

For Use of IA&AD only

Comptroller and Auditor General's Manual of Standing Orders(Estates)



लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

Issued by the Authority of the Comptroller and
Auditor General of India

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Disclaimer: This Manual is intended for guidance of offices and staff of Indian Audit and Accounts Department and should not be quoted in correspondence with offices outside the Department. Nothing in this Manual will be held to supersede any standing rule or order of Govt. of India or any Act or statute with which it may be at variance

Preface

Estate management is an important administrative function. It concerns matters relating to the safeguarding, utilization, augmentation and maintenance of physical infrastructure viz – land, building, furniture and fixture. Protection of properties and disaster management are important aspects that need our attention. Optimum utilisation and augmenting of our physical infrastructure keeping in mind the ever changing requirements, new practices and automation is very necessary. We need to maintain our physical infrastructure properly to ensure their longevity. We need to ensure that there is no disparity across and within stations in such matters. We also need to ensure that our physical infrastructure meets well defined standards.

2. *Detailed instructions on these matters have been issued from time to time. In this Manual, MSO (Estates), it has now been updated and compiled as a single document. This will put in place a regulatory framework for carrying out Estate management related activities in the Indian Audit and Accounts Department (IAAD).*

3. *I hope Heads of Estate offices in IAAD and their staff will find this Manual useful in carrying out their duties. Efforts have been made to make this manual exhaustive and complete in itself. However, any suggestions to improve the Manual are welcome.*

(G. C. Murmu)

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TABLE OF CONTENTS

Page

SECTION I: INTRODUCTION		
Chapter - 1	Estate Management – Administrative Setup	2
SECTION II: SAFEGUARDING		
Chapter - 2	Protection of IA&AD Properties	6
Chapter - 3	Disaster Management	10
SECTION III: UTILISATION		
Chapter - 4	Office Buildings	14
Chapter - 5	Residential Colonies	19
Chapter - 6	Transit and Guest Houses	21
SECTION IV: AUGMENTATION AND MAINTENANCE		
Chapter - 7	Heads of Account	24
Chapter - 8	Utilisation of Land and Land Acquisition	25
Chapter - 9	New Construction	28
Chapter - 10	Prioritization of works	32
Chapter - 11	Running, Maintenance and Operation (RMO)	36
Chapter - 12	Modular Furniture	38
Chapter - 13	Delegation of Powers and Audit Certificate	42
Chapter - 14	Monitoring of Works	45

SECTION V: ANNEXURES		
Annexure - 1	Station Wise List of IA&AD Estate Managers	48
Annexure - 2	Procedure for Creation of Database of IA&AD Properties	51
Annexure - 3	Guidelines for Formulating Safety Norms	54
Annexure - 4	Fire Safety Precaution	56
Annexure - 5	Hiring of Office and Residential Space	60
Annexure - 6	Parking Space Management	62
Annexure - 7	Online Allotment of Accommodation	64
Annexure - 8	Guidelines for Utilisation of Vacant Quarters	65
Annexure - 9	Departmental Transit House (IA&AD) Rules, 2021	71
Annexure - 10	Monthly Progress Report on Minor/ Capital Works	76

SECTION I: INTRODUCTION

CHAPTER – 1
ESTATE MANAGEMENT–ADMINISTRATIVE SETUP

1.1 Estate Office

Save as otherwise provided in this Manual, Audit Offices vested with Cadre Controlling functions shall be entrusted with the Estate Management functions at all IA&AD stations. Accordingly, station wise list of Estate Offices in IA&AD is enclosed (*Annexure-1*). Changes in the Estate Offices shall be effective from the date of issue of this Manual.

1.2 Estate Manager and Estate Officer

Head of Department of the Estate Office shall be the Estate Manager and shall be responsible for Estate Management of IA&AD properties at the station. Group Officer incharge of Administration of the Estate Office shall be designated as the Estate Officer. Estate Officer shall assist the Estate Manager in all aspects of Estate Management at a station. Estate Officer shall continue to be responsible for performance of her/his duties as required under Public Premises (Eviction of Unauthorized Occupants) Act, 1971 and 'Allotment of Government Residences (IA&AD) Rules, 2021'.

Duties of the Estate Manager shall *inter alia* include:

- i. Creation, maintenance and updation of an IT database of IA&AD properties at the station duly supported by documents such as Land Records, Structural Drawings, As-built Drawings and Service Drawings, etc.
- ii. Formulation, Implementation and Monitoring of 'Annual Estate Plan' for the station. The Plan shall include action plan for all activities of estate management viz., safeguarding, utilisation, maintenance and augmentation of physical infrastructure at the station with the objective of ensuring defined minimum basic standards and uniformity of infrastructure across offices in the station. Annual Estate Plan should necessarily include list of works and projects that are to be carried out in order of priority.

- iii. Ensuring that physical infrastructure is utilized in compliance with instructions issued by Headquarters' office, GoI, State Government and Local Authorities. In particular, Estate Managers should develop IT systems to ensure automated real-time allotment and information on utilisation of staff quarters.
- iv. Ensuring that Maintenance and Augmentation of physical infrastructure at a station is done in accordance with 'Estate Plan' through efficient execution of the plan and an effective monitoring mechanism.
- v. Liaison with Local Estate Managers of the Directorate of Estates, Ministry of Housing and Urban Affairs (earlier Ministry of Urban Development/ MoUD) /Central Public Works Department, for office space and residential requirements of IA&AD offices/employees. Liaison with State Government departments, Local Administration and Local Bodies for their regular co-operation for maintaining security and other essential services to IA&AD offices and residential premises.
- vi. Redressal of all complaints/grievances related to estates matters at the station.
- vii. Ensuring that a functional consultative mechanism exists for engaging all Heads of Department at the station in estate management activities.

1.3 Estate Management Committee (EMC)

For active participation of all IA&AD offices in estate management at stations with more than one office, an Estate Management Committee (EMC) shall be constituted by the Estate Manager at all such stations. Group Officers in-charge of Administration of all IA&AD offices at the station shall be members of the EMC. Senior most IA&AS officer in the EMC shall be the Chairperson of the committee.

Estate Officer shall be the Convener and Secretary of the EMC and shall ensure that the proceedings of the EMC are recorded and documented. In case, Estate Officer is the senior most IA&AS officer (Group Officer) at the station, Estate Manager shall nominate one of the members as the Chairperson of the EMC. Periodicity of the meetings shall be as decided by the EMC based on the work load. Apart from regular meetings, Estate

Manager/Estate Officer/Chairperson of EMC may convene contingent meetings of the EMC for discussions on urgent issues.

EMC shall act as a forum to aid all estate management related decision making at a station. It shall ensure that all activities of estate management viz., safeguarding, utilisation, maintenance and augmentation of physical infrastructure of the department are carried out in an efficient and effective manner so as to ensure defined minimum basic standards and uniformity of infrastructure across offices in the station.

Estate Officer shall ensure that Annual Estate Plan is duly approved by the EMC before submission to the Estate Manager for final approval. EMC shall oversee the implementation and monitoring of the Estate Plan through regular meetings, physical inspections or any other mechanisms in this regard and make recommendations to the Estate Manager for strengthening the same. EMC may also make recommendations on other estate related issues that require intervention of the Estate Office.

Estate Managers shall ensure that all recommendations of the EMC are acted upon. Decisions of the Estate Manager shall be final. If the Estate Manager chooses to act contrary to the decisions of the EMC, she/he can do so by recording reasons for the same in writing. Estate Officer shall ensure that all such cases are brought to the knowledge of Headquarters' office along with details of the issue.

1.4 Estate Management Section

There shall be an Estate Management Section (EMS) in each Estate Office. EMS will work under the overall supervision of the Estate Officer.

The EMS shall be headed by a Sr.AO level officer. Staff strength (AAO and below) required in the EMS shall be decided by the Estate Manager based on work load. As far as practicable and as decided by the EMC, Estate Management Section will have representation from all IA&AD offices at the station, in proportion to their staff strength.

All posts in the EMS shall be '*Ex-cadre*'. The officials deputed to EMS from various offices at the station shall have a minimum tenure of 2 years. Estate Office shall float the deputation demand to all offices in the station. Willing officials shall apply directly to the Estate Office. Final selection of suitable officials for the EMS shall be done by the EMC.

SECTION II: SAFEGUARDING

CHAPTER – 2

PROTECTION OF IA&AD PROPERTIES

2.1 Protection of Land

There is need to secure IA&AD land from encroachment. Instances have been noticed where IA&AD land/plot have been encroached (fully or partly) due to various reasons or is not traceable due to unavailability of revenue documents / records related to allotment or acquisition of land(s). Estate Managers are taking steps to recover/trace the encroached land with the help of local administration; however, the success rate is very low. Further, dealing with legal cases related to land disputes consumes valuable time and energy of Estate Management Sections in field offices and in Headquarters' office.

2.2 Protective measures

Some of the measures for protection of IA&AD land from encroachment are enlisted below. These measures are illustrative and not exhaustive. Therefore, other relevant factors if any, specific to the office/ station may be taken into consideration by Estate Manager while formulating the safeguards. Estate Manager should encourage active participation of the Estate Management Committee in implementation of these safeguards.

- A. Ensuring safe-keep of original land records and regular inspection of records.
- B. Construction of boundary walls should be first priority to ensure protection of the departmental land and properties.
- C. Periodical physical inspection of IA&AD land and buildings with a view to prevent and remove encroachment from IA&AD properties.
- D. Posting of security guards may be considered at vacant plots which are vulnerable to encroachment.
- E. All IA&AD properties should be mapped and each Estate Office should maintain a comprehensive database of the properties. All relevant details should be available in an online database accessible to Headquarters' office. Procedure for creation of online database is outlined in *Annexure-2*.
- F. Fields of information for creation of database of IA&AD land and buildings is also given in *Annexure-2*. Items given in the list are the minimum and the Estate

Manager may decide upon the type and extent of additional information, if any, to be maintained in the database of IA&AD properties at the station.

2.3 Removal of Encroachment

Estate Officers should scrupulously follow the provisions of 'Public Premises (Eviction of Unauthorised Occupants) Act, 1971' (as amended from time to time) for removing encroachment of IA&AD properties/ eviction of unauthorized persons or removing unauthorized construction on IA&AD land. Protection of land freed from encroachment should be ensured by regular physical inspection.

2.4 Liaison with local administration

Assistance of Local Administration should invariably be requested during physical inspection of IA&AD properties which have been encroached and/or there is possibility of law and order situation during such inspection. Local administration should be informed well in advance of the proposed inspection of the IA&AD properties

2.5 Transfer of land to local bodies for public utility

No IA&AD land or building (owned, leased or managed by IA&AD) shall be transferred or leased (temporarily or permanently) to any body or authority without prior approval of Headquarters' office.

This condition shall also apply in cases of requests received from local municipalities/ concerned authorities for transfer of land for construction/ widening/ re-alignment of Roads, construction Metro lines or Metro stations, construction of public utilities, laying of pipe-lines/wires, laying of overhead High Tension Wires, etc.

IA&AD Estate Manager shall analyse requests received from local municipalities/ concerned authorities for transfer of land and buildings on priority basis and shall forward the proposal to Headquarters' office along with their recommendations. In case the IA&AD Estate Manager recommends transfer of land to the local municipality/ concerned authority, following points should be ascertained:

- i. Estate Manager is satisfied with the justification furnished by the local municipality/ concerned authority that the land is absolutely necessary for

construction of the public utility and no alternative is available to avoid transfer of IA&AD land.

- ii. In case of land taken on lease, No Objection Certificate (NOC) shall be obtained from the Lessor for transfer of the land/part of land to the local municipality/ concerned authority. Any demand received from the Lessor for granting NOC, shall be borne by the local municipality/ concerned authority.
- iii. In all cases of transfer of a portion of IA&AD land for construction of public utility(s), Estate Manager shall obtain certificate from concerned local body that *“the proposed transfer of land shall not affect the permissible FSI/FAR¹ available for the original area of the plot”*.
- iv. Any demolition of infrastructure and realignment/ replacement of service utilities required due to proposed transfer of land shall be carried out at the cost of the concerned local municipality/ authority.
- v. Estate Manager shall ensure compliance of GFR for transfer of land and building.

2.6 Service Charges payable to local bodies

Ministry of Housing and Urban Affairs issued² instructions regarding payment of service charges by Central Government Departments to Urban Local Bodies. These instructions have been issued in compliance with the orders passed by Hon’ble Supreme Court on the issue³. In this regard following instructions are issued⁴ to IA&AD offices for dealing with the demands of service charges received from the urban local bodies:

- A. IA&AD Estate Managers shall be nodal officer for correspondence and liaison with the State Government/local bodies on the matter of payment of service charges to local bodies for all the IA&AD properties located at the station (even if the property/building is maintained by a different IA&AD office(s) which is/are not recognized as Estate Manager).

¹*Floor Space Index (FSI) is the ratio between the total built-up area and plot area available allowed by the government for a particular locality. Floor area ratio (FAR) is the ratio of a building's total floor area to the size of the piece of land upon which it is built. FSI/FAR may differ from area to area within a city.*

²*MoHUA Letter No.N-11025/26/2003-UCD dated 17.12.2009 addressed to All Secretaries (Urban Development) of all State Governments and Union Territories*

³*Hon’ble Supreme Court order dated 19.11.2009 in the Civil Appeal No.9458-63/2003 filed by Rajkot Municipal Corporation & Others Vs. UOI & Others relating to payment of service charges by Central Government Departments to Urban Local Bodies.*

⁴*Headquarters’ Estate Wing Circular No.693-Estates/15-2018 dated 12.11.2018.*

- B. Estate Managers shall ensure compliance with the extant instructions of the Ministry of Housing and Urban Affairs, Govt. of India and Headquarters' office while deciding the rate and amount of service charges payable to the concerned local body(s) for the services rendered by them to properties owned by IA&AD at the station.
- C. Estate Manager shall ensure that service charges payable in respect of IA&AD properties is not more than the service charges paid by State Government for similar properties. Wherever exemptions or concessions are granted to the properties belonging to the State Government, the same are also applied to the properties of IA&AD.
- D. Compliance of all other conditions stipulated in the MoHUA Letter No.N-11025/26/2003-UCD dated 17.12.2009 addressed to all Secretaries (Urban Development) of all State Governments and Union Territories, shall be ensured.

2.7 Follow up of legal cases

All the legal cases related to property disputes involving IA&AD should be regularly tracked for early hearing and disposal.

CHAPTER – 3

DISASTER MANAGEMENT

3.1 Disaster Management Plan

The probability of occurrence of natural disasters like earthquake, drought, flood, cyclone, hail storm, avalanche, land slide, fire, etc., are based on the geographical and seasonal factors affecting the location in which the office is located. These disasters could trigger fire hazards, diseases and cause damages to essential support systems. In addition, negligence in using electrical appliances and installations, security lapses, terrorist attacks etc. could also end up in a disaster and may affect the following aspects in any office.

- Damages to the building
- Loss of human life
- Loss of records, files and other assets.
- Loss of critical IT data relating to the office.

The following actions are to be taken to handle such situations effectively.

1. Setting up of a Disaster Management Committee (DMC).
2. Assess the probability of occurrence of a disaster and formulate safety norms.
3. Establishing a ‘trigger’ mechanism to perceive and respond quickly to a disaster situation to minimize the impact.
4. Handling of disaster situation effectively to bring in normalcy and to continue the official business.

3.1.1 Setting up of a Disaster Management Committee (DMC)

Head of the Department (HOD) in each office should constitute a four-member committee, DMC, headed by the Group Officer in-charge of Administration, preferably including Branch Officers in-charge of office management, Secretary to the HOD and Welfare Officer.

DMC is responsible for co-coordinating with other Govt. agencies dealing with disaster management for identifying preventive measures, for assessing the vulnerability for a particular disaster and for handling emergency situations. DMC will ensure installation

of proper emergency management system (EMS) for the office by covering the following areas:

- A. Installation of suitable warning & security system.
- B. Maintenance of uninterrupted communication.
- C. Create awareness among the staff about Disaster Management Plan (DMP), preparedness, DOs & DONT's during emergencies and relief measures.
- D. Publishing contact addresses and telephone numbers of responsible authorities namely Fire Department, Police, District Collector/Commissioner, Meteorological Dept, Hospitals etc.
- E. Conduct periodical inspections or safety audits to check the readiness of EMS.
- F. Conducting mock exercises to ensure automatic activation of EMS in case of emergency.

3.1.2 Risk assessment for the probability of occurrence of disasters & formulation of safety norms

The DMC shall be responsible for assessing, in coordination with the competent departments of Central/ State Government, the risks to which the office, its properties and employees are prone due to any disaster. Accordingly, preventive measures should be taken. The 'Guidelines for Formulating Safety Norms' are given in *Annexure-3*.

Generally, IAAD offices are highly vulnerable to fire as it accumulates and stores huge quantity of records. Therefore, office-specific fire safety norms should be prepared and circulated among the employees and officers. Instructions/guidelines issued by Headquarters' office for fire safety precaution is enclosed in *Annexure-4*.

3.1.3 Establishing a 'trigger' mechanism

The primary objective of the 'trigger' mechanism is to perceive and to respond to an emergency by undertaking immediate rescue or relief operation. This mechanism envisages a quick response on receiving signals of a disaster happening or likely to happen from various sources such as newspapers, television, radio, police, security personnel, NGOs etc. The warning messages should be quickly verified for its authenticity and actions suitable for handling each type of emergency should be activated. Therefore, DMC under the guidance of HOD should evolve a proper 'trigger'

mechanism and design disaster specific follow up action based on the following guidelines.

- A. Identify the disasters that are prone to the locality and install suitable signal or warning mechanism to alert the employees.
- B. Security staff and caretakers could be designated as ‘trigger’ points and should be authorized to use public address systems, fire alarms, sirens etc to alert the staff and officers.
- C. Security & housekeeping staff and Caretaker of the office are to be instructed to be vigilant to perceive any emergency and report to the members of DMC to activate the EMS.

3.1.4 Handling of disaster situation to bring in normalcy quickly

Disaster specific preventive and remedial measures are to be planned well in advance and the same should be widely published for creating awareness among all employees and officers. All activities required for the mitigation process are to be activated quickly by DMC simultaneously without loss of time. To ensure proper and quick handling, the following actions are to be taken.

- A. List disaster specific remedial actions and specify job descriptions and responsibility to staff and officers of different levels.
- B. Quickly mobilize the trained security staff and volunteers to handle emergencies once the ‘warning or signal’ is on. Evacuate employees and officers quickly from the office premises without any delay.
- C. Involve other Govt. agencies viz. Fire Dept, Police, District Collector/ Commissioner, Hospitals etc. for emergency handling without any delay.
- D. Develop alternative contingency plans as back up.
- E. Keep first aid kit ready in the welfare cell.
- F. Devise continuity plans ready for quick restoration of normalcy.

3.1.4 Meetings of the Disaster Management Committee

The Disaster Management Committees of the offices shall meet half yearly and the report of the meeting has to be sent to Headquarters’ office through online mode in the month of January and July every year.

SECTION III: UTILISATION

CHAPTER – 4

OFFICE BUILDINGS

4.1 Office buildings

4.1.1 Types of office space

IA&AD offices are functioning from various types of office spaces as detailed below:

- A. Buildings owned by Indian Audit &Accounts Department,
- B. General Pool Office Accommodation (GPOA) allotted by Directorate of Estates, Ministry of Housing and Urban Affairs, Govt. of India.
- C. Space provided by other Central or State Government Ministries, and Departments and Indian Railways,
- D. Central or State Public Sector Undertakings,
- E. Rented (Private or public) Premises
- F. Others sources

4.1.2 Optimizing use of office space

All IA&AD offices, functioning from any type of office accommodation, should take measures on urgent basis for optimizing the use of existing office space by installation of modular furniture for seating of staff and storage purposes (please refer Chapter-12), digitization of records, disposal of old /obsolete furniture, weeding out/ destruction of Old Records, etc.

4.1.3 Distribution of office space among IA&AD offices

Estate Manager shall be responsible for judicious distribution of available office space at the station. There should not be a situation where one office is occupying space in excess of its entitlement as per MoHUA norms and other(s) is facing scarcity of space. For this purpose, the Estate Manager, in consultation with the Estate Management Committee, shall undertake an annual exercise to review the occupancy of office space by all IA&AD offices at the station. Estate Manager shall submit an online report to Headquarters' office on "*Review of Occupancy of Office Space by IA&AD offices at the Station*", in the month

of March every year. Method of calculation of entitlement of office space / scarcity of office space is detailed in Para 4.1.4 below.

4.1.4 Assessment of scarcity of office space

Directorate of Estates, Ministry of Housing and Urban Affairs (MoHUA), Govt. of India has prescribed⁵ revised scales of space entitlements for various categories of officers and staff, and Special Requirements for an office. Form and Schedules (I to IV) to work out the scarcity of office space has also been prescribed. All IA&AD offices shall follow these norms for assessing entitlement of space for new offices as well as for assessment of scarcity of space.

In Audit offices, majority of staff (in the cadres of Senior Audit Officer, Assistant Audit Officer, Supervisor, Assistant Supervisor, Senior Auditor and Auditor) are required to be posted for field audit duties and visit to their Headquarters for short period. Hence, while calculating the requirement of space for officers and staff in field audit, their entitlement should be curtailed to 25% of the entitlement prescribed in the MoHUA norms.

Total screened requirement of office space, determined on the basis of revised scales, will be subject to austerity cut as per MoHUA norms. The actual entitlement of space arrived by this method does not include common areas viz. passage, lift and stair lobbies, toilets, etc.

4.1.5 Procedure if scarcity of space is found

If after the above assessment, scarcity of office space is found, following measures may be taken by the Estate Manager:

- **Feasibility of additional or vertical construction:** Feasibility of additional or vertical construction in existing office building /complex may be assessed with the help of CPWD and/or other technical institutions ensuring structural safety and availability of FAR.
- **Other sources:** Estate Manager shall simultaneously explore other sources of offices space viz. General Pool Office Accommodation (GPOA) allotted by Directorate of Estates/ Central Public Works Department, other Central Govt.

⁵vide OM No.11015/1/98-Pol.1 dated 16.03.2017

Ministries and Departments, State Government, Central and State PSUs for providing office space. However, prior Headquarters' approval shall be taken by the Estate Manager before occupying the space offered.

- **Assessment of requirement of land:** If all the above options do not materialize or are not found feasible, Estate Manager may consider acquisition of land for construction of office space/additional office building (please refer Chapter-8 for detailed guidelines).

4.1.6 Hiring of office space

- To meet the urgent requirement of office space (due to creation of new office, shifting of office to new station, scarcity of office space or due to any other emergency), Estate Manager can go for hiring of office space by following due procedure and after Administrative Approval and Expenditure Sanction(AA&ES) of Headquarters' office.
- However, before hiring of private space on rent for office purposes, Estate Manager shall ensure that directions contained in Para 4.1.2, to 4.1.5 have been duly complied. All the proposals of hiring of office space by field offices should enclose a Certificate from the Estate Manager that no IA&AD office at the station is occupying office space in excess of its entitlement as per guidelines prescribed in this Manual.
- GFR shall be followed for hiring of office/residential space. An easy illustration of step to be taken for hiring of office space (or any other purpose) is enclosed in *Annexure-5*.

4.2 Parking Space Management

4.2.1 In view of increased demand for parking spaces, following guidelines for management of available parking space in IA&AD office buildings/ office premises are prescribed to optimize their use and also to ensure safety and security and preventing untoward incidents at these places.

4.2.2 All IA&AD Estate Managers (and the Heads of Department of IA&AD offices having independent office buildings) shall ensure compliance with following guidelines

with a view to bring overall discipline in use of parking spaces in consultation with all offices functioning from the building/ premises:

- A. Scientific Markings of the parking space(s)/parking slots optimizing the number of parking slots shall be made keeping in view the requirement of movement of fire tenders and other emergency vehicles during emergency,
- B. Electronic systems viz. Boom Barriers, Proximity ID/ Radio Frequency ID (RFID) shall be installed/ implemented at entrance and exit gates of parking spaces in office buildings/ premises for real time monitoring of used/ remaining parking slot (like in Shopping malls) so as to restrict entry of excess vehicles,
- C. Separate parking space for four wheelers and two wheelers shall be earmarked,
- D. Reserved parking spaces shall be provided for persons with disabilities (Divyangjan) at locations which are easily accessible (near lift, ramp, etc.),
- E. Officer/officials parking vehicles in haphazard manner/ parking on emergency pathway shall be fined by way of banning entry of their vehicle in the office premises /parking space for a minimum of one month. For second and subsequent offence, the period of entry ban shall be for the period of two months.
- F. Disaster management drills to be conducted regularly with a view to prevent untoward incidents in parking spaces viz. fire, etc. Sufficient number of fire extinguishers and water outlets, etc. may be provided,
- G. After earmarked parking lots are full, the officials would be required to park their vehicles outside the building at their own risk.
- H. Offices facing shortage of parking space in office building/premises shall allot parking slots in the manner prescribed in *Annexure-6*.
- I. Requirement of funds, for equipment's and for posting of guards for maintenance of parking space, etc. may be taken up directly with the staff wing. Preparation and submission of proposal to Headquarters' office Staff Wing, in this connection, shall be similar to the provisions explained in respect of Modular Furniture (Chapter-12).

4.3 Functioning of Clubs, Associations, Co-operative Societies, Banks, Post Offices, etc. from IA&AD premises:

4.3.1 Only such Co-operative Societies that cater exclusively to serving / retired employees of IA&AD will be permitted to function within IA&AD premises and such functioning shall be subject to administrative convenience.

4.3.2 Allotment of designated office space to Clubs, Associations, Co-operative Societies and to other organisations (viz. other departments, Banks, Post Offices, etc.) shall be subject to surplus availability of office space in the IA&AD offices.

4.3.3 No society functioning in IA&AD premises will be permitted to operate chit funds etc.

4.3.4 Functioning of Clubs, Associations, Co-operative Societies shall be regulated as per the guidelines/instructions issued by Headquarters' office from time to time.

4.3.5 Recovery of Licence Fee from all of the above bodies/organisations shall be made as per rates prescribed by the Directorate of Estates, Ministry of Housing and Urban Affairs from time to time. Services charges (for Water, Electricity, etc.) shall also be recovered as per assessment carried out by the CPWD/PWOs.

CHAPTER –5

RESIDENTIAL COLONIES

5.1 Allotment of residences

Allotment of IA&AD pool residences shall be made as per ‘Allotment of Government Residences (IA&AD) Rules, 2021’. Allotment process will be automated. Brief of processes of the online allotment system is given in *Annexure-7*.

5.2 Residents Welfare Associations

Recognition of Residents Welfare Associations (RWAs), its membership, contribution, shall be as per guidelines issued by Headquarters’ office. Headquarters’ office shall formulate policy to encourage formation of Residents Welfare Associations in IA&AD Residential Colonies. Estate Manager may consult representatives of recognized RWAs in matters such as cleanliness and security of the colony, proper use of common/recreational facilities (Community hall, gym, parks, etc.), protection of boundary walls and prevention of encroachment of IA&AD land, etc.

5.3 Sub-letting and misuse of residences

Mechanism shall be developed by the Estate Manager to find out the incidents of sub-letting and misuse of IA&AD pool residences by the allottees. Strict action shall be taken on such allottee as per ‘Allotment of Govt. Residences (IA&AD) Rules, 2021’ and other instructions issued in this regard from time to time.

5.4 Usage of vacant quarters

Utilisation of vacant quarters in IA&AD pool residential colonies shall be governed by guidelines detailed in *Annexure-8* of this Manual.

5.5 Non-availability Certificate for payment of House Rent Allowance to IA&AD employees

- Department of Expenditure, Ministry of Finance, Govt. of India has dispensed⁶ with the condition of applying for Govt. Accommodation and furnishing of 'No Accommodation Certificate' by Central Govt. employees to become eligible for House Rent Allowance in respect of General Pool accommodations throughout the country. However, Ministries/ Departments having separate residential pool have been allowed to adopt these provisions, wherever feasible.
- Accordingly, the matter was reviewed by the competent authority and it has been decided that the matter of requirement of Non Availability Certificate for IA&AD employees at the station for becoming eligible for House Rent Allowance, shall be decided by the Estate Manager in consultation with the Estate Management Committee at the station.

⁶ vide Ministry of Finance OM No.2/5/2017-E.IIB dated 05.03.2019 and Directorate of Estates OM No.12034/1/2019-Pol.III dated 08.04.2019

CHAPTER –6

TRANSIT AND GUEST HOUSES

6.1 Scope

No Transit House shall be set up in IA&AD office or residential complex without prior approval of Headquarters' office. Transit House shall include Guest Houses, Transit Accommodations, Inspection Bungalows, Inspection Quarters, Holiday Homes and Rest Houses set up in the IA&AD.

6.2 Management and Allotment

Management and allotment of Departmental Transit Houses (earlier called Guest Houses) in IA&AD shall be governed by the 'Departmental Transit House (IA&AD) Rules, 2021' (*Annexure-9*). Allotment of accommodation in IA&AD Transit Houses shall be automated.

6.3 Room Rent

Room rents for broad categories of rooms (viz. Dormitory, Single, Double and VIP with AC) in the Transit House have been prescribed in this Manual. However, type of rooms and facilities available in the Transit House vary from one Transit House to another. The competent authority may decide to increase the rates of rent as per local conditions. However, such increase should not be more than 50% of the rates prescribed in this Manual.

6.4 Allotment of room(s) for Temporary Stay on transfer/posting

Following guidelines are issued for dealing with applications of officers/officials who on their transfer /posting to a new station, necessitating change of residence, apply for temporary stay in Transit House located at new station:

Notwithstanding anything contained in this Manual, the competent authority may allow such stay subject to fulfillment of the following conditions:

- A. The officer /official has applied for accommodation of his entitlement, but has not been allotted residential accommodation by the Government (including IA&AD pool)
- B. No House Rent Allowance (HRA) is paid during the period of stay in Transit House.
- C. No room rent is to be recovered for the period of first six months of stay in the Transit House. After six months room rent prescribed in these rules for IA&AD Personnel (on transfer/ not on duty/ retired persons) shall be recovered from the officer /official.
- D. For the purpose of(B) and (C) above, the 'period of stay' shall include the period of the leave, after returning from which the officer/ official reoccupies a room in Transit House.

SECTION IV: AUGMENTATION AND MAINTENENACE

CHAPTER – 7
MAJOR HEADS OF ACCOUNT

Administrative Approval and Expenditure Sanctions for maintenance, repairs, additions, alterations, renovation, up-gradation of existing departmental colonies and offices and construction of new buildings are issued by Headquarters' office under the following heads of account:

Major Head	Description of work
MH: 2016-Audit-IA&AD Grant	<ul style="list-style-type: none"> i. Running, Maintenance and Operation (RMO) of electrical and mechanical equipments like lifts, DG sets, Fire Fighting System, Fire Alarm System, Central Heating/AC plants, etc. ii. Repairs to existing buildings.
MH: 4059-Audit-IA&AD Grant	Addition/ alteration/ Upgradation in office building including procurement/replacement of electrical equipments like DG set, Transformer, Lift etc. and new works.
MH: 4216-Audit-IA&AD Grant	Addition/ alteration/ Upgradation in residential building including procurement/replacement of electrical equipments like DG set, Transformer, Lift etc. and new works.
MH: 4059-Audit-MoHUA Grant	<ul style="list-style-type: none"> i. Addition/ alteration/ Upgradation in office building including procurement/replacement of electrical equipments like DG set, Transformer, Lift etc. ii. New construction of office building.
MH: 4216-Audit-MoHUA Grant	<ul style="list-style-type: none"> i. Addition/ alteration/ Upgradation in residential building including procurement/replacement of electrical equipments like DG set, Transformer, Lift etc. ii. New construction of staff quarters.

CHAPTER – 8 UTILISATION OF LAND AND LAND ACQUISITION

8.1 Land – valuable asset

We are faced with high costs of acquisition and also scarcity of suitable plots for our office and residential requirements at various stations. This has necessitated maximizing the use of FSI/FAR in existing IA&AD plots to meet our requirements, and also for ensuring economy in assessing the requirement of land for new projects.

We require land for our office, residential and recreational purposes. Optimizing use of existing office/residential buildings may drastically reduce or even obviate the need for acquisition of additional land. In view of this following guidelines are prescribed which shall be followed by all IA&AD offices (in addition to the directions under Para 4.1.2 to 4.1.5 of Chapter 4):

8.2 Planning of buildings

While planning for utilisation of land, it shall be ensured that (subject to local building bye-laws) new buildings are planned to generate maximum carpet area/working area (seating capacity and other facilities in office buildings) for the given plinth area/ built up area and there remains the scope for use of the balance FSI/FAR in future. The same shall also be applicable for residential colonies.

8.3 IA&AD Residential Colonies

- i. Requirement of land for new IA&AD colonies depends on the number and type of accommodations to be constructed and additional facilities proposed in the colony. CPWD shall be approached for assessment of requirement of land, after assessing the requirements of accommodations and other facilities as below:
 - **Number and type of accommodation:** Number and type of IA&AD pool residential accommodations to be constructed at a station shall be decided based on the written willingness received from employees. Provision may be made for 10% additional quarters for future expansion (in addition to the willingness received).

- **Recreation and community facilities:** All new colonies should have provision of recreational and community facilities viz. multipurpose community halls, gymnasiums, walking/ jogging tracks, children's park, etc.
 - **Requirement of other infrastructure:** Proposal for playgrounds, market place, Post Office, CGHS Dispensary, library, Banks/ATMs etc. may be considered subject to surplus availability of land and non-availability of these facilities in nearby area.
- ii. **Existing colonies**
- **Number and type of accommodation:** In case of requirement of additional accommodations at a station, number of quarters (and their type) to be constructed shall be decided on the basis of average number of waitlisted IA&AD employees during last five years.
 - **Recreation and community facilities:** All Estate Managers should endeavor to provide recreational and community facilities mentioned above, in all IA&AD colonies subject to availability of land in the colony.
- iii. **New colonies/pool of residences:** Directorate of Estates⁷ has allowed Central Government Departments to create their own departmental pool of residential accommodation and simultaneously permitted them to retain their eligibility for allotment of accommodation from the General Pool. However, every proposal for augmentation/new creation new pool of residences for IA&AD employees, NOC should be obtained from Directorate of Estates. For this purpose Estate Managers shall be required to furnish following information to Headquarters' office for taking up the matter with the Directorate of Estates:

Sl. No.	Required information	Details
(i)	Name of city/town where construction/ purchase is proposed	
(ii)	No. of employees posted at that	

⁷vide OM No.12034/1/2013-Pol-III dated 28.01.2014

	station eligible for accommodation (type-wise)	
(iii)	No. of residential units available in various types in the departmental pool (if already existing)	
(iv)	No. of employees of the department concerned already occupying General Pool Residential Accommodation at the station	
(v)	No. of residential accommodations proposed to be constructed/ purchased in various types	
(vi)	How the housing requirement of the employees are being fulfilled so far(in case the office is already in existence at the town/ city)	

8.4 Submission of Proposal for acquisition of land to HQ

- Size of land/plot required for construction of office building (of required space/working area) or residential building/colony shall be assessed by the CPWD based on the actual requirement of office space/residential quarters and other essential facilities. CPWD shall assess the requirement of land based on local building norms, keeping in view the need of maximum economy i.e. full utilisation of FAR/FSI. Provision of future expansion, if required, should be duly justified.
- No authority (Central/State Government, etc.) shall be approached for allotment/purchase of land, except with prior ‘in-principle’ approval of the competent authority in the Headquarters’ office.
- Proposal for acquisition of land for office or residential purposes shall be accepted in HQ only after the Estate Manager certifies that acquisition of land is absolutely necessary and guidelines prescribed in Chapter-4 and Chapter-8 of ‘MSO(Estates)’ have been duly complied with before submission of the proposal to Headquarters’ office.

CHAPTER – 9 NEW CONSTRUCTION

9.1 Perspective planning

For taking up the work of construction of new buildings (office/residential/etc.) for IA&AD offices, a perspective plan shall be prepared by the Estate Manager giving detailed justification necessitating the works. The matter may be submitted to Estates Wing of Headquarters' office for getting an initial go ahead for submission of a formal proposal (*Preliminary Project Report or Rough Cost Estimate*) for the 'work' for 'in-principle' approval of the competent authority in Headquarters' office.

9.2 Preparation of Preliminary Project Report (PPR) or Rough Cost Estimate

After getting initial go-ahead from Estates Wing of Headquarters' office for submission of proposal for 'in-principle' approval of a new work, the Central Public Works Department (CPWD) shall be requested to prepare a preliminary project report (PPR) or Rough Cost Estimate. Based on PPR and Rough Cost Estimate, the competent authority in the office of CAG of India shall grant 'in-principle' approval indicating approval of the concept and scope of the project at the rough cost assessed.

9.2.1 The preliminary project report shall provide the following details

- A. Background of the work/ project justifying the need for the work;
- B. Details of scope of the project;
- C. Availability of land - There should be a clear indication about the availability of land required for completion of whole project, free of all encumbrances.
- D. Availability of auxiliary services - like roads, power, water, solid & liquid waste disposal system, street lighting and other civic services shall be ensured;
- E. Reference to Concept Plans/ Preliminary Drawings, if any and their acceptance- This shall indicate the details of Concept Plans/Preliminary Drawings prepared and their approval by the Estates Management Committee and the Estate Manager;
- F. Rough Cost Estimate: CPWD may carefully assess alternative technological options, their area requirements and obtain Rough Cost on the basis of prevailing

Plinth Area rates (or any other reliable basis) without preparation of drawings to enable the competent authority to accord 'in-principle' approval;

G. Any other relevant documents.

9.2.2 Acceptance of necessity and issue of 'in-principle' approval

Approval of competent authority for accepting the necessity of works and its Scope should be sought on the basis of PPR or Rough Cost Estimate and 'in-principle' approval of the competent authority shall be made available for preparation of Detailed Project Report and Preliminary Estimates.

9.3 Preparation of Detailed Project Report (DPR) /Preliminary Estimates (PE)

9.3.1 On receipt of 'in-principle' approval of the competent authority for new works, the Estate Manager shall request CPWD to finalize the Detailed Project Report giving reference to the documents mentioned below.

- A. Before approaching the CPWD (or PWOs) for preparation of Preliminary Estimate (PE) approval of the competent authority to the Preliminary Drawings for the area approved under 'in-principle' approval needs to be obtained. Reference to Concept plan/ preliminary drawings and their acceptance - This shall indicate the details of Concept plan/ preliminary drawings prepared and their approval by the Competent Authority;
- B. Details of scope of the project indicating clearly the list of Engineering Services (Mechanical/ Electrical/ Plumbing) as well as Operation and Maintenance included or not included in the DPR/PE;
- C. Preliminary estimated cost – This will also include the expected escalation for the period of completion of the project and also the departmental or lump sum charges to be paid to the executing agency (Public Works Organization). Cash flow projection should show year-wise requirement. While designing the projects etc., if and to the extent possible, principles of Life Cycle Cost may also be considered;
- D. Time of the completion – This will consist of two parts, one for pre-construction activity till award of the work and the other one for the execution;

- E. Environmental impact assessment (EIA) of the project and approval thereof, wherever applicable;
- F. All statutory compliance for taking up the construction work,
- G. List of Approval of Statutory Bodies required;
- H. Annual plan allocation and cash flow;
- I. Systems to be adopted for project monitoring;
- J. Works accounting system;
- K. Quality assurance system/ mechanism;
- L. Bidding Systems - Single, two parts, pre-qualification, Post- qualification.

9.3.2 DPR is required to be based on proper ground investigation and the CPWD consultant is required to exercise due diligence. For this purpose, the involvement of the IA&AD Estate Manager in providing proper inputs including user requirements during the preparation of the DPR and before accepting the draft DPR is paramount in ensuring successful implementation of new works. This also goes a long way in avoiding cost and time overruns due to deviations between actual ground situation and the situation recorded in DPR. Hence, IA&AD Estate Managers must insist on a qualified team of engineers with experience for carrying out DPR studies. It is also essential that the IA&AD Estate Manager insists that the CPWD Architects/Consultants offers them technology options at the early stage of preparation of the DPR, so that a cost-efficient choice may be made using principles of Life Cycle Costing⁸.

9.3.3 Administrative Approval and Expenditure Sanction (A/A and E/S)

Administrative approval and Expenditure Sanction (A/A and E/S) will be accorded to the execution of work by the competent authority in the office of CAG of India after due examination of Detailed Project Report and Preliminary estimates. Post Sanction changes in scope and specification lead to delay, loss of quality and contractual penalties therefore such A/A and E/S shall be accorded after carefully assessing their requirements. The estimates framed by a PWO or other engineering organisation may be modified for such sanction only with their concurrence.

⁸ *Life Cycle Costing is a tool to determine the most cost-effective option among different competing alternatives to construct/purchase, own, operate, maintain and, finally, dispose of an object or process, when each is equally appropriate to be implemented on technical grounds.*

The sanction order should contain scope of work, estimated cost, and time schedule for completion of work and funding sources along with their share.

9.4 Detailed Designs, Detailed Estimates and Technical Sanction

Detailed architectural drawings / structural drawings and Detailed Estimate are prepared by CPWD after receipt of AA&ES from competent authority. Technical sanction to Detailed Estimate is accorded by the authorities of CPWD as per their delegation of financial powers.

CHAPTER –10

PRIORITIZATION OF WORKS

To achieve infrastructure uniformity within and across stations, planned development of infrastructure and facilities is required. To achieve this goal following guidelines are issued to all IA&AD offices for deciding ‘defined standards/benchmark infrastructure’ and for preparation and submission of ‘Priority List of Minor/ Capital Works’:

10.1 Infrastructure requirements

10.1.1 Codal requirements

Infrastructure /facilities required to meet the standards prescribed by local building regulations/ Government of India and also to obtain required certificates / permissions (viz. Occupancy Certificate, Fire Safety Certificate, Electricity/Water connections, etc.) from local authorities/bodies for the building have been placed in this category. Making provision of these facilities in all office buildings and residential colonies should always be first priority for all Estate Managers. Some of these are enlisted below:

- Installations of firefighting system (fire hose, fire extinguishers, etc.) and fire alarm system in all IA&AD buildings,
- Emergency exits in office buildings and in high rise residential buildings,
- Lightning protection in all buildings,
- Security and surveillance systems in office buildings such as access control for people as well as for vehicles
- Security and surveillance systems in important locations in residential colonies,
- Works related to Accessible India campaign
- Installation of lifts
- Works related to water supply and sanitation
- Rain Water Harvesting
- Day Care Centre (Crèche)

10.1.2 Secondary and Tertiary level infrastructure

Above mentioned facilities are the basic minimum. There are a number of Secondary and Tertiary level facilities and amenities which may be required and which may need to be provided as add-on in due course of time depending on the availability of resources viz.

land, funds, etc. These facilities have been broadly classified in following categories based on their relevance:

i. Secondary level infrastructure

- Power backup for essential services in office buildings and residential complex,
- LED lights in office and residential colonies (ESCO Mode)
- Installation of Rooftop Solar PV Systems in office buildings (RESCO Mode),
- Development of green spaces/ urban forests

ii. Tertiary level infrastructure

- Community & recreational facilities
- Sewerage treatment plant
- Parking facilities
- Electric vehicle charging points (pay and use basis),
- Landscaping and Parks
- Solid Waste management
- Facilitate provision of Broadband Services

10.2 Defined Standards

Lists of Codal Requirements and Secondary/Tertiary Infrastructure given above are indicative and not exhaustive. The requirements (including codal requirements) may also vary from station to station. It shall be the responsibility of the Estate Manager to decide the benchmark infrastructure required for all IA&AD offices/ accommodations at the station based on the inputs received from Estate Management Committee and the Central Public Works Department or Public Works Organisation. However, items of works mentioned in Para 10.1.1 should always be part of the benchmark infrastructure required for all offices / residential colonies.

10.3 Priority List of Minor/ Capital Works

Primary means for achieving the infrastructure uniformity across and within stations is through 'Priority List of Minor/ Capital Works'. Hence, to achieve the above defined

goals, following guidelines are issued for preparation and submission of 'Priority List of Minor/ Capital Works' for Headquarters' approval:

- i. There shall be only one 'Priority List of Minor/Capital Works (Civil and Electrical)' for all offices/buildings at a station.
 - ii. The Estate Manager, in consultation with the Estate Management Committee, shall decide the benchmark Primary and Secondary level infrastructure to be adopted for office buildings/ residential accommodations/ residential colonies at the station and ensure that these facilities are uniformly available in all the office buildings /residential accommodations/ residential colonies at the station in phased manner.
 - iii. The Estate Manager shall prepare the combined priority list for the station based on inputs received from all offices at the station/EMC and inputs received from the CPWD to achieve the defined standards/ benchmark infrastructure in all offices/ residences at the station, i.e. works related to offices/residences lagging behind in facilities /infrastructure shall be given priority.
 - iv. List of Codal requirements may be station specific and the CPWD shall be consulted immediately to intimate the works required to be undertaken in all IA&AD buildings at the station to meet the local regulations, building laws. Works suggested by the PWOs/CPWD for meeting any of the codal requirements should be given top priority.
 - v. Priority of works among office/residential and Civil/Electrical shall be decided by the Estate Manager in consultation with the Estate Management Committee.
- Other instructions are as follows:

1. The estimates for civil items and related electrical items (wherever required) for a particular work should be sent together.
2. The estimates and the additional information/clarification on old estimates as asked by the Headquarters' office, if any for all the works included in the priority list should be sent to the Headquarters' office along with priority list.
3. If any estimate is more than two years old as on first day of the year for which priority list pertains and the rates adopted is not workable due to increase in prices, a revised estimate may be submitted.

4. The priority list for next financial year and the estimates along with Audit Certificate, copy of Cost Index and Analysis of Rates for market rate items (if any) must be sent to the Headquarters' office by 31 December of each year.
5. Works included in the RMO shall not be included in the priority list. However, matters related to repair and maintenance of infrastructure required to meet the building norms (Codal Requirements) may be included in the priority list if the funds requirements are substantial and the same could not be met out of MoHUA Grant.

10.4 Processing of the proposals in Headquarters' office

- Works of annual RMO of Special E&M Services and proposed for MoHUA Grant are considered for approval irrespective of priority based on its requirement.
- Works and Projects Group in HQ shall ensure that all the Codal Requirements intimated by the Estate Managers/Individual offices are given first priority in deciding allocation of funds for different stations.
- With regard to creation of Secondary and Tertiary level infrastructure, Works & Projects Group of HQ shall devise means to achieve uniformity across stations and may decide standards to be achieved for the offices as far as practicable. For this purpose comparative study of the availability of infrastructure in office buildings/residential colonies across stations shall be done (online database of IA&AD properties refers).

CHAPTER 11 RUNNING, MAINTENANCE AND OPERATION(RMO)

11.1 Running, Maintenance and Operation (RMO) Works

The client department has to provide⁹ funds for Running Operation and Maintenance of specific electrical & mechanical Equipments like DG set, UPS system, Central AC Plant, Security System, Audio Visual System, Sub-station, Lifts, Fire Fighting & Fire Alarm System etc. All the field offices are required to submit¹⁰ a single estimate incorporating all components as indicated above including cost of diesel for DG set along with actual expenditure incurred for RMO of these components during previous year.

In order to bring austerity in RMO expenditure, fund is sanctioned based on actual expenditure incurred during previous year. Thus, all the field offices are supposed to provide details of previous year's expenditure along with estimate.

11.2 Repair/replacement/renovation/upgradation works

Since, all buildings except some residential flats at few locations are maintained by CPWD, field offices are insisted to obtain estimates for the proposed work from CPWD and to get the work executed through CPWD. The field offices should submit¹¹ the estimate along with following information/documents:

- i. Detailed justification necessitating the works.
- ii. Audit Certificate certifying the correctness of the estimates.
- iii. Self-explanatory line sketch, which is necessary in most of the cases.
- iv. Major Head of account to which the expenditure on a particular work is proposed to be charged.
- v. Possibility of charging heavy items of expenditure to MoHUA Grant should also be explored beforehand and availability of funds got confirmed from CPWD.

⁹As per CPWD's OM No: 16/29/97-W.1(DGW) dated 17.08.2005 and OM No: 18/29/97-WI(DG)/1161 dated 15.09.2008

¹⁰Reference: Headquarters' letter No: 201/W&PG/10-99/Vol-III dated 24.09.2009, CPWD's OM No: 16/29/97-W.1(DGW) dated 17.08.2005 and OM No: 18/29/97-WI(DG)/1161 dated 15.09.2008

¹¹Reference: Headquarters' letter No: 67/W&PG/10-99/Vol-III dated 02.03.2010.

- vi. In cases where civil and electric works are to be executed simultaneously, consolidated estimates for both should be forwarded to the Headquarters' office. Wherever only civil/electrical work is proposed to be executed it should be ensured that no connected electrical/civil work is required to be taken up. A certificate to this effect may invariably be recorded on the estimate.
- vii. In cases of estimates for upgradation of residences as per specifications/norms prescribed¹² by Government of India, Ministry of Housing and Urban Affairs, a certificate to the effect that prescribed norms have been followed while framing the estimates must be obtained from Central Public Works Department along with estimates.
- viii. All the works should be planned prospectively and proposals sent at the beginning of each financial year and not towards the end of the financial year to ensure completion of substantial work/utilisations of funds during the year itself and avoid unnecessary surrenders.
- ix. Progress/status report of all sanctioned works (major as well as minor) should be sent to Headquarters' office for every quarter. In case of major works digital photographs may also be attached with the report. This should be sent electronically through e-mail to <saowp@cag.gov.in and <dirworks@cag.gov.in>.
- x. Before forwarding a works estimate to the Headquarters' office, it should be ensured that approval of the local body wherever necessary, has been obtained.
- xi. It may also be noted that estimates sent without compliance to the above instructions will not be entertained at Headquarters' office.

¹²vide OM No. 18/25/2015-W-I/DG dated 08.03.2018

CHAPTER –12

MODULAR FURNITURE

12.1 Modular Furniture

Headquarters' office has issued instructions regarding upgrading the furniture (including storage spaces) in phased manner to replace all conventional and old furniture with more space efficient modular seating systems. Instructions were issued ¹³ regarding procurement of modular furniture and submission of proposals to Headquarters' office for approval. In supersession of all the above orders, following instructions are issued to all the IA&AD offices for submission of proposal to Headquarters' office for installation of modular furniture (including replacement of modular furniture where already installed).

12.2 Assessment of Requirement

1. The planning for modernization of an office should include anticipated future requirements for a reasonable period of 6-7 years. Where the proposal is substantial, implementation may be planned in phases.
2. These proposals should be planned considering following:
 - i. Functional layout for office premises
 - ii. Creation of open offices to facilitate better supervision
 - iii. Creation of modern workstations with space for computers, LAN, Internet, Intercom wiring, telephones (integrated and structured cabling), data ports and also improvement in storage and retrieval of files, etc.
3. While preparing the proposal, care should be taken to ensure that in the layout plan, group officer, branch officers and personnel in the section are located in proximity for better office coordination and supervision.
4. The space/items of furniture proposed for different levels of officers/officials should be as per the entitlements and should be supported by a statement showing number of officials to be accommodated along with their designations. Format of information is as below:

¹³HQ circulars No.1-Estates/28-2005 dated 03.01.2006 and No.35-Estates/2-2009 dated 06.02.2009

Cadre	SS	PIP	Vacancies	Existing furniture		Approx. age (in years) /date of purchase	Is it to be replaced	Quantity to be replaced
(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)
Sr.AO	100	90	10	40	C			
				20	C			
				10	C			
				20	M			
				10	M			
AAO								

Note:

- i) C – Conventional Furniture; M – Modular Furniture
 - ii) Columns 5 and 6 (and 7 accordingly) may be broken into as many rows as required. For instance, like in a sample format above, 30 modular workstations may have been purchased over many dates.
 - iii) The above format shall be strictly adhered.
5. All these proposals should be supported with data regarding saving in space as a result of the implementation of the proposed layout plan in place of existing layout.
 6. Cost benefit analysis, indicating how the upgraded facilities would benefit the users, (i.e. space saving, functional layout/ computerization of files and papers, better records management, effective supervision and how the saving in space to be utilized, rental saved etc.) should also be sent.
 7. The proposal should clearly indicate the manner in which the existing items of furniture are to be disposed of. The items which are serviceable should as far as possible be used again in the proposed plan. Recommendation for disposal of unserviceable items should also be included in the proposed plan, with provision of buy back by the supplier.
 8. Modular furniture to be used should be flexible which can be easily removed and reused at any other place after assembling without any damage.

12.3 Preparation of Estimates

1. All such proposals should as far as possible be prepared in consultation with either the CPWD or an organization handling engineering works, defined as Public Works Organization (PWO) in GFR. Proper layout plan of the proposal should be prepared and the proposal should be submitted in the form of an estimate having the items of work, cost per unit and the amount.

2. Materials to be selected for use towards modernization should be simple, functional as well as cost effective.
3. Specifications for the items of works should be properly drafted incorporating standard quality of materials – preferably ISI marked wherever available. This should be followed for civil, electrical and fixture items. Executing agency like CPWD may be consulted while finalizing the specifications.
4. It should be ensured in consultation with the executing agency that as far as practicable, uniformity in the physical parameters as detailed below is ensured in the proposals: -
 - A. Partition height
 - B. Storage space
 - C. Design of filing cupboard
 - D. Design of Desks/Tables
 - E. Lighting
 - F. Movement space
 - G. Ventilation

12.4 Budget

1. Such scheme should be planned well in advance, preferably a year before, and their approximate cost should be projected in the respective Budget of the unit. While sending proposals, it should be clearly mentioned that Budget projection in the BE/RE has been made. However, the funds will be provided subject to availability of funds.
2. In case such exercise has not been done, the source of funding the project should be indicated i.e. savings from a project, a separate sanction under office expenses/minor works, etc.

12.5 Audit Certificate

Every estimate costing above Rs.2,00,000/- should be vetted by the Works Audit Wing and an Audit Certificate in prescribed format may be enclosed with the estimate. The checklist for Works Audit Wing is prescribed in Para 13.2 of this Manual.

12.6 Submission of Proposal to HQ

1. The proposal for installation of Modular Furniture should be submitted to Headquarters' office along with all the required documents mentioned above and the Audit Certificate.
2. In case the works is to be carried out in phases, proposed expenditure during these phases (Financial Years) should be indicated in the proposal.

12.7 Procurement

After the administrative approval and expenditure sanction is given, action for procurement should be taken. In this context, attention is drawn towards Chapter 6 of General Financial Rules of Govt. of India, 2017 wherein procedure for procurement of goods and services has been elaborated. The guidelines towards procurement issued by the Govt. of India time to time may also be followed.

1. For procurement, assistance can also be taken from any public works organizations including CPWD as defined in Chapter 5 of GFR.
2. A work completion certificate/utilisation certificate should be obtained from the executing agency/CPWD certifying that the work has been carried out in accordance with the approved plan and design as contemplated in aforesaid Chapter 5.

CHAPTER –13

DELEGATION OF POWERS AND AUDIT CERTIFICATE

13.1 Delegation of powers

13.1.1 Powers have been delegated to all the Heads of Department in IA&AD to accord sanction for RMO works costing up to Rs.10,00,000/-. Enhanced powers have also been delegated¹⁴ to all the Heads of Department in IA&AD to accord sanction for non-RMO works relating to non-residential building costing up to Rs.2,00,000/- and residential building costing upto Rs.50,000/-.

These delegated powers should be exercised by the Head of Department subject to the following conditions:

- i. The Heads of Department would exercise powers under revised delegation only in terms of detailed guidelines issued by Director (Works) in this regard separately.
- ii. The Heads of Department can exercise these increased powers only in case of works to be executed through CPWD.
- iii. These powers will be available only to the Heads of Department in charge of estates/ and/or with separate office building.
- iv. The delegated financial powers may not be further delegated by the Heads of Department.
- v. The Heads of Department can exercise these increased powers only in the case of works which form part of comprehensive long term plans of repairs/modifications to the office buildings/residential quarters prepared by the field offices.
- vi. A quarterly return of works for which Administrative Approval and Expenditure Sanction have been accorded by Heads of Department in the previous quarter will be sent to Director (Works).
- vii. The works should be taken up after allotment of funds by Headquarters.

13.1.2 In context of Para 13.1.1(i) above, Head of Department may exercise delegated enhanced powers observing the following norms approved by the competent authority:

¹⁴Reference: Headquarters' Circular No: 23-NGE/2009 issued under letter no: 353-NGE(Disc.)/35-2005 dated 21.05.2009 and No: Headquarters' letter No: 321/W&PG/10-99 dated 30.06.2009.

1. The estimates containing detailed specifications and quantities of various items prepared by CPWD on the basis of approved Plinth Area Rates/Schedule of rates enhanced by local cost index and market rates shall be approved by the Heads of Department only in cases where the value of non-scheduled items in a estimate is not more than 25% of total estimated cost.
2. The estimate containing items of normal maintenance which are the responsibility of CPWD to carry out, out of MoHUA Grant under head of Accounts 2059/2216 shall not be approved by the Heads of Department under MH-2016-Audit.
3. No estimate for structural changes in a building shall be approved by the Heads of Department.
4. A group of various items to be executed at a place for single purpose shall be considered as one work. The necessity of obtaining approval/sanction of Headquarters to such work should not be avoided because of the fact that the cost of each particular item/component is within the delegated power of the Heads of Department. In clear terms no splitting of work shall be allowed.
5. One single estimate shall be approved for running, maintenance and operation (RMO) of all the electrical/mechanical equipment/services provided in one building in case of non-residential accommodation and in one campus in case of residential accommodation and only in respect of items¹⁵ prescribed by CPWD.
6. Estimates for running and maintenance shall be realistic and based on previous years' actual expenditure on various services, electrical/Mechanical equipment and/or considering guarantee period of new items.
7. Estimate other than original estimates viz. supplementary/revised estimate shall be approved by the Heads of Department only, if the total amount of the revised estimate, original estimate plus supplementary estimate is within the delegated power of the Heads of Department.
8. In case of residential accommodation,

¹⁵covered in DG(W)CPWD office Memorandum No. 16/29/97-WI (DGW) dated 17.08.2005 and OM No. 18/29/97-WI(DG)/1161 dated 11/15th September 2008.

- A) The prescribed scale and specifications of amenities issued¹⁶ by Ministry of Housing and Urban Affairs shall not be exceeded; and
 - B) The approved scale of accommodation shall also not be exceeded.
9. In the quarterly return mentioned in Para (vi) above, detailed reasons necessitating the revised/supplementary estimate may be given.
10. The delegated power of the Heads of Department will not cover any renovation, repairs in special, heritage or more than 50 years old building that may affect the elevation, structure or significantly alter the status-quo of such office building and Yarrows, Shimla without specific approval of Headquarter.
11. All other proposals shall be sent to Headquarters for approval giving proper justification.

13.2 Audit Certificate

Every estimate costing above Rs.2,00,000/- should be vetted by the Works Audit Wing and an Audit Certificate¹⁷ in prescribed format may be enclosed with the estimate. The Works Audit Wing should verify that:

- i. All items included in the estimate are necessary for the proposed work and are as per latest CPWD specifications.
- ii. Rates taken in the estimate must be verified with relevant latest Delhi Schedule of Rates (DSR) and corrections slips, if any.
- iii. Copy of Cost Index duly approved by the concerned Chief Engineer should be obtained and enclosed with Audit Certificate.
- iv. If market rates have been adopted in the estimate, it must be certified that such items are not available in DSR. Correctness of rates should be certified after obtaining Analysis of Rates from CPWD.
- v. In case of lump-sum provision for any item, it may be insisted for exact quantity and DSR/market rates.
- vi. Taxes and Levies added separately at the end of the estimate should be as per CPWD guidelines issued from time to time.

¹⁶ vide OM No. 18/25/2015-W-I/DG dated 08.03.2018

¹⁷ Headquarters' letter No: 325-P(BUILDING)56-95 dated 08.11.1995 and No: 1670/ WPG/Gen. Corres./06-2014 dated 26.12.2016.

CHAPTER – 14 MONITORING OF WORKS

14.1 Monitoring of Works:

14.1.1 Quarterly Progress Report

The execution of work should be monitored closely to ensure timely completion. A Quarterly Progress Report (QPR) containing all desired information for each quarter ending on 30 June, 30 September, 31 December and 31 March should be sent to Headquarters' office by 10th day of next month in the prescribed format (*Annexure-10*) The progress of all works including works sanctioned under MoHUA Grant should be provided after obtaining all required information from CPWD.

14.1.2 Monthly Progress Report

The progress of new construction projects needs to be closely monitored by the Estate Manager and a progress report may be provided on monthly basis. If any deviation is noticed (from approved plan), same shall be brought to the knowledge of Headquarters' Works & Projects Group along with details of the matter and justification for regularization of the modification in the approved plan.

14.1.3 Deviation from approved design

Estate Manager shall ensure that required approval for any alteration in the approved design has been obtained before execution of work. This is equally applicable in case of existing buildings also.

14.2 Completion of Works

No new building should be occupied unless necessary permissions and Occupancy Certificate have been obtained from concerned Local authorities. Before occupation of the building, the Estate Manager shall ensure that the building is complete in all respect as per the plan approved by the competent authority. Estate Manager shall also obtain copies of '*As Built Drawings*' of the building.

Estate Manager shall verify the inventory of the new building before taking possession from CPWD.

SECTION V: ANNEXURES

STATION WISE LIST OF IA&AD ESTATE MANAGERS

Sl. No.	Station	Estate Manager after publication of this Manual
1.	Delhi (CAG office and Ravi Towers Vaishali)	DAI (HR& IR), O/o CAG of India, New Delhi
2.	Delhi (AGCR Building)	PDA, Home, Education and Skill Development, Delhi
3.	Defence Audit Offices throughout the country (except at Pune and Chandigarh)	PDA, DS, New Delhi
4.	Delhi (P&T Pool)	PDA, Finance & Communication, Delhi
5.	Andhra Pradesh	AG (Audit) Andhra Pradesh
6.	Assam	AG (Audit) Assam
7.	Arunachal Pradesh	AG, Arunachal Pradesh
8.	Bihar	AG (Audit), Bihar
9.	Chandigarh, Punjab & Haryana	AG (Audit), Punjab
10.	Chandigarh (Defence Audit)	PDA, DS, Chandigarh
11.	Chhattisgarh	AG (Audit), Chhattisgarh
12.	Goa	AG, Goa
13.	Gujarat, Ahmedabad	AG (Audit-II) Gujarat
14.	Gujarat, Rajkot	AG (Audit-I) Gujarat
15.	Himachal Pradesh	AG (Audit), Himachal Pradesh
16.	Himachal Pradesh, NAAA Shimla	PD, NAAA Shimla
17.	Jammu & Kashmir (Srinagar, Jammu)	AG (Audit), Jammu & Kashmir
18.	Jharkhand, Ranchi	AG (Audit), Jharkhand
19.	Karnataka, Bangalore	AG (Audit-I), Karnataka

<i>Sl. No.</i>	<i>Station</i>	<i>Estate Manager after publication of this Manual</i>
20.	Kerala	AG (Audit-I), Kerala
21.	Madhya Pradesh, Gwalior	AG (Audit-I), Madhya Pradesh
22.	Madhya Pradesh, Bhopal	AG (Audit-II), Madhya Pradesh
23.	Maharashtra, Mumbai	AG (Audit-I), Maharashtra
24.	Maharashtra, Nagpur	AG (Audit-II), Maharashtra
25.	Maharashtra, Pune	PDA, Defence Services, Pune
26.	Manipur	AG (Audit), Manipur
27.	Meghalaya	AG (Audit), Meghalaya
28.	Mizoram	AG, Mizoram
29.	Nagaland	AG (Audit), Nagaland
30.	Odisha, Bhubaneswar	AG (Audit-I), Odisha
31.	Odisha, Puri	AG (Audit-II), Odisha
32.	Rajasthan	AG (Audit-I), Rajasthan
33.	Rajasthan, Jaipur (iCED)	PD, iCED, Jaipur
34.	Sikkim	AG (Audit), Sikkim, Gangtok
35.	Tamil Nadu	AG (Audit-I), Tamil Nadu
36.	Puducherry	AG (Audit-II) Tamil Nadu & Puducherry
37.	Telangana	AG (Audit), Telangana
38.	Tripura	AG (Audit), Tripura
39.	Uttar Pradesh, Lucknow	AG (Audit-II), Uttar Pradesh
40.	Uttar Pradesh, Allahabad	AG (Audit-I), Uttar Pradesh
41.	Uttar Pradesh, Noida	PD, iCISA, Noida
42.	Uttarakhand, Dehradun	AG (Audit), Uttarakhand, Dehradun
43.	West Bengal, Kolkata	AG (Audit-I), West Bengal
44.	ANI, Port Blair	PDA, Central, Kolkata

<i>Sl. No.</i>	<i>Station</i>	<i>Estate Manager after publication of this Manual</i>
45.	Ladakh, Leh	PDA, Central, Chandigarh

*AG/PD includes PAG/DG.

Annexure-2
[Refer Para 2.2(E) and Para 2.2(F)]

PROCEDURE FOR CREATION OF DATABASE OF IA&AD PROPERTIES

I. ONLINE DATABASE OF PROPERTIES

- An online application for IA&AD properties on the website of the CAG will be created
- Username and password to be created for each Estate Manager and for Headquarters' office. All the relevant detail would be available in the database accessible to Headquarters' office for all Estate Managers, and to each Estate Manager for her/his jurisdiction.
- Concerned Estate Managers shall upload the data of IA&AD properties under their administrative control, on the portal prepared for the purpose. Estate Managers shall furnish the printout of uploaded data to Headquarters' office along with supporting documents. Based on the supporting documents and the available data in the Headquarters' office, the uploaded information would be verified by the Headquarters' office (WPG Wing), which would then be added to the Database of IA&AD properties. Same procedure would be followed for making changes in existing database (once database is created).
- Headquarters' office would not upload any data for any of the Estate Manager. However, if any deviation in the records is noticed, the same would be brought to the knowledge of the concerned Estate Manager for clarification/ necessary action.
- All the Estate Managers would review the data of the IA&AD properties under their administrative control on half-yearly basis to ascertain (and to record on the online platform that) all the relevant documents/files are in their safe custody.

II. USER REQUIREMENTS FOR CREATION OF DATABASE OF IA&AD PROPERTIES

A. Database of following IA&AD properties is to be created:

- (i) Land
- (ii) Office Buildings

- (iii) Residential Colonies
- (iv) Transit Houses/Guest Houses,
- (v) Community and Recreational facilities, etc (Along with database of Office buildings and Residential Colonies)

B. Detailed breakup of information/fields in the proposed database is as below:

- (i) Land: The database of IA&AD land is proposed to have Plot wise details as below:
 - a. Map showing location and area as per revenue records
 - b. GIS maps (geo-tagged digital maps)
 - c. Area as per land records
 - d. Documents regarding allotment / acquisition / lease
 - e. Photos of the site
 - f. Status of boundary wall
 - g. Status i.e. built / vacant
 - h. Name of buildings on the plot (office/ residential/ other)
 - i. Proposed utilisation, if vacant
 - j. Pending legal issues and encroachments, if any
 - k. Status of land –
 - 1. Encroached or free,
 - 2. Partly or wholly encroached,
 - 3. Extent of encroachment (area/%), if partly encroached
- (ii) Office Buildings: The database of IA&AD office buildings is proposed to have following details:
 - a. Status (Own/Leased/etc.)
 - b. Floor wise layout of the building with area
 - c. Details of offices functioning from the building (SS-PIP, space occupied for officers and staff and for special requirements, space for storage of records, etc.),
 - d. Details of utilisation of office space – Room wise (Room No., size in sq.ft., how being used, No. of officer/official in the room, whether modular furniture installed, AC/Non-AC, remarks if any)

- e. Facilities available in office building (Guest House, Day Care Centre (crèche), Conference Hall, Auditorium, Training Room, Canteen, Recreation facilities, etc.) along with specifications,
 - f. Details of other organizations viz. Staff Associations, Co-operative Societies/Stores, Post Office, Banks, etc. working from the building and area occupied.
- (iii) Residential Colonies:
- a. Residential Quarters (including hired): Details of each quarter viz. Year of construction, Type of quarter, Plinth Area/Carpet Area/Living Area, Floor (Mosaic/Tiles/etc.), No. of Bedrooms, availability of Kitchen, Drawing, Dining, Servant Room/Quarter, Garage, etc.
 - b. Hostels (including hired): Details of General and Working Women Hostels viz. No. of Rooms with kitchen and No. of Rooms without kitchen.
 - c. Other properties (including hired): Details of other properties viz. Guest House, Day Care Centre (crèche), Banks, Post Office, CGHS Dispensaries, Community/Multipurpose Halls, Playgrounds (Outdoor/Indoor), Gymnasium, Parks, Walking Track, etc.
 - d. Utilities: CPWD Maintenance Centre, Pump House, Overhead Water Tanks, Electrical Sub-stations, Guard Rooms, etc.

GUIDELINES FOR FORMULATING SAFETY NORMS

IA&AD offices are generally prone to localized hazards due to fire, electrical shock, water contamination, collapsing of buildings, thefts etc. CPWD is primarily responsible for installation of firefighting installations, water tanks, run-off systems and electrical facilities in the Government buildings. In private buildings, such systems are provided by the owner of the premises or by the office itself. Head of the Dept. should ensure installation of proper EMS suitable for handling localized disasters that would safeguard human life and office properties. Disaster Management Committee of each office should formulate safety norms to handle different types of disasters based on the following guidelines.

- Prepare ‘DOs’ and ‘DONTs’ to handle emergency situations.
- Create awareness among the employees on the procedure for using fire fighting gadgets and other safety devices by giving wide publicity through circulars, sign boards, notices etc.
- EMS such as fire fighting equipments, sirens, sensors, security systems etc provided in the buildings should be adequate and properly maintained.
- Sand in big containers should be placed at suitable and easily accessible places in the building.
- Security staff are imparted proper training to handle the fire gadgets and for evacuating the employees from the fire affected area.
- Proper coordination should be maintained with Fire Dept., Police and hospitals of the local area.
- The structural strength of the office buildings should be assessed by CPWD or other experts periodically to assess the risk of collapsing of the building.
- Preventive measures should be taken against collapse, electrical shock, fire etc. based on the vintage of the building, electrical wirings and fittings.

- In case of offices located in the seismic zones and flood affected area, the indication or warning signals if any, given by the Metrological dept. or any other agency are to be taken seriously and ‘trigger’ mechanism should act.
- Working networks of similar nodal agencies may be identified for quick implementation of the rescue programme.
- For safe-guarding important files and records, backup copies in Hard Disc Drives(HDD) should be created and stored separately. Digitisation could be considered for archiving permanent records that are very important.
- For IT infrastructure, any one of the internationally accepted best practices for DMP could be adopted in addition to the Business Continuity Planning (BCP)¹⁸ guidelines given in “Information System Security Handbook for IA&AD”.

These guidelines are illustrative and not exhaustive. Therefore, other relevant factors if any, specific to the office may be taken into consideration while formulating the safety norms. DMC should conduct safety audit on half yearly basis and take corrective action if needed. HOD should monitor DMP through calendar of returns.

¹⁸*Business Continuity Planning (BCP is essential for the continuation of key business services, in the event of an unexpected occurrence which seriously disrupts the business process.*

FIRE SAFETY PRECAUTION

1. Administration should

- Conduct regular mock fire drills.
- Conduct an annual joint fire safety assessment exercise with CPWD along with Fire Services department.
- Post building evacuation plans and discuss them during mock fire drills.
- Include disabled employees in the fire emergency planning process.
- All escape routes should be marked with a signboard on the corridors and passage to guide during evacuation.
- Fire escape doors should be painted with fire resistant paints.
- As far as possible, plan and use fire resistant construction materials, hardware, paints wiring etc. while constructing, redesigning, renovation and upgradation of office buildings.
- Phase out old record to an alternate safe space other than office, if possible.
- Ensure that a team is trained to deal with fire incident for each floor.

2. If fire strikes, staff should

- Escape first, then call for help.
- Sound the alarm and call the fire department immediately or on Telephone No. 101, no matter how small the fire appears to be.
- Leave the area quickly, closing doors in order to contain the fire and smoke.
- If smoke or flame is encountered during escape alternative exit should be used. Heat and smoke rises, leaving cleaner, cooler air near the floor. If there is no knees, keeping the head 12 to 24 inches above the floor.
- Once outside, move away from the building, Never go back inside the building until the fire department permits it.
- Attack the fire with available equipment, without taking undue risk.

- Staff should know the escape routes, how to operate fire alarm and how to use first fire fighting equipments
- Lifts should not be used as a means of escape.
- Staff should not shout or run. This tends to cause panic.
- Fire hydrants should be clear of debris for easy access by fire department.

3. Help the firemen to help you

- Give way to fire engines to enables them to reach at the incident quickly.
- Don't park car/truck close to fire hydrants/underground static water tanks.
- Guide firemen to water sources i.e. tube wells, ponds, static tanks, etc. in case of fire.
- Do not hide any information concerning hazards in the premises and make this information known to all.
- Do not crown the fire accident site as it may hamper fire fighting and rescue operation.

4. Staff should know that

- Availability of fire fighting equipment in the premises do not prevent outbreak of fire. They help in minimizing losses due to fire if maintained and operated immediately, effectively and efficiently.
- Not informing Fire Service department about the fire incident is a cognizable offence.

5. Fire safety precautions against electricity

- Majority of fires are of electric origin on account of electric short circuit, overheating, overloading, use of nonstandard appliances, illegal tapping of electrical wires, improper electrical wiring, carelessness and ignorance etc.
- It can lead to serious fire and fatal accidents, if proper instructions are not followed.
- Such incidents can be minimized to a great extent if adequate fire precautions are observed.

6. Arson

- Follow your building's security measures and keep unauthorized people out of the building.
- Keep doors locked after office hours.
- Alleys and other areas around office building should be well lit.

7. Housekeeping

- Keep clutter out of halls, lobbies, alleys and other public areas.
- Keep waste paper, empty boxes, dirty rags, cleaning supplies, and other combustibles away from exits, storage areas and stairways.

8. Equipment and Appliances

- Leave space for air to circulate around heaters and other heat-producing equipments.
- Keep electrical appliances away from anything that might catch fire.
- Do not stack books, files or papers on top of computer monitors/servers/CPUs.
- Designate and employees to turn off or unplug all electrical appliances after office hours.

9. No Smoking zones

- Do not allow smoking in the workplace.
- Apply the same cautions to visitors and be alert to smouldering cigarette butts on furniture or in wastebaskets.

10. Do's and Don'ts

<i>DO'S</i>	<i>DON'T</i>
Use I.S.I certified appliances.	Don't use substandard fixtures, appliances.
Use fire resistant wires in construction, upgradation, renovation, modernization of office space.	
Use good quality fuses of correct rating, miniature	Never have temporary or naked joints on wiring.

<i>DO'S</i>	<i>DON'T</i>
circuit breakers and earth leakage circuit breakers.	
Use one socket for one appliance.	Don't lay wires under carpets, mats and doorways. They get crushed, resulting in short circuiting.
Switch off the electric supply of the fire affected areas.	Don't allow appliances cords to dangle.
Fuses and switches should be mounted on metallic cubicles for greater safety against fire.	Don't place bare wire ends in a socket.
Replace broken plugs and switches.	Don't meddle with electrical fixtures like plugs, wires switched and sockets.
Keep the electrical wires away from hot and wet surface.	Don't leave spray cans on or near heaters or in direct sunlight they could explode.
Switch off appliance after use and remove the plug from the socket.	Don't throw matches, cigarette ends or pipe ash into waster pipe baskets.
Keep the escape routes/staircases free of any obstructions.	Don't place oil lamps, agarbattis or candles on the floor or near combustible material.
Do regularly check with the help of CPWD, the load bearing capacity of the major electrical wires.	Don't plug too may electrical appliances in one socket.
Good housekeeping must be ensured. All receptacles for waste should be emptied at regular intervals.	Don't paint fire detector/sprinkler heads.
Faulty electrical appliances should be repaired/replaced immediately.	Don't overheat/overload the electric wires by putting additional electrical appliance like heaters/ Air Conditioners than actually permissible.
Switches and fuses should conform to correct rating of circuit.	Don't put electrical switched/points in the fabric separators of the modular furniture. Necessary fire safety measures shall be built in while planning installation of modular furniture.
Welding/cutting jobs should be carried out under strict supervision.	
Impart elementary fire fighting training to staff.	

HIRING OF OFFICE /RESIDENTIAL SPACE

- A. Assessment of office space requirements :
- Assessment of entitlement of office space or scarcity of office space for an office shall be assessed as per guidelines contained in Para 4.1.4 of this Manual.
 - Based on the above assessment of requirement of space, Non-Availability Certificate (NAC) from local Estate Manager of the Directorate of Estates, Ministry of Housing and Urban Affairs (MoHUA) / Central Public Works Department (CPWD) shall be obtained for hiring of office space on rent.
- B. **Hiring of private premises:**
- **Rent Reasonability Certificate / Fair Rent Certificate (RRC/FRC):** Rent Reasonability Certificate / Fair Rent Certificate shall be obtained from CPWD prior to hiring of space from private owner (In respect of Delhi from the Executive Engineer(LF), CPWD, Room No.338, A-Wing, Nirman Bhawan, New Delhi).
 - **Standard Lease Agreement (SLA):** Directorate of Estates, MoHUA has prescribed¹⁹ Standard Lease Agreement (SLA) for hiring of residential / non-residential space from private owners. SLA shall be strictly followed subject to the conditions detailed in the Administrative Approval of Headquarters' office.
- C. **Hiring of public premises:** The Directorate of Estates, MoHUA has clarified²⁰ that they have not devised any guidelines or Standard Lease Agreement for hiring of Public Property by Ministries/ Departments for their office requirement. Similarly, the requirement of 'Rent Reasonableness Certificate' from CPWD for

¹⁹ Vide OM No.16011/1/2000-Pol.III dated 03.09.2001

²⁰Vide OM No.16011/1/2011-Pol.III dated 18.02.2016

fixing the rent in respect of public property has also not been prescribed by the Directorate of Estates.

- D. Following procedure may be adopted for hiring of office space
- a. Assessment of requirement of office space/scarcity of office space (carpet area) as per procedure prescribed in the policy, finalization of other requirements, viz. furnishings, power back-up, etc.
 - b. Obtaining NAC from Directorate of Estates (for hiring of private office space in NCR)
 - c. Submission of proposal to Headquarters' office (Estates Wing) for 'in-principle' approval,
 - d. Finalization of Tender notice and bid documents as per 'in-principle' approval conveyed by the Headquarters' office,
 - e. Issue of advertisements for invitation of bids as per GFR,
 - f. Opening of Technical Bids and short listing of premises,
 - g. Site inspection of the shortlisted premises by a designated committee for assessing the suitability of the building/ premises as the conditions contained in the Bid Documents and further short-listing of the bids,
 - h. Opening of Financial Bids,
 - i. Reference of the matter to CPWD for issue of Fair Rent Certificate(s) /Rent Reasonability Certificate(s) for the shortlisted premises,
 - j. Acceptance of the owner(s) to accept the rent assessed by the CPWD,
 - k. Reference of the matter to Headquarters' office (Estates Wing) for Administrative Approval and Expenditure Sanction by the competent authority.

‘PARKING SPACE MANAGEMENT’

Offices facing shortage of parking space in office building/premises shall allot parking slots in the manner prescribed in this Appendix.

- Separate parking space for four wheelers and two wheelers shall be earmarked,
- Parking slots in four wheelers parking and two wheelers parking, as the case may be, shall be reserved for the following in the order of priority given below:
 - I. HODs, GOs and Welfare Officers.
 - II. Staff Car(s) and hired Inspection Vehicles,
 - III. Specially abled employees (at locations which are easily accessible viz. near lift, ramp, etc.)
 - IV. Visitors (two slots only in four wheeler parking)
 - V. Other officers /staff who are required to attend office on odd hour’s viz. officials posted in Administration, House Keeping, etc. (subject to the condition that total reserved parking does not exceed 15% of all available parking slots)
 - VI. Officers/staff using electric vehicles (four wheelers and two wheelers) shall be provided reserved parking (subject to the ceiling that total reserved parking does not exceed 20% of all available parking slots)
 - VII. Reserved parking slots under category (V) and (VI) shall be reviewed on six monthly basis.
- Entry to unreserved two wheeler parking space shall be in the following manner:
 - 20% of the unreserved parking slots shall be available for women employees on ‘First Come First Served’ basis.

- Other parking slots (other than reserved and women quota) shall be open for all - on 'First Come First Served' basis.
- Entry to unreserved four wheeler parking space shall be in the following manner:
 - Users of unreserved parking slots may be categorized as (A) Vehicle pooled by three or more employees; (B) Vehicles pooled by two employees; (C) Women employees (D) Others.
 - Allocation of four wheeler parking slots (percentage of unreserved parking or exact number) among above four categories shall be done on six monthly basis. For this purpose, applicants shall be asked to apply under above four categories and number of unreserved parking slots for each category shall be allocated proportionate to the number of beneficiary employees.
 - Example:

✓ Available unreserved four wheeler parking slots – X

Categories	Category-A (3 or more)	Category-B (2)	Category-C (1)	Category-D (1)
No. of applications	a	b	C	d
Total number of employees covered	3a (atleast)	2b	C	d
Proportion of unreserved parking space allotted to each category**	$\frac{X * 3a}{(3a+2b+c+d)}$	$\frac{X * 2b}{(3a+2b+c+d)}$	$\frac{X * c}{(3a+2b+c+d)}$	$\frac{X * d}{(3a+2b+c+d)}$

**Limited to original number of applications received for each category.

- Offices may allow more number of parking slots to officials using pooled Vehicles to encourage more employees to start vehicle pooling.
- Admission to car parking space for each category – on first come first served basis.

ALLOTMENT OF IA&AD POOL ACCOMMODATION

- Allotment system of IA&AD pool accommodations would be automated. Assessment and advertisement of vacancy of quarters, Invitation of applications, verification of applications by concerned DDOs, preparation of priority list and allotment of vacant quarters would be made on monthly basis as per provisions of 'Allotment of Govt. Residences (IA&AD) Rules, 2021'.
- The online Estate Application for allotment of houses shall be linked to database of IA&AD pool accommodation. Real-time availability of information of occupied quarters/hostels (eligible / ineligible / higher than entitlement / lower than entitlement / unauthorized occupants, Associations/ Societies/ CPWD / CGHS/ Shops/ etc.), vacant quarters (habitable / uninhabitable / under-repairs, etc.), alternate usages (Transit House, Storage of Records, etc.) shall be available to the concerned Estate Managers and to the Headquarters' office on real-time basis.
- The data may be used by the Headquarters' office for deciding estate related issues or for formulating station specific estate policy(s). The database may also be used by Works and Projects Wing of HQ for formulating nationwide priority of works for creation of secondary and tertiary level infrastructure.

GUIDELINES FOR UTILISATION OF VACANT QUARTERS

1. In supersession of existing guidelines for usage of vacant quarters²¹, following Guidelines are issued for utilisation of vacant quarters in IA&AD residential colonies:

A. Vacancy: In case adequate number of quarters are lying vacant and "where there is NIL waiting list for allotment of quarters of a particular type and there is no possibility for situation of waiting list to emerge during the next six months" (taking into account planned recruitments, promotions, transfers, deputations, superannuation, etc.) the vacant quarters can be allotted to ineligible persons in terms of the following guidelines:

B. IA&AS pool accommodation:

For vacant quarters in this pool, the Estates Officers may utilize for allowing retention or allotment to ineligible IA&AS officers on payment of Standard Licence Fee in following order of priority:

- i. Retention by an officer who goes on deputation from an IA&AD office to an ineligible office/organisation within the same station.
- ii. Allotment to officers posted on deputation to an ineligible office/organisation at the station (where the IA&AD colony exists).
- iii. Retention by officers on their transfer posting/deputation outside the station.
- iv. In case there is no vacancy in the allotted/entitled type of accommodation (cases covered under sl. no. i to iii above), a lower type of accommodation in the IA&AS pool (IA&AS pool – Type IV and V), in the same order of priority.

²¹Headquarters' office circular No.184-Estates/03-2009 dated 26.06.2009 and all other station specific instructions issued to IA&AD Estate Managers for utilisation of vacant quarters.

Allotment to officers of other department

- v. IA&AS pool Quarters still lying vacant may be allotted to officers of other Departments/Ministries or State Govt. Departments/etc. on payment of Standard Licence Fee, if they are eligible for that type of quarter in terms of their pay scale.

C. General IA&AD Pool Residential Accommodations: The Estates Officers may consider demolition of old, unoccupied/unfit quarters or quarters that are lying vacant due to bad state of repairs, with the approval of Headquarters' office. If quarters have outlived their prescribed life, the process for their demolition as per rules may also be initiated. The space created as a result of such demolition may be used for construction of higher type of quarters or common facilities like recreation halls, community halls, badminton courts, etc. as per guidelines contained in this policy. Vacant quarters that are fit for use may be utilized by the Estate Officer in the following order of priority:

- i. Feasibility of altering/combining smaller quarters to make them bigger in size (higher category) may be examined to improve their demand/utilisation.
- ii. **Alternate use:** Following guidelines are issued for alternative use of IA&AD pool quarters lying vacant:
 - a. **Alternate use only in cases where there is no waiting list:** Residential Accommodations in IA&AD Colonies are meant for allotment to eligible IA&AD employees and any alternative use (Guest House, Holiday Homes, Storage of Records, Allotment to Co-operative Societies / Stores, Allotment to Clubs /Associations, CPWD Civil/Electrical offices, etc.) should be allowed only if there is vacancy of quarters, as defined in these guidelines.
 - b. **Lower types of quarters:** Only lower types of quarters (preferably Type-I) should be allocated for alternative purposes including for allotment to CPWD office purposes, Clubs, Associations, etc.

- c. **Storage of Records as per MoHUA norms:** As per MoHUA norms²² 1 sq. ft. space is admissible for storage of 20 recorded files. Estate Officers should follow this norm strictly while allocating vacant residential quarters for storage of records to an office (space available in the office premises plus the total carpet area of the Quarters allocated for the purpose) should not be more than the entitlement.
- iii. **Retention by IA&AD staff on short term posting to branch offices:** Ineligible IA&AD staff posted to the branch offices (with main office at station where the IA&AD colony exist) for limited period and are likely to be posted back to an eligible office at the station (in terms of an approved transfer policy) may be allowed retention for the duration of their deputation/posting on payment of Standard Licence Fee.
- iv. **Retention by IA&AD staff that goes on deputation to an ineligible office/organization within the station:** Ineligible IA&AD staff, who go on deputation from an IA&AD office at the station to an ineligible office/organization within the same station, may be allowed retention on payment of two times Standard Licence Fee.
- v. **Allotment to IA&AD staff posted on deputation to an ineligible office at the station:** Ineligible IA&AD staff who are posted on deputation to an ineligible office/organization at the station (where the IA&AD colony exists) may be allotted accommodation on payment of two times Standard Licence Fee.
- vi. **Retention by IA&AD staff on transfer posting/deputation outside the station:** IA&AD staff on their transfer posting/deputation outside the station (not covered under sl. no. iii and iv in above priority), may be allowed retention on payment of two times Standard Licence Fee.
- vii. **Allotment of higher/lower type of quarters to IA&AD staff:** Quarters still lying vacant may be allotted in the following priority:

²²issued vide OM No.11015/1/98-Pol.1 dated 16th March 2017

- a. Allotment to willing IA&AD staff eligible/entitled for lower type, on payment of Standard Licence Fee applicable to the allotted type of quarter. The allotment may be made one type higher than the entitlement of the employee.
 - b. Ineligible IA&AD staff willing to retain accommodation at the station where there is no vacancy in the allotted type of accommodation (cases covered in S. No. iii, iv and vi above) may be allotted lower type of accommodation subject to availability of the same on payment of Standard Licence Fee applicable to the allotted type of quarter.
- viii. **Allotment to staff of other Departments/ Ministries/State Govt./etc:**
Quarters still lying vacant may be allotted to.
- a. staff of departments who render service to our Department viz. CPWD, CGHS.
 - b. staff of other departments, other than (a) above.

D. Priority date: A unified waiting list of all the ineligible applicants (retention beyond permissible period and allotment of accommodation) shall be prepared by Estate Officer based on the above 'order of priority'. The priority date within a category shall be decided based on the respective seniority of the applicants, to be decided as per provision of IA&AD Allotment Rules.

E. However, in these cases allotments may generally be made ensuring that some quarters remain vacant to meet the emergent demands. Such number may be decided by the Estate Manager.

F. Maximum period of retention/allotment: The maximum period of retention of accommodation allowed under the above guidelines will be two years, including the period of concessional retention allowed under 'Allotment of Govt. Residences (IA&AD) Rules, 2021'. Similarly, for all allotments made to ineligible persons, under the provisions of the above guidelines, would also be limited to two years from the date of allotment of the accommodation.

G. Certificate and undertakings for allotment/retention in relaxation of rules:

All cases of allotment/retention requiring relaxation of the "Rules for Allotment of Govt. Accommodation in IA&AD" may only be considered if the applicant undertakes to vacate the accommodation within one month of issue if eviction notice by the Estates Officer, failing which Damage rent would be charged on him/her.

H. Half yearly report on allotment/retention of accommodation: All Estates Officers are to furnish a Half Yearly Report (in January and July every year) on the allotments/retention allowed to 'ineligible persons' in compliance of these guidelines through online system.

I. Eviction of quarters: The eviction order would be issued by the Estates Officer in the reverse of the 'order of priority' as detailed below, if need for the quarters arises. Within a category, the eviction notice shall be issued first to officer/staff having latest priority date.

IA&AS Pool residences	Non-IA&AS Pool residences
Officers of other departments/etc.	Staff of other departments (other than who render service to IA&AD)
IA&AS officers posted outside the station on transfer/deputation	Staff of other departments who render service to IA&AD viz. CPWD, CGHS.
IA&AS officers posted in an ineligible office/organisation within the station, where the colony exists.	IA&AD staff posted outside the station on transfer/deputation.
	IA&AD staff on deputation to ineligible office/organisation within the station (where colony exists)
	IA&AD staff on short term posting to ineligible IA&AD offices

2. Approvals under these guidelines:

- a. Respective Estates Managers in IA&AD are delegated the authority for allotment/allowing retention to ineligible persons as per the above guidelines.

However, such allotments and retentions allowed shall be reviewed by the Estate Officer every year to check the compliance of the above guidelines.

- b. At stations where quarters are proposed to be utilized for alternative purposes viz. Storage, Guest House, recreational purposes, etc., or it is proposed to demolish the inhabitable quarters with a view to use the vacated land for alternative purposes as prescribed in these Guidelines, prior approval of Headquarters' office would be required to be taken by the Estate Officer.
- c. Cases of retention/allotment which are not covered under above Guidelines may be referred by the Estate Manager to Headquarters' office along with their recommendation and relevant details for further decision. Such cases are to be considered by Estate Officers for referring to Headquarters' office only in exceptional circumstances like medical emergencies, etc.

***DEPARTMENTAL TRANSIT HOUSE
(INDIAN AUDIT & ACCOUNTS DEPARTMENT) RULES, 2021***

1. Following rules are issued in supersession of 'Departmental Guest House (IA&AD) Rules, 1982' and may be called the Departmental Transit House (IA&AD) Rules, 2020.
2. They shall come into force on the day of publication of this document.
3. In these rules, unless the context otherwise requires:
 - (a) "Transit House" included Guest House, Inspection Bungalows, Inspection Quarters, Holiday Homes and Rest Houses set up in the IA&AD.
 - (b) "Competent Authority" means the Head of Department in the IA&AD in whose jurisdiction the transit house lies.
4. The Transit Houses will be directly under control of the Estate Officer or the Head of office-in charge of the buildings in which they are situated or any such other officer as may be nominated by the Head of the Department.
5. Gazetted Officers and staff of the IA&AD may occupy the guest houses while on official tour.
6. Officers of the Central Govt. /State Governments and local administrations may also be permitted by the competent authority to occupy the transit houses when these can be spared without inconvenience to the personnel of the IA&AD. But their stay will be limited to a maximum period of ten days at a time. The transit houses occupied by these officers will have to be vacated at 24 hours notice if required by the officers of the IA&AD on duty.
7. No one is permitted to occupy the Transit House situated at his own Headquarters except that when an officer of the IA&AD is transferred to or from a station or is returning from long leave to a station where there are transit houses, he may occupy those for a period not exceeding 7 days, provided in the case of officers returning

from long leave, the transit house is not required by any other officers of the IA&AD on Govt. duty. The period of seven days may, however, be extended with the prior approval of the competent authority.

8. Personnel of the IA&AD who are on leave or who have retired from service in IA&AD may occupy the transit house for a period not exceeding 7 days so long as this is not required by departmental officers on tour in their official capacity. The transit house so occupied will have to be vacated at 24 hours notice if required by the departmental officers on duty. The period of seven days may however be extended with the prior approval by the competent authority.
9. The rates of rent per day or part thereof in the Transit Houses under IA&AD will be as follows:

Type of accommodation	IA&AD Personnel (on duty)	IA&AD Personnel (on transfer/ not on duty/ retired persons)	Near relations of the IA&AD personnel and officers of other government departments
Dormitory (per bed)	Free	100	200
Single bed Room	Free	170	320
Double bed Room	Free	230	430
VIP Suites	Free	600	1200

Note:

- (i) The above rates will be charged for the single/double bed room or as the case may be and not per head.
- (ii) For every additional person exceeding 12 years of age, all inclusive rates will be increased by 50%.
- (iii) These rates are not applicable to RTIs/other training centres.
- (iv) The rates shown above are inclusive of the charges for Air-conditioners, Heater, Geyser and Quilt/Blanket etc.
- (v) In case, the Air-conditioners are not fitted in the transit house, 10% of the proposed rate will be discounted.

- (vi) In case an IA&AD employee (serving /retired) applies for booking of only one Room/Suit and visitors' combination includes IA&AD employee as well as his/her near relative, then the IA&AD employee is required to pay charges as applicable to him/her. However, in case the booking is only for the near relative of the IA&AD employee, then the near relative is required to pay room rent applicable to their category.
10. Applications for occupation of transit house should ordinarily be sent to the officer in charge at least seven days prior to the dates on which the transit houses are required.
 11. In case there are two or more persons requiring transit houses for the same or overlapping periods, the accommodation will be reserved for officers/staff strictly according to the priority of receipt of applications irrespective of rank. In case, where requisitions are received at the same time from two officials for the reservation of transit house, priority should be given to the senior officer.
 12. A register will be kept at the transit house in which all the occupants shall be required to enter the names, designations, headquarters, residential address, date and time of arrival and departure, rent due and paid etc.
 13. The occupants who are required to pay rent, shall pay rent in cash without fail, to the officer-in charge, the rent and other charges due, before they vacate the transit house. For the purpose of recovery of rent, a caretaker or watchman may be authorized to collect the rent and other dues if any which will be duly brought to account by the officer-in charge every month. In case of failure on their part to do so, it should be brought to the notice of the competent authority. A note should be made by the officer-in charge in the register showing the date of remittance of money to Government account.
 14. The officer-in-charge should also maintain a list of furniture and other articles in the transit house and a copy thereof should be displayed in the rooms.
 15. Persons occupying the transit houses shall be responsible for any damage caused by them to the buildings, fittings, furniture etc. No part of transit house should be used for any other purpose for which it is not intended.

16. The register maintained by the officer-in-charge of the transit house should be put up monthly to a gazetted officer nominated by the competent authority. It will also be subject to scrutiny during their visit to the station for inspection purposes.
17. The stock of furniture, utensils, fittings, crockery, cutlery etc. should be physically verified on 1st April every year.
18. All complaints regarding transit houses should be addressed to the competent authority.
19. These rules should be prominently exhibited in the transit houses for the information and guidance of occupants.
20. The competent authority shall issue such administrative instructions as considered necessary for proper administration, maintenance and up keep of the transit house.
21. Consequent on the coming into force of these rules, the 'Departmental Guest Houses (IA&AD) Rules, 1982' shall stand repealed.
22. Any damage to furniture, crockery, fixture or fittings caused by a guest shall be charged separately in addition to the rent. In case of dispute, decision of the Head of the Department shall be final.
23. Electricity points (lights, fans, air conditioners, geyser etc.) should be switched off when the room is not in use to conserve energy and also to avoid any fire.
24. Person suffering from infectious or contagious disease should not be allowed to occupy the rooms in the transit house.
25. Cooking and intoxicating is strictly prohibited in the rooms of Transit House. Cooking of food is permitted only in kitchen.
26. Catering facility: The catering charges wherever available will be settled by the guests with the caterer of the Transit House/housekeeping staff directly before check-out.

27. Disclaimer: There is no provision for refund of booking charges even if the rooms/suits remain unutilized or vacated early by the applicant. Claim of Charge back will not be considered/ allowed.

MONTHLY PROGRESS REPORT ON MINOR/CAPITAL WORKS

Sanctioned under MH: 2016 (Minor Works), MH: 4059 (Capital Outlay on Public Works) and MH: 4216 (Capital Outlay on Housing)

Name of office:

Fortnight ended:

Sl. No.	Name of work	Reference no. and date of AA&ES	Amount of sanction	Budget allocation till end of previous financial year	Budget allocation during current financial year	Cumulative Budget allocation till end of month	Amount of LOA issued to CPWD with date	Date of award of contract	Amount of contract	Scheduled date of completion as per contract	Expenditure Booked by CPWD till end of previous financial year	Expenditure Booked by CPWD during current financial year	Cumulative expenditure Booked by CPWD till the end of current month	Present physical progress of work (in %)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
A.	MH:2016 (Minor Works):														
B.	MH: 4059 (Capital works on Public works- IA&AD Grant):														
C.	MH: 4216 (Capital Outlay on Housing – IA&AD Grant):														
D.	MH: 4059 (Capital works on Public works- MoHUA Grant):														
E.	MH: 4216 (Capital Outlay on Housing – MoHUA Grant):														
F.	Sanctions issued by HoD under their delegated powers:														
G.	PEs pending for approval with Headquarters:														

Instruction to fill the return:

1. Incomplete/Partially Field return will not be accepted.
2. Do not fill text in columns meant for figures.
3. Fill all figures in rupees only without rounding off. Do not place Rs, coma, /- etc. with figures. Instead of "nil" use "0".
4. Date must be in DD/MM/YYYY format only.
5. Remarks must be in relation to progress of work only. Other request should be sent separately.
6. The works completed in the previous financial year should not reflect in the current report. However, the work sanctioned and pending for execution should be included invariably stating reasons for its non-execution.

MONTHLY PROGRESS REPORT

Name of office:

Month ended:

Sl. No.	Name of work	Reference no. and date of AA&ES	Amount of sanction	Budget allocation till end of previous financial year	Budget allocation during current financial year	Cumulative Budget allocation till end of month	Date of award of contract	Amount of contract	Scheduled date of completion as per contract	Expenditure Booked by CPWD till end of previous financial year	Expenditure Booked by CPWD during current financial year	Cumulative expenditure Booked by CPWD till the end of current month	Present physical progress of work (in %)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15