

Tolo: 23013099

Engineer-in-Chief's Branch  
E2Wks (MAP Cell) Sub Dte  
Director General of Works  
Intograted HQ of MoD (Army)  
Kashmir House, Rajaji Marg  
New Delhi - 110011

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

23 Jun 2020

List 'A' & 'B'

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

1. Ref :-

(a) E-in-C's Branch Policy No : 02/2013 on the subject SOP for Handing/ taking over of assets created by MAP to MES circulated vide E-in-C's Branch letter No A/37696/MAP Ph-II/POL/E2W (MAP Cell) dt 31 Jan 2013.

(b) E-in-C's Branch Policy No 04/2013 on the subject Amendment to SOP for Handing/ taking over of assets created by MAP to MES circulated vide E-in-C's Branch letter No A/37696/MAP Ph-II/POL/E2W (MAP Cell) dt 05 Jun 2013.

2. The amendment to the SOP for Handing/ Taking over of assets created by MAP to MES is hereby made as under:-

(a) Replace Para 4 d (i) of E-in-C's Branch Policy No : 02/2013 as under:-

**Para 4 d (i) : Documents to be Handed over to GE (Maint) by PM MAP.** At the time of giving intimation to Stn Cdr for expected completion of DUs, PM MAP will simultaneously arrange to keep following documents (where applicable) ready for handing over to GE (Maint):-

(aa) **Drawings and Documents (hard and soft copy where applicable).**

(aaa) Copy of CPR, DPR, Administrative Approval (AA) and Board Proceedings (BPs).

(aab) Contract Agreements (CA).

(aac) Site plan indicating the layout of services such as electricity, water, sewage etc.

(aad) Architectural drawings.

(aae) Structural drawings alongwith design calculation folders and soil/ geo-technical reports.

(aaf) B/R services.

(aag) E/M services internal & external.

(aah) Schedule of finishes.

(aaj) Schedule of fittings (B/R & E/M).

(aak) Details of doors and windows.

(aal) Internal Sanitary Plan.

(aam) Sewage Disposal.

(aan) Area Drainage.

(aao) Roads/ Pathways/ Hardstanding.

(aap) Fencing/ Boundary wall.

(aaq) Landscaping & Arboriculture.

(aar) Layout of rain water harvesting scheme.

(aas) Drawing of specialized works such as filtration plant, sewage treatment plant, rain water harvesting, lifts and any other specialized electrical installation.

(aat) Layout of U/G cables.

(ab) Inventories/ Records.

(aba) Building inventory.

(abb) Plant Record Book.

(abc) Literature and catalogue of plants incl the details of firms who have installed the equipment.

(abd) Manual/ Catalogue/ Warranty Cards/ Machine History Sheet (less E/M No).

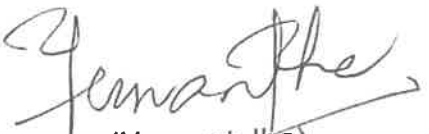
(abe) Test Reports of E/M equipment alongwith list of spare parts.

(abf) Register of Fans, Geysers and Meters duly completed and numbered.

(c) Insert Para 4 d (vi) as under.

Para 4 d(vi). All the site documents mentioned in Para 4 d (v) shall be handed over by PM to the GE who has taken over the DUs. The balance documents including extension of time correspondence files, AIP and DO correspondence files, noting sheets and other correspondence letters with consultant/ contractor and HQ DG MAP shall be deposited with HQ DG MAP by PM MAP.

3. This may be circulated to the level of GE/ AGE (I).

  
(Hemant Jha)  
Col  
Dir (MAP Cell)  
For E-in-C

Copy to :-

QMG Branch, Sena Bhawan  
Integrated HQ of MoD (Navy)  
Directorate of Works  
Integrated HQ of MoD (Air Force)  
DG (Works & Ceremonials)

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

Internal :-

DG MAP  
E2W (PPC)  
E2W (Army)  
E2W (N&DP)  
E2W (AF)  
E-4 (Utility)  
E-8 (Contract)  
Automation Cell

(ac) **Documentation.**

(aca) Details of deviations/ amendments as per actual work executed on ground.

(acb) Original test certificates of wiring of each building, installation, plant and machinery.

(acc) Road Register.

(acd) Register of Permanent Military Buildings (RPMB) with complete details and cost liabilities duly audited.

(ace) PSMBs shall be handed over duly audited.

(acf) Defects noticed by the BOO and their rectification/ pendency.

(acg) Records of STE visits/ third party inspection, observations and corrections done, if any.

(b) **Insert Para 4 d (v) as under.**

**Para 4 d(v).** The following documents (where applicable) will be handed over by PM MAP to GE (Maint) on closure of PM MAP office:-

- (i) Works Diary.
- (ii) Site Level Register.
- (iii) Site/ Contractor's Order Book.
- (iv) Material Testing Register and/ or Register of Test Results including copies of Test Results of external laboratories.
- (v) Sample Approval Register and Record of Approval of items by PMG.
- (vi) Cement Consumption Register.
- (vii) Steel Consumption Register.
- (viii) Bitumen and Chemical Registers.
- (ix) Stage Passing Register.
- (x) Time & Progress Chart.
- (xi) Measurement Books alongwith original vouchers of materials.
- (xii) Copy of RAR Payments/ Final Bill including details of Mobilisation Advance and its recovery.
- (xiii) Financial Stock Taking Register (FSTR).
- (xiv) Details of BGBs held.
- (xv) Copy of Technical Sanction.
- (xvi) Construction Account.
- (xvii) CR Part A and B.