

Guidelines

Based On Advice

From

Chief Technical

Examiner

Organization, CVC

Introduction

The Chief Technical Examiners' Organization (CTEO) in the Central Vigilance Commission is the technical wing of the Commission and it advises the latter on all technical /contract matters.

CVC has been laying stress on Preventive Vigilance and in pursuance of this objective; CTE's Organization emphasized creating awareness for Quality Control, Economy and adherence to rules and procedures. CTE's Organization has been functioning more like a vigilance audit wing where serious irregularities/lapses noticed during the inspections were sent for detailed investigations to the concerned Organization. It helps to improve the system in the organizations so that a recurrence of lapses /irregularities is prevented in the contracts and there is better technical and financial control that results in efficiency and transparency outcomes.

One of the important functions of the CTEO is to conduct an independent technical examination of Civil , Electrical Works including Air-conditioning, Horticulture Works and Store Purchase Contracts, reported by the CVOs in their quarterly report which is required to be sent in the Proforma enclosed at S. No. 1. Separate reports have to be submitted for Civil Works (costing Rs one crore and above) and Electrical Works.(costing Rs thirty lakhs and above) Such examination /inspections lead to introducing systematic improvements and other remedial measures which help to prevent recurrence of such instances.

To enable the inspection to be carried out properly, the Chief technical Examiners' (CTE) Unit requests to arrange to collect and make the following documents available to Chief Technical Examiner/Asstt. Technical Examiner/ Jr. Technical Examiner as mentioned below:-

1. Proforma for General Information in Annexure –I:-Items under paras 1 to 1.3 are required to be filled in and returned immediately duly signed. In case administrative set up is different in the organization than that indicated in paras 1.2 and 1.3, the same may be incorporated accordingly.

2. Proforma for Technical Information in Annexure –II: - This is to be filled in, signed and forwarded immediately along with copies against item No. 2,7,8,9 and 17

3. Documents for inspection at site office Annexure III: - All the original documents as mentioned may be kept ready after inspection programme is intimated and would be examined at site/site office.

After intimation of the inspection programme, arrangements are to be made at site for the inspection of different works along with the required tools, plants and workmen. It has to be ensured that all parts of the building work are made available for inspection.

The information in proforma at Annexure I & II is to be furnished on factual basis as per record already available. It is to be ensured that the requisite information is forwarded immediately so as to reach the office of CTEO within 15 days after issue of the letter. If one or two items are not readily available, the entire information may not be delayed and may be sent immediately. The remaining may follow shortly afterwards.

The inspection reports are forwarded by CTEO to the CVOs concerned or the CBI for conducting detailed investigation from vigilance angle, if required, on the basis of the seriousness of the lapses/irregularities noticed during the inspection process.

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Statement showing the Quarterly Progress of Original Works for
Quarter ending March/June /September/December

Civil Works costing Rs. One crore and above

Electrical Works costing Rs. Thirty lakhs and above

Horticulture Works costing Rs. Two lakhs and above

S. No.	Name of work and location	Estimated cost	Tendered cost	% Margin to Org.	Agreement no.	Agency	Date of start	Time of comp.	Physical Progress	Name of E-in-c with address	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Annexure-1

1.0 Particulars of Work

1.1 Name of Work

Agreement No

Name of Contractor

Estimated cost

Tendered cost

Date of start

Due date of completion

Present progress

1.2 Departmental Authorities

Zone/GM Office

Circle/Dy, GM Office

Division/Sr. Manager Office

Sub Division/Field Unit

1.3 Official- in-charge of Work

Chief Engineer/GM/ED

Superintending Engineer/Dy. GM

Executive Engineer/Mgr/Sr. Mgr

Asstt. Engineer / Dy. Mgr / Asstt. Mgr

Jr Engineer/Supervisor

Divisional Accountant/Finance Officer

Asstt. Surveyor of Work in Division/

Planning Officer in Field Unit

Surveyor of Work in Circle/Planning

Officer in GM/ED Office

Surveyor of Works in SSW's Office/

Planning Officers in Corporate Office

Name

Signatures

Annexure-II

Technical Information

1. Name of work
2. Agreement Number (Please supply copy of Agreement)
3. Name of contractor
4. Estimated cost
5. Tendered cost
6. a) Date of commencement
b) Stipulated date of completion
c) % progress
7. Ref. Memo and date of sanction of Project (Please supply copy of memo.)
8. Ref and date of technical sanction (Please supply copy of Sanction)
9. Date of approval of NIT (Please supply copy of letter of approval)
10. Date of publication of NIT in press
11. Date of receipt of tenders
12. No. of tenders sold
13. No. of tenders received
14. Whether work awarded to lowest tenderer
15. Whether market rate justification available on record
16. Works manual adopted
17. S. No. and date of last bill paid (Please supply copy of bill with enclosures)
18. Whether AHR/LHR items identified
19. No of items Extra items Substituted items Deduction items
Sanctioned
Proposed
20. Test check carried out up to last bill Prescribed Actual
% Test check by AE / Dy. Mgr /Asstt. Mgr
% Test check by EE/ Sr. Mgr
% Test check by SE/Dy. GM

Name

Signatures

Annexure-III

Documents for Inspection at Site Office

- 1 a) Press cuttings including extended dates, if any
 - i) For pre-qualifications of Architects/Consultants
 - ii) For pre-qualifications of Contractors
 - iii) Call of tenders
- b) Register of sale of tenders
- c) Register of opening of tenders
2. File giving reference to final sanction and approval of competent administrative authority- Preliminary Estimate
3. Copy of detailed estimate and its Technical Sanction by competent technical authority
4. Approval of NIT (Notice inviting tenders) in original
5. Rejected tenders and comparative statements for
 - a) Selection of Architects/Consultants
 - b) Short listing of pre-qualifications of tender
 - c) Other tenders
6. Justification statement and corresponding noting in support of tenders/offers accepted
7. Details of negotiations, if any, made before acceptance of tender
8. Original contract with Consultant /Contractor
9. Guarantee Bond etc. towards security for work machinery/mobilization advance etc. including extension of validity
10. Insurance policy for work, materials equipment, men etc. including extension of validity
11. Guarantee for water tightness, termite proofing etc
12. Standard specifications
13. Standard schedule of rates
14. Drawings-Architectural, Structural, and Services
15. All connected measurement books, level books and lead charts.

16. All running account bills with all connected statements/ vouchers
17. Statement showing details of check of measurements by superior officers-
Copies of order laying down such requirements.
18. Materials of site accounts/cement, steel, bitumen, paints, water proofing
compound, pig lead, anti termite chemicals etc.
19. Site order book/test records/log books.
20. Details of extra/ substituted items and of deviated quantities being .executed/
considered for execution in the work along with analysis of rates.
21. Hindrance register
22. Office, correspondence files and inspection notes, if any, issued by inspecting
officer
23. Complaint records, if any
24. Any other document related to the work
25. Details of payments in Proforma 'A'
26. Cement consumption statement in Proforma 'B'
27. Steel consumption statement in Proforma 'C'
28. Statement of tests of Materials in Proforma 'D'

Proforma 'A'

Details of Payments

S.No. of bill	CR No. Date	Account Payable				Total	Cheque amount	Details of disbursement and recoveries				
		On A/c payment	Adv. Payment	Secured advance	Mobilis- ation advance			Adv. I/Tax	Cost of Mat.	Secur- ed adv.	Mob. adv	Deposit

Name

Signatures

Proforma B

Cement Consumption Statement for last bill paid (S. No.)

Last date of measurements	Theoretically required	Actually consumed	Recovered	Remarks

Name

Signatures

Proforma 'C'

DETAILS OF STEEL REINFORCEMENT FOR LAST (S.No.) BILL PAID

Tor Steel dia in mm	8	10	12	16	20	22	25	28	32	36	40	42
Qty. issued by Deptt (MT)												
Qty. measured for payment (MT)												
Qty. recovered from bill (MT)												

Notes :-

1. If Mild steel reinforcement is used, information may be furnished in same proforma as for Tor steel.
2. If Structural steel is used, information may be furnished in similar proforma for various sections instead of various diameters.

Name

Signatures

Proforma 'D'

STATEMENT OF TESTS OF MATERIALS

S. No.	Disc. of Mats.	Qty. consumed till date	Disc. of tests as per BIS/ Agree. provn.	Freq. of tests as per BIS/ Agree. provn.	No. of Tests		Lab where test is conducted	Whether lab is appd. by Govt.	Status of Test results (pass)/ fail	If failed what action taken	Whether testing charges borne by Deptt./ Agency (Ref. To Agree.)	Recovery proposed for shortfall in tests/ failed results
					Reqd.	Conducted						
1	2	3	4	5	6	7	8	9	10	11	12	13

Engineer- in –charge

Chief Vigilance Officer