



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

Council of Scientific & Industrial Research

अभियांत्रिकी सेवा प्रभाग

ENGINEERING SERVICES DIVISION

अतुल कुमार गोयल

मुख्य अभियंता

Atul Kumar Goel

Chief Engineer

No.11-1(2)/CSIR-ESD/2016-Engg.

08.03.2017

The Directors of all National Labs./ Instts.

Sub: Procedure for obtaining clearance of Preliminary estimates from ESD, CSIR for getting Administrative Approval from the Competent Authority.

Sir,

The guidelines/ procedures which are required to be followed at different stages of processing of proposals related to works by all National Labs./ Instts. were formulated by the Committee constituted by DG,CSIR. The recommendations of the committee duly approved by DG,CSIR were conveyed to all National Labs./ Instts. by ESD vide its letter of even number dated 18.08.2016.

It has been observed that ESD is receiving work proposals from various Labs./ Instts. without following these guidelines/ procedures. Therefore a need has been felt to re-circulate these guidelines/ procedures. All the Labs./ Instts. are required to follow the following guidelines/ procedures for obtaining approval of the competent authority:

- 1) The lab will submit the proposal for 'in principle' approval for works giving details of requirement/ justification, tentative plinth area of construction, tentative cost, time outlay for the project, source of funding etc. as per the checklist prescribed. (**Annexure A**).
- 2) On receipt of the 'in-principle' approval, the laboratory may proceed for detailed planning of the Project by utilizing the available resources or by engaging PMC/Consultants etc in accordance with CSIR guidelines on the subject.
- 3) A preliminary estimate may be prepared and endorsed by the Engineer duly vetted and signed by the Finance Officer, and submit it to the ESD along with mandatory documents as prescribed in **Annexure B** and furnish certificates as per **Annexure C** after the approval of Director/ Management Council (to be submitted in duplicate).
- 4) ESD will send acknowledgement of receipt of the proposal immediately within **three days**.

- 5) ESD will convene the Engineering Apex committee meeting once in a month to consider the proposals depending upon the cases.
- 6) ESD will study and examine the proposals within a time limit of three weeks and submit it to IFD for their concurrence. In case of discrepancies / shortcomings in the proposals, the same may be communicated to labs within two weeks by ESD before sending it to IFD. IFD shall clear the proposal within two weeks time.
- 7) ESD will follow up proposals and clear it within one week of the receipt of revised/ edited proposal and forward the same to IFD for concurrence.
- 8) In case of observations/ objections of IFD, the same may be examined by ESD within three days, & if necessary, the clarification/ necessary information be sought from the labs within one week otherwise ESD shall resubmit the proposal with necessary clarification/ information to IFD for concurrence within one week.
- 9) After getting the concurrence of IFD, ESD will submit the proposal to the competent authority within three days and approval will be conveyed immediately to the labs.
- 10) ESD shall monitor the works being carried out by Labs/ Institutes by way of obtaining reports on progress of works and actual expenditure thereof on monthly basis in the enclosed format (**Annexure – D**).

This supersedes the letter no.11/33/95-Engg. dated 20.01.99 vide which guidelines were issued on "Procedure of clearing Preliminary Estimates from ESD, CSIR for getting Administrative approval from the competent authority".

Yours sincerely



(Atul Kumar Goel)

Encls: Annexure A, B, C, D

ANNEXURE -A**FORMAT FOR 'IN PRINCIPLE' APPROVAL & ITS CHECKLIST**

DESCRIPTION		Yes	No	Remarks, If Any
1.	Justification/ requirement of proposal			
2.	Tentative Cost of the project (Floor Area=)			
3.	Source of funding.....			
4.	Availability of land for construction and its feasibility.			
5.	All major services required like HVAC, BIMS, Furniture, Central Gas Services, Access Control etc.			
6.	Requirement of PMC/ consultants/ Architect Engineer, if needed			
7.	Preparatory works like construction of access road/ shifting of Ht-LT line/ tree cutting permission/ construction of boundary wall with gate and guard room/ setting up of temporary office with water & electricity, watch & ward/ transport required or not			
8.	Geo-Technical test required or not if yes then it can be done at Lab level			
9.	Availability of power, water & external services			
10.	Any other work, if required.			

Note: 1.Tentative annual maintenance cost of infrastructure facility.....

2.This Format should be sent with the approval of Director

Dated:



Signature of Engineer Concerned

Name.....

Designation.....

Name of the Lab.....

E.MAIL id.....

Contact No.....

ANNEXURE - B

List of Documents required to be enclosed along with
Preliminary Estimates for approval

Sl. No.	Description	Whether enclosed			Remarks
		YES	NO	N/A	
1.	Copy of 'in principle' approval				
2.	Scope of work				
3.	Preliminary Estimate documents in support of cost index applicable on CPWD PAR.				
4.	Concept of construction, i.e. the scheme in general along with all floor layouts/ all side elevations / cross sectional drawings (in 1:100 scale) to understand the projects/ buildings				
5.	Soil investigation report				
6.	Details of specifications and special features, with the back-up details to support the quantities of additional items of works, which are not covered in CPWD PAR (such as furniture HVAC etc.) including market rate analysis.				
7.	Time schedule for completion of the project and budgetary requirement year wise.				
8.	Detailed Project Report (DPR) for large/ specialized projects (More than Rs. 10 crore)				
9.	Signed copy of Annexure-C				



Signature of Engineer Concerned

Name.....

Designation.....

Name of the Lab.....

Dated:

ANNEXURE - C

**List of Items/ Issues required to be taken into account while
preparing Preliminary estimates**

Sl. No.	Description
1.	FAR ground coverage as per local by-laws may be seen.
2.	Topography of the area may be kept in mind at the time of planning.
3.	Water analysis/availability of water may be checked.
4.	Wherever applicable, documents for Municipal approvals relating to the proposed works. Confirmation that the project is permitted under the local municipal bylaws/rules and clearance from all the angles have been obtained from the appropriate authority for taking up the project.
5.	The preliminary estimate should be signed by Engineer & duly vetted by Finance Division of the Institute.
6.	While preparing the Preliminary Estimate the features like Green Building, GRIHA registration, STP, ETP, RWH etc. may be considered, if required.
7.	Services i.e. design & details UPS, LAN, surveillance/ CCTV, Solar power/solar water heating system, BMS, Access Control System may be considered, if required.
8.	Provision of Lift, HVAC, DG Sets etc. may be made, if required.
9.	Space for services may be considered, if necessary.

It is certified that above points have been examined / taken into account and necessary approvals/ clearances have been obtained by the Lab./ Instt. from the respective authorities wherever it is necessary.



Signature of Engineer Concerned

Name.....

Designation.....

Name of the Lab.....

Dated:

PROFORMA FOR MONTHLY PROGRESS OF WORKS (F.Y. 2016-17)

Annexure-D

Name of Laboratories :

Budget Head : P-50 (Works & Services)

1	2	3	4	5	6	7	8	9	10	11	12
S.no.	Name of work	Date of Admn. Approval/sanction of Work	Date of Release of funds from HQ.	Source Of Funding	Date of Award of Work	Date of Likely Completion of Work	Awarded value of work (Rs.)	Expenditure Incurred till date (Rs.)	Physical Progress of work (%)	Financial progress of work (%)	Remarks

Budget Head : P-702 (Staff Quarters Capital)

S.no.	Name of work	Date of Admn. Approval/sanction of Work	Date of Release of funds from HQ.	Source Of Funding	Date of Award of Work	Date of Likely Completion of Work	Awarded value of work (Rs.)	Expenditure Incurred till date (Rs.)	Physical Progress of work (%)	Financial progress of work (%)	Remarks
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Budget Head : P-06 (Maintenance)

S.no.	Name of work	Date of Admn. Approval/sanction of Work	Date of Release of funds from HQ.	Source Of Funding	Date of Award of Work	Date of Likely Completion of Work	Awarded value of work (Rs.)	Expenditure Incurred till date (Rs.)	Physical Progress of work (%)	Financial progress of work (%)	Remarks
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Budget Head : P-701 (Staff Quarters Maintenance)

S.no.	Name of work	Date of Admn. Approval/sanction of Work	Date of Release of funds from HQ.	Source Of Funding	Date of Award of Work	Date of Likely Completion of Work	Awarded value of work (Rs.)	Expenditure Incurred till date (Rs.)	Physical Progress of work (%)	Financial progress of work (%)	Remarks
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