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भारतीय आयुर्विज्ञान अनुसंधान परिषद्  
**INDIAN COUNCIL OF MEDICAL RESEARCH**

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OFFICE MEMORENDUM

Sub: Procedure for assigning the building works to executing Agencies on Deposit work basis.

Since, there is no Engineering Wing in ICMR, the building works (new capital works/upkeep/maintenance works etc.) are being carried out through CPWD, State PWD, Central PSUs & State PSUs on deposit work basis in accordance with the provisions of GFR/ CPWD manual. It has been experienced that most of works are not being completed in time by the above executing agencies for many reasons i.e. price escalation, scope change and revision of estimate, under estimation at the time of original estimation, delay in planning the work, delay in getting the municipal approval or starting the work by executing agency without getting the municipal approval, not getting the completion certificate, fire NOC, pollution NOC, non submission of expenditure statement by the executing agency, improper monitoring by the Institute, change in specifications etc.

2. The Competent Authority is pleased to issue the following guidelines for Headquarter and Institutes, for assigning any new building work either capital or maintenance on deposit basis to CPWD/ State PWD or Central PSUs / State PSUs in accordance with provisions of GFR/ CPWD Work Manual:

Contd.

- i) The CPWD/State PWD shall be assigned new deposit works depending upon the views of work- in-charge (DG at HQ and Director/Director-in-Charge at Institute level) keeping in mind the following important factors-
  - (a) Capability of local CPWD or State PWD to ensure execution of work in time bound manner.
  - (b) Ease of co-ordination with the organization.
  - (c) Local expertise available at the point of time of execution of work.
- ii) The works can also be assigned to Central PSU and State PSU as per provisions of GFR.
- iii) Tender as per provisions of GFR shall be called for empanelment of a group of Construction agencies from CPSUs and SPSUs in respect of the works to be taken up centrally at ICMR, HQ under the provision stated under para (ii) above. Three to six agencies (PSUs) shall be empanelled and an agreement shall be done with them with a validity Period of 03 years.
- iv) All the original works and maintenance works beyond the financial power of Directors shall be initiated only after obtaining the Administrative Approval from the ICMR HQ. The Directors shall identify these works in beginning of the financial year and send the proposal to ICMR - HQ for Administrative Approval latest by June, 30 with full justification, recommendation of building committee of the Institute and after fulfilling the other codal formalities etc. The Director shall also intimate the agency (CPWD/State PWD/CPSU/SPSU) through which the work shall be proposed to be executed. In case of CPSU/SPSU, decision shall be given by ICMR-HQ.