

INDIAN COUNCIL OF MEDICAL RESEARCH  
ANSARI NAGAR, NEW DELHI

No.AA-VI/Capital Works Advisory Committee/2020

Dated:06.08. 2020

OFFICE MEMORANDUM

It is decided by the Competent Authority of ICMR that there shall be a Capital Works Advisory Committee (CWAC) and Capital Works Monitoring Committee (CWMC) at every Institute / Centre level, with the following composition. Henceforth all the Capital work proposals and Maintenance work proposals shall be placed before these Committees respectively for their periodical review and recommendations, before conveying the Administrative Approval and Expenditure Sanction and Execution of the works. The proposals beyond the powers of Director / Director-in-charge shall be forwarded to ICMR for financial concurrence and approval.

**(A) Capital Works Advisory Committee (CWAC)**

- a. Chairperson :- External Expert  
(Engineer - in service or retired from Central/State Govt. / PSUs at level 14 and above of 7<sup>th</sup> CPC).
- b. External Members :-  
1. Civil Engineer  
2. Electrical Engineer  
3. Mechanical Engineer  
4. Architect  
5. Expert of the subject (Animal House / BSL / Repository etc)  
(In service or retired from Central/State Govt. / PSUs not below the level 11 of 7<sup>th</sup> CPC).
- c. Internal Members :-  
1. Director / Director-in-charge  
2. Scientist-F and above  
3. Sr A.O / A.O / Jr. A.O / S.O  
4. Sr ACO / ACO / Jr. ACO / SO (Accounts)  
5. Technical Officer (Engg. Support)  
available in the Institute – Member Secretary
- d. Invitees - Representatives of the Executing Agency.

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**(B) Capital Works Monitoring Committee (CWMC)**

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|---|------------------|
| 1. Senior Scientist of the Institute (At least Scientist - F level) : | Chairperson      |
| 2. Any two among the External Experts of CWAC :                       | External Members |
| 3. Sr A.O / A.O / Jr. A.O / S.O of the institute :                    | Internal Member  |
| 4. Sr ACO / ACO / Jr. ACO / SO (Accounts) of the Institute :          | Internal Member  |
| 5. Technical Officer (Engg. Support) available in the Institute :     | Member Secretary |
| 6. Invitees - Representatives of the Executing Agency.                |                  |

The above committees shall be formed with the approval of the concerned Director / Director -in-Charge of the Institute.

- a. Each nominated expert will have a maximum term of three years, unless the same is extended for justified reasons, by the Director/Director-in- Charge.
- b. The CWAC shall meet at the office of the Institute concerned, at least twice a year or as and when urgent works have to be considered and record the proceedings. This Committee shall endeavor to consider each of the proposals from the concept formulation, planning, phasing, execution, final completion of work and the submission of Statement of Expenditure, Completion Certificate by the executing agency and handing over taking over the work.
- c. The CWMC shall meet at the office of the Institute concerned, at least once in a month or as and when urgent works have to be considered, to review the progress of each work awarded and record the proceedings. The Committee shall also review the financial progress of each work along with the physical progress and submit report in the format of ICMR.
- d. Quorum of each such meeting shall be 2/3<sup>rd</sup> of the composition of external members. In case of pre-occupation of Chairperson, the senior most member of the Committee shall act as Chairperson.
- e. If required, additional external expert of a specialized field may be invited in the meeting by the Institute / Centre.
- f. External expert shall be paid honorarium per sitting as per ICMR rules.

**Roles and responsibilities of Capital Works Advisory Committee.**

1. To advise Execution Agency for planning and designing of capital works.
2. To advise Execution Agency in the preparation of conceptual architectural drawings in respect of the work of construction of laboratory buildings and other infrastructure facility buildings.
3. To assist Execution Agency in developing the conceptual architectural drawings into working architectural drawings.
4. To give suggestions for planning and designing of specialized laboratory buildings ( Bio-safety lab buildings) .

*Signature*  
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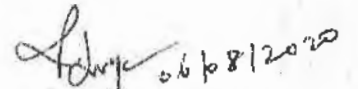
5. To give recommendations regarding scope and specifications of capital works.
6. To assist Execution Agency in freezing of the architectural planning of the capital works.
7. To monitor physical and financial progress and quality of the capital work.
8. To give recommendations for release of advance funds to the Executing Agency based on physical progress of the capital work.
9. To assist institute to take over the satisfactorily completed capital work.

**Roles and responsibilities of Capital Works Monitory Committee.**

1. To assist institute in proper physical monitoring of capital works.
2. To assist institute in monitoring of financial progress ( release of advance funds ) based on physical progress of the capital work.
3. To assist institute in proper monitoring of quality of work based on approved scope and specifications of the capital work.
4. To assist Execution Agency for obtaining statutory municipal approval from local governing bodies.

The existing members of the Building Committee / Building Advisory Committee / Building Monitoring Committee etc, at the Institutes / Centres shall continue as at present, but under the revised nomenclature as suggested at page -1. The shortfall of the members, as suggested for the revised composition, may be nominated by the Director / Director In-charge. In case, where a reconstitution of the entire committee appears warranted, the Director / Director In-charge of the Institute / Centre shall immediately initiate appropriate action. This order shall come into force with immediate effect.

This order supersedes all the previous instructions on the subject.



Dr. R. Lakshminarayanan  
Assistant Director General (Admin.)

- Copy to:
1. PS to DG / Addl. DG / Sr. DDG (A) / Sr. FA
  2. All Divisional Heads
  3. All Directors of ICMR Institutes/Centres
  4. ADG-A(RLN)/ADG-A(JR)
  5. ADG(F)
  6. ISRM Division with the request to upload in ICMR website .