburse return fare by actual mode of travel. Hotel charges not exceeding Rs 500.00 per day shall also be reimbursed to such invitees.

PRE-ADMINISTRATIVE APPROVAL PLANNING

Initiation of Works and Acceptance of Necessity

21. The Service HQ will project the phase wise requirement of dwelling units to be constructed in each station alongwith the rough cost to DG MAP, for approval by the ASC.

Allocation of Work

22. The ASC may accept the necessity of work and entrust works to various agencies viz Government Departments, PSUs and others under the overall control of DG MAP.

Land

23. The Station Commander shall decide the availability and location of land for construction of the deficient married accommodation in the Station. The land shall be free from litigation, encroachment or any other encumbrances.

Station Commanders

24. In the execution of MAP Works, Station Commanders have to perform a key role. The deficiency of the Station must be correctly computed, appropriate land identified and housing planned in a holistic manner with a long term perspective. The Zonal Plans may be reviewed in consultation with HQ Commands to cater for schools, shopping complex and other amenities. Optimal utilization of land must be ensured by the Station Commanders while planning MAP Works. The Station Commanders will closely associate themselves in the planning, execution and taking over of MAP Works.

Detailed Project Report (DPR)

25. DPR shall be prepared by the concerned executing agency/consultant based on the approved scope (in terms of number of DUs). DPR will be prepared for each phase, with full details of the accommodation to be constructed in the concerned phase. It will include site plans, working drawings, designs calculations, details of services, details of rain-water harvesting/water conservation, energy saving devices, arboriculture plans, bill of quantities, tender documents, pre-qualification criteria for proposed contractors to be deployed etc. The cost estimate shall be as per Appendix 'C'.

26. The procedure for processing the DPR will be the following :-

(a) The Station Commander will finalise the DPR in consultation with the Project Manager/Technical Advisor.

(b) The DPR for Command MAP works, costing less than Rs. 20.00 crores, will be submitted to the respective Command Committees for approval.

(c) DPR for works costing more than Rs. 20.00 crores will be submitted to DG MAP for scrutiny and approval by ASC/VCC. The copy of DPRs will also be forwarded to respective Command HQ/Command MAP(CE) and Service HQ to keep these HQ informed about the detailed contained in the DPRs. Any amendments required to the DPR may be projected by Command HQ to Service HQ and DG MAP within two weeks.

(d) Furniture will not form part of main DPR/Administrative Approval and should be sanctioned separately.

ADMINISTRATIVE APPROVAL

Powers for Sanctioning Works

27. The DPRs prepared by different agencies are to be approved by the following Standing Committees :-

- (a) ASC : Works exceeding Rs. 50.00 crores for each project.
- (b) VCC : Works above Rs. 20.00 crores but below Rs. 50.00 crores for each project.
- (c) CC : Works undertaken by DG MAP/Command MAP upto Rs. 20.00 crores for each project.

28. Administrative Approval will be accorded by the Competent Committee for execution of works at the cost indicated in the DPR. The powers of administrative authorities for issue of Administrative Approval for MAP works are laid down in Table 1. The issue of Administrative Approval will be conveyed to the executing agency by DG MAP/Command MAP (CE) through a letter specifying the Head of Account from which funds will be provided. Ink signed copies of the letter according Administrative Approval alongwith a copy of the approved DPR will be sent to the CDA and all concerned.

29. The completion cost of the works shall not exceed the Administrative Approval amount by more than 5%. If due to administrative, technical and/or financial requirements, the cost of the work is likely to increase the Administrative Approval amount beyond 5%, a revised estimate indicating the reasons for increase shall be submitted by DG MAP/Command MAP (CE) to the Competent Committee to obtain a revised Administrative Approval. The executing agencies will not take any action to incur expenditure beyond 5% over the Administrative Approval amount without first obtaining a revised Administrative Approval from the Competent Committee as stipulated above. In case with the 5% increase, the amount exceeds the power of the sanctioning Committee, the case will be projected to the Committee in whose power the revised amount falls, for sanction. No liability will be incurred prior to sanction.

TECHNICAL APPROVAL

Work Entrusted to DG MAP/Command MAP (CE)

30. The DG MAP will be the technical head of MAP. DG MAP/Command MAP (CE) will exercise the powers with respect to Technical Sanction, entering into contract, etc as per Table II. Schedule of works prepared and provisions made in the tender documents shall be technically approved by the DG MAP/Command MAP (CE) before issue of tenders. The DG MAP/Command MAP (CE) will be technically responsible for the project and for ensuring that the amount of the project as a whole is not exceeded. Tenders will be issued after issue of Administrative Approval and Technical Sanction.

31. Powers for according technical sanctions are laid down in Table II.

TENDER ACTION

Works Entrusted to DG MAP/Command MAP (CE)

32. **Tendering.** DG MAP/Command MAP (CE) will appoint consultant/contractor through open competitive tendering. Short listing of bidders for appointment of consultant will be done as per predetermined pre-qualification criteria as given in CVC guidelines. The board of officers will recommend the names of short-listed consultant/contractors based on pre-qualification criteria. The decision of DG MAP/Command MAP (CE) shall be final with regard to short-listing of consultant/contractors for issue of tenders.

33. **Conditions of Contract.** General Conditions of Contracts for MAP Works shall be followed for contracts to be concluded by DG MAP/Command MAP(CE).

34. **Issue and Receipt of Tenders.** At the time of preparation of DPR, DG MAP/Command MAP (CE) may decide the number of tender packages required for each Station depending on the nature, scope and specifications of the works involved. The tenders will be issued by DG MAP/Command MAP (CE) to the short-listed contractors and a minimum period of four weeks will be given for receiving back the tenders. The tenders will be received back and opened by two officers nominated by DG MAP/Command MAP (CE) in the presence of representatives of the contractors if any. The quoted rates of all the tenders may be read out by the opening officers to the present representatives of the contractors. DG MAP/Command MAP (CE) may call upon consultants to prepare tender appraisal report after receipt of the tenders. Tenders not accompanied with earnest money will stand rejected. Late tenders will not be opened by the opening officers. The quoted rates in words shall take precedence over rates quoted in figures for deciding the lowest tender.

CONTRACT ACTION

Works Entrusted to DG MAP/Command MAP (CE)

35. **Acceptance of Tenders.** The lowest reasonable tender shall be accepted by the DG MAP/Command MAP (CE) according to powers given in Table II.

36. **Payment of Advances.** An advance upto 10% of the contract amount may be authorized by DG MAP/Command MAP (CE) to the construction agency after acceptance of the contract against the Bank Guarantee. Advance amount will be adjusted in the subsequent payments due to the construction agency.

Job Work Order

37. DG MAP/Command MAP (CE) may conclude Job Work Orders on competitive quotation basis, for works costing upto Rs Twenty Five Lakhs and Rs Ten Lakhs respectively. The payments of the Job Works Orders shall be made by concerned Regional CDAs. In no case the Administrative Approval amount of the project shall be exceeded. This provision shall be invoked only in exceptional circumstances and reasons thereof shall be recorded in writing.

EXECUTION OF WORKS

DG MAP/Command MAP (CE) Works

38. Construction management shall be done in the following manner :-

(a) **Supervision.** Construction management will be carried out departmentally through Project Managers (PM). The Project Manager shall be responsible for execution of works as per drawings and specifications as well as for quality control, technical check of bills for payments and for maintenance of site documents. The decision of DG MAP/Command MAP (CE) regarding the meaning, scope and intention of an item of work/claim/condition/specification as mentioned in the contract agreement shall be final and binding on the contractor.

(b) **Monitoring of Progress.** The Station Commander will initiate regular progress reports to keep the concerned Command, Service HQ, DG MAP/Command MAP (CE) informed about the progress of work and hold ups, if any. The Project Managers will initiate separate progress reports in addition, to keep DG MAP/Command MAP (CE) informed about the progress.

(c) **Measurements.** Measurements for the works carried out by the contractors shall be jointly recorded by the departmental Junior Engineers (JEs) and the authorized engineers of the contractors. The JEs will be responsible for correctness of all the measurements. The Project Manager shall ensure correct measurement of the work.

(d) **Payments.** Payment to contractors shall be made by the concerned CDA after technical check of the bills by Project Manager including supply and job work orders. The bills will be authenticated by the Station Commanders and recommended for payment by the concerned Regional CDA. Technical check of final bills shall be carried out in the office of DG MAP/Command MAP (CE). Payment to outstation contractors may be sent through Demand Draft and the charges, if any for the DDs, will be recovered from the payments due to the contractors. The CDA will make payment within ten working days.

(e) **Quality Check.** Quality assurance of all works is due to be done by the Project Manager and the Contractor. The PM and the Station Commanders are to monitor the quality of work being executed at the site. In addition Quality Check of works shall be carried out by officer(s) appointed for the purpose by DG MAP. The cost of defective works and materials not conforming to contract specifications shall be recovered from the contractors, only if it cannot be rectified but technically acceptable.

(f) **Handing Over of Assets.** MES will take over buildings with inventory on completion of project from executing agency through Station Board of Officers for revenue matters. Executing agency will prepare PSMBs, RPMBs, road registers, record drawings, layout plan showing buildings including all external services, plant record books and any other documents as and when required by MES.

Defect Liability and Routine Maintenance

39. The responsibility of defect liability shall rest with the construction agency for two years after the completion of the project. The assets on completion will be handed over to the local MES authorities. MES will thereafter be responsible for routine

maintenance of buildings and maintenance & operation of installations as per their procedures.

Material Management

40. All stores required for execution and completion of the works shall be procured by the contractors.

COMPLETION REPORT

41. On completion of the work, the procedure for rendering works completion report will be as under :-

(a) **Completion Reports for DG MAP/Command MAP Works.** A completion report Part 'A' will be initiated within 7 days of physical completion of the project and completion report Part 'B' will be initiated within 7 days of financial completion of the project by the Project Manager as per the proforma at Appendix 'D'.

DEMOLITION OF ASSETS

42. In order to determine the authority competent for sanction of demolition, the book value of each building/asset including subsidiary assets will be considered separately and not the total book value of all the demolition statement. In case demolition of an asset is included as part of the Administrative Approval, separate sanction for demolition is not required.

43. Where demolition has been sanctioned as part of the Administrative Approval, such demolition may be included as part of the contract for the main job. Credit for the demolished materials shall be taken into account in the tender documents. Demolition and/or disposal may be carried out by the DG MAP/Command MAP (CE) by public auction, contract etc depending upon the situation on ground, urgency of site clearance and security aspects involved.

BUDGET

Allotment of Funds

44. The allotment of funds shall be made by respective Service HQ to DG MAP. DG MAP will sub-allot funds to Command HQ, Sanction HQ and Project Managers etc as the case may be. The allotment of funds shall be communicated to the concerned CDA(s).

Re-appropriation of Funds

45. Re-appropriation of funds is permissible from one Sub Major Head to another Sub Major Head by DG MAP in consultation with MoD (Finance).

PROJECT CONTINGENCY

Utilisation of Project Contingency by DG MAP/Command MAP (CE)

46. DG MAP/Command MAP (CE) may resort to direct purchase of office equipments which includes typewriters, intercom, calculators, photocopiers, printers, projectors, scanner, electronic reprographic presentation, display equipment. Provision of computer, computer peripherals, requisite software, electronic stencil cutters, Dictaphone, franking machines, filing & indexing system etc., OYT telephones, internet connections and establishment of area network may be undertaken with specific approval of the DG MAP. The expenditure incurred on such purchases will be charged to project contingency (upto max. 2%). The expenditure on hiring of transport, miscellaneous office expenditure, telephone bills, internet charges and subsequent repairs/maintenance including the cost of printing, lamination and binding etc will also be chargeable to project contingency. The powers of DG MAP/Command MAP (CE) are laid down in Table II.

LOCAL PURCHASE OF STATIONERY/EQUIPMENT/ PRINTING/BINDING

47. DG MAP/Command MAP (CE)/Project Managers are authorized to make local purchase of stationery/drawing and other equipment/instruments, printing and binding works in accordance with the Government provisions as amended from time to time. The powers for local purchase of stationery, equipment etc are laid down in Table II. DG MAP/Command MAP (CE) will have full powers to procure equipments and materials through DGS&D.

EXECUTION OF AGREEMENT FOR ELECTRICITY AND WATER SUPPLY

48. MES will execute agreements for bulk supply of electricity & water supply and sewage disposal connection with relevant state Government authorities/bodies and funds for this purpose will be placed at the disposal of MES by DG MAP/Command MAP (CE). The Station Commander shall coordinate the requirement for the agreement with the local MES authorities and concerned State Government authorities.

MOVEMENT OF PERSONNEL

49. DG MAP is authorized to move officers and staff as considered necessary, within India. DG MAP is also empowered to move non-entitled persons by air when necessary, with annual sanction from the MoD. Command MAP (CE) is authorized to move officers and staff within their area of jurisdiction and HQ DG MAP.

ADMINISTRATIVE AND FINANCIAL POWERS OF DG MAP

50. DG MAP will exercise the powers of Competent Authority, Controlling Authority and Countersigning Authority as defined in Travel Regulations for the purpose of movement of officers and staff under his administrative control. DG MAP will be Self Controlling Officer for his move. He will exercise all powers vested in him vide GoI, Min of Def letter No. 20202/MAP/Works/Sanction/2026/D(Works-1) dated 18 Nov 2002.

HIRING OF TRANSPORT

51. DG MAP and project Manager are authorized to hire transport for official use as per powers given in Table-II.

IMPRESMENT ACCOUNT

52. DG MAP is authorized to hold and operate an Imprest Account with the Ceiling Monetary Limit (CML) of Rs 50,000.00 (Rupees fifty thousand only). Command MAP (CE) and Project Managers will be authorized to hold and operate Imprest Accounts with the Ceiling Monetary Limit of Rs 25,000.00 (Rupees twenty five thousand only) and Rs 4,000.00 (Rupees four thousand only) respectively.

EXECUTION OF WORKS BY GOVERNMENT DEPARTMENT (e.g. CPWD, DRDO etc.) AND PSUs

53. Inspection of works all MAP works will be subject to inspection by CVC (CTE) as per their guidelines and internal inspection by E-in-C.

TABLE 1

POWERS OF ADMINISTRATIVE APPROVALS

The powers of administrative authorities for acceptance of necessity and issue of Administrative Approvals for MAP works are given below :-

Ser No	Competent Financial Committee	Powers
(a)	Apex Steering Committee (ASC)	Full Powers
(b)	Vice Chief's Committee (VCC)	Upto 50 Crores
(c)	Command Committee (CC)	Upto 20 Crores

Notes :-

1. The cost of Rain Water Harvesting and Arboriculture and Landscaping shall be included in the cost of projects and sanctioned in the Administrative Approval.
2. If demolition of buildings and/or infrastructure is required for construction of houses and development of the area, the same shall be sanctioned by the Committee under whose powers the amount of Administrative Approval falls.
3. In case of purchase of ready built houses from any agency, the powers for according Administrative Approval of various Committees are same as given above in the Table.

TABLE II

POWERS OF TECHNICAL SANCTION, ENTERING INTO CONTRACTS AND PURCHASE OF STORES ETC.

The powers of DG MAP/Command MAP (CE)/Project Manager for according technical sanctions, entering into contracts and purchase of stores etc are given below :-

Item	Description of work	DG MAP	Command MAP (CE)	Project Manager/ Technical Advisor
1.	To accord and issue Technical Sanction in respect of projects relating to construction of houses, development of infrastructure and furniture	Full Powers	Rs. 20 Crores	Nil
2.	To engage consultancy services for works projects as approved by the Apex Steering Committee	Full Powers in consultation with IFA	Rs. 1.50 Crores in consultation with Regional IFA	Nil
3.	(a) Concluding contracts with PSU after approval of the respective Committees. (b) Concluding contracts with construction agencies.	Full Powers in consultation with IFA. Full Powers	Nil Rs 20.00 Crores	Nil Nil
4.	Release of advance payments as approved by the respective Committees	Full Powers	Nil	Nil
5.	Purchase of Office equipment, stationery, printing or binding, computer, computer peripherals, requisite software, electronic stencil cutters, Dictaphone, franking machines, filling & indexing system etc.	Upto Rs. 1.5 Crore per annum subject to IFA being associated at all stages from acceptance of necessity stage till placement of supply order	Upto Rs. 5.00 lakhs per annum	Upto Rs. 3.25 lakhs per annum subject to IFA being associated at all stages from acceptance of necessity stage till placement of supply order
6.	Hiring of civil transport HQ Dg MAP/Project Manager in consultation with IFA	Upto Rs. 15.00 (fifteen) lakhs per annum subject to IFA being associated at all stages from acceptance of necessity stage till placement of supply order	Nil	Upto Rs. 3.25 (fifteen) lakhs per annum subject to IFA being associated at all stages from acceptance of necessity stage till placement of supply order

CONSTITUTION OF COMMITTEES

1. Apex Steering Committee (ASC).

(a)	Defence Secretary	-	Chairman
(b)	Secretary Defence (Finance)	-	Member
(c)	Vice Chief of Army Staff	-	Member
(d)	Vice Chief of Naval Staff	-	Member
(e)	Vice of Air Staff	-	Member
(f)	Additional Secretary	-	Member
(g)	Quartermaster General	-	Member
(h)	Engineer-in-Chief	-	Member
(j)	Assistance Chief of Naval Staff (P&P)	-	Member
(k)	Air Officer-in-Charge Administration	-	Member
(l)	Director General MAP	-	Member Secretary

2. Vice Chief's Committee (VCC).

(a)	Vice Chief's of Respective Services	-	Chairman
(b)	QMG/AOA/ACNS (P&P)	-	Member
(c)	Engineer-in-Chief	-	Member
(d)	JS/Addl FA of respective Services	-	Member
(e)	DG MAP	-	Member
(f)	ADG LWE/DW (Navy)/ACAS (Works)	-	Member
(g)	DDG Works (Army)/Jt Dir (Navy)/ Jt Dir (Air Force)	-	Member Secretary

3. Command Committee (CC).

(a)	COS (Comd or Equivalent)/AOC-in-C/ FOC-in-C (Lte Gen or Equivalent)	-	Chairman
(b)	MG-Ic-Adm/SOA/SAASO/CSO (P&A)	-	Member
(c)	CE Comd/CE Navy/CE AF	-	Member
(d)	Area Cdr/AOC/Stn Cdr	-	Member
(e)	CDA/IFA/JCDA	-	Member
(f)	Brig OL/Brig Adm/Comd Wks Offr	-	Member Secretary

COST ESTIMATE
(CPR)

Station :

Name of Project :

Name of Executing Agency :

Ser No	Item	Basic of Calculation	Cost	Remarks
(a)	(b)	(c)	(d)	(e)

1. (a) Cost of land
(b) Site clearance and area development (including demolition)
2. Buildings (including internal services)
3. Special items
4. Furniture
5. External Services :-
 - (a) Development of source :-
 - (i) Electric Supply System
 - (ii) Water Supply System
 - (iii) Sewage Disposal System
 - (b) Road, path and culverts
 - (c) Sewage disposal
 - (d) Area drainage
 - (e) Wall, fencing and gate
 - (f) External electric supply
 - (g) External water supply
 - (h) Rain water harvesting
 - (i) Arboriculture and Land Scaping
6. Maint of building & services for two years
7. Operation of installations including POL etc for two year
8. Contingencies (2%)
9. Agency/Consultancy Charges (If applicable) _____
- 10 Total _____

Place :

(Signature)
(Competent Authority of
Executing Agency)

Date :

COUNTERSIGNED
(Station Commander)

COST ESTIMATE
(DPR)

Station :

Name of Project :

Brief particulars of work to be done :

Name of Executing Agency :

Ser No	Item of work	Basic of Calculation	Cost	Remarks
(a)	(b)	(c)	(d)	(e)

1. (a) Cost of land
(b) Site clearance and area development (including demolition)
2. Buildings (including internal services)
3. Special items of work
4. External Services :-
 - (a) Development of source :-
 - (i) Electric Supply System
 - (ii) Water Supply System
 - (ii) Sewage Disposal System
 - (b) Roads, path and culverts
 - (c) Sewage disposal
 - (d) Area drainage
 - (e) Wall, Fencing and Gates
 - (f) External electric supply
 - (g) External water supply
5. Rain water harvesting
6. Arboriculture and Land Scaping
7. Contingencies (2%)
8. Agency/Consultancy Charges (If applicable) _____
9. Total _____
10. Time required for physical completion of works under normal circumstances from date of orders to commence works.

Place :

(Signature)

(Competent Authority of
Executing Agency)

Date :

COUNTERSIGNED
(Station Commander)

Appendix 'D'

COMPLETION REPORT FOR MAP WORKS

Head of Accounts _____

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 Para 4 _____
6. Estimated amount of liabilities outstanding on _____
7. Certified that the necessary entires have been made in the Register of Buildings/Plant Record Book (in the case of furniture, certified that the articles have been brought on ledger charge).

Station _____

No _____ Date _____ JE _____

Forwarded to DG MAP/Command MAP (CE) through CDA Project Manager

Note and returned to Project Manager _____ DG MAP/Command MAP (CE)

Part B

8. Completion cost Rs _____
9. Percentage of excess/saving over Administrative Approval _____
10. Authority passing the excess _____
11. Certified that the following have been completed in respect of this project :-
 - (h) Record Drawings of Buildings.
 - (i) Periodical Services Measurement Books.
 - (j) Alteration to Cantonment Plan where necessary.
 - (k) Completion cost recorded in the Register of Buildings.

Station _____ Date _____ Junior Engineer _____

No _____ Date _____ Project Manager _____

Date : _____ CDA _____

Date : _____ DG MAP/Command MAP (CE) _____

