

Kendriya Vidyalaya Sangathan  
18 Institutional Area  
Shaheed Jeet Singh Marg,  
New Delhi-110 017

F.No. 6-1/2005-KVS (WB)

Dated : 31.5.05

To

The Assistant Commissioner,\*  
Kendriya Vidyalaya Sangathan  
All Regional Offices.

Subject: Execution of various construction works of KVS by CPWD

Sir/Madam

As you are aware that various construction works of KVS were being entrusted to CPWD right from the inception of KVS. However, certain problems were faced in some of the KV's in execution of these works due to reasons like; transfer of local Executive Engineers and also Principals of the respective KV.

2.0 KVS (HQ) taking these issues from time to time based on your feed back with the highest offices of CPWD i.e. DG, CPWD, New Delhi. Most of the instructions of DG Office were also sent to Principals of each KV and also to the Executive Engineer, CPWD showing relevant clauses of the letter for getting expedited construction works. But it is found that all previous communications are not available in the Vidyalaya nor these instructions were used, by referring the problem areas to various authorities of CPWD.

3.0 Commissioner has taken a very serious view of it. He personally met DG, CPWD in this regard and these instructions are again re-circulated by the present DG, Mr. B Mazumdar to their all Zonal formations upto EE. Copy of this letter No PM/DGW/101/KVS/1085-93 dated 12.5.05 is enclosed.

4.0 I have been directed by the Commissioner, KVS that these letters may be circulated to all the Principals of your region for information, guidance and making proper reference in future, while dealing/communicating with the CPWD officials, instead of passing general remark about CPWD without mentioning the facts.

5.0 He has also desired that concerned Assistant Commissioner may not meet Executive Engineer, CPWD, in case of problem but meet Chief Engineer of the Zone to review the project which is being delayed or not started within a period of 6 months from the date of issue of AA&ES. He can also show Director General (Works) instructions to the Chief Engineer concerned. The action taken report be sent to KVS (HQ) for perusal of Commissioner, KVS.

Yours faithfully,

  
(PRAGYA RICHA SRIVASTAVA)  
Joint Commissioner (Admn)

Encl: as above

\* ~~not read~~ as Dy. Commissioner

TO (G)  
CPWD (1)

बासब मजुमदार

निर्माण प्रशासक

केन्द्रीय लोक निर्माण विभाग

निर्माण भवन, नई दिल्ली - 110011

**BASAB MAJUMDAR**

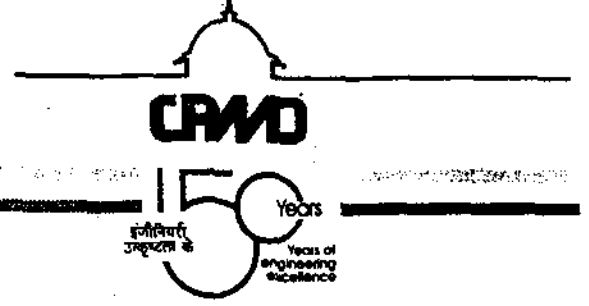
Director General of Works

Central Public Works Department

Nirman Bhawan, New Delhi - 110011

Tel : 23018556

Fax : 23011884



सं. पं. संख्या / D.O.No. DM/DGW/101/KVS/1085-93

दिनांक / Dated: 12/5/05

**Sub:-Execution of KV works – Priority thereof.**

As you are aware that construction of works of school building / staff quarters of KVS are undertaken by CPWD as "Deposit Works", right from inception. CPWD has already constructed a large number of school buildings of KVS till date, and hence KVS is an important client of CPWD.

2.0 Priority to K.V. works is to be assigned by CPWD as these are catering to the educational needs of the children of Government employees besides being social cause projects.

3.0 For the same reason and cause of students, former Directors General of CPWD also have taken utmost concern for KV works, and many guidelines for expediting KV projects were issued by them. Copies of such guidelines are again enclosed for your perusal, guidance & taking action in time so as to avoid all sort of delays.

(a) No. 29/11/77-W(DG)/Cir.No.20/78 dated 16<sup>th</sup> August, 1978 issued by Shri V.R. Vaish, Director General of Works. **(Appendix-I).**

(b) No.6/21/87-PM(DG)/2765-61 dated 20<sup>th</sup> Sept., 1990 issued by former Director General (Works), Shri A.C. Panchdhari. **(Appendix-II).**

4.0 It is, however, observed that in spite of above, KVS still found it difficult to achieve desired results on ground due to unsatisfactory work in past with undue time delays at various levels and substantial cost escalation. In order to overcome these bottlenecks further guidelines were also issued from time to time as details under:

(a) Letter No.6(21)/87/PM/(DGW)/2618-32 dated 31.7.1997 – Regarding Kendriya Vidyalaya Sangathan Works – execution of KVS works **(Appendix-III).**

(b) Letter No.6(21)/87/PM/(DGW)/373-85 dated 13.9.99 – regarding Minutes of Works Committee of KVS held on 15.12.98 **(Appendix-IV).**

(c) Letter No.6/21/87/PM/(DGW)/3692-3703 dated 29.9.99 **(AppendixV).**

(d) Terms & condition of KVS mentioned about execution of work, in the letter conveying Administrative Approval & Estimate sanctioned of the work **(Appendix-VI).**

(e) OM No. DG(W)/CON/147 dated 11.12.2000 – regarding modified instruction for award of composite contract.

5.0 It is therefore, emphasized that following steps may be taken invariably for each KV project, so that there is no delay in completing on going works of KVS within stipulated date of completion and also starting newly sanctioned Project within 6 months time.

- (a) After issue of A/A & E/S by KVS, detail drawings / structural drawings etc. may be got prepared expeditiously for initiating tender action.
- (b) The work should be awarded within reasonable period i.e. six months time from the date of issue of A/A & E/S and in case of any delay due to unavoidable circumstances, the Chief Engineer concerned may personally inform Commissioner KVS through a D.O. letter.
- (c) Before the tender is approved, the schedule of fitting fixtures / specification as per KVS norms be reconfirmed to Principal of the KV & KVS (HQ) in order to avoid any complication in handing over of building after completion. In this connection requirements given by KVS for planning of the school building should be kept in view.
- (d) As soon as the work is completed, Defect liability period should be strictly enforced. Defect list given by the Principal of the Vidyalaya may also be considered.

6. These instructions may be disseminated upto EE's level.

The receipt of this letter may be acknowledged.

  
( B. MAJUMDAR )

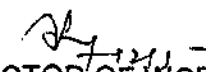
DIRECTOR GENERAL (WORKS)

To

1. The Addl. Director General (TD).
2. The Addl. Director General (NR).
3. The Addl. Director General (ER).
4. The Addl. Director General (WR)
5. The Addl. Director General (SR).
6. The Addl. Director General (Arch).
7. The Commissioner, KVS, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110 016

Copy for information to:-

1. PS to DG(W)
2. PS to DDG(W)

  
DIRECTOR OF WORKS (PM)

CPW@ (3)

Ministry of Works & Housing  
Directorate General of Works  
CENTRAL PUBLIC WORKS DEPARTMENT

APPENDIX - I

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No.29/11/77-W(DG)/Cir.No.20/78 New Delhi, August 16th 1978

MEMORANDUM

Date regarding some School Buildings constructed in Delhi Adm. Zone and Kendriya Vidyalaya Buildings in Northern, Eastern and S.W.Z. were collected and examined in the CDO. It has been noticed that :

- 1) Some provisions like extra for larger modules, extra for foundation in poor soil are being included in the preliminary estimate which are actually not required for the building. This gives rise to a large difference between the amount of the detailed estimate and the provision for building portion in the preliminary estimate, which is not desirable.
2. Though Central School Organisation has already published norms for construction of Central School Buildings and guidance is also available in the report of the Committee on plan projects, desired planning efficiency ( i.e. ratio of carpet area to plinth area ) is not achieved in many cases. Accommodation provided is on the higher side and the specifications are on richer side. Even floor heights are higher than those prescribed.

To effect economy in the cost of school buildings, it has, therefore, been decided that :

- (a) S.As should ensure that the plans and specifications for school buildings prepared by them are strictly in accordance with guidelines and the floor heights follow minimum laid down by local municipal by-laws. Any deviation should be brought to the notice of the Chief Architect and the CE concerned and their orders obtained before adopting the same.
- (b) While preparing preliminary estimates, provision for extras should be made with utmost care and only those items which are really applicable included. The following items are not necessary for School Buildings and should not be included.
  - i) Extra for larger modules.
  - ii) Extra for architectural features.
- (c) The extra provision for steel windows has now been deleted and hence it should not be provided.
- (d) In P.A. Rate Schedule effective from 1.10.76, the rate for extra for foundation in poor soil has been decreased from Rs.68/- to Rs.15/- per sq.m. Similarly the rate for extra for anti-termite treatment has been decreased from Rs.15/- per sq.m of ground floor area to Rs.9/- per sq.m. Extra provision on account of these items, if applicable, should be made on the decreased rate.

Sd/-  
( V.R. Vaish )  
Director General of Works

Copy to :-

- 1) C.A./CEs/SAs/SEs/SSWs with 6 spare copies for their EES/SWs.

Copy forwarded to :-

The Commissioner, Kendriya Vidyalaya Sangathan, Nehru House,  
4-Bahadur Shah Zafar Marg, New Delhi for information.

CPWD(4)

Sd/-  
( V.R. Vaish )  
Director General of Works.

**DIRECTORATE GENERAL OF WORKS  
CENTRAL PUBLIC WORKS DEPARTMENT  
NIRMAN BHAWAN, NEW DELHI**

No. 6/ 21/ 87-PM(DG)/2765-61

Dated 20<sup>th</sup> Sept, 1990

To

All Zonal Chief Engineer / Chief Architect,  
Central Public Works Department.

Sub:- PROCEDURE FOR SANCTION, RELEASE OF FUNDS, EXECUTION AND MAINTENANCE  
OF KVS WORKS.

As you are aware,, construction works of KVS located in Civil Sector are entrusted to CPWD as deposit work. In spite of various instructions issued from time to time, it is observed that KVS finds it difficult to achieve desired results on ground, due to unsatisfactory completion of works and delays at various levels. In order to over-come such difficulties, the following additional guidelines with specific time frame are being issued for strict compliance.

**1. PROCEDURE OF SANCTION OF WORKS BY KVS**

- 1.1 Once the land is leased to KVS, they will make a formal request to CE Zone concerned for preparation of preliminary drawings based on their school buildings norms and general guidelines. Chief Engineer, Zone should ensure that preliminary drawings are submitted within 3 months time to KVS authorities for approval. The requirements of an ideal campus for KV are given at Appendix - I for information. This is subject to availability of land at a particular location.
- 1.2 Once the preliminary drawings are approved by KVS and forwarded to the office of the Chief Engineer, preliminary estimates must be submitted within 3 months to KVS.
- 1.3 As soon as A/A & E/S is issued, KVS will deposit first instalment of Rs. 20 Lakhs for school building and Rs. 5 Lakhs for Staff Quarters with CPWD for early commencement of work.
- 1.4 Further funds will be released by KVS only on the basis of the monthly progress reports to be sent by E.E. concerned in the format (Appendix - II).
- 1.5 The various stages and sanction procedure of works as per rules and regulations of KVS are as under :-
  - a) Lease of land by appropriate authority.
  - b) Approval of preliminary drawings by KVS.
  - c) Approval of Preliminary estimate by KVS after scrutiny by AFA (W), Ministry of Urban Development.
  - d) Issue of Administrative Approval & Expenditure sanction alongwith release of first instalment of funds by KVS

Contd. 2-

- 1.6 The financial powers to sanction works are as under in terms of KVS letter No. 6-27/82-KVS, dated 20<sup>th</sup> May 1985 :-
- a) Commissioner, KVS - Works costing less than 20 lakhs
  - b) Commissioner with the approval of Chairman, Works Committee, KVS. - Works costing Rs. 20 lakhs and above.
- 1.7 No fresh sanction will be required for variations upto 10% in the estimated cost. Variations beyond 10% will require sanction by:-
- a) Commissioner, KVS - in respect of works costing upto Rs. 20 lakhs.
  - b) Chairman Works Committee, KVS - Works costing more than Rs. 20 lakhs.

In case, cost of work exceeds more than 10% of the estimated cost, proper revised estimate is to be submitted by the appropriate authority of CPWD.

## 2. EXECUTION OF WORK BY CPWD AND RELEASE OF FUNDS.

- 2.1 Once AA & ES is issued by KVS, immediate action should be taken to expedite tender action for the work so that within 6 months tenders are floated
- 2.2 C.E. Zone can review and indicate every quarter to KVS, requirement of funds based on the quarterly progress of work. The projections and release of funds should match the contractual obligations on ground and also amount already spent out of the deposit made by the KVS. Unnecessary blocking of funds be avoided.
- 2.3 All concerned Ex. Engineers should also ensure that the account of deposit lying with the CPWD is submitted in Form - 65 every month with a copy to the KVS authorities.

*KVS Progress report format*

## 3. COMPLETION REPORTS AND EXPENDITURE STATEMENT

- 3.1 As soon as the work is completed, a formal completion report should be issued to the Vidyalaya concerned for taking possession of the building.
- 3.2 Completion reports and final expenditure statement must be submitted as per the following schedule :-
  - 3.2.1 All Major Capital Works - Within one year after completion
  - 3.2.2 Minor Works - Within 3 months of completion of the works

## 4. GENERAL

- 4.1 Handing over of completed buildings must be through a team of officers comprising representative from both CPWD & KVS. Inspection be carried out at least a month before the completion.

Contd.....3/-

All noted defects be got rectified before buildings are handed over.

- 4.2 All defects occurring or noticed during maintenance period of contract, as intimated by Principal of the Vidyalaya, should be rectified before expiry of the said period. Accumulation of such defects giving rise to serious maintenance problems should be avoided.

5. **MAINTENANCE AND REPAIRS**

- 5.0 It has been reported by KVS authorities that maintenance and repair works and minor works of various KVs are not given due attention by local units of CPWD. The delay in completion of these works and the poor quality of work results in unhygienic conditions and safety problems to the students and staff of the Vidyalaya. The following instructions in this regard should be complied with strictly.
- 5.1 Proper estimates and requirement of funds for Annual maintenance and repairs based on CPWD yardstick and also on economy be sent to the respective Principals of the Vidyalaya by 31<sup>st</sup> March for next financial year.
- 5.2 The Principal of the respective Vidyalaya will submit the estimate to the KVS authorities by 15<sup>th</sup> of April, so that sanction as well as allotment of funds is done by 30<sup>th</sup> April and major portion of repair works is completed during May/June (Summer Holidays) every year.
- 5.3 Execution of the work should be planned in such a way that aspects like economy & quality of repairs are given due importance and Principal have no reason for complaint.
- 5.4 At the end of the year, a proper account should be made and completion cost intimated to KVS authorities by April every year. Savings, if any, should be surrendered and additional requirement of funds projected well in advance to KVS authorities, so that proper action can be taken before close of the financial year.

6. **SPECIAL REPAIRS AND MINOR WORKS**

- 6.1 Special repairs and minor works should be assessed and proper estimates with site plan and justification be sent to Principals for onward transmission to KVS authorities. These works should be executed only on allotment of specific funds in consultation with concerned Principals.

7. **ECONOMY INSTRUCTIONS**

- 7.1 While planning and designing the buildings standard engineering practice is to be followed so that buildings which are constructed are functional with minimum capital outlay

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CPWD (7)

- 7.2 While planning and designing school buildings and other allied works, economy should be given due consideration in view of increasing construction costs.
- 7.3 Senior Architects should ensure that plans for school buildings are prepared by them strictly in accordance with the plinth area guidelines and the floor heights, follow minimum laid down Municipal bye-laws. Any deviation should be brought to the notice of Chief Architect and Chief Engineer concerned and their orders obtained before adopting the same.
- 7.4 Play facilities, site development works should be provided by taking advantage of terrain, so as to avoid excessive cutting/ filling of entire area.
- 7.5 The specifications at the architectural planning stage and design stage should be such that these are not on high side but are functional, durable and economical.
- 7.6 Senior Architect should also ensure that desired planning efficiency (ratio of carpet area to plinth area is achieved).
- 7.7 While preparing preliminary estimates, provision for extras should be made with utmost care and only those items which are really applicable should be included. The following items are not necessary for school building and should not be included.
- a) Extra for large modules.
  - b) Extra for architectural features.
  - c) Extra for Fire - Fighting.
  - d) Extra for telephone conduits.
  - e) Black-Board should be inbuilt (Cemented) instead of fiber glasses, unless a specific request is received from KVS.
  - f) Since the KVS buildings are not more than 2-3 storeyed, preference should be given to design economical buildings with load bearing walls instead of going for RCC Framed structures.
  - g) Extras for making stronger foundation to take load of one additional floor at a later date, until and unless required as per future expansion requests.
  - h) Extras for cup - boards/lockers.
  - i) Similarly the extras for electrical installation both external and internal should be kept to minimum.
  - j) The cost of bulk services, site development both civil and electrical works, should be kept minimum and be projected as per actual required layout of internal roads should be economical, limited, but functional. Filling should be restricted and existing-terrain be developed with minimum earth work but proper drainage arrangements.

Contd.....5/-



k) These instructions be disseminated upto SA/SE/EE/AE level.

The receipt of this letter may be acknowledged.

Sd/-

(A.C. PANCHDHAR)  
DIRECTOR GENERAL (WORKS)

Copy to:-

1. The Commissioner, KVS, HQs., New Delhi.
2. The Deputy Commissioner (Admn.), KVS, HQs., New Delhi.

Sd/-

DIRECTOR GENERAL (WORKS)

DIRECTORATE GENERAL OF WORKS  
CENTRAL PUBLIC WORKS DEPARTMENT  
NIRMAN BHAWAN, NEW DELHI

1/87 PM (DGW)

DL 13<sup>th</sup> Sept 99

Sub.-Minutes of works Committee Meeting of Kendriya Vidyalaya Sangathan held on 15.12.98

The minutes of the works committee meeting of Kendriya Vidyalaya held on 15.12.98 were circulated to all the Chief Engineers for information and necessary action vide this office letter No.6/21/87/PM/(DGW)/90-101 dated 13.1.99.

The Dy. Commissioner (Fin), KVS in a D.O. letter addressed to the DDG(Works) has intimated that no action seems to have been taken on the decisions taken in the works committee meeting held on 15.12.98. The following are the main points of the Minutes of works Committee Meeting on which the action is reported to have not been taken:-

1. Milestones charts would be submitted along with the estimates to avoid delays before start of works.
2. As soon as a work is awarded to CPWD a detailed CPM/PERT chart to monitor the progress of the work and requirements of funds stagewise would be submitted. (It has since been clarified by the KVS that a ~~S.P.~~ bar chart would suffice)
3. It was also decided that in the estimates, provision should be made only for those items of works which are essentially required at site.
4. Additional Secretary, Ministry of HRD and Chairman, Works Committee desired that all the pending accounts of completed works as indicated in the agenda at supplementary item No.1 would be settled within three months time.
5. The security deposit to the contractors be released by the construction agencies only after no defect certificate is given by the Principal of the Vidyalaya.
6. In all such cases where extension of time to complete the works is granted to the contractors, the construction agencies would invariably inform the KVS justifying the circumstances.

In view of the above you are requested to ensure that urgent is taken on the above decisions of the works committee meeting of the KVS.

54/-

( J.M. RAJ )

DY.DIRECTOR GENERAL WORKS)

To

1. Shri P.S. Chadha, C.E.(NZ)I, CPWD, Chandigarh.
2. Shri Mahendra Singh, C.E.(NZ)II, CPWD, Lucknow.
3. Shri D.N. Bhargava, C.E.(NZ)III, CPWD, Jaipur.
4. Shri S. Ganesan, C.E.(SZ)I, CPWD, Chennai.
5. Shri Anant Ram, C.E.(SZ)II, CPWD, Hyderabad.
6. Shri K.K. Verma, C.E.(SZ)III, CPWD, Bangalore.
7. Shri B.K. Biswas, C.E.(EZ)I, CPWD, Calutta.
8. Shri B.N. Sinha, C.E.(EZ)II, CPWD, Patna.
9. Shri J.P. Singhal, C.E.(WZ)I, CPWD, Mumbai.
10. Shri C.B. Lal, C.E. (WZ)II, CPWD, Nagpur
11. Shri J.L. Khushu, C.E.(ODZ), CPWD, New Delhi.
12. Shri Jag Mohan Lal, C.E.(NDZ)IV, CPWD, New Delhi

Copy for information to Dy. Commissioner (Fin), KVS, New Delhi with ref. to his letter mentioned above.

DY.DIRECTOR GENERAL(WORKS)

DIRECTORATE GENERAL OF WORKS  
CENTRAL PUBLIC WORKS DEPARTMENT  
NIRMAN BHAWAN NEW DELHI

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No. G/21/87/DG(W)/3692-3703

Dated 28.9.99

K

Sub:-Minutes of works committee meeting of Kendriya Vidyalaya Sangthan held on 7.9.99.

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Kindly find herewith a copy of the Minutes of Works Committee meeting of Kendriya Vidyalaya Sangthan held on 7.9.99 at Shastri Bhawan, New Delhi for information and necessary action.

Chief Engineers are requested to ensure that the decisions taken in the works Committee Meetings are strictly adhered to. The following points require special attention:

- a) Steps be taken to complete all the works sanctioned before 1996 within the current year.
- b) Anticipate excess expenditure over the sanctioned amount well in time and ensure timely submission of revised estimate with proper justification.
- c) Suitable Bar/Activity chart be made and submitted to the KVS.
- d) The cost index adopted for the PEs should not be more than one year old.
- e) Any change in the probable date of completion of the work should be brought to the knowledge of the KVS well in time.
- f) EEs must send the expenditure statement latest by 10th of the following month regularly to the KVS.
- g) In order to ensure proper utilisation of funds the CE's are requested to monitor the physical and financial progress of the works regularly.
- h) EEs concerned should be directed to ensure that on completion of the work the account with KVS are settled within six months positively.

Encl:-As above

*sd/-*

( J.M. RAJ )  
DY. DIRECTOR GENERAL(W)

CPWD(11)

To

1. Shri P.S. Chadha, C.E.(NZ)I, CPWD, Chandigarh.
2. Shri D.N. Bhargava, C.E.(NZ)III, CPWD, Jaipur.
3. Shri S. Ganesan, C.E.(SZ)I, CPWD, Chennai.
4. Shri K.K. Verma, C.E.(SZ)III, CPWD, Bangalore.
5. Shri B.K. Biswas, C.E.(EZ)I, CPWD, Calcutta.
6. Shri B.N. Sinha, C.E.(EZ)II, CPWD, Patna.
7. Shri J.P. Singhal, C.E.(WZ)I, CPWD, Mumbai.
8. Shri J.L. Khushu, C.E.(ODZ), CPWD, New Delhi.
9. Shri S.S. Chandhoke, C.E.(CZ), CPWD, Bhopal.
10. Shri K. Srinivasan, C.E.(NEZ), CPWD, Shillong.
11. Shri D.P. Goyal, C.E.(NDZ)III, CPWD, New Delhi.

✓ Copy to the Commissioner, K.V.S. New Delhi for information.

Commissioner,  
K.V.S.  
18, Institutional Area,  
Shaheed Jeeb Singh Marg,  
New Delhi

DY. DIRECTOR GENERAL(W)

**KENDRIYA VIDYALAYA SANGATHAN**  
**18, INSTITUTIONAL AREA, SHAHEED JEET SINGH MARG**  
**NEW DELHI - 110016**

**Terms & Conditions of sanction for construction of School Building, Staff Quarters and Additional Accommodation**

After issue of Administrative Approval & Expenditure Sanction (AA&ES), the following drawings/estimates may be sent by the Construction Agency to the Principal of the Vidyalaya under intimation to KVS Headquarters within a period of 2 months.

- (a) Preliminary drawings (line plan) - 2 sets  
 (b) Master plan (layout plan) of campus - 2 sets  
 (c) Preliminary estimate based on - 1 set

AA&ES issued by KVS

- (d) A bar chart showing time schedule of various activities starting from the issue date of AA&ES till completion of project.

The period of duration of the project from date of issue of AA&ES is given below:-

Sl. No.	Name of project	Maximum allowable Duration of detailed planning stage	Maximum duration for actual execution at site including commissioning of services & handing over	Total time period
1.	School Bldg.	6 months	15 months	21 months
	A0/A1 A/B/C	6 months	18 months	24 months
2.	Staff Qtrs.	6 months	12 months	18 months

Since approval is being issued on the basis of the preliminary estimate, hence while preparing detailed drawings, detailed estimates and tender documents for inviting tenders, it may be ensured that:

- (a) The site development, external services and other campus requirements are planned, economically and functionally, as per KVS norms, in order to provide a conducive campus environment for students. A proper master plan may be evolved at this stage, as per ideal campus requirements given in Annexure-I.
- (b) Basic requirements of school building facilities, fittings/fixtures, cost effective and functional specifications are selected and provided as per school building norms of KVS without any omissions. However, a brief about requirements is enclosed at Annexure-II.

The provision of 10% over and above the amount of Administrative Approval and Expenditure Sanction can not be taken as granted in respect of KVS works. In case tender under recommendation is reasonable but exceeds the provision of the amount of Administrative Approval and Expenditure Sanction, the approval for the excess amount may be obtained by Chief Engineer (Zone) from Competent Financial Authority of KVS, by sending justification/recommendation in the form of "Statement of Case", at least with a margin of 2-3 weeks prior to date of expiry of tender.

The amount shall be utilised only for the item of work(s) mentioned in the approved estimate. However, change in the sanctioned scope of work involving substantial financial commitment shall be entertained by the construction agency without prior approval of the Competent Financial Authority of Kendriya Vidyalaya Sangathan.

After finalisation of tender or before start of work the following details/documents may be sent by the Construction Agency to Principal of the KV under intimation to this Hqrs.

- (a) Soil investigation report
- (b) Structural drawing and name of structural designer or consultant.
- (c) Detailed Architectural drawings (2 sets).
- (d) Any other relevant details to be kept in record.

One year maintenance guarantee period of contractor will be strictly enforced w.e.f. the date of handing over of building. After successful completion of defect liability period "No Defect Certificate" be issued to the contractor by the construction agency only after clearance from the Principal of the Vidyalaya.

The provision of contingencies in the estimate may be used only for direct expenditure on work, unforeseen situations at work site, related incidentals, minor deviation etc.

- ) The amount sanctioned for release from time to time may be deposited with the construction agency by the Principal without any delay, under intimation to KVS Headquarters in order to avoid any legal complications in terms of agreement entered between construction agency and contractor and to avoid delays. The receipt of construction agency may be obtained.
- 0) Proper account of expenditure as obtained from the construction agency in monthly progress report be maintained. The account maintained shall be open for inspection by the CAG and other bodies.
- 1) The entry from the "Deposit Register" be simultaneously transferred as soon as the monthly expenditure statement is received from construction agency, to the final head "Land & Building" in the Assets Register.
- 2) The work be monitored properly as per instruction issued vide KVS letter no. 6-9/1993 KVS (works I) dated 26.11.1993 till it is formally completed and handed over.
- 3) Handing over/taking over of school building/staff quarters be done as per instructions issued by KVS letter no. 6-2/93 KVS (works I) dated 30.4.1992.
- 14) On completion of work, construction agency will submit "Final expenditure statement" and "formal completion report" in the KVS formats within 6 months time from date of completion. The unspent balance may be sent to the Vidyalaya without any delay.
- 15) Following record drawing on completion of project be given to the principal of the Kendriya Vidyalaya by the construction agency under intimation to KVS Hqrs.
  - (i) Service drawings i.e. water supply, sanitary, electrical installation etc. (2 sets).
  - (ii) Building drawings floor wise of project (2 sets)
- 16) If the amount sanctioned is not utilised for the approved purpose and in accordance with the conditions stated above, the Govt. of India reserves the right to recover the entire grant in such a manner as they may decide.
- 17) A proper office at site should be maintained. Layout plan/line drawing/ detailed drawings and mile stone chart should be properly displayed on the walls. Samples of incoming material should also be kept at site

DIRECTORATE GENERAL OF WORKS  
CENTRAL PUBLIC WORKS DEPARTMENT  
NIRMAN BHAVAN, NEW DELHI.

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No. 6/21/87/PM/DGW/ 2618.52

Dated 31-7-97

SUB- KENDRIYA VIDYALAYA SANGTHAN WORKS.

In the last works Committee Meeting of K.V.S. a point was raised regarding the acceptance of tenders for the amount over & above the A/A & E/S by more than 10% presuming that the additional financial liabilities beyond 10% above the A/A & E/S will be sanctioned by KVS. The Chairman works committee desired that the C.P.W.D. should not anticipate approval in such cases and it was decided that the approval of KVS should be taken before accepting the tenders beyond the prescribed limit.

All Chief Engineers are requested to kindly ensure that the above observation of KVS is kept in view by the tender accepting authority. However in case any contractual complications likely to arise out of this may be brought to the knowledge of KVS immediately under intimation to this office.

( G.C. KHATTAR )  
DIRECTOR OF WORKS(PM)

To

1. Shri P.S. Chadha, C.E.(NZ)I, CPWD, Chandigarh.
2. Shri Krishna Kant, C.E.(NZ)II, CPWD, Lucknow.
3. Shri D.P. Goyal, C.E.(NZ)III, CPWD, Jaipur.
4. Shri P. Ravindranathan, C.E.(SZ)II, CPWD, Hyderabad.
5. Shri H.K.L. Mehta, C.E.(SZ)III, CPWD, Bangalore.
6. Shri C. Vaswari, C.E.(EZ)I, CPWD, Calcutta.
7. Shri B.N. Sinha, C.E. (EZ)II, CPWD, Patna.
8. Shri M.B. Kodnani, C.E.(NEZ), CPWD, Shillong.
9. Shri S.S. Chandhoke, C.E.(CZ), CPWD, Bhopal.
10. Shri Shri P.K. Ratho, C.E. (ODZ), CPWD, New Delhi.
11. Shri S.L. Karunakaran, C.E.(NDZ)IV, CPWD, New Delhi.
12. Shri J.P. Singhal, C.E.(WZ)I, CPWD, Mumbai.
13. Shri C.B. Lal, C.E.(WZ)II, CPWD, Nagpur.

Copy to: The Commissioner, Kendriya Vidyalaya Sangthan,  
18, Institutional Area, Shaheed Jeet Singh Marg, New  
Delhi-110016.

  
DIRECTOR OF WORKS(PM)

CPWD (15)