

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

ULAN BATAR ROAD, PALAM, DELHI CANTT – 10

No. AN/XII/18001/1/AWP/2016-17

Dated: 13.05.2016

To

All PCsDA/CsDA/PCA of Fys

(Through CGDA Website)

Subject: Annual Works Programme (AWP) for the year 2016-17 relating to Additions/Alterations/Special Repairs to buildings (Office & Residential) and maintenance thereof.

The Principal Controllers/Controllers are aware that the CGDA has been delegated powers to sanction additions/alterations/special repairs to the existing DAD buildings under occupation of DAD upto a financial limit of Rs 50 lakhs in each case. Similarly, Principal Controllers/Controllers has been delegated powers to sanction additions/alterations/special repairs upto Rs 10 lakhs in each case.

2. In keeping with the above delegated powers, considerable sum of money is set apart in the DAD budget every year. However it is noted with great concern that the funds allocated for the purpose remain unutilized and are surrendered at the fagend of the financial year. This is on account of the fact that proposals received are very late or the same are incomplete resulting in to return the proposals seeking for additional information or updated MV DCS etc. Instructions have been issued vide HQrs letter No.AN/XVIII/18001/Rev/DAD/Vol.II dated 28.7.2000 to ascertain the availability of funds from HQrs office before according any sanction by PCDA/CDA, since the financial powers so delegated to PCsDA/CsDA to sanction addition/alteration and special repairs upto Rs 10 lakhs in each case is subject to availability of budget allocation. However, the procedure is not being adhered to by all PCsDA/CsDA. It is our experience that sanctions have been issued by the PCsDA/CsDA and copy of admin approval issued is forwarded to HQ office for allotment of fund without mentioning specific requirement of fund

for the financial year. The funds allotted during the year remain unutilized. Further, the MES also take considerable time in executing the approved proposals. The poor utilization of funds earmarked for these works has been adversely commented upon by the higher authorities.

A. ANNUAL WORKS PROGRAMME/ANNUAL MAINTENANCE PROGRAMME:

3. To overcome the situation, PCsDA/CsDA are requested to review the physical conditions of DAD assets/buildings and formulate Annual Works Programme for the year 2016-17 in respect of office and residential accommodation under their Administrative jurisdiction in consultation with the engineering authorities. Normally, the responsibility for carrying out addition/alteration in respect of defence buildings in occupation of DAD rests with MES authorities. However, in the case of denial by Army authorities, NOC from concerned Stn HQ duly supported with a copy of the reference made to them for proposed repairs to the defence buildings in occupation of DAD out of DSE , the proposal for one time addition/alteration and special repairs by DAD may please be included in the Annual Works Programme. Since the work to be sanctioned by PCDA/CDA is subject to availability of budget allocation, it is requested to include the works in the AWP which have received in-principle approval of PCDA/CDA.

4. **The AWP should include all proposals which are to be sanctioned either by PCDA/CDA or by the CGDA in the Proforma 'A' enclosed.**

5. The Annual Works Programme should also include the maintenance requirement for office and residential complexes during the year. In this connection it is stated that despite allotment of maintenance funds, complaints are received regarding poor maintenance/improper maintenance of DAD residential complex/office buildings. While projecting Revised Estimates under Maintenance Head, the break up details required to be furnished in Annexure(s) have NOT been furnished, barring a few, for many offices/residential complexes. For considering proportionate allotment under Maintenance Heads, it is requested to

submit the realistic maintenance programme with reference to annual requirement. **The Maintenance report may please be furnished in the Proforma B enclosed with this circular.** In the proforma, funds required for the salary of MES key personnel should be clearly indicated. The electricity charges paid out of Maintenance Grant and recovery from the resident on account of electricity consumption charges during the previous financial year 2015-16 should be indicated. Further, any increase in plinth area requiring increase in maintenance grant should be clearly indicated along with reasons/remarks.

6. **It is further intimated that normally only those worked included in the Annual Works Programme will be considered for sanction during the year 2016-17.**

7. **The Annual Works Programme (including Maintenance) in the prescribed format duly completed, should reach HQ office by 31.05.2016.**

(B) SUBMISSION OF APPROXIMATE ESTIMATES

8. With the submission of Annual Works Programme to HQrs office, immediate action may please be initiated to formulate the Approximate Estimates for the works included therein and to submit the same to HQrs office latest by 31.08.2016. **To avoid unnecessary correspondence and delay, the following points may please be taken care of while formulating and forwarding the proposals for sanction.**

- (a) Detailed Statement of Case justifying the necessity.
- (b) Legible copies of AEs duly indicating SSR item No/ED rates.
- (c) Supporting documents i.e. Copy of MV DCS % return, Rate analysis etc.
- (d) Line plan/site plan.
- (e) PDC should be reasonable/minimum with reference to scope of work.
- (f) Specific recommendation of PCDA/CDA.
- (g) In case of sanction issued by PCDA/CDA, Admin approval along with AEs and connected supporting documents.
- (h) Copy of letter from engineering authorities specifying the requirement of fund.

8.1 Regarding the sanction accorded by PCsDA/CsDA under delegated powers, it has been noticed that the admin approval is addressed to executing authorities. It may please be noted that admin approval should be addressed to concerned Officer-in-Charge of the Office/Group where the work is proposed to be under taken and NOT to the executing authorities.

9. All the PCDA/CDA are requested to ensure submission of The Annual Works Programme for the year 2016-17 in the enclosed Proforma 'A' and 'B' by 31.05.2016 positively.

This issues with the approval of Joint CGDA (Admin)



(Mustaq Ahmad)
Dy. CGDA (Admin)

PROFORMA FOR ANNUAL WORKS PROGRAMME FOR DAD WORKS RELATING TO ADDITION/ALTERATIONN/SPECIAL REPAIRS TO DAD OFFICE/RESIDENTIAL BUILDINGS TO BE SANCTIONED UNDER THE DELEGATED POWERS

NAME OF OFFICE/RESIDENTIAL COMPLEX

Sl No	Building/ Barack No	Year of construction/ completionof building	Nature of work proposed to be sanctioned	Rough cost	Whether work of similar nature has already been carried out during the past. If so, the Number, date and amount of sanction	Outline justification of necessity for the proposed work
1	2	3	4	5	6	7

