

**Salient points to facilitate the Administrative department for initiation/approval/execution of Capital Infrastructure proposals while submitting Capital Infrastructure project proposals for seeking approval of the competent authority.**

1. Availability of encumbrance free land, along with relevant documents establishing the ownership and change of land use etc.
2. Completion of pre-sanction requirements, viz. preparation of concept plans, building plans, architectural as well as structural design and drawings as per CPWD Manual and Government Orders/Guidelines/Instructions etc. including action plan & financial implication of post completion Operational & maintenance scheme as well as man power planning, procurement of equipments, furniture etc. for the functional requirement of the created assets after completion of building construction works.
3. Procurement of statutory clearances from concerned agencies viz local bodies, DUAC, UTTIPEC etc.
4. Preparation of relevant documents including History report, Proposal (Part 'A' & Part 'B'), EFC memo, Abstract of cost, Note for consideration, CPM & PERT charts as per CPWD Manual and Government Orders/Guidelines/Instructions.
5. Estimates shall be based on either DSR 2012 at minus 5% (for bridge work) /12% (for building, roads and drain works) or DSR 2007 at plus 146% (for bridge work)/139% (for building, roads and drain works) for scheduled items and market rates for non-scheduled items besides provision of contingency, 3<sup>rd</sup> party quality control, labor cess, art work (wherever necessary) @ 1% each, departmental charges @ 5% to agencies other than PWD and I&FC and consultancy charges (if any) as lump sum subject to maximum of 3% of the project cost.
6. A Project Monitoring Committee shall be constituted by the administrative department to monitor the progress of execution of the project. Schedule for functioning/reporting of the Committee shall also be incorporated in therein.
7. An Officer of the department shall be appointed as Project Implementation Officer. Project shall be monitored as per CPM / PERT Chart. The emerging obstacles / impediments during the execution stage shall be got settled with the intervention of all concerned so as to save time to complete the work as per given schedule.
8. The proposal shall be got cleared from all the concerned department including Planning department.
9. Approval of Competent Authority shall be conveyed to Work executing agency immediately.

- 10.** Change in cost of construction on account of any reason including scope over run (change in scope), time over run, bid by tenderer etc. shall invariably be brought with relevant justifications before the competent authority within the stipulated period of 30 days as per provisions in CPWD Manual. Without the approval of the competent authority such changes shall not be implemented in any case. In this regard, Finance Department letter No. F.2(4)/2012-13/Finance/Infra/Exp.4/161-268 dated 28.1.2013 may be referred to.