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No.Engg./HQ/Tech.Misc./2014

September 21, 2015

ORDER

It has been observed that various Regional and Field Offices are not following the laid down norms and procedures for supervising the engineering works relating to construction of new godowns, Annual Repair and Maintenance works, Minor Capital Works, CC roads and other construction work taken up under MoU items. It is to be noted that necessary budget for all civil and electrical works have been made available to all the field offices and it is very important to ensure that tender processes are completed in time and necessary works executed as per the estimate and the specifications. This requires proper monitoring and supervision as also ensuring that bills for works that are completed as per the approved estimate and specifications are released without any delay. It has also been observed that very often contractors have to approach Headquarters or the Vigilance units for getting their due amounts released which is not a healthy practice. Works have to be supervised at the levels where the Delegation of Powers requires and any delay in this regard would be taken very seriously. Instructions in this regard were issued vide letter No.HQ/Engg./MC/19-Review Meeting/July 2014 dated 11th July 2014.

In order to further streamline the monitoring of engineering works, details of the activities that are to be done as per the MTF or CPWD Works Manual 2014 has been prepared and is enclosed herewith as Annexure 'A' for your information and guidance. The same may be followed without failure. The spirit of these instructions are to ensure that all works are completed in time and as per laid down norms and quality specifications and there is no delay in payment of bills for works which have been properly executed. In case of any doubt or confusion necessary clarifications must be followed without any delay. Further, the practice of AGMs (Engg.) and Manager (Engg.) getting relieved without handing over the charge to their successor, has been viewed seriously by CVO at Headquarters. Therefore, all GMs (R) are directed to ensure that detailed handing over notes to be prepared in respect of all AGMs (Engg.)/Manager (Engg.) before their formal reliever on transfer or change as the case may be. This should be invariably done in respect of approved estimates, measurement books and deviations, if any.

This should be acknowledged by DGMs (Engg.), AGM (Engg.) and Manager (Engg.) for strict compliance.


(ABHISHEK SINGH)
EXECUTIVE DIRECTOR (ENGG.)

Encl: as above.

Distribution:

1. All EDs (Zone)
2. All GMs (Region)
3. All DGM (Engg.)/AGM (Engg.) & Manager (Engg.) through respective ED/GM.

Annexure-I

Sl. No.	Activity	Reference of MTF / CPWD Works Manual	Remarks
1	Handing over of the site	Para 2A of NIT (CE5)	The site should be handed over before the date of commencement of works. Name of the officer handing over the site & taking over the site by the person to be indicated in Site order book & should be acknowledged in writing with date.
2	Documentation of activities during execution of the work through defined registers/formats	CPWD works Manual 2014, section 25 to 31	Formats of the Registers have been uploaded on www.fci.gov.in . All registers must be filled in and updated as per instructions.
3	Supervision & inspection of works	As above	Supervision to be conducted by Manager, AGMs & inspection by DGMs, GMs & proper records should be made in Site Order Book & Inspection Registers. Managers are expected to inspect works every alternate day, AGMs are expected to conduct weekly inspections & senior officers should inspect at least once a Month, to the extent possible.
4	Maintenance of Performance Guarantee(PG) and Security Deposit(SD)	PG-clause 1 SD- Clause 1A & 17	The release of PG is due on the date of completion of work, in monthly progress reports, date of release of PG for completed works must be indicated. The release of SD should be regulated as per clause 17 of the agreement & section 21, 22 of CPWD works manual.
5	Release of running account payments	Clause 7 of the agreement & section 30-31 of CPWD works manual 2014	In NIT, for major works, Engineer-In-Charge may specify the minimum amount of RA bill payment for smooth financial flow. Payment for admissible amount should be made by 10 th working day after the date of presentation of bill. Processing / passing of RA bill by AGM (Engg) within 4 working days.
6	Deviation in the scope of work in terms of Extra Item /(EI) Substitute	Clause 12 of the agreement & section 24 of CPWD	Strict watch should be made for approval of EI/SI or deviation by respective Competent Authority. Concerned Manager & AGM will be held responsible for any delay in submission of such proposals. AGM (Engg.)



	items, (SI) excess/reduce in the quantities of the items	works manual 2014. FCI DOP I.No. 24(viii) &24(ix)	must take in principle approval for such EI/SI or deviation from NIT approving Authority before execution. Powers to be exercised for the Monetary limits is vested to the respective authorities for according the sanction to EI/SI & deviation as per DOP i.no. 24(viii) &24(ix)
7	Extension of time.	Clause 2, 3 & 5 of the agreement & section 29 of CPWD works manual 2014.	In case the work is likely to extend beyond stipulated date of completion, the process for rescheduling of milestone or interim grant of extension of time should be processed by AGM (Engg.) well before the scheduled date of completion.
8	Attending to noticed defects a) Execution b) Maintenance period	a) Clause 14 b) Clause 17	While conveying defects to the contractor, a specific mention of defect(s) in respect of specification & relevant clause(s) should be made. Defects to be attended by the contractor within 7 days or the specific time frame as per nature of defect from the date of issuing letter during currency of contract as well in defect liability period after completion of work.
9	Completion plan & Finalisation the account and close of contract	Completion plan- Clause 8A Final Bill- Clause 9	The account of the contractor should be finalised as under;- a. If the tendered value is upto Rs.15 Lacs- 3 months b. If the tendered value exceeds Rs.15 Lacs- 6 months The completion certificate to be issued within 7 days by AGM(Engg) & 15 days by DGM(Engg) on receiving the intimation by M(Engg)/AGM(Engg) resp.
10	Labour Reports (LR) Labour Clearance Certificate (LCC)	LC -Clause 19D	For other relevant issues pertaining to Labour, clause 19 must be strictly followed. Labour license to be furnished before commencement of work/ within 15 days from the date of award. Labour reports to be submitted fortnightly on prescribed format (format available on FCI web).