

From

Financial Commissioner & Principal Secretary to Govt.
Haryana, Higher Education Department, Chandigarh

To

Principals,
All the Govt. Colleges of Haryana,

Memo No3/33-03 Works(2)
Dated, Panchkula. 14/10/10.

Subject:- Guidelines for Repair/Renovation/Extension works to be undertaken by the committee under the Chairmanship of Principal.

In order to expedite the process of strengthening the infrastructure in Government Colleges, it has been decided by the Govt. that the Repair/Renovation/Extension works costing upto Rs. 20.00 lac will be undertaken by the Principals on the following conditions:

1. The Committee given as under is authorized to incur expenditure to the extent of the sanctioned fund on the works of Repair/Renovation/Extension identified by it.

1.	Principal	Chairman
2.	Two Senior most lecturers	Members
3.	Accountant and Bursar	Member
4.	Technical Consultant	Member
5.	XEN/SDO from Local PWD B&R	Member

2. The technical consultant can be an individual/firm with expertise in Engineering and/or Architecture. The choice of consultant should be made as per need. Retired Engineers/Architects from Govt. Departments may be considered for this job.
3. The role of Committee is to ascertain and identify the Repair/Renovation/Extension work to be taken up on the basis of requirement and physical condition of the existing infrastructure in the college. The proposal for all such works prepared on the basis of physical condition of the building/structure should be supported by photographs of the building/portion to be repaired. The aforesaid Committee is empowered to approve the work on the basis of drawings and estimates prepared by the technical consultant.
4. The consultant will be responsible for preparation of drawings in consonance with the existing architecture of the building and preparation of Estimates which should include the electrical and public health work without which no estimate will be considered. However, the work related to public health should be reflected in the estimate separately. Structural designs should be made carefully to ensure the safety of the building.
5. **It should be ensured that the estimate should be to the extent possible realistic in order to avoid large scale variations from the actual cost.**
6. The Committee shall approve the estimate of the proposal. The presence of XEN local PWD B&R is mandatory at the time of approval of estimate. Further, the structural safety of Repair/Renovation/Extension works will be examined and certified by the Committee.

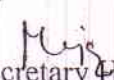
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7. The Principal will submit the proposal to the department detailing the scope of work, rough cost estimate, report regarding structural safety, full justification of the work and time duration expected for completion of work. Principal should also give the detail of on going work, if any alongwith committed liabilities.
8. The technical consultant will supervise the entire work until its completion and thereafter will issue a certificate to the effect that the work has been executed as per specifications.
9. The technical consultant will maintain Measurement Book of the work and the payment will be made on the basis of the progress as per the Measurement Book.
10. The technical consultant will be paid consultancy fee on the basis of quantum of work to be undertaken as categorized below:-

a) For work costing up to Rs. 1.00 lac	Up to Rs. 5000/-
b) For work costing >Rs. 1.00 lac upto 5.00 lac	@3% but not exceeding Rs. 15000/-
c) For work costing > 5.00 lac upto 10.00 lac	@3% but not exceeding Rs. 25000/-
d) For work costing > 10.00 lac upto 15.00	@ 2 ½ % but not exceeding Rs. 32,500/-
e) For work costing >Rs. 15.00 lac upto 20.00	@ 2 ½ % but not exceeding Rs. 40,000/-

11. As per prevailing instructions of PWD B&R the tenders are to be invited only for the work exceeding Rs. 5.00 lac. The draft for inviting tenders may be procured from the local PWD B&R office. While inviting tenders the Principals should follow the existing practice/instructions of PWD B&R..
12. Norms and procedure of PWD B&R should be followed as far as possible.
13. The work will be executed only on Through Rate basis and not through Labour Rate.
14. The work costing only upto Rs. 20.00 lac can be undertaken by this committee and it should not exceed this limit in any case.
15. After the approval of the Department, the amount will be released to the concerned principal's account by the local XEN.
16. Monthly/ quarterly progress report will be sent to the Higher Education Commissioner, Haryana, Panchkula.

It may be ensured that these guidelines are strictly complied with. Any breach in guidelines will be viewed seriously.


 Deputy Secretary Higher Education
 for Financial Commissioner & Principal Secretary to Govt.
 Haryana, Higher Education Department, Panchkula

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From

Director General Higher Education,
Haryana, Panchkula.

To

Principals.
All the Govt. Colleges in the state of Haryana.

Memo No. 3/33-03 works (2)
Dated: Panchkula the 29/3/12.

Subject:- Guidelines/instructions regarding execution of repair works/ new construction up to Rs. 20.00 lac by the Principals of Govt. Colleges under Strengthening and Maintenance of Infrastructure Scheme.

Kindly refer to this office letter No. 3/33-03 W(2) dated 14.10.10 on the subject cited above.

In this connection it is intimated that some amendment has been made regarding point No. 1 only in the guidelines /instructions issued vide dated 14.10.10 for the execution of repair work/ new construction upto Rs. 20.00 lac by the Principals of Govt. Colleges under Strengthening and Maintenance of Infrastructure Scheme.

Now the condition No. 1 will be as under:-

The committee given as under is authorized to incur expenditure to the extent of the sanctioned fund on the works of Repair/Renovation/Extension identified by it.

1	Principal	Chairman
2	Two Associate professors	Member
3	Accountant and Bursar	Member
4	Technical consultant	Member
5	XEN/SDO from Local PWD B&R	Member

The action may be taken accordingly

S.P. Singh 26.3.12
Joint Director Colleges-II
for Director General Higher Education,
Haryana, Panchkula.

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29/3/12