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Directorate General of
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No. 1691/DGAQA/PP&FOL/Works-Cell

29 Feb, 2012

1. DDG(SZ), Bengaluru
2. DDG (N&CZ), Lucknow
3. DDG (Nasik)
4. DDG(Koraput)

Sub:- SANCTION OF WORKS – (PROCEDURE) - PROVISION OF CIVIL WORKS (REVENUE/CAPITAL) & RELEASE OF FUNDS

Reference this HQ letter of even No. dated 06th August, 2004 vide which detailed guidelines were given for subject matter. DDG (N&CZ) vide letter No. DDG (N&CZ)/LKO/001/ Admin dated 17th Jan, 2012 had requested to issue check list for the procedure to be followed by FE's.

2. Following broad guidelines are indicated below which are to be followed by all concerned without fail.

2.1 **Budget forecast requirements** - All the Field Establishments (FE's) shall submit the requirement of funds for allocation under **Revenue Works** as well as **Capital Works** duly supported by estimates given by concerned GE, MES or HAL/BEL. The above requirement shall reach this HQ by 15th Nov, so that projection of funds to Ministry can be made for next Financial Year. All FE's shall render expenditure report at the end of the financial Year (FY) for the funds allotted to them with necessary documents for expenditure by **31st May of next financial year to Senior Account Officer, HQ DGAQA. No funds shall be granted unless the expenditure report for previous year be submitted to this HQ.**

2.2 Original works comprise works services like construction of buildings, workshops, fixture as well as roads, electrical and mechanical services, water supply, drainage, other utility services, arboriculture, furniture etc as well as purchase & addition.

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- 2.3 **Revenue works & minor works** will be budgeted under Revenue Head. Revenue works are original works costing more than ₹ 1 Lakhs & not exceeding ₹ 2 Lakhs. Minor works are original works costing not more than ₹ 1 lakh. Sanctioning these works are with concerned DDG's as per delegation of financial powers under SI No. 18, Works Head (Letter No. 1002/06/ DGAQA/ Accts/D(HAL) dated 25th April, 2007 refers).
- 2.4 **Major capital works** are original works costing ₹ 15 lakhs or more. Low budgeted capital works are original works costing more than ₹ 2 lakhs but less than ₹ 15 Lakhs. Major capital works & low budgeted capital works will be budgeted under capital head.
- 2.5 **Authorised works** - Works services for which scales are authorized in regulation or by separate order of a general or specific nature issued by the Govt. of India are referred to broadly as authorized works.
- 2.6 **Special works** - Items of works services not falling with in above are referred as "Special Works".
- 2.7 **Repairs** - It comprise of all maintenance & periodical services, renewal and replacements as well as alterations & improvements necessitated by technical or engineering reasons. Repairs are classified into two broad categories:-
- (a) **Ordinary Repairs** - Periodical services as per MES regulations Table 'G'. No administrative approval is necessary for ordinary repairs. Allotment of funds for the purpose implies administrative approval to that extent. No work will be carried out without the technical sanction of the competent engineer authority & no expenditure will be incurred in excess of allotment under the relevant budget head.

- (b) **Special Repairs:-** It consists of renewals & replacement as well as alterations of improvements costing beyond the monetary ceiling for ordinary repairs in each case. Special repairs will be treated as original works, but irrespective of the cost, all special repairs will be budgeted for under revenue head.

3. Broad guidelines for repair & renovation of office building & residential quarters:-

- 3.1 **Works costing upto ₹ 2 lakhs** – A statement of case shall be forwarded to the concerned DDG for Admin approval along with approx estimates obtained from GE, MES/ HAL concerned. Funds for above shall be released by HQ, DGAQA.
- 3.2 **Works costing more than ₹ 2 lakhs & upto ₹ 15 Lakhs** – A local reece cum sitting board shall be ordered by the concerned Director. The Statement of Case(SOC) with justification of proposal, Board Proceedings along with approx estimate from GE,MES/HAL concerned with the recommendation of DDG be forwarded to this HQ.
- 3.3 **Works costing more than ₹ 15 Lakhs** - A local reece-cum-siting & costing board shall be ordered by the concerned DDG. The procedure indicated at para 3.2 above shall be followed except that Board Proceedings shall accompany detailed rough indication costs.The Board Proceedings shall be approved & the AE's shall be requested from MES/HAL.

4. **Minor works** -The DDG's/ Director's have powers to sanction for Authorised work & special work. They also have powers to sanction provision of special office furniture (Letter No. 1002/06/DGAQA/Accts/D(HAL) dated 25th April, 2007 refers in this regard).

5. **Special repairs**-The proposal for special repairs shall invariably contain the certificate from engineers that guarantee period for the proposal has expired, details when last special repair was taken up & any major repairs carried out under maintenance along with vintage of the facility/infrastructures. Questionnaire to accompany special repair proposal(Copy enclosed for ready reference 'Appx – A'). The installations electrical and water supply accessories; furniture renewals/ replacement shall be invariably accompanied by BER (beyond economical repair) technical boards & survey off/ condemnation board as required.

6. Procurement of furniture against available old furniture:-
- 6.1 Provide details of furniture held as on date according to PE authorized in a tabular form in the Statement of Case(SOC).
 - 6.2 Information regarding last procurement of furniture & source of supply.
 - 6.3 Board Proceedings regarding furniture to be condemned, serviceable furniture as per entitlement of officers & staff as per authorized PE be clearly brought out in a tabular form & detailed SOC. Survey off proceedings duly countersigned by concerned GE for condemned furniture be enclosed with SOC.
 - 6.4 Concerned DDG may order a Board of Officers with members from M/s HAL or GE, MES & a member from ODDG to assess the present condition of furniture & deficient furniture required. Difference of Entitled furniture & Serviceable furniture shall be **Deficient furniture.**
 - 6.5 Board proceedings duly accepted by DDG along with approx estimate part I & II along with SOC be forwarded to HQ as per delegation of Financial Powers (Letter No. 1002/06/DGAQA/Accts/D(HAL) dated 25th April, 2007 refers).
 - 6.6 Price list & literature of branded furniture listed in approx estimate be also enclosed in SOC.
 - 6.7 Plan layout of furniture proposed in SOC, room wise be also given.
7. Kindly confirm.


(M Rajakannu)
Addl Director General
DGAQA

Copy to:-

- (i) JD/PP&FOL, HQ DGAQA
- (ii) Director (HR), HQ DGAQA
- (iii) SAO, DGAQA, HQ DGAQA
- (iv) All F.E's R D, Pune

QUESTIONNAIRE TO ACCOMPANY
SPECIAL REPAIR PROPOSAL

1. Name of station
2. Unit/Formation
3. Details of building
 - (a) Bldg. No.
 - (b) Temp/Permt. bldg.
 - (c) Year of Construction.
 - (d) Plinth Area of each bldg.
 - (e) Type of usage.
4. Plinth Area cost of new construction of each bldg. based on
 - (a) New Specification
 - (b) Existing Specification.
5. In case of E/M service state the particulars of plant and machinery to be replaced including cost.
6. Whether superior specification are proposed if so reasons.
7. Details of special repair carried out in the building in past 10 years with details :-

<u>S.No.</u>	<u>Year</u>	<u>Nature of repairs</u>	<u>Amount</u>
8. Estimated life of building after proposed repairs.
9. Whether all repair requirements of the bldg. has been taken in the proposal based on through Engrs appreciation.
10. Time required for completion of the proposed special repair.

Signature of GE
(with office stamp)