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भारतीय आयुर्विज्ञान अनुसंधान परिषद्
INDIAN COUNCIL OF MEDICAL RESEARCH

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No: AA-VI/CW/Circular/2019
Dated: 30.5.2019

OFFICE MEMORENDUM

Sub: Procedure for assigning the building works to executing Agencies on Deposit work basis.

Since, there is no Engineering Wing in ICMR, the building works (new capital works/upkeep/maintenance works etc.) are being carried out through CPWD, State PWD, Central PSUs & State PSUs on deposit work basis in accordance with the provisions of GFR/ CPWD manual. It has been experienced that most of works are not being completed in time by the above executing agencies for many reasons i.e. price escalation, scope change and revision of estimate, under estimation at the time of original estimation, delay in planning the work, delay in getting the municipal approval or starting the work by executing agency without getting the municipal approval, not getting the completion certificate, fire NOC, pollution NOC, non submission of expenditure statement by the executing agency, improper monitoring by the Institute, change in specifications etc.

2. The Competent Authority is pleased to issue the following guidelines for Headquarter and Institutes, for assigning any new building work either capital or maintenance on deposit basis to CPWD/ State PWD or Central PSUs / State PSUs in accordance with provisions of GFR/ CPWD Work Manual:

Contd.

- i) The CPWD/State PWD shall be assigned new deposit works depending upon the views of work- in-charge (DG at HQ and Director/Director-in-Charge at Institute level) keeping in mind the following important factors-
 - (a) Capability of local CPWD or State PWD to ensure execution of work in time bound manner.
 - (b) Ease of co-ordination with the organization.
 - (c) Local expertise available at the point of time of execution of work.
- ii) The works can also be assigned to Central PSU and State PSU as per provisions of GFR.
- iii) Tender as per provisions of GFR shall be called for empanelment of a group of Construction agencies from CPSUs and SPSUs in respect of the works to be taken up centrally at ICMR, HQ under the provision stated under para (ii) above. Three to six agencies (PSUs) shall be empanelled and an agreement shall be done with them with a validity Period of 03 years.
- iv) All the original works and maintenance works beyond the financial power of Directors shall be initiated only after obtaining the Administrative Approval from the ICMR HQ. The Directors shall identify these works in beginning of the financial year and send the proposal to ICMR - HQ for Administrative Approval latest by June, 30 with full justification, recommendation of building committee of the Institute and after fulfilling the other codal formalities etc. The Director shall also intimate the agency (CPWD/State PWD/CPSU/SPSU) through which the work shall be proposed to be executed. In case of CPSU/SPSU, decision shall be given by ICMR-HQ.

- v) After obtaining the Administrative Approval, the Institute shall approach the CPWD/State PWD or Govt. organizations {as mentioned in GFR-2017, rule 133 (2)} and shall forward the Preliminary/Detailed estimates to ICMR for A/A & E/S. A declaration stating that ' the estimate has been prepared after visiting the site and assessing the requirement of works received from Building Committee of the Institute and scope of the work has been frozen and no deviation beyond the permissible limit will take place on account of change of scope during progress of work' shall be signed by the Director/Director-in-Charge of concerned Institute and Executive Engineer or similar/above rank officer of the executing agency & shall be forwarded to the council along-with the estimate & shall be made part of the MOU in future also. However, subsequent changes in scope of works may be considered and approved by Director General, ICMR in very - very exceptional circumstances on submission of detailed justification by the Director/ Director -in- Charge of the Institution duly recommended by the Sr. DDG (Admin). Consequent upon this, any deviation shall be approved by Director General, ICMR with financial concurrence of Sr. Financial Advisor.
- vi) After getting the A/A & E/S and funds from ICMR, the Institute shall sign a standard MOU separately with the executing agencies for each work including provisions as mentioned under para (v) above & monitor the quality and progress of the work regularly.

- vii) Once the A/A & E/S is issued by ICMR, no change in scope of work shall be permitted during the progress of work. The instructions circulated vide OM dated 01.5.2019 shall be followed strictly by all the concerned.
- viii) The Directors/Directors-in-Charge of the Institutes shall furnish the target date of completion of all ongoing works within a fortnight from issue of these guidelines.
- ix) All the proposals received from the Institutes, which are yet to be approved by Council shall require to be resubmitted in light of these guidelines.
- x) These guidelines/instructions shall be followed with immediate effect and shall also be strictly followed in respect of all ongoing works at the Institute level.

30/05/19

(Dr. G.S.G. Ayyangar)

Sr. DDG (Admin)

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Copy to:-

1. PS to Director General.
2. PS to Addl. DG.
3. PS to Sr.DDG (Admn).
4. PS to Sr.Financial Advisor
5. All Heads of ICMR Divisions.
6. All Directors/Directors-in-Charge of ICMR Institutes.
7. ADG (A)/Sr. AO (Ad-II)/Sr.ACO.
8. TO-C (AKS)/TO-C (SCP)/ TO-C (JA)/TO-C (AA).
9. ISRM Division to upload in ICMR Website.